

# Cathedral Prep Student / Parent Handbook

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2011 - 2012

**Policies and Procedures  
for Cathedral Preparatory School**

All calendar dates were accurate as of this printing

## **MISSION STATEMENT**

The mission of Cathedral Preparatory School is to develop men of vision in spirit, mind, and body by providing a challenging college preparatory curriculum, along with spiritual, social, extracurricular and athletic opportunities predicated in the tradition of the Catholic faith. Cathedral Preparatory School encourages each student to recognize and successfully meet his potential in all areas of education.

The students, faculty, staff, and administration commit to promoting an environment that is positive, supportive and Christ-like, while fostering a relationship of mutual respect with the community.

## **PHILOSOPHY OF CATHEDRAL PREP**

Cathedral Preparatory School is a Catholic school which develops the “whole man”. The Cathedral Prep man is a man of convictions: nurtured by religious and moral values, principled intelligence, and directed discipline.

From its inception in 1921, Cathedral Preparatory School has been joined physically to St. Peter’s Cathedral, a relationship which symbolizes the foundation of and the reason for its existence: to proclaim the message of the redemption.

The United States Conference of Catholic Bishops, relying on the documents of the Second Vatican Council, has this to say:

*“Christian education is intended to make men’s faith become living, conscious, and active, through the light of instruction. The Catholic School is the unique setting within which its ideal can be realized in the lives of Catholic children and young people.”*

The Cathedral Prep student should be one who understands, believes in, and lives by the teachings and moral principles of Christ and His Church. The Cathedral Prep staff should regard their role as a vocation as well as a career.

The teacher should always be regarded as the primary instrument by which the Prep student is provided with opportunities to develop his God-given talents to the maximum and to reach his potential in every aspect of his development. To that purpose, it is incumbent upon the teacher to impart not only information but also inspiration. Working in concert with the student, his parents, the administration, and guidance personnel, the teacher, properly educated and motivated, stands as the primary source of academic learning and tailors material and methods to meet the abilities and the needs of the individual student. To help in the development of the “whole man,” the Cathedral Prep staff stands legally and morally “in loco parentis”.

The importance of the teacher in no way diminishes the student’s role. The student is encouraged to voice his opinions, to develop his skills, and to make decisions appropriate to his age. The student is challenged to do his best morally, mentally, socially, and physically. If the student moves in this direction, he will have fulfilled the purpose of Cathedral Preparatory School.

## **SPIRITUAL GROWTH**

“Catechesis (education in the faith) seeks to move people to live justly, mercifully, and peacefully as individuals, to act as the leaven of the gospel in family, school, work, social, and civic life, and to work for appropriate social change.” (N.C.D. #170)

The experience of Christian community is most appropriately and naturally leading persons to service. Jesus, in His dealings with others, responded spontaneously to the needs of people. In fact, His life bespeaks of service. Each Cathedral Preparatory student, through catechesis, is motivated to model Jesus’ life of spontaneous service. Cathedral Prep has established numerous avenues by which the individual can offer concrete and true assistance to those in need.

As the source and summit of the spiritual life, mass is celebrated daily for everyone and periodically for classroom groups and individual classes. On

special occasions and feast days it is offered for the entire student body. Students actively participate in the planning of Sacramental celebrations and in the music of the liturgy. Students are reminded that God himself is present at every mass, and as such they are to act with the utmost reverence. Reconciliation is always available on a personal basis and is offered for the entire student body during particular liturgical periods.

## **PROFILE OF A RAMBLER**

The Cathedral Preparatory Student is one who values and therefore strives to develop the following qualities:

### **SPIRITUALITY**

He will strive to nurture his spiritual development by living according to the teachings and moral principles of Christ and His Church. He acknowledges his talents and intelligence as God-given and his responsibility to use them to better the human condition in accordance with God's Law.

### **INTELLECTUAL COMPETENCE**

He desires to prepare himself for a post-secondary education and demands a stimulating and creative curriculum to help him do so. He welcomes a challenging learning atmosphere that will allow him to maximize his potential. Academically, he will be able to think, weigh facts, make valid judgments, see the relationship between disciplines, and be prepared to pursue post-secondary education.

### **SELF-DISCIPLINE**

He values an environment that will foster the development of the self-disciplined man. He physically maintains his well-being and is emotionally sensitive to his own needs, and through self-discipline, is in control of his life and of his future.

### **COMMUNITY AWARENESS**

Socially, because of his training and inspiration, he strives to better the human condition. He uses his gifts and talents in the service of others, especially the poor, the needy, and the disadvantaged.

## CATHEDRAL PREP ADMINISTRATION

<b>The Most Reverend Donald W. Trautman, S.T.D., S.S.L.,</b>	Bishop of Erie
<b>Rev. Scott W. Jabo, M. Div., M.S. Ed.</b>	President
<b>Sr. Claudia Dombrowski, SSJ., M. Ed.</b>	Principal
<b>Mr. Trevor Murnock, M. Ed.</b>	Assistant Principal
<b>Mrs. Dawn M. Slokan, M.B.A.</b>	Director of Finance
<b>Mr. William Flanagan, B.A.</b>	Director of Athletics
<b>Mr. Christopher Hagerty, B.A.</b>	Director of Advancement

## CATHEDRAL PREP CONTACT NUMBERS

Main Office .....	453-7737
	Fax 455-5462
Advancement Office .....	ext. 2223
	Fax 455-5462
Admissions Office .....	ext. 2242
Assistant Principal .....	ext. 2237
Athletic Office .....	ext. 2277
	Fax 455-3985
Attendance/Main Office .....	ext. 2221
Cafeteria .....	ext. 2268
Campus Ministry Office .....	ext. 2275
Finance Office .....	ext. 2226
	Fax 456-3859
Guidance Office.....	ext. 2231
	Fax 459-6709
Library .....	ext. 2284
MVP Office .....	ext. 2265
Nurse.....	ext. 2236
President .....	ext. 2230
	Fax 459-6188
Principal.....	ext. 2225
Technology Office.....	ext. 2279

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## Attendance

### **I. Purpose & Authority**

As per state compulsory attendance law, attendance shall be required during the days and hours that school is in session. The educational program offered by this school is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Poor student attendance disrupts the flow of the instructional process, limits accomplishments, and reinforces a habit which will handicap the individual in future education or employment.

### **II. Excused and Unexcused Absences**

A student may be excused for legitimate illness/ injury, emergency of self or family, major medical/ dental appointments, or other extenuating circumstances deemed excusable by school administration.

### **III. Verification**

Parent(s)/ guardian(s) are required to call the school Attendance Line (814-453-7737 ex. 2221) **prior to 9:00 AM** if the student will not be attending school that day. When the student returns to school he is required to **bring a written and signed excuse** from a parent or guardian and present it to the Main Office before school begins. If the absence involves an extended illness, injury, or emergency medical/ dental appointment, a certification from the associated medical professional must accompany the written excuse. Failure to provide a written excuse within one week will result in an unexcused absence. A Saturday detention will be **assigned for after four unexcused absences and for every subsequent unexcused absence.**

### **IV. Notification of 8 and 12 Days Absent**

As class time is invaluable to the teaching-learning experience, accumulated absences are greatly discouraged. Parent(s)/ guardian(s) will be notified by letter when a student has accumulated absences of 8 and 12 days. This does not include sustained illness/ injury with certification by medical

professional, school-sponsored curricular or extra-curricular events, and emergencies/ major life event of self or immediate family.

#### **V. Absences Exceeding 12 Days**

A student will be **issued a six hour Saturday detention for each absence beyond the 12 day allotment** to make up missed class time. If a student accumulates 18 days of absence a parent conference will be required to determine if the student will be allowed to continue at Cathedral Prep. Students will not graduate or be promoted to the next grade level until all excessive absences are made up in Saturday detention.

#### **VI. Illegal School and Class Absence**

Skipping school is an illegal and unexcused absence. Skipping school includes missing the whole or part of a day illegally, including unauthorized departure from school grounds during school hours. Consequences of an illegal absence are twofold: zeroes given for all missed work during the illegal absence and application of a C1 offense.

Skipping class includes missing the whole or part of a class illegally, including unauthorized departure from class while in session. Consequences are twofold: zeroes given for all missed work during the illegal absence and application of the appropriate disciplinary offense. This applies to school events as well.

#### **VII. Leaving School for an Appointment**

If a medical or professional appointment must be scheduled during school hours an excusal note which includes the time of dismissal, estimated time of return, and professional's name must be submitted to the Main Office prior to the appointment. Verification from the professional must be presented to the Main Office upon return that day or on the following day. Failure to provide appropriate verification will result in the student being marked absent.

#### **VIII. Sign In and Sign Out**

When students leave from or return to the building during the school day they are required to report to the Main Office to sign out when leaving and

sign in when returning. **The 9<sup>th</sup> St. main entrance is the only permitted point of entry/ exit during school hours.** Failure to follow either of these points will result in disciplinary action.

### **IX. Activity/ Athletic Participation**

A student who does not attend school on time and receive credit for a full day's attendance **will not be permitted to participate in any school-sponsored events, practices, or contests that day.** Students are also required to be in school and on time the day after an event, unless otherwise noted by the Assistant Principal or Athletic Director. Only excused medical absences will be excepted.

A student taking part in an extra-curricular event other than athletics will be given an Academic Eligibility Form by the sponsoring teacher (athletic eligibility will be taken electronically). Students must have this signed by all teachers and returned to the sponsoring teacher **within two (2) days of the event.** The teacher will then submit all forms to the Assistant Principal. Any student **failing two or more classes will be ineligible to participate in the activity.**

### **X. Vacation Policy**

Vacations during school time are disruptive to the teaching-learning continuum and are strongly discouraged. However, if circumstances dictate otherwise the following protocol must be followed:

- A. A written request from a parent or guardian must be submitted at least one week in advance to the Assistant Principal.
- B. Vacations are limited to two separate occasions and a maximum of five (5) school days. Vacation days will reduce the total number of days allowed for excused absences (12) by the number of days taken (e.g. if a student takes five (5) vacation days, he will then have a maximum of seven (7) days authorized absence remaining for the year).
- C. The student will be given an Academic Eligibility Form by the Assistant Principal. This must be signed by every teacher and returned to the Assistant Principal within two (2) days. If the student is **failing**

**two or more classes he will be denied time away from school and must make up all missed days in Saturday detention.**

- D. It is the student's responsibility to arrange for all work to be completed prior to and during a vacation and return to school prepared to continue with class work as if no absence has occurred. The class teacher shall determine due dates and long-term assignments must be submitted prior to the vacation. Teachers need not accommodate students who have been denied time away from school or who have not followed this protocol.

#### **XI. College Visit/ Career Shadowing Policy**

Students are encouraged to schedule college visits/ career shadowing on days Cathedral Prep is not in session. However, if circumstances dictate otherwise the following protocol must be followed:

- A. A written request from a parent or guardian must be submitted at least one week in advance to the Assistant Principal.
- B. College visits/ career shadowings are limited to three days for seniors and one day for juniors. These days are not counted as absences.
- C. The student will be given an Academic Eligibility Form by the Assistant Principal. This must be signed by every teacher and returned to the Assistant Principal within two (2) days. If the student is **failing two or more classes he will be denied time away from school and must make up all missed days in Saturday detention.**
- D. It is the student's responsibility to arrange for all work to be completed prior to and during days absent and return to school prepared to continue with class work as if no absence has occurred. The class teacher shall determine due dates and long-term assignments must be submitted prior to the absence. Teachers need not accommodate students who have been denied time away from school or who have not followed this protocol.
- E. The student must provide certification from the college's admissions office stating the visit occurred upon his return.

## **XII. Summer School Attendance**

Students are expected to attend all sessions for their full length. Absence and Tardy procedures will follow the same protocol as a regular school day.

