



**CATHEDRAL CATHOLIC HIGH SCHOOL**  
**Student Handbook 2022-2023**

Cathedral Catholic High School  
5555 Del Mar Heights Road  
San Diego, CA 92130  
(858) 523-4000

## ALMA MATER

Proudly Dons tell the world that we sing  
to the glory of our Red and Gold.  
For Courage we stand, and for Honor we die,  
as we go through this land, with our heads held high.  
We live for our Savior, and by our behavior  
you'll know we're the Dons! Ole!

## COMMUNITY PRAYER

Lord Jesus Christ,  
Let my gifts change the world.  
Help us live the call,  
Build the Kingdom.  
Veni Sancte Spiritus.  
St. Joseph, Our Patron, Pray for us  
AMEN

## FIGHT SONG

All Hail Cathedral Catholic High School  
Mighty Dons All Hail to Thee  
Tradition, Loyalty, and Honor  
Carry Us to Victory  
With Faith in God and One Another  
We March Forward Brave and Bold  
All Hail Cathedral Catholic High School  
Wear It Proud, the Red and Gold  
Ole

# TABLE OF CONTENTS

Mission, Philosophy, Integral Student Outcomes .....	4
Contact Information.....	5
Academics.....	7
Attendance.....	13
Counseling Department.....	17
Deans of Students Office.....	17
Financial Information.....	28
Grades.....	30
Health Policies.....	32
Mission and Ministry .....	34
School Athletics .....	36
Student Activities.....	38
Technology .....	39
What to Know .....	42

## MISSION

Cathedral Catholic High school is an innovative, vibrant academic community of lifelong learners who are grounded in the Catholic faith. Cathedral Catholic's hope, prayer and aspiration is that its graduates will be prepared to live God's call and build His Kingdom in the world.

## PHILOSOPHY

No better learning environment exists for high school students today than a Catholic high school. Cathedral Catholic High School provides an innovative, inclusive and rigorous academic program in a nurturing environment based on the teachings of Jesus Christ and the traditions of the Catholic Church. Our educational program recognizes that each student is made in the image and likeness of God and shaped by differences in interest, ability and background.

Our collaborative community is devoted to teaching students to grow, mature and assume responsibility for their own educational and spiritual growth. In partnership with parents, we comprise a mutually supportive educational ministry committed to excellence.

## INTEGRAL STUDENT OUTCOMES

**Cathedral Catholic High School graduates are:**

**People of character who:**

- Respect themselves and others as reflections of God's image and likeness
- Value diversity while learning and working collaboratively and cross-culturally
- Practice ethical citizenship and leadership
- Build the Kingdom by making moral choices to improve themselves and their community

**People of faith who:**

- Understand Church teachings and practices and integrate them into their lives
- Practice and reflect upon the Catholic values of charity, service and social justice
- Participate in the sacramental life of the Church
- Foster respect, love, compassion and peace in their community

**Skilled lifelong learners who:**

- Acquire knowledge and skills that lead to intellectual inquiry
- Communicate effectively and responsibly through a variety of media
- Demonstrate a broad understanding of technology and an aptitude for innovation
- Engage in constructive discussion and debate while respecting differing viewpoints

**Responsible individuals who:**

- Demonstrate independence and initiative as learners
- Exercise their social and personal responsibilities in their community (school, church, civic, national, global)
- Develop a healthy lifestyle and nurturing relationships
- Promote the common good by applying their gifts to change the world

## CONTACT INFORMATION

### SCHOOL OFFICE

The Kolbe Center and the Attendance Office are open from 7 am to 3 pm, Monday through Friday. Both offices are closed on school holidays.

Main School Office: (858) 523-4000

Attendance Office: (858) 523-4001

**EMAIL ADDRESSES** for all employees consist of first initial, last name:  
[name@cathedralcatholic.org](mailto:name@cathedralcatholic.org)

**WEBSITE** is [www.cathedralcatholic.org](http://www.cathedralcatholic.org)

**VOICEMAIL** If you'd like to leave a message for administration, counselors, faculty or staff at any hour, please call (858) 523-4000 and follow the prompts.