**Students missing more than two (2) days of any class will result in a failure for the course.** Two (2) tardy offenses of any degree will constitute one (1) day of absence. These policies apply to excused absences only. **Any unexcused absence or tardy will result in a failure for the course.**

## **XIII. Tardiness**

A student is tardy to school if he is not in first period by 8:15 AM. Students who are tardy must report to the Main Office for an admit slip. This policy applies to all tardiness whether accompanied by parent excuse or not. A student shall not be deemed tardy if special circumstances pertain, as determined by the appropriate Administrator. Tardiness is recorded as follows:

- Arrives prior to 8:30 AM: tardy
- Arrives after 8:30 AM but before 11:30 AM: half day absent
- Arrives after 11:30 AM: full day absent

Consequences for tardiness are as follows:

- Five tardies: Notification letter sent to parents
- Eight tardies: Second notification letter sent to parents
- Nine or more tardies: A four-hour Saturday detention is incurred for each tardy beyond the eight tardy allotment.

A student is tardy to class if he is not in the classroom when the bell rings. Students are allowed a maximum of three tardies per class regardless of course length. On the fourth and subsequent tardies demerits and detention will be issued.

## **XIV. Withdrawal**

If a student wishes to withdraw from Cathedral Prep, he and his parents must arrange to meet with the Principal to officially announce their decision. All school materials must be promptly returned to the Main Office and all fines and obligations cleared at the Finance Office before transcripts can be released.

## **Academic Information**

### **I. Purpose**

Cathedral Preparatory School has a long and outstanding history of excellence in its academic programs. Designed to develop men of vision in respect to the mind, Cathedral Prep's curriculum is an integrated, four-year program of studies to provide an exceptional secondary education and solid preparation for collegiate study.

### **II. Academic Requirements**

A full course taken for one year gives the student one (1) unit of credit. Semester classes provide one-half (.5) credit and quarter classes provide one-quarter (.25) credit. To graduate from Cathedral Prep, each student must satisfactorily complete 30 academic credits, broken down as follows:

- A. A four (4) year sequence in Theology, English, Mathematics, Science, and Social Studies.
- B. Two (2) years of the same Foreign Language (third/ fourth years are encouraged but not required).
- C. Two (2) credits in Health and Physical Education taken over the four years.
- D. Two (2) credits of Fine Arts electives.
- E. Four (4) credits of General Electives .
- F. Twenty-five (25) service hours each of the four years.

### **III. Levels of Academic Study**

Cathedral Preparatory School offers three levels of study in college preparatory coursework.

- A. Advanced Placement (AP): College level courses offered to ambitious students and sponsored by the College Entrance Examination Board. These classes allow students to obtain college credit, advanced placement credit, or both, and are taught within the building.

- B. Honors (H): College preparatory courses which require advanced work or in-depth study beyond regular academic requirements.
- C. Academic (A): College Preparatory courses which meet the average standards of college entrance requirements.

#### IV. Grading Scale and Quality Points

Core academic subjects are weighted with Quality Point Values in respect to the three levels of study. This system provides an equitable method of determining Scholastic Honors and class rank.

#### Quality Points

<b>AP</b>	<b>H</b>	<b>A</b>	<b>Grade</b>	
6	5	4	93-99	A
5	4	3	85-92	B
4	3	2	77-84	C
1	1	1	76-74	D
0	0	0	Below 74	Failure

#### V. Honor Roll/ Quarter Sessions

Students who achieve a grade of **90 or above in all subjects will receive a First Honors card**. Students who achieve a grade of **85 or above in all subjects will receive a Second Honors card**. Students who receive honor cards will be placed on the Honor Roll and given their cards at a formal Quarter Sessions ceremony.

Quarter Sessions ceremonies are held at the conclusion of the first three quarters. An Academic Pin is awarded to the senior receiving the highest Quality Point Average for that quarter. A Prep Pennant is awarded to the freshmen, sophomore, and junior student receiving the highest Quality Point Average in that quarter.

#### VI. Missed Assignments and Incomplete Mark

Any assignments, exams, etc. missed due to excused absence or tardiness must be made up/ turned in during the **next regularly scheduled class**

**period** or alternative time as designated by the teacher. If the absence is extended every effort should be made to contact teachers during the time away to make arrangements. Long-term assignments must be submitted by established due dates either electronically or by a proxy.

At teacher discretion, a student may be given an incomplete at the end of a grading period for outstanding course work. The student has five school days to rectify the situation or a failing grade will result. The teacher will determine the timetable for completion within those five days.

## **VII. Failed Courses**

Every student is required to successfully pass each subject (74 or greater) for which he is enrolled. No credit will be given for failed classes and **all failed core classes must be made up in summer school**. The only exceptions are Health and Foreign Language which will be re-taken the following school year. In addition, the following policies regarding failed courses apply:

- A. Any student who **fails three (3) or more core subjects** at the end of any single school year will be required to meet with the Principal to make **arrangements for withdrawal from Cathedral Prep**.
- B. Any **senior with two (2) or more failures at the end of the year may not participate in commencement exercises**. Failures must be successfully made up in summer school for a senior to receive his diploma.
- C. **No student may enroll or re-apply to Cathedral Prep with a failing grade in a core subject** on his record. All failures must be successfully made up in summer school for admittance or re-admittance.

## **VIII. Summer School**

Any student who fails a core subject for the year will be required to make it up in summer school. Summer school lasts four weeks and is a separate

expense from regular tuition. A maximum of two classes may be taken and courses successfully completed will receive a grade of 74 on a student's transcript for upper classmen and "pass" for incoming freshmen. Failing a course in summer school will necessitate the student's withdrawal from Cathedral Prep. Students must abide by the summer school attendance policy

### **IX. Scheduling of Courses**

In the early Spring of each year, students are placed by their teachers in Honors or Advanced Placement levels for the following year. Based upon these recommendations and parental approval, students select their courses each February. Students may register only for the course levels they are recommended for and should discuss any discrepancies with the course teacher.

### **X. Progress Reporting**

Academic information is always **available to students and parents/guardians via the Net Classroom software**. A report card is mailed to parents/guardians at the end of each quarter and a mid-term report may be sent out by teachers to notify parents of academic issues their son is having.

### **XI. Parent-Teacher Conferences**

Parent-Teacher Conferences are held at the end of the first quarter. Parents/guardians are encouraged to make appointments to see their son's teachers about their general progress. All members of the faculty, guidance department, and administration are available on this day. In addition, parents are encouraged to meet with their son's teachers throughout the year to monitor progress.

### **XII. Physical Education**

All students are required to participate in physical education and must provide all necessary clothing and accessories. Students who have a permanent disability which prevents participation must present certification from a medical professional to that effect. They will participate in an alternative program agreed upon by the Department Chair and the medical professional.

Students with a temporary illness or injury may be excused only with written permission from a medical professional. This excuse must be presented to the Main Office before the start of the school day.

### **XIII. Service Program**

Recognizing the value of Christian service, its essential role in living the Gospel, and the connection between one's faith and Christian service, the Theology department requires service hours as an integral part of its curriculum. Students are required to perform a minimum of twenty-five (25) hours of service during each of their four years at Cathedral Prep.

Service activities must be approved in advance by the Program Director and must be appropriately documented using the Service Hour form. These forms are to be filled out completely when the service occurs. Failure to have hours turned in with appropriate documentation by the scheduled time will negatively affect student's Theology grade. Students will not graduate or be promoted to the next grade level until all service hours are completed.

### **XIV. Guidance Services**

The Cathedral Prep Guidance Department assists students in their educational, vocational, and personal development and serves as a liaison between students, parents/ guardians, teachers, administrators, and support staff to facilitate the success of each student. Counselors monitor academic progress and meet with students as well as conduct conferences with parents/ guardians and teachers when necessary. If a student or parent/ guardian has personal, social, or academic concerns they are encouraged to contact the appropriate counselor in the Guidance Office.

### **XV. Exemption from Final Exams**

Any student who has achieved a grade of 93 or higher for the year in any class may be exempted from the final exam at the teacher's discretion. It is the student's responsibility to ask for the exemption, and if granted he will receive the grade he has earned in the fourth quarter without taking the final exam.

**XVI. Release of Student Records**

Any student who desires the release of standardized test scores, academic information, etc. to colleges and other agencies must fill out the appropriate documents in the Guidance Office. These must be signed by the student and parent/guardian for information to be released. Transfers of academic records to other high schools do not require signatures of release.

**XVII. Special Academic Opportunities**

- **Eighth Grade Honors Program**

Eighth grade students who excel in Mathematics, Science, and Social Studies may apply for the Eighth Grade Honors Program. If selected, students may attend classes in these disciplines at Cathedral Prep and credit will be given for graduation from their grade school. This enables students to enter Cathedral Prep at an advanced level and allows them more scheduling choices over their four years.

- **Gannon Scholars Program**

Any Junior or Senior who is recommended for Advanced Placement level classes in English, Science, Math, and Social Studies and scores in the top 25% of the class on the PSAT is eligible to participate in the Gannon Scholars program. Students take courses on the Gannon University Campus in the morning and return to Cathedral Prep when classes are finished. Courses may be taken for college credit and students will meet with the Guidance counselor to enroll and select classes each semester. All costs associated with this program are in addition to regular Prep tuition.

Students must maintain a B average or higher in all courses and maintain an attendance record consistent with Gannon's Freshman Class expectations. Failure to do so will result in a student's removal from the program.

- **Dual Enrollment Program**

Any Junior or Senior who is recommended for Advanced Placement level classes in English or Social Studies and scores in the top 35% of the class on the PSAT is eligible to participate in the Gannon Dual Enrollment program. Students take courses on the Gannon University Campus in the morning and return to Cathedral Prep when classes are finished. Courses may be taken for college credit and students will meet with the Guidance counselor to enroll and select classes each semester. All costs associated with this program are in addition to regular Prep tuition.

Students must maintain a B average or higher in all courses and maintain an attendance record consistent with Gannon's Freshman Class expectations. Failure to do so will result in a student's removal from the program.

- **Prep-Gannon Matriculation Program**

Any Cathedral Prep student who completes four years of study (3.5 in languages) on the Honors or AP level in Theology, English, Social Studies, Math, Science, and World Languages will receive, upon attendance at Gannon University, three (3) college credits in each discipline at no charge to the student. The Gannon University Admissions Office will review the student transcript and grant those credits without any further action by the student.

- **Other College Credit Opportunities**

Cathedral Preparatory School also has an agreement with the University of Pittsburgh to give students college credit for AP Calculus and Argumentation. Cathedral Prep continues to pursue agreements with additional colleges and universities in an effort to offer even greater opportunities to students. Programs will be made available to all students who meet the requirements of the individual institution.

- **National Honors Society**

The National Honors Society promotes recognition of students who reflect outstanding accomplishments in the areas of academics, character,

leadership, and service. College admissions officers often look for Honor Society membership as a valid indicator the applicant will succeed at the collegiate level. To be eligible for membership students must be a member of the Junior or Senior class and have been in attendance at Prep the equivalent of one semester. Students must fulfill the mandated academic requirement and selection of members is done by a majority vote of the five-member faculty council.

## **General School Information**

### **I. Change of Information**

It is necessary for the school to have an accurate record of the home address, phone number, etc. of all students. Please report any changes to the Main Office immediately.

### **II. Care of School Property**

Every student in our school is entrusted with various supplies for study including computers, textbooks, lab equipment, etc. These supplies are paid for by Cathedral Prep and lent to the students for their education. If a student willfully, accidentally, or negligently loses or damages an article of school property they will be assessed the full replacement/ repair and labor cost of the item and are subject to disciplinary action.

### **III. Lockers**

Every student will be assigned a locker each year and issued a school lock freshman year. This lock may be used for all four years and is the only authorized lock to be used on the student's locker. Students are not permitted to change locks or lockers without the permission of the Assistant Principal. Lockers must be locked at all times and damaged or lost locks must be replaced through the Assistant Principal.

Each student is responsible for the cleanliness of his locker and at no time may any locker contain or portray offensive material. This includes

material related to sex, violence, drugs, alcohol, cults, racism, sacrilege, etc.

**Lockers are school property and can be searched, along with their contents, by School Administration at any time without consent and without prior notification.** Students taking gym are required to lock their assigned lockers in the locker room and must purchase an approved “blue faced” lock to do so from the student store.

#### **IV. Electronic Devices**

To maintain a safe and orderly environment and preserve student focus **the possession/ use of cellular phones, portable music players, and other personal electronic devices is not permitted from the 8:12 AM warning bell through the 2:53 PM dismissal bell.** All personal electronic devices must be stored in off or silent mode in student’s locker during the school day. If a student has a legitimate emergency they may ask permission to use the phone in the Main Office. **The Main Office phone is the only acceptable phone to be used for communication from or to students during the school day.**

Infractions will result in the following:

- A. **First offense:** Confiscation of device and parent notification by Assistant Principal. The device may be picked up by student at the end of the school day. MA6 is assigned
- B. **Second offense:** Confiscation of device and parent notification by Assistant Principal. The device may be picked up by parent or guardian after disciplinary consequence is served. S6 is assigned.
- C. **Subsequent Offense:** Confiscation of device and parent notification by Assistant Principal. The device may be picked up by parent or guardian after disciplinary consequence is served. C6 is assigned.

#### **V. Copies/ Printouts**

Every student is allotted three-hundred (300) copies or printouts per semester. The copying/ printing machines will not print any pages above that limit unless a student has paid to add more copies. The fee is \$.10 per page and more copies/ printouts can be added at any time in the Finance Office

#### **VI. Backpacks/ Computer Cases**

Students are allowed to carry backpacks with them throughout the school day. Backpacks must be in good taste and of a traditional one or two shoulder style. Tablet PCs must be carried in the protective case at all times unless being used in a classroom or classroom setting. Backpacks are not permitted in the cafeteria and may not be left unattended in any place except the student's locker.

## **VII. Cafeteria System**

Each student will be issued a meal account and a corresponding number for use in the cafeteria. The account acts as a debit account that deducts money from the student's prepaid account balance when the student gives his number at the register. Parents can send cash or checks to the cafeteria at any time to be deposited into their son's meal account and money can be used for breakfast, lunch, ala carte items, or milk. **ID numbers must be used for all transactions-cash or prepaid.**

If a student does not have enough money in his account he may charge a full breakfast meal or full lunch meal. **The charge limit per account will be no more than five (5) meals at any given time.** When a student exceeds that limit appropriate disciplinary action will result.

**No food or drink is permitted outside of the cafeteria at any time before or during school hours.** Students may have food or drink outside of their backpack/ locker only on their way to lunch. Students may purchase food items from snack and drink machines in the school only before school, after school, and on their way to lunch. Students must abide by regular dress code while in the cafeteria during school hours.

## **VIII. Lost and Found**

Items found in and around the building should be turned in to the Main Office and any person who has lost an item should check with the Main Office secretary. If a student must bring something of particular value to school on a certain day he should bring the item to the Main Office at the start of the day and retrieve it there after school.

**IX. Substitute Teachers**

Substitute teachers have the same authority as regular members of the faculty and must be accorded the same respect given to a teacher. They are invested with the same jurisdiction to make assignments, discipline, and to award marks indicating their judgment of the success of the student in completing the assignments.

**X. Library Services**

The Library is open every regularly scheduled school day from 7:45 AM - 3:30 PM. **Students must have a signed pass from a teacher to be admitted and must sign in on the clipboard upon entering.** Students must use their student ID card to check out library books and fine of \$.10 per item per day will be imposed for overdue materials. Students will be financially responsible for any lost or damaged library materials and replacement costs will be based on the current market price of the item.

**XI. Student Photo ID**

Students will be issued a photo ID card with a unique ID number. This card and number are required for the following purposes:

- A. Library - the card/ number will serve as a library card, and must be used for checking out books.
- B. Cafeteria - the card/ number will be used for all purchases in the school cafeteria as required.
- C. Extra-Curricular Activities – the photo ID card will be required for admittance to school dances or other extra-curricular events for security purposes.

**XII. Student Parking**

A parking permit is required for a student to park in the Student Parking Lot at 11th and Chestnut Sts. during the school day. Permits can be purchased in the Finance Office at any time during the school year. Discipline infractions involving motor vehicles, the Student Parking Lot, or parking in unauthorized

areas at any time will result in appropriate disciplinary action and may result in the loss of parking privileges and/or towing of the owner's vehicle at owner's expense.

### **XIII. Clubs, Organizations, and Activities**

Clubs, Organizations, and Activities play a major role in the life of Cathedral Preparatory School students. An updated list of clubs and activities, their faculty moderators, and descriptions can be found online at [www.cathedral-prep.com](http://www.cathedral-prep.com).

Any student who wishes to charter a club/ activity **must first secure a faculty moderator**. He must write up a description of the organization and its goals and aims and present it to the faculty moderator for approval. The faculty moderator will in turn submit it to the Assistant Principal for approval.

### **XIV. Health & Medications**

The School Nurse is present in the building as often as scheduling will allow and will administer examinations as needed or required by state law. If a student has a health problem he is encouraged to discuss it with the School Nurse, and parents are encouraged to do so as well. If a student has a health problem when the nurse is not in the building **he should proceed to the Main Office** where the School Secretary will notify the appropriate parties..

All medications are dispensed from the Main Office only. **Students may not have medication with them during school hours.**

In order for medication to be dispensed a **Medication/ Treatment Authorization Form** must be submitted by the parents. These are available in the Main Office and must be signed for either prescription or non-prescription medications. All medications must be brought to the Main Office, in a properly labeled current prescription bottle with the student's name, doctor, name of medicine, dosage and time it is to be given. Non-prescription medicine must be brought in the original bottle.

A change in medication during the year requires a new authorization form and forms must be renewed annually. Students will be responsible to report to the Main Office to receive their medication at the proper time. In cases where a student must carry a medication on them for emergencies the physician must indicate so on the authorization form.

#### **XV. Emergency Drills**

Emergency drills will be conducted periodically to properly prepare for emergency situations. Procedures will be explained to staff and students in advance and all are to consider each drill as an emergency situation.

#### **XVI. Student Bussing**

Bussing to and from school is set up by Cathedral Prep in conjunction with a student's home school district. Students must abide by the same conduct code as when in the building and will use good manners and judgment at all times. Infractions will incur appropriate disciplinary action and may include revocation of transportation privileges.

#### **XVII. Visitors**

Cathedral Prep is a secure facility. All visitors must be admitted at the 9<sup>th</sup> St. Main Entrance, sign in at the Main Office for a visitor's pass, and sign out when exiting. The only exception is for specific Athletic Office business for which entry can be gained at the 10<sup>th</sup> St. Athletic Office entrance.

#### **XVIII. Non-Discrimination Policy**

Although Cathedral Prep is a distinctly Catholic School it welcomes young men of all backgrounds and does not discriminate against any qualified student on the basis of race, color, religious creed, ancestry, national origin, disability or age, as required by law, in the administration of its educational policies, admissions procedures, financial aid, and any other school administered programs.

## **Athletics**

### **I. Philosophy**

Athletics is considered an integral part of Cathedral Prep's education program and one of the key pillars in developing men of vision in spirit, mind, and body. Students grow physically, mentally, socially and emotionally through athletic activities. The element of competition and winning does not determine the nature of the program but rather good values and a good work ethic. Students are stimulated to want to excel, but the principles of good sportsmanship must prevail at all times to enhance the educational value of the program.

### **II. Goals of the Athletic Program**

- A. To provide a Christian learning environment for all athletes to achieve to the highest level they are capable of individually and as a team.
- B. To enhance the academic program of the school.
- C. To teach lessons that will carry-over to life, including:
  1. Honor and Integrity.
  2. Discipline.
  3. Respect for authority, rules, officials and coaches.
- D. To make the effort to win. Athletes will learn from success and failure and understand the reasons for success and the causes of failure.
- E. To foster participation in the sports program by as many students as possible. Participation will be measured by the number of athletes who complete the season.
- F. To develop a commitment toward excellence in regards to the team's mental preparation and physical conditioning.

### **III. Athletic Teams**

Cathedral Prep is represented by thirteen varsity athletic programs and holds membership in the Pennsylvania Interscholastic Athletic Association.

Fall Athletics

Football: Freshman, J.V. and Varsity

Cross Country: J.V. and Varsity

Golf: J.V., and Varsity

Hockey: Freshman, J.V, and Varsity

Soccer: J.V., and Varsity

Water Polo: Varsity

Winter Athletics

Basketball: Freshmen, J.V., and Varsity

Swimming: Varsity

Wrestling: J.V., and Varsity

Spring Athletics

Baseball: Freshman, J.V., and Varsity

Lacrosse: J.V., and Varsity

Tennis: Varsity

Track and Field: Varsity

**IV. Eligibility Requirements**

Participation in athletics at Cathedral Prep is a privilege and secondary to a student's academic progress. As such, all student athletes must abide by the following academic requirements and protocol for participation:

- A. Every student athlete will be monitored for academic progress a minimum of every two weeks. Eligibility checks will usually take place on Wednesdays.
- B. Students will be rated for each class as passing or failing. If no grade is yet available, the last available grade will be taken for eligibility.
- C. If a student is failing **two or more classes he will have until Monday (five days) to raise his marks.**
- D. If the student is still failing two or more classes at the end of the school day on Monday, he will be ineligible for **all of that week's contests.** The student may not dress nor have any role in all of that week's

contests. The student will be allowed to practice that week only **at the head coach's discretion.**

- F. To regain eligibility, the student must **raise his marks by the following Monday.** The student will be given a sheet to be signed by his teachers tracking his progress.
- G. Failure to return this sheet to the Athletic Office by Monday at 3:30 PM will result in a **two week suspension from the sport.**
- H. Quarter grades, following PIAA guidelines, shall determine eligibility after their posting.

Participation in athletics is a privilege and a student may be suspended from any activity for discipline issues or other reasons for any length of time. All suspensions of student athletes will be made by the Administration in conjunction with the Athletic Director. Violations of Cathedral Prep's Drug and Alcohol Policy incur mandatory suspension from all athletic involvement for the following periods:

1. **First offense** - two week suspension
2. **Second offense** - dismissal from activity

If a student violates the Drug and Alcohol Policy while on a school sponsored athletic trip/ at an athletic contest he may be suspended from that sport for the remainder of the season.

## **V. Athletic Fees**

To help defray the cost of hosting athletic programs, students are required to pay a participation fee for all sports as follows:

1. Participation in one sport.....\$150.00
2. Participation in two sports.....\$200.00
3. Participation in three or more .....\$225.00

Students will not be able to participate in any athletic activities until the participation fee is paid in full or other arrangements made with the Athletic Office. Students will likewise not be able to participate in any athletic activities

until a participation contract is returned signed by both student and parent/guardian.

### **Student Assistance Program**

The Student Assistance Program is a process designed to identify and assist students that are having difficulties at school, home, or elsewhere. The Student Assistance Team consists of teachers, administrators, guidance counselors, and outside behavioral health and drug and alcohol counselors who have all been trained and certified by the state to help identify students who are experiencing behavioral, social, or academic difficulties which pose a barrier to learning and success in school. The process is outlined as follows:

#### **1. Referral**

Anyone can refer a student to SAP when they personally observe any behaviors of concern. The referral consists of contacting any of the SAP team members, any guidance counselor, or the Assistant Principal who will then assist with the completion of the referral form.

#### **2. Team Planning**

The student's parents are notified to provide or refuse their consent for SAP involvement. When consent is given the SAP team gathers objective information about the student's performance from parents, teachers, coaches, and the student himself.

#### **3. Intervention and Recommendation**

A plan is developed by the SAP team and put into action. If warranted, the student may meet with behavioral health and/ or drug and alcohol counselors.

#### **4. Support and Follow-Up**

The SAP team continues to work with and support the student and family throughout the entire process and beyond.

## Code of Conduct

### **I. Purpose**

Cathedral Preparatory School takes its mission of developing men of vision in spirit, mind, and body very seriously. Being a Catholic School requires our diligent attention to the moral instruction of our students and our persistent guidance in their growth. Cathedral Prep holds Catholic Values in the highest esteem and encourages students to accept and adopt them in order to develop the honor, charity, and self-discipline needed to become a responsible member of society. These values are good for all involved and if not accepted, will result in the enforcement of certain consequences that will protect the rights of Cathedral Prep to maintain the standards it considers acceptable. **The Administration will be the sole arbiters of interpretation, violation, and penalization of every aspect of the Code of Conduct.**

### **II. Student Responsibilities**

It is the responsibility of the student to:

- Be aware of all rules and regulations for student behaviors outlined in this handbook and conduct themselves accordingly- both inside of school and outside of school.
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Dress and groom themselves in accordance with school standards.
- Assume that until a rule is waived, altered, or repealed, it is in full effect.
- Assist the school staff in operating a safe school for all students.
- Be aware of and comply with state and local laws.
- Respect the rights of students, teachers, staff, administrators, and all others who are involved in the educational process.

### **III. Dress and Grooming Code**

All students must abide by the following Dress and Grooming Code each school day from the 8:12 AM warning bell through the 2:53 PM dismissal bell. The Dress and Grooming Code is in effect during that time from the moment a student enters the building until the moment they leave the building. Exceptions will only be granted for medical necessity and **the student must see the Assistant Principal before school begins for an excusal pass.**

**A. Required School Uniform**

All articles must be in excellent condition with no damage or marring, in good taste, and must complement one's overall appearance. Students in violation will be subject to disciplinary action and responsible for procuring the required article as soon as possible during the school day.

**Dress Shirt:** Solid color light blue or white oxford, long or short sleeve, with traditional button-down front. Shirt must be tucked in with all buttons fastened. Shirt sleeves may not be rolled and must be buttoned (if long sleeved).

**Tie:** Traditional necktie of traditional size, tied in Pratt or Windsor knot. May not be gaudy, offensive, or clashing and tie knots must be snug against the collar. JROTC cadets will be permitted the option of not wearing a tie when the full JROTC uniform is worn during the months of September and May with only the top shirt buttoned opened. On occasion during warmer months, the Administration may allow students to remove their ties during the school day. In these cases, only the top shirt button may be undone.

**Dress Pants:** Gray tri-blend, gray or navy poly/ wool, or khaki poly/ cotton pleated or flat front. Pants must be of appropriate size and worn properly at the waist. No accessories are permitted and cuffs may not be rolled. All buttons and zippers must be fastened.

**Belt:** Traditional belt of traditional size with traditional buckle, worn properly at the waist. Belts must be leather or leather in appearance and

may not be gaudy or clashing. No accessories are permitted (e.g. studs, rings, images, etc.).

**Socks:** Traditional dress socks, crew or calf length, in black, navy, gray, or khaki. White socks are not permitted.

**Shoes:** Traditional dress shoe in Oxford, Derby, or Loafer style. Shoes must be a solid color in shades of black, brown, or burgundy, fully laced and worn properly. Shoes may not extend above the ankle and no accessories are permitted.

**Sweater:** Official school sweater with Prep Ram or Crest on the front. Sleeves may not be rolled and the required school uniform must be worn under sweater. Sweaters may be purchased from the School Store.

**B. Undershirts**

Undershirts may not be visible in any way through the dress shirt or outside of the dress shirt (e.g. sleeves visible).

**C. Boots**

Boots may be worn to school during the winter months. Students are required to change into proper dress shoes by the 8:12 warning bell. Boots must be put in lockers away from school materials that may become soiled.

**D. Hair**

Hair must be neatly cut, generally short, and generally tapered (short on sides and back and longer on top). Hair may not extend beyond the collar in the back, may not fall naturally in front of the eyebrows or over the ears, and sideburns may not extend below the middle of the ear. Hair, including eyebrows, may not be unkempt, dyed, gaudy in appearance, totally shaven, or contain design cuts of any kind.

**E. Shaving**

Students must be clean shaven upon their entrance to the building as no facial hair is permitted. Students in violation of this policy will be required to shave immediately. Disposable razors may be purchased from the Assistant Principal.

**F. Headwear & Jackets**

All headwear must be removed upon entrance to the building and is not permitted to be worn at any time inside the building. Jackets and sweatshirts are not permitted to be worn during school hours and must be stored in students' lockers.

**G. Jewelry, Accessories, Tattoos, etc.**

Students are not permitted to wear or have visible any gaudy jewelry or accessories at any time in the building (e.g. necklaces, key chains, watch chains, wristbands, etc.). Nothing is permitted to be worn in or on the ears at any time. Tattoos must be fully covered (non-visible) by regular school uniform at all times.

**H. Dress Downs**

On special occasions students will be permitted to dress in casual clothes. All articles must be in excellent condition with no damage or marring, in good taste, and must complement one's overall appearance. Certain dress downs may revolve around a theme that would permit variations on the following code (e.g. participation in spirit dress down days requires students to wear orange and black). These events and their regulations will be announced in advance. In addition, members of athletics, clubs, and activities will be permitted at certain times to wear jerseys or other clothing representing their organization. These events and their regulations will likewise be announced in advance. Students in violation will be subject to disciplinary action and responsible for procuring the required article as soon as possible during the school day.

**Shirt:** Clean tee or polo shirt. Gaudy or offensive coloring, lettering, or images are not permitted. Mesh, tank, and sleeveless shirts are not permitted along with other athletic-style shirts.

**Pants:** Clean pair of long trousers worn properly at the waist. Gaudy or offensive coloring, lettering, or images are not permitted. Sweat, mesh, nylon, and wind pants are not permitted along with other athletic-style pants.

**Shorts:** Clean khaki, navy, olive or jean shorts, in dress or cargo style, of appropriate length and worn properly at the waist. Sweat, mesh, and nylon shorts are not permitted as well as any lettering, images, or logos.

**Shoes:** Clean athletic shoes or boots worn and tied properly. Shoes must be worn with socks and fully enclose the foot (i.e. sandals, Crocs, etc. of any variety are not permitted).

#### **IV. Discipline Infractions**

Cathedral Preparatory School has the authority to make reasonable and necessary rules governing the conduct of students in school. The purpose of these rules is to guide students in that utmost important endeavor of moral development and to develop in them the Christ-like qualities of honor, charity, and discipline. These regulations have stood the test of fairness and reasonableness and will apply to all students at all times.

Failure to maintain Cathedral Prep's standards and expectations of behavior will result in disciplinary actions that may include:

- **Verbal Reprimand**
- **Parent Notification**
- **Demerits**
- **Detention (Teacher, Lunch, After School, or Saturday)**
- **Loss of Privileges (Hall, Technology, Extra- Curricular)**
- **Suspension**
- **Expulsion**
- **Involvement of Legal Authorities**

Consequences will be levied according to the degree of the offense and infraction codes are listed below. Those listed are not all inclusive, but rather cover the general categories of offenses resulting in disciplinary action. As much as possible, parents will be made aware of discipline problems regarding

their son- especially for serious infractions or repeated offenses. Parents are responsible to support and uphold this discipline code and its consequences.

**The Administration will be the sole arbiters of interpretation, violation, and penalization of every aspect of the Code of Conduct.**

**A. Minor Offenses**

Minor Offenses are submitted by authority figures via e-mail, written, or verbal communication. Result in one (1) demerit.

- a. M1** Unexcused Absence or Tardiness
- b. M2** Lying, Cheating, or Thievery
- c. M3** Ungentlemanly Conduct
- d. M4** Possession of Immoral or Offensive Material
- e. M5** Violation of Privileges
- f. M6** Failure to Comply with the Directives of an Authority Figure, Written Rules, Regulations or Policies
- g. M7** Abuse of School or Another's Property

**B. Major Offenses**

Major Offenses are submitted by authority figures via written Misconduct Report (Green Sheet). Result in three (3) demerits and two (2) hours of detention.

- a. MA1** Major Unexcused Absence or Tardiness
- b. MA2** Major Lying, Cheating, or Thievery
- c. MA3** Major Ungentlemanly Conduct
- d. MA4** Major Possession of Immoral or Offensive Material
- e. MA5** Major Violation of Privileges
- f. MA6** Major Failure to Comply with the Directives of an Authority Figure, Written Rules, Regulations or Policies
- g. MA7** Major Abuse of School or Another's Property

**C. Serious Offenses**

Serious Offenses are submitted by authority figures via written Misconduct Report (Green Sheet). Result in six (6) demerits and four (4) hours of detention.

- a. **S1** Aggravated Unexcused Absence or Tardiness
- b. **S2** Aggravated Lying, Cheating, or Thievery
- c. **S3** Aggravated Ungentlemanly Conduct
- d. **S4** Aggravated Possession of Immoral or Offensive Material
- e. **S5** Aggravated Violation of Privileges
- f. **S6** Aggravated Failure to Comply with the Directives of an Authority Figure, Written Rules, Regulations or Policies
- g. **S7** Aggravated Abuse of School or Another's Property

#### **D. Critical Offenses**

Critical Offenses are submitted by authority figures via written Misconduct Report (Green Sheet). Result in minimum of ten (10) demerits and six (6) hours of Saturday Detention. Depending on severity could result in discipline contract, suspension, expulsion, and involvement of legal authorities.

- a. **C1** Flagrant Unexcused Absence or Tardiness
- b. **C2** Flagrant Lying, Cheating, or Thievery
- c. **C3** Flagrant Ungentlemanly Conduct
- d. **C4** Flagrant Possession of Immoral or Offensive Material
- e. **C5** Flagrant Violation of Privileges
- f. **C6** Flagrant Failure to Comply with the Directives of an Authority Figure, Written Rules, Regulations or Policies
- g. **C7** Flagrant Abuse of School or Another's Property
- h. **C8** Possession of Tobacco on School Grounds or at any School Sponsored Event
- i. **C9** Possession or Demonstrated Effect of Drugs, Alcohol, and/ or related paraphernalia on School Grounds or at any School Sponsored Event
- j. **C10** Possession of weapon/ forbidden item
- k. **C11** Flagrant threats, harassment, bullying
- l. **C12** Willful infliction of injury/ violence toward another

#### **E. Time Only Offenses**

Time Only Offenses carry no demerits and are given by the Administration. Time is served in Saturday detention. Regular fines apply for discretionary Time Only Offenses but do not apply for Excessive Absences.

- a. **T1** Excessive Absence(s)
- b. **T2** Discretionary punitive consequence

## **V. Demerits**

Demerits will be assigned to a student when an infraction has been committed. Demerits will be proportionate to the level of the offense and the circumstances surrounding it.

The accumulation of demerits will result in the accumulation detention time in addition to time given for the offense itself. Excessive demerits will progress through Saturday detention time, hearings before the Discipline Review Panel/ Board, suspension, and possibly expulsion. The assigned consequences for accumulation of demerits are as follows:

- a. 3 demerits = 1 hour detention
- b. 6 demerits = 2 hours detention
- c. 9 demerits = 3 hours detention
- d. 12 demerits = 4 hours Sat. detention, fine, hearing before the Discipline Review Panel, assignment of a mentor
- e. 15 demerits = 5 hours Sat. detention, fine
- f. 18 demerits = 6 hours Sat. detention, fine
- g. 21 demerits = 6 hours Sat. detention, fine
- h. 24 demerits = Out of school suspension, possible expulsion/ hearing before the Discipline Review Board

The accumulation of 24 demerits will result in immediate Out of School Suspension while a decision is made by the Principal and Assistant Principal to either expel the student or have him appear before a Discipline Review Board for a hearing. Demerits will be expunged at the end of each school year and each student will start the year with no demerits. However, based on past discipline circumstances a student may be issued a discipline contract at the start of a new school year limiting the number of demerits he can accrue.

## **VI. Detention**

Detention will be issued for specific offenses and accumulation of demerits. After School Detention will be held every regular **Tuesday and Thursday from 3:00 PM – 5:00 PM** and Saturday Detention will be held every **Saturday when school is in session from 8:00 AM – 2:00 PM**. Students will be issued the first available times, to be served concurrently, after a discipline infraction is processed. Teacher detention will be issued by the classroom teacher at least one day in advance and does not incur demerits. If a student is given a teacher detention for the same period they are to serve an office detention they must inform the teacher and make arrangements with them.

Students must be on time and in proper school attire and will stay for the entire length of ISS. Students are permitted to work **only on school work and must be actively working the entire time**. Computers are not permitted to be used in detention. Special assignments may be substituted or added by the Principal or Assistant Principal at their discretion. Students are not permitted to leave the room at any time. Students serving Saturday detention will be given a lunch break in the room from 12:00 PM – 12:30 PM and must bring all food with them.

Students will also be issued a **fine of \$5.00 per hour for Saturday detentions**, the only exception being for T1 excessive absence offenses. Students must pay their entire fine by 12:00 PM (noon) on the last school day before ISS is to be served.

Students will be notified during the school day twenty-four (24) hours in advance of their scheduled detention and a copy of the infraction report will be sent home to parent/ guardian. If they wish to discuss the matter with the Assistant Principal they may do so only outside of regular class time.

**Students will not be excused from their scheduled detention time for any reason** except major medical appointments and emergencies of self or immediate family. If a student is absent the day notifications are sent out and returns to school the next day he must still serve the scheduled detention. If a student is absent the day of detention he will serve the next scheduled detention

time. **No student will graduate or be promoted to the next grade level until all outstanding detention hours are served.**

## **VII. Suspension**

Suspension will be issued when a student's disciplinary situation **warrants removal from the regular daily routine** of Cathedral Prep. Suspension may be In School or Out of School depending on the circumstances, may be issued for any length of time, and may be accompanied by any variety of other consequences including expulsion and/ or involvement of legal authorities.

In cases of major infractions, Out of School Suspension is assigned to allow for a thorough investigation/ review by School Administration. The following infractions are examples where OSS may be applied. These are not all inclusive, but rather cover the general categories of offenses resulting in OSS:

- A. Accumulation of twenty-four (24) demerits
- B. Violation or suspicion of violation of drug and alcohol policy
- C. Possession or suspicion of possession of a weapon/ forbidden item
- D. Flagrant threats, harassment, bullying
- E. Willful infliction of injury/ violence toward another
- F. Any other action considered threatening, potentially harmful or disruptive, or gravely offensive to any person or property

## **VIII. Expulsion**

Cathedral Preparatory School reserves the right to **expel any student at any time for any actions** it considers unbecoming of a man of Prep. Expulsion may be permanent or for the remainder of the school year, will include all school sponsored events, and may be accompanied by any variety of other consequences up to and including involvement of legal authorities.

Expulsion may automatically be assigned for the following. These examples are not all inclusive, but rather cover the general categories of offenses resulting in expulsion.

- A. Accumulation of twenty-four (24) demerits
- B. Violation of drug and alcohol policy
- C. Possession of a weapon/ forbidden item
- D. Flagrant threats, harassment, bullying
- E. Willful infliction of injury/ violence toward another
- F. Any other action considered threatening, potentially harmful or disruptive, or gravely offensive to any person or property
- G. Failing three or more core subjects for the year
- H. Failing a course in mandated summer school

All school materials must be promptly returned to the Main Office and all fines and obligations cleared at the Finance Office. If so determined by the Administration, expelled students may be given the option to reapply next school year.

#### **IX. Discipline Review Panel**

Cathedral Preparatory School has instituted a Discipline Review Panel to assist and direct students who are having disciplinary problems. The DRP consists of the Assistant Principal and three faculty members and will examine the root causes of a student's infractions and guide the student towards a responsible solution and a positive change.

When a student **accumulates twelve (12) demerits he will be scheduled to appear before the DRP** at their availability. Parents will be notified in advance when this meeting will take place and what discipline infractions have been accumulated thus far. The DRP will generate a Confidential Summary Report which will be mailed to parents and kept on file in the Assistant Principal's Office. In addition, a faculty mentor will be assigned to the student to assist in making a positive change. Students must meet with their mentor every week for the remainder of the school year to discuss behavior, academics, social relationships, etc.

#### **X. Discipline Review Board**

Cathedral Prep has instituted a Discipline Review Board to examine appeals made by students who have been removed from the school and qualify for expulsion. The DRB will read the student's written appeal and hear the

student's verbal appeal. The DRB consists of the Assistant Principal (non-voting member) and seven faculty members.

When a student accumulates twenty-four (24) demerits or commits an appropriate offense as to qualify for expulsion, the student will immediately be placed in immediate Out of School Suspension. During this time a decision will be made by the Principal and Assistant Principal to either expel the student or have him appear before a Discipline Review Board for a hearing. If an appeal is granted, the student must construct a written appeal to the DRB and appear before the DRB at their availability. Other details will be given at the time by the Assistant Principal.

After the hearing, each member of the DRB will complete a brief report and vote for either expulsion or reinstatement on a discipline contract. Votes will be gathered by the Assistant Principal and delivered to the Principal by the beginning of the next school day. The Principal will then make the final decision to expel or reinstate and no further appeal will be granted.

#### **XI. Re-Admission Policy**

If so determined by the Administration, an expelled student may be given the option to reapply for the next school. If a student is eligible for re-admission, they will be notified by the Principal or Assistant Principal at the same time they are notified of their expulsion. No guarantee is made for the student's acceptance. It will depend largely on his academic and behavioral performance at his new school as well as additional factors.

#### **XII. Searches**

A school official is permitted to search a student's person and belongings if the official has a reasonable suspicion that a crime has been or is in the process of being committed, or that the search is necessary to maintain school discipline, ensure safety, or enforce school policies.

#### **XIII. Off-Campus Behavior**

The Cathedral Prep Code of Conduct applies to all students while enrolled at Cathedral Prep. Any student engaging in any behavior at any time

that would discredit the good name of Cathedral Prep will be subject to appropriate disciplinary action up to and including expulsion.

#### **XIV. Cheating, Plagiarism**

Students at Cathedral Prep are expected to conduct themselves with the highest Christian honor in all academic work. As such, falsification of thoughts, words, or ideas will not be tolerated. Any degree of cheating or plagiarism will **result in a zero grade for the assignment** and incur the appropriate disciplinary consequence. Students are expected to submit only their own original work with proper citations where appropriate. **Students must complete all assignments solely on their own unless the assigning teacher specifically says otherwise.** Plagiarism includes the following:

- Copying directly from a source without citing the source
- Copying major ideas from a source without citing the source
- Presenting any material from another source as one's own

#### **XV. Weapons, Forbidden Items**

It is forbidden for anyone to possess a weapon of any sort, as defined by state law, on school property, on property being used by the school, at any school sponsored event, or while the student is on the way to or from school.

**Exceptions will only be made by prior written approval from the Administration.** In addition, any object deemed by the Administration to threaten, harass, do bodily harm to, or disrupt the educational process will be forbidden on school property, on property being used by the school, at any school sponsored event, or while the student is on the way to or from school.

A student is in possession of a weapon/ forbidden item when it is found on the person of the student, in the student's backpack, locker, car, or other personal forum, or under the student's control to any degree. Appropriate disciplinary action will be taken up to and including expulsion and involvement of legal authorities. Examples of weapons/ forbidden items are as follows (non-inclusive):

1. Guns, firearms, projectiles/ missiles
2. Cutting implements of any kind

3. Noxious, irritating, or poisonous gases, liquids, or solids
4. Explosive or incendiary devices
5. Any object designed for protection
6. Any object intended by the student to threaten, harass, or do bodily injury to another
7. Any facsimile replica or look-alike object of the above

## **XVI. Threats, Harassment, Bullying**

Cathedral Prep students are expected to follow the principles and example of Jesus Christ at all times. Students should have exceptional character in this regard and stand out from the average person.

As such harassment or bullying of any kind to any degree is not permitted at Cathedral Prep. Harassment, sexual or otherwise, can be written, verbal, physical, or electronic and includes, but is not limited to, unwelcome slurs, insults, jokes or other offensive conduct related to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age, or disability. Any behavior that creates an intimidating, hostile, or offensive educational environment is considered harassment and/ or bullying.

**Any student who feels he is being harassed or bullied should tell a trusted adult as soon as possible.** Any teacher, guidance counselor, or Administrator will help the student deal with the problem and get help.

**All threats of harm- written, verbal, or electronic, to one's self or to others are taken seriously** and evaluated carefully. A student making a threat of any degree will immediately be isolated from the general population under supervision while an investigation is undertaken. Parents will be notified as soon as possible given the circumstances of the incident and all appropriate measures will be taken to ensure the safety of all students, faculty, and staff up to and including notification of law enforcement and/ or outside agencies, suspension, mandatory counseling/ psychological evaluation, or expulsion.

## **XVII. Tobacco Policy**

No student is permitted the possession or use of tobacco on school grounds or at any school sponsored event at any time as per state law and city ordinances. In addition to a C8 offense for infractions, Cathedral Prep will assess fines of its own accord rather than systematically send each offender to the District Justice for citation and fining. Fines are levied as follows and must be paid by the date specified at the time of the infraction.

**First violation = \$100.00**

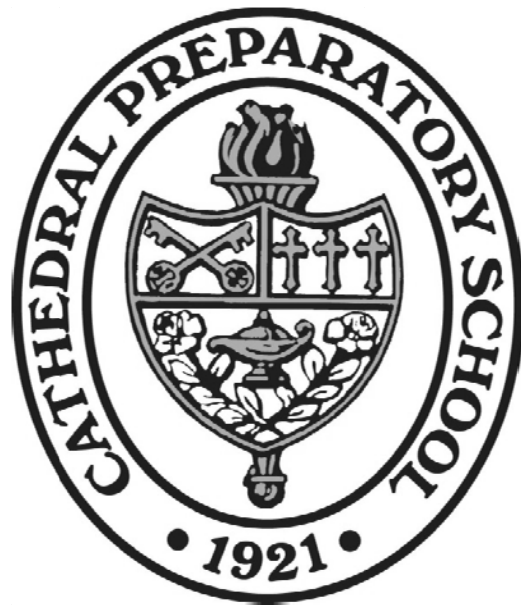
**Subsequent violation = \$200.00**

### **XVIII. Drug and Alcohol Policy**

The following chart illustrates the Cathedral Preparatory School Drug and Alcohol Policy. This protocol will be followed for every student, every time. Our students' wellbeing is of utmost priority, and this protocol is designed to assist students in making the right choices.

Student property may be searched for any degree of suspicion and school property may be searched at any time for any reason. A student may be required to take a drug test or breath analysis at any time for any degree of suspicion. If warranted, the student will be taken off-campus to a professional at a local agency and parents will be notified. Results are faxed directly to school administration and will be made known to parents.

**CONTINUED ON PAGE 50**



## DRUG AND ALCOHOL PROCEDURES CHART

SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	DISCIPLINE
A student volunteers information to a staff member about personal drug/alcohol use and seeks help.	The staff member informs the student of available services and of the rights of minors to such help.	None	None
A staff member suspects a student of possible drug/alcohol use but there is no violation or physical evidence.	A staff member contacts the Assistant Principal who will contact the Principal and SAP. Teacher observations are collected regarding symptoms of suspected drug/alcohol abuse as soon as possible. If warranted, student is informed of available services.	Teacher observations are reviewed by the Assistant Principal and SAP. If warranted, the student, his locker and other possessions will be searched by the Assistant Principal or Principal.	None
A student (a) possesses, uses or is under the influence of drugs/alcohol; or (b) possesses drug/ alcohol related paraphernalia on school property.	Assistant Principal is summoned who will contact the Principal and SAP. Drugs, alcohol and/or paraphernalia are confiscated. Student placed in OSS for minimum of 3days pending investigation.	The student, his locker and other possessions will be searched by the Assistant Principal or Principal. Both the immediate action taken and the investigation methods used will be documented and signed by the Assistant Principal, Principal, and all staff members involved.	The student will receive a C9 or possible expulsion. While suspended, an assessment by a drug/ alcohol professional will be required to determine the existence/extent of the student's chemical abuse problem. The student will be required to follow the recommendation of the drug/alcohol professional resulting from the assessment. Two week suspension from extra-curricular activities.
A student (a) possesses, uses or is under the influence of drugs/alcohol; or (b) possesses drug-related paraphernalia; at any school sponsored event or school-related function.	Advisor or chaperone will immediately notify the Assistant Principal who will contact the Principal and SAP. Drugs, alcohol and/or paraphernalia are confiscated. Student placed in OSS for minimum of 3days pending investigation.	The student and his possessions will be searched by the advisor or chaperone with a witness present. Both the immediate action taken and the investigation methods used will be documented and signed by the advisor, chaperone and any witnesses involved. A completed report must be given to the Assistant Principal as soon as possible after the incident. The Assistant Principal will review and sign the report and contact the Principal and SAP.	The student will receive a C9 or possible expulsion. While suspended, an assessment by a drug/ alcohol professional will be required to determine the existence/extent of the student's chemical abuse problem. The student will be required to follow the recommendation of the drug/alcohol professional resulting from the assessment. Two week suspension from extra-curricular activities.

## DRUG AND ALCOHOL PROCEDURES CHART

NOTIFICATION OF PARENT/GUARDIAN	NOTIFICATION OF AUTHORITIES	DISPOSITION OF SUBSTANCE
<p>Only with the student's consent, parent/guardian will be informed (unless the student is in imminent danger, in which case parent/guardian would be notified). Parental involvement will be strongly encouraged throughout the Student Assistance Program.</p>	<p>None.</p>	<p>None</p>
<p>Parent guardian will be informed of behavioral problems observed.</p>	<p>None.</p>	<p>None.</p>
<p>Immediate conference with parent/guardian.</p>	<p>Contact with authorities will be limited to the transfer of confiscated substances.</p>	<p>Confiscated substance will be labeled, sealed and turned over to the police.</p>
<p>Parent/guardian is notified immediately. Student is sent home immediately at the responsibility and expense of the parent/guardian.</p>	<p>Contact with authorities will be limited to the transfer of confiscated substances.</p>	<p>Confiscated substance will be labeled, sealed and turned over to the police.</p>

## DRUG AND ALCOHOL PROCEDURES CHART

SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	DISCIPLINE
A student has a drug/alcohol related medical emergency.	Standard health and first aid procedures will be followed. The nurse/medical assistant and Assistant Principal will be summoned immediately. The student will be transported to a medical facility at the parent/guardian's expense. The Assistant Principal will contact the Principal and SAP. Drugs, alcohol and/or paraphernalia are confiscated. Student placed in OSS for minimum of 3 days pending investigation.	The student, his locker and other possessions will be searched by the Assistant Principal or Principal. Both the immediate action and the investigation methods used will be documented and signed by the Assistant Principal, Principal, and all staff members involved. A completed report must be given to the Assistant Principal as soon as possible after the incident. The Assistant Principal will review and sign the report and contact the Principal and SAP.	The student will receive a C9 or possible expulsion. While suspended, an assessment by a drug/ alcohol professional will be required to determine the existence/extent of the student's chemical abuse problem. The student will be required to follow the recommendation of the drug/alcohol professional resulting from the assessment. Two week suspension from extra-curricular activities.
A student (a) possesses, uses or is under the influence of drugs/alcohol; or (b) possesses drug-related paraphernalia; on school grounds, at any school sponsored event, or school-related function for the second time.	Assistant Principal is summoned who will contact the Principal and SAP. Drugs, alcohol and/or paraphernalia are confiscated. Student placed in OSS for minimum of 3days pending investigation.	The student, his locker and other possessions will be searched by the Assistant Principal or Principal. Both the immediate action and the investigation methods used will be documented and signed by the Assistant Principal, Principal, and all staff members involved. A completed report must be given to the Assistant Principal as soon as possible after the incident. The Assistant Principal will review and sign the report and contact the Principal and SAP.	Subject to immediate expulsion.
A student distributes any illegal drugs/alcohol or related paraphernalia.	Assistant Principal is summoned who will contact the Principal and SAP. Drugs, alcohol and/or paraphernalia are confiscated. Student placed in OSS for minimum of 3days pending investigation.	The student, his locker and other possessions will be searched by the Assistant Principal or Principal. Both the immediate action and the investigation methods used will be documented and signed by the Assistant Principal, Principal, and all staff members involved. A completed report must be given to the Assistant Principal as soon as possible after the incident. The Assistant Principal will review and sign the report and contact the Principal and SAP.	Subject to immediate expulsion.

### DRUG AND ALCOHOL PROCEDURES CHART

NOTIFICATION OF PARENT/GUARDIAN	NOTIFICATION OF AUTHORITIES	DISPOSITION OF SUBSTANCE
<p>Parent/guardian is notified immediately. Follow up conference as soon as possible.</p>	<p>Contact with authorities will be limited to the transfer of confiscated substances.</p>	<p>Confiscated substance will be labeled, sealed and turned over to the medical personnel for analysis.</p>
<p>Immediate conference with parent/guardian.</p>	<p>Police are notified for further action.</p>	<p>Confiscated substance will be labeled, sealed and turned over to the police.</p>
<p>Immediate conference with parent/guardian.</p>	<p>Police are notified for further action.</p>	<p>Confiscated substance will be labeled, sealed and turned over to the police.</p>

As stated in the policy, any student found in violation **is mandated to comply with all recommendations made regarding assessment, treatment, and follow-up by the Drug and Alcohol Professional.** Parents may choose to use the D&A counselor provided through the school's Student Assistance Program or a certified and credentialed D&A professional of their own volition from outside the school. If an outside professional is chosen a Release of Information form must be signed by the student and parents for the school to communicate with the counselor.

If a student warrants urinalysis testing, the student will have a maximum of **forty-five (45) days from the first testing date to provide results that demonstrate he is free of any illicit substance use.** All urinalysis testing must show quantitative analysis levels and be provided to the Assistant Principal within the timeframe specified. The student must demonstrate evidence of declining measurable levels of chemical influence from the first collection through all subsequent collections. If the student fails to follow the correct testing procedure or produces a diluted or adulterated test result, the test will be considered positive for an illicit substance.

Cathedral Prep will work with the family and student through this process to achieve a positive outcome. However, if the student fails to respond appropriately to any part of this process or has a second offense at any time while enrolled as a Cathedral Prep student he will be **subject to expulsion with no possibility for re-admission.**

### **XIX. Random Drug Testing Policy**

Recognizing that use of alcohol and illicit drugs by students is a national problem, Cathedral Preparatory School has put a program of deterrence into effect as a pro-active approach to a truly safe and drug free school. Students using alcohol or drugs pose a threat to their own health and safety, as well as to that of other students.

The purpose of this program is fourfold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse use of alcohol or drugs; (3)

to assist students who use alcohol or drugs to participate in treatment programs; and (4) to prevent the impact alcohol and drug use has on the learning centers of the brain allowing students to achieve their full academic potential and retain their moral direction while a student within Cathedral Preparatory School. The program is designed to create a safe, drug free, environment for students and assist them in getting help when needed.

The complete Random Drug Testing Policy and Procedure as well as a Frequently Asked Questions aid is posted on the school's website and a hard copy can be obtained from the Assistant Principal. The procedure is outlined as follows:

1. A professional, contracted agency will generate a random list from the entire student population.
2. The agency will report to the school unannounced to test the pre-selected students during school.
3. The students will give a urine sample following a private, confidential, and professional protocol.
4. Samples will be analyzed by a licensed physician who is trained and certified in analysis and interpretation of drug testing results.
5. If a student's test is negative no further action will occur.
6. If a student refuses to give a sample it will be considered as a positive test result.
7. If a student's test is positive or adulterated the physician will contact the parent/ guardian directly to notify them and see if there is a plausible explanation, i.e. student is on a prescribed medication, etc.
8. If the physician rules the explanation sufficient no further action will occur.
9. If the physician rules the explanation insufficient or there is none, the physician will notify the Assistant Principal.
10. The Assistant Principal will notify the parents and student of his obligation to participate in a drug/ alcohol assistance program which will begin with an assessment by a Drug and Alcohol Professional.
11. The student is **mandated to comply with all recommendations made regarding assessment, treatment, and follow-up by the Drug and Alcohol Professional.** Parents may choose to use the

D&A counselor provided through the school's Student Assistance Program or a certified and credentialed D&A professional of their own volition from outside the school. If an outside professional is chosen a Release of Information form must be signed by the student and parents for the school to communicate with the counselor.

12. Upon successful completion of the assistance program no further action is required.

Throughout this process student information will be kept in strictest confidence. No information will be disclosed to civil authorities (excepting a subpoena), made part of a student's permanent record, or disseminated to any party other than the President, Principal, Assistant Principal and the student's guidance counselor.

**There are no punitive consequences for a first positive result** (i.e. demerits, detention, etc.). Once a student completes the drug/ alcohol assistance program there is no further action required. However, a second positive result in the same school year, two consecutive calendar years, or while a student is enrolled in a drug or alcohol assistance program demonstrates an extreme unwillingness to comply with the goal of Cathedral Prep to provide a safe and positive environment for all its students. Therefore, a student with a second positive result under those provisions will be expelled with no possibility for re-admittance.

**This protocol applies only to the Random Drug Testing Program. Breaches of the Drug and Alcohol Policy (section XVIII) will be dealt with according the Drug and Alcohol Policy, i.e. punitive consequences are assigned.**

### **Technology Use Policy**

To enhance learning, enrich the educational experience, and provide for the acquisition of twenty-first century skills, every student is issued a Tablet PC upon their entrance to Cathedral Prep. This incredibly powerful tool aids the

student in every aspect of his academic life and distinguishes Cathedral Prep as a model of academic excellence.

The Tablet PC is the property of Cathedral Preparatory School until the student graduates. As such, students must take the utmost care of their computers both physically and in maintenance. The following policies and procedures governing the Tablet PC and other school computers must be followed. Infractions will result in appropriate disciplinary action, up to and including limitations/ revocation of technology privileges, payment of restitution, expulsion, and involvement of legal authorities.

The Administration, in conjunction with the Technology Department, will be the sole arbiters of interpretation, violation, and penalization of every aspect of the Technology Policy.

#### **I. Acceptable Use**

1. School Computers shall be used expressly for the completion of class requirements or other legitimate educational purposes.
2. Software protected by copyright may not be copied from, into, or by School Computers except as permitted by law/ license or contract with the owner of the copyright. **No software/ content may be installed or run on school computers without the prior approval of the Technology Office.** This includes but is not limited to the following, and a complete list can be accessed from the school website:
  - Games
  - Music
  - Movies or Videos
  - File Sharing Programs, e.g. Limewire, Bearshare, etc.
  - Any tasteless, offensive, or disrespectful content
  - Proxy Servers
  - Alternative Operating Systems

3. The intentional deletion or alteration of others' data/ information, intentional misuse of system resources, and assistance of others' misuse of system resources is prohibited.

**Any suspected misuse of a computer will result in immediate confiscation.** The computer will be turned into the Assistant Principal who will give it to the Technology Office **to perform a full search of all programs and content.** If no misuse is determined the computer will be returned to the student as soon as possible. If misuse is determined, the computer will be restored to its Technology Office default settings and appropriate disciplinary action taken. **Students will not have the opportunity to back up data before it is erased.**

## **II. General Information**

### **1. Removal from School Property**

Any individual removing authorized computer equipment from school grounds assumes monetary responsibility.

#### **A. Unattended Tablet PC**

Tablet PCs are never to be left unattended and should be locked in students' lockers when not in use. Unattended Tablet PCs will be confiscated and turned over to the Assistant Principal for appropriate disciplinary action, including a search for unauthorized content. Any assignments due while the computer is in possession will be considered late. Unattended Tablet PCs that are damaged or stolen will be the responsibility of the owner.

### **3. Missing or Stolen Property**

Cathedral Preparatory School provides insurance against theft or damage of Tablet PCs for the four-year period of use by the student. If his Tablet PC is stolen or damaged beyond repair, the student will be **assessed a \$1,000.00 deductible.**

**Any equipment discovered to be missing or stolen must immediately be reported to Cathedral Preparatory School and, if appropriate, the nearest law enforcement agency.** Cathedral Prep must be provided a copy of

the police report within twenty-four (24) hours after filing. The school's insurance auditor will then examine the case to determine if the custodian of the property was negligent.

### **Procedures for Reporting Outside Cathedral Prep**

1. Report immediately to the law enforcement jurisdiction where the loss/theft occurred and file a report.
2. Request a copy of the report for insurance purposes.
3. Bring a copy of the report to the Cathedral Prep Finance Department and the Technology Department.
4. If the student is deemed negligent for the loss after the review process, a replacement fee for the full cost of the equipment will be assessed. This will reflect the current market value of the equipment and must be paid in full before a replacement computer will be issued.
5. If the student wishes to appeal an unfavorable decision, an appeal may be made in writing to the Technology Director.

### **Procedures for Reporting Inside of Cathedral Prep**

1. Report immediately to the Technology Office to make an inquiry.
2. Retrace all steps taken since the loss of equipment. Check with teachers and friends, etc.
3. Report immediately to the Assistant Principal to make a missing computer report.
4. Follow the above Procedures for Reporting Outside of Cathedral Prep.

## **4. Damaged Equipment**

Any damaged/ missing equipment not noted when the School Computer is checked out/ assigned will be charged to the student. Cathedral Prep is not responsible for damage to students' personal equipment for any reason. If computer equipment is damaged, the student **should immediately report it to the Technology Office**. Each claim will be reviewed for negligence and warranty coverage. If negligence is determined, the student will be assessed for the repair/ replacement and labor cost, and appropriate disciplinary action will be taken. All fees must be paid in full before new equipment will be issued.

**Equipment on loan is not covered by insurance. Damaged items**

**must be paid for by student or parent/ guardian.** The protective case for your computer contains a separate manufacturer's warranty. Please refer to the documentation that came with your case for warranty terms.

## **5. Tablet PC Check Out Policy**

The standard Tablet PC equipment for each student will include:

- Tablet PC and all internal components
- One or more batteries
- AC adapter and cord
- Stylus
- Protective Case
- All indicated Accessories

A student and parent/ guardian must report to the Technology Office during the scheduled check out times. A Tablet PC Check Out Form must be completed and proper identification must be presented. Once the equipment has been checked out it is in the full possession and responsibility of the student.

## **6. Tablet PC Return Policy**

All Tablet PCs and associated equipment must be returned at the end of the school year for maintenance, upgrades, and storage throughout the summer. Equipment must be returned by the scheduled time or a **\$10.00 per day late fee** will be assessed. Appropriate disciplinary action may also result up to and including a hold on grades/ registration for next school year and assessment for the full replacement cost of the equipment.

If a student withdraws, is expelled, or otherwise leaves Cathedral Prep, he must follow the proper procedures to return all school equipment, i.e. all technology materials will go to the Technology Office. Failure to do so will result in the appropriate actions, up to and including a hold on grades and involvement of legal authorities. If the student wishes to purchase the Tablet PC, he may do so by contacting the Finance Office and making the proper arrangements.

**Return Procedure**

Return Tablet PC, stylus, batteries, power supply, and protective case to the Technology Office by the scheduled time.

**7. Proper Usage/ Care**

1. Tablet PC and all accessories may not be used at any time by anyone other than the student to whom they are issued.
2. No writing, scratching, etc. may be placed on the computer, case, or accessories. Stickers are permitted but must be in good taste and not cause any damage. Replacement costs will be incurred for sticker damage.
3. Students should back up all files to a portable USB drive at least once per week.
4. Computers may only be transported in protective case.
5. Students are responsible to charge batteries at home the night before school.
6. No food or drink may be consumed near the computer.
7. Computer may not be exposed to direct sunlight.
8. Computer must never be bumped or dropped.
9. Computer must be unplugged during electrical storms.
10. Computer and software must not be upgraded by anyone other than the Technology Office.
11. Computer must never be dismantled or repaired by anyone other than the Technology Office.
12. Student must not remove any labels on the computer (could void the warranty).
13. Attempting to bypass, disable, or uninstall security software (web filter, anti-virus) is not permitted.

**8. Repairs**

Any questions or repairs must be taken care of outside of class time. The student is to report to the Technology Office and fill out a Repair Request Form with their name, date, and description of the problem. If the repair will

take five (5) minutes or less it will be fixed immediately. If not, or if another student is waiting, the student will leave the computer in the Technology Office and return later to collect it.

## **9. Warranty Information/ Assessment of Costs**

If a problem is caused by a manufacturer defect it will most likely be covered under the warranty for the student's four years at Cathedral Prep. Computers are also covered by an Accidental Damage Warranty. These terms are set by the warranty provider who will ultimately decide whether or not the damages are covered. A copy of this warranty is available from the Technology Office.

**If the Tablet PC or any accessory is damaged through willful or negligent student conduct, neither warranty will apply and the student will be assessed for the damages.** Assessments must be paid in full to the Finance Office by the scheduled date. Some examples of damage not covered by warranty:

- Intentional damage or negligence
- Any damage to AC adapter and power cord
- Spilled drink on Tablet PC
- Carrying Tablet PC in rain, leaving in extreme temperatures, etc.
- Batteries, power supplies, and stylus pens

## **10. E-mail**

An e-mail account will be provided to each Cathedral Prep student. This will be used frequently by faculty, staff, administration, and fellow students and should be the student's main means of communication.

1. E-mail is to be used for school related communication only. Advertising, jokes, chain letters, etc. are not permitted.
2. Students should not send attachments unless it is for a specific educational purpose.
3. E-mail is the property of Cathedral Prep and may be read by any administrator at any time for any reason.

## **11. Posting of School Related Material**

All posting of school related material in any venue is subject to the Code of Conduct under the Off-Campus Behavior provision. Any media

involving Cathedral Prep, its students, faculty, staff, administration, alumni, equipment, etc., or implications thereof, is subject to the jurisdiction of Cathedral Prep. Posting of the following is prohibited:

1. Material that is immoral, offensive, or slanderous.
2. Material that is embarrassing or defamatory.
3. Material that contains copyrighted sound bites, sound tracks, still images, video clips, etc.
4. Material that contains recognizable images of others without their written or oral permission.

## **Tuition and Financial Obligations**

### **I. Tuition Payment Policy**

There are three official payment options for tuition:

1. **Payment in full-** received by July 15.
2. **Monthly FACTS payments-** start in July, arrangements must be made by June 15.
3. **Payment by semester-** first payment due July 15, second payment due prior to start of second semester.

Failure to make one of the above mentioned tuition payment options by July 15 will result in a \$50.00 penalty, as well as immediate revocation of status as an active Cathedral Prep student. All on-line accounts will be suspended and the student will be excluded from all extra-curricular activities, including summer conditioning, weight lifting, fall camps, etc.

No student will be permitted to begin school without payment arrangements in place – **there will be no exceptions.** If a student is sent to school without arrangements in place he will be removed from his first period class and sent to the Main Office until arrangements are made. If payment cannot be arranged the student will be removed from the school.

## II. Delinquent Tuition Accounts

Any student with a delinquent tuition balance as of the last day of each semester will not receive a report card nor have access to on-line accounts until tuition payments are arranged / received. The student will be allowed to take his semester exams but **will not be permitted to participate in extra circular activities** until payments are brought current. If tuition is delinquent at the time of awarding of financial aid for the next school year, applications will not be reviewed until such time that the account is brought current. This could significantly reduce financial aid awards as financial aid is distributed on a first-come, first-served basis.

Any student with a delinquent tuition balance as of the last day of the school year will not receive their report cards / will not have access to online accounts until tuition is paid in full. The student will not be notified if it is necessary to take summer school, nor will he be allowed to attend summer school if accounts are not paid in full. The student may not register for fall classes until tuition is paid in full **nor will he be able to participate in any summer extra circular activity**, including summer conditioning, weight lifting, fall camps, etc.

Seniors with delinquent tuition balances as of the last day of school for seniors, will **not be allowed to participate in any senior activities, e.g. Prom, Banquet, Baccalaureate, Graduation**. The student will not receive their diploma nor will transcripts be sent to anticipating colleges until tuition has been paid in full. If after 90 days from the last day of school the tuition has not been paid in full Cathedral Prep will **pursue restitution in small claims court**. All parents sign a legal and binding contract agreeing to tuition terms and as such Cathedral Prep will prevail in small claims court.

Transferring students with delinquent tuition balances as of their last day of school, **will not have transcripts sent** to anticipating schools. If after 90 days from the last day of school the tuition has not been paid in full Cathedral Prep will **pursue restitution in small claims court**. All parents sign a legal and binding contract agreeing to tuition terms and as such Cathedral Prep will prevail in small claims court.

### **III. Tuition Refund Policy**

If you have paid your tuition in full, a refund will be issued for 50% of the semester's tuition after the first day of school. A refund of 25% of the semester's tuition will be issued after completion of the first week of school. No refund will be issued after the second week of school. This refund policy is on a semester basis.

A refund will be issued for 50% of the semester tuition after the first day of the second semester. A 25% refund will be issued after completion of the first week of the second semester. No refund will be issued after the second week of the second semester.

If you are on our FACTS monthly payment plan, and have not yet paid a sufficient amount of tuition to cover the above, your bank account will continue to be debited until all debt has been satisfied. **Transcripts will not be sent** to anticipating schools until all debts have been satisfied. If after 90 days the tuition has not been paid in full Cathedral Prep will **pursue restitution in small claims court**. All parents sign a legal and binding contract agreeing to tuition terms and as such Cathedral Prep will prevail in small claims court. **All registrations and deposits are nonrefundable.**

### **IV. Financial Aid**

Financial Aid is available at Cathedral Prep to assist those families for whom a Prep education would otherwise be unattainable. Although financial need is the highest consideration, other factors such as achievement and performance also play a role in the decision and award process.

There are two forms which must be completed in order to be considered for financial aid: **The Diocesan Bishop's Tuition Assistance Program Application and the Cathedral Prep Financial Aid application**. Both applications are available for pick up by you or your son as early as November each year. These applications, along with your Pennsylvania State Tax Return are **due on March 1st**. In order to be eligible for financial aid, you must return these documents on time and apply for both sources of financial aid.

Cathedral Prep has been able to distribute **more than \$500,000 per year** in the past several years. This assistance is available through several financial sources including our Academic Excellence Foundation endowment, the Pennsylvania Tax Credit Program, the Headmaster's Aid, and Adopt-a-Student monies.

Additionally, Prep offers annual scholarships for the top test takers on our entrance exam and winners of topic specific essay contests. Cathedral Preparatory School **does not give preferential treatment to athletes, and there are no athletic scholarships.**

If you are able to contribute to or would like more information on our scholarship programs, please contact the Director of Finance at 453-7737, ext. 2226.

## School Schedules

### Regular Schedule

Per 1	8:15 - 9:03	(48)
Per 2	9:06 - 9:49	(43)
Per 3	9:52 - 10:35	(43)
Per 4	10:38 - 11:21	(43)
1 <sup>st</sup> Lunch	11:24 - 11:49	(25)
Per 5	11:24 - 12:07	(43)
2 <sup>nd</sup> Lunch	12:10 - 12:35	(25)
Per 5	11:52 - 12:35	(43)
Per 6	12:38 - 1:21	(43)
Per 7	1:24 - 2:07	(43)
Per 8	2:10 - 2:53	(43)

### AMLiturgv

Per 1	8:15 - 8:54	(39)
Per 2	8:57 - 9:31	(34)
Per 3	9:34 - 10:08	(34)
Liturgv	10:08 - 11:21	(73)
1 <sup>st</sup> Lunch	11:24 - 11:49	(25)
Per 5	11:24 - 12:07	(43)
2 <sup>nd</sup> Lunch	12:10 - 12:35	(25)
Per 5	11:52 - 12:35	(43)
Per 4	12:38 - 1:09	(31)
Per 6	1:12 - 1:43	(31)
Per 7	1:46 - 2:18	(32)
Per 8	2:21 - 2:53	(32)

### Faculty Meeting

Per 1	8:15 - 8:46	(31)
Per 2	8:49 - 9:17	(28)
Per 3	9:20 - 9:48	(28)
Per 4	9:51 - 10:19	(28)
Per 5	10:22 - 10:50	(28)
Per 6	10:53 - 11:21	(28)
1 <sup>st</sup> Lunch	11:24 - 11:49	(25)
Per 7	11:24 - 12:07	(43)
2 <sup>nd</sup> Lunch	12:10 - 12:35	(25)
Per 7	11:52 - 12:35	(43)
Per 8	12:38 - 1:06	(28)
Meeting	1:30 - 3:20	(110)

### AM Activity Period

Per 1	8:15 - 8:58	(43)
Per 2	9:01 - 9:39	(38)
Activity	9:42 - 10:12	(30)
Per 3	10:15 - 10:53	(38)
Per 4	10:56 - 11:34	(38)
1 <sup>st</sup> Lunch	11:37 - 12:02	(25)
Per 5	12:05 - 12:45	(40)
2 <sup>nd</sup> Lunch	12:20 - 12:45	(25)
Per 5	11:37 - 12:17	(40)
Per 6	12:48 - 1:26	(38)
Per 7	1:29 - 2:07	(38)
Per 8	2:10 - 2:53	(43)

### Quarter Sessions

Per 1	8:15 - 8:40	(25)
Per 2	8:43 - 9:03	(20)
Per 3	9:06 - 9:26	(20)
Per 4	9:29 - 9:49	(20)
Per 5	9:52 - 10:12	(20)
Per 6	10:15 - 10:35	(20)
Per 7	10:38 - 10:58	(20)
Per 8	11:01 - 11:21	(20)
Assembly	11:21 - 12:30	(69)

# August 2011

Sunday	Monday	Tuesday
	1	2
7	8	9
14	15	16
21 Freshman Mass/Reception Orientation	22 Teacher In-Service	23 Teacher In-Service
28	29	30 Junior Parent Night 6:30 p.m. Auditorium

<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
3	4	5	6
10	11	12	13
17	18	19	20
24 Freshmen First Day	25 Full Day of Classes for All Students	26	27
31 Senior Parent Night 6:30 p.m. Auditorium			

# September 2011

Sunday	Monday	Tuesday
4	5 Labor Day (No Classes)	6
11	12	13
18	19	20 Service Fair
25	26 Midterm Reports	27

Wednesday	Thursday	Friday	Saturday
	1	2	3
7  Sophomore Parent Night 6:30 p.m. Auditorium	8	9  Picture Day	10  ACT Exam at Prep (use audi Entrance)
14  Opening School Liturgy Prep/Villa  <b>Faculty Meeting</b>	15  Ring Meeting for students 9:40 – 10:20 a.m.  Key Club Dress Down	16  <b>All Summer Service Hours due</b>	17
21 Athletic Eligibility Faculty/Staff Formal Pictures  Parent Teacher Social - Prep	22  Ring Order Day for Students 11:43 – 12:46 p.m.  Parent Ring Meeting 5:00 – 7:00 p.m.	23  Ring Order Day for Students 11:43 – 12:46 p.m.	24
28	29	30	

# October 2011

Sunday	Monday	Tuesday
2	3	4
9	10 Columbus Day (No Classes)	11
16	17	18
23 National Red Ribbon Week Prep Open House	24 SADD Annual Food Drive Begins  <b>Service Hour Check 10/25</b>	25
30	31	

Wednesday	Thursday	Friday	Saturday
			1  SAT Exam (not at Prep)
5 Athletic Eligibility  <i>Harvest Gala</i>	6	7  Teacher In-Service Grove City (No Classes)	8
12 PSAT – Juniors PLAN – Sophomores EXPLORE – Freshmen <i>Seniors have no classes</i>  Freshmen parent night 6:30 p.m. Audi <b>Faculty Meeting</b>	13  Key Club Dress Down	14	15  ACT Exam (not at Prep)  Homecoming Dance
19 Athletic Eligibility	20	21  Picture Retakes	22
26  1 <sup>st</sup> Quarter Exams Theo/Math/Eng  SADD Dress Down	27  1 <sup>st</sup> Quarter Exams Sci/Soc Studies	28  1 <sup>st</sup> Quarter Exams Lang/Electives  End of 1 <sup>st</sup> Quarter	29

# November 2011

Sunday	Monday	Tuesday
		1  All Saints Day Liturgy
6  Fall Musical "Jekyll & Hyde"	7	8
13	14  Peter's Presents Toy Drive begins	15
20	21	22
27	28  Thanksgiving Vacation (No Classes)	29  Parent Conferences 3:00 – 7:30 p.m. (No Classes)

Wednesday	Thursday	Friday	Saturday
2	3  Fall Musical "Jekyll & Hyde"	4  Fall Musical "Jekyll & Hyde"	5 SAT Exam (not at Prep)  Entrance Exam  Fall Musical "Jekyll & Hyde"
9 Athletic Eligibility  Blood Drive  Key Club Dress Down <b>Faculty Mtg. 1:30</b>	10  Blood Drive	11  <i>Quarter Sessions</i>	12  ACT Exam (not at Prep)
16	17	18  SADD Annual Food Drive ends	19
23  Thanksgiving Liturgy	24  Thanksgiving Vacation (No Classes)	25  Thanksgiving Vacation (No Classes)	26
30 Athletic Eligibility  Classes Resume			

# December 2011

Sunday	Monday	Tuesday
4  <b>Midterm Reports</b>	5  Needy Items Drive begins	6  Confessions  College Financial Aid Night for Parents 6:30 Auditorium
11  Key Club Christmas Dinner	12	13  Confessions
18	19	20
25	26  Christmas Vacation (No Classes)	27  Christmas Vacation (No Classes)

Wednesday	Thursday	Friday	Saturday
	1	2	3 <b>SAT Exam at Prep</b> (use audi entrance)
7	8 Needy Items Drive Ends  Immaculate Conception Liturgy	9 Peter's Presents Toy Drive ends	10  ACT Exam (not at Prep)
14 Athletic Eligibility  Key Club Dress Down  <b>Faculty Mtg. 1:30</b>	15	16	17
21  Christmas Concert "Festival of Lessons and Carols"	22  Christmas Liturgy	23  Christmas Vacation (No Classes)	24  Christmas Vacation (No Classes)
28  Christmas Vacation (No classes)	29  Christmas Vacation (No Classes)	30  Christmas Vacation (No Classes)	31

# January 2012

Sunday	Monday	Tuesday
1	2 Christmas Vacation (No Classes)	3 Classes Resume Beard Week for Charity begins
8	9 Service Hour Check 15/25	10
15	16 Martin Luther King Day (No Classes)	17
22	23	24
29 Catholic Schools Week  Winter Musical "Fiddler on the Roof"	30	31 Catholic Schools Week Liturgy

Wednesday	Thursday	Friday	Saturday
4	5	6 Beard Week ends	7
11 2 <sup>nd</sup> Quarter Exams Sci/Soc Studies Key Club Dress Down	12 2 <sup>nd</sup> Quarter Exams Theo/Math/Eng	13 2 <sup>nd</sup> Quarter Exams Lang/Electives End of 2 <sup>nd</sup> Quarter <i>Burger King Classic</i>	14 <i>Burger King Classic</i>
18  <b>Faculty Mtg. 1:30</b>	19	20	21
25 Athletic Eligibility  Wing Night	26  Winter Musical "Fiddler on the Roof"	27  Winter Musical "Fiddler on the Roof"	28  SAT Exam (not at Prep)  Winter Musical "Fiddler on the Roof"

# February 2012

Sunday	Monday	Tuesday
5	6 Pennies for Patients begins	7
12	13	14  Preliminary Scheduling <b>Period 1 – Fr.</b> <b>Period 2 – Soph.</b> <b>Period 3 – Jr.</b>
19	20  President's Day (No Classes)  <i>Vermont Skiers Return</i>	21
26	27	28

<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
1  <i>Quarter Sessions</i>	2	3	4
8 Athletic Eligibility  Faculty Recommendations AP/Honors  Key Club Dress Down	9	10	11  ACT Exam (not at Prep)
15  <b>Faculty Mtg. 1:30</b>  <b>Midterm Reports</b>	16  Scheduling <b>Period 6 – Sr.</b> <b>Period 7 – Jr.</b> <b>Period 8 – Soph.</b>	17 <b>Teacher In-Service</b> <b>(No Classes)</b> Act 80 Day  <i>Vermont Ski Trip</i>	18
22 Athletic Eligibility  Ash Wednesday Liturgy	23	24  Pennies for Patients ends	25
29			

# March 2012

Sunday	Monday	Tuesday
4	5	6 Confessions
11	12 Senior Portraits begin	13 Confessions
18	19 3 <sup>rd</sup> Quarter Tests Theo/Math/Eng	20 3 <sup>rd</sup> Quarter Tests Sci/Social Studies
25	26	27 Liturgy

<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
	1	2	3
7 Athletic Eligibility	8	9	10 <b>SAT Exam at Prep</b> (use audi entrance)
14  Key Club Dress Down  <b>Faculty Mtg. 1:30</b>	15	16  <b>Service Hour Check 20/25</b>	17
21  3 <sup>rd</sup> Quarter Tests Lang/Electives  End of 3 <sup>rd</sup> Quarter	22  Teacher In-Service (No Classes)	23  Free Day (No Classes)	24
28  SADD Dress Down	29	30  <i>Quarter Sessions</i>	31

# April 2012

Sunday	Monday	Tuesday
1	2	3
8	9 Easter Vacation (No Classes)	10 Easter Vacation (No Classes)
15	16 Classes Resume	17 National Honor Society Induction Ceremony
22	23 Environmental Club Earth Day	24
29	30	

<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
4  Senior Portraits ends	5  Holy Thursday Para-Liturgy Early Dismissal  Italy-France Trip Departs	6  Easter Vacation (No Classes)	7
11  Easter Vacation (No Classes)	12  Easter Vacation (No Classes)	13  Easter Vacation (No Classes)	14  ACT Exam at Prep (use audi entrance)  Italy-France Trip Return
18 Athletic Eligibility  <b>Faculty Mtg. 1:30</b>  Key Club Dress Down	19	20  <b>Service Hour Check 25/25</b>	21  <i>Legacy Gala</i>
25	26	27	28

# May 2012

Sunday	Monday	Tuesday
		1
6 Spring Musical (@ VMA)	7	8 Spirit, Mind and Body Day  16 <sup>th</sup> Annual City of Erie Catholic High Schools College Fair at Prep 6:30 p.m. – 8 p.m.
13	14  Senior Portraits retakes begins	15
20	21	22
27	28  Memorial Day (No Classes)	29  Senior Exams – Eng/Physics

<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
2 Athletic Eligibility	3  <b>Midterm Reports</b>  Spring Musical (@ VMA)	4  Spring Musical (@ VMA)	5  SAT Exam (not at Prep) Spring Musical (@ VMA)
9  <b>Faculty Mtg. 1:30</b>  Key Club Dress Down	10  <b>Senior</b> Financial Obligations Due – Library, Cafeteria, etc.	11  Spirit, Mind and Body Day Rain Date	12
16 Blood Drive Athletic Eligibility Spring Concert <b>Underclassmen</b> Financial Obligations Due – Library, Cafeteria, etc.	17 Blood Drive  Ascension Thurs Liturgy  Library Circulation Closes	18  Senior Portraits retakes ends	19
23	24  <i>Sophomore Class Trip</i>	25  Summer Circulation Opens  Senior Exams – Theo/Lang/Elec	26
30 Athletic Eligibility Baccalaureate Mass  Senior Exams – Math	31  Underclassmen Elective Exams		

# June 2012

Sunday	Monday	Tuesday
3 <i>Cathedral Prep Graduation</i>	4 Underclassmen Exams – Sci/SS	5 Underclassmen Exams – Math/Eng  <b>LAST DAY OF SCHOOL</b>
10	11	12
17	18 Summer School Begins	19
24	25	26

Wednesday	Thursday	Friday	Saturday
		1 Underclassmen Exams – Theo/Lang  Graduation Practice  <i>Cathedral Prep Prom</i>	2  <b>SAT Exam at Prep</b> (use audi entrance)
6	7	8	9  ACT Exam (not at Prep)
13	14	15	16
20	21	22	23
27	28	29	30

# July 2021

Sunday	Monday	Tuesday
1	2	3
8	9	10
15	16	17
22	23	24
29	30	31

<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
4	5	6	7
11	12	13 Summer School Ends	14
18	19	20	21
25	26	27	28

# August 2012

Sunday	Monday	Tuesday
5	6	7
12	13	14
19	20	21
26	27	28

<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	