### ACADEMICS

#### Ext/Voice Mail

Principal

Mrs. Marlena Conroy

1117

Deans of Academics

Mr. Jeff McMurtry

1102

Mrs. Christy Bailleul

### ADMISSIONS

Director

Ms. Elizabeth Tysor

1148

### ADVANCEMENT OFFICE

President

Dr. Kevin Calkins

1000

Director of Alumni

Mr. Sean Doyle

1151

Assistant Director of Alumni

Mrs. Anne Pickard Majer

1120

Director of Marketing

Ms. Sophie Lillis

1114

Director of Special Events

Mrs. Corie Straub

1113

**ASSOCIATED STUDENT BODY**

Director

Mrs. Sara Rhodes 1318

**ATHLETICS**

Directors

Mr. Tyler Anthony 1123

Mr. Noah Stevens

Trainers

1121

**BUSINESS OFFICE**

Chief Financial Officer

Ms. Carolyn Sturz 1136

**COUNSELING**

Dean of Counseling and Wellness

Mrs. Ashley Bascom 1193

**EDUCATIONAL TECHNOLOGY**

Director

Mrs. Kathy Garcia 1161

Assistant Director

Mrs. Amanda Johnston 1161

**MISSION AND MINISTRY**

Dean of Mission and Ministry

Mrs. Stacy Wells 1180

Assistant Dean of Mission and Ministry

Mr. Jeff Gramme 1260

Chaplains

Fr. Martin Latiff, MC 1610

Fr. Paul de Soza, MC

**NURSE**

Mrs. Rebekah Spooner, RN 2017

**REGISTRAR**

Ms. Hannah Yen 1141

## **RESTORATIVE PRACTICES & ATTENDANCE**

Deans of Students

Dr. Donald Godwin	1127
Mrs. Mary Levinson	

## **SPECIAL EDUCATION**

Director

Dr. Megan Burton	1215
------------------	------

## **STUDENT STORE**

Manager

Mr. Dan Geiger	1122
----------------	------

## **TECHNOLOGY**

Director

Mr. Dustin Nies	1150
-----------------	------

# **ACADEMICS**

## **Academic Dishonesty**

Academic dishonesty includes but is not limited to cheating, plagiarism, sharing work without a teacher's permission or any dishonest means to achieve credit. The protocol for academic dishonesty includes both department and teacher policies and the following:

- Following restorative practices, the first occurrence of academic dishonesty will result in a meeting with a student, parent/guardian and teacher to discuss the dishonesty and to create a student agreement. A signed copy of the agreement must be provided to the family, teacher, Deans of Academics and Deans of Students. The agreement will include an opportunity to recover partial credit.
- A second occurrence of academic dishonesty during a student's time at Cathedral Catholic will result in a meeting with student, parent/guardian, teacher, a Dean of Students and a student's counselor to discuss ongoing concerns about academic dishonesty. A signed copy of a new/edited student agreement will be drafted by the Deans of Students and shared with the family, teacher and Deans of Academics.
- A third occurrence of academic dishonesty during a student's time at Cathedral Catholic will result in a meeting with the school Principal to discuss the student's enrollment status at Cathedral Catholic.

The following are examples of academic dishonesty:

- Copying any part of someone else's homework, quiz, test or any assignment designated as individual work and/or providing the opportunity for another student to copy answers on a quiz, test or homework assignment

- Using any sources, materials or equipment not authorized by the teacher, including previously submitted work
- Allowing another student to submit your work in their name
- Stealing or reproducing tests, quizzes, answer keys or any other assignment belonging to a student and/or teacher
- Attempted cheating (e.g., intent to use unauthorized notes on a test or quiz)
- Violating a teacher's stated policy, instruction or expectation on an assignment, quiz or exam
- Falsifying grades and/or altering a graded assignment with the intention of resubmitting for an improved grade
- Allowing yourself and/or another person to achieve an academic advantage by the following means: talking, gestures, signs, texting, notes, photos, etc.
- Using technology to gain an unfair academic advantage for yourself or others

### **Academic Dismissal**

A student is subject to academic dismissal at the end of a school year if the student does not earn the minimum credits needed to maintain graduation eligibility.

### **Academic Honesty**

Students at Cathedral Catholic High School are expected to be students of character who differentiate between moral choices that have positive and negative consequences for themselves, their families and the community. Students are expected to pursue their education with a commitment to honesty and integrity in all they do.

### **Academic Ineligibility**

Participation in extracurricular activities is a privilege. A student earning two "F" grades or a grade point average of less than 2.0 for a grading period is ineligible to participate in extracurricular activities. The student is ineligible until grades are posted for the next grading period and a new ineligibility list is posted. 1<sup>st</sup> quarter ineligibility is determined by the previous year's 4<sup>th</sup> quarter grades. Students may change their 1<sup>st</sup> quarter ineligibility status by improving their grades through summer school.

Extracurricular activities are defined as any activity that requires a significant amount of time after school (e.g., more than 2 hours a week) to participate in the activity; school retreats are excluded from this list.

The purpose of ineligibility is to ensure the needed time for a student to refocus his/her priorities and to develop an improvement plan focused on academic success. A student's counselor and the Dean of Counseling and Wellness will collaborate with the student and his/her parents to build an appropriate and supportive improvement plan.



### **Academic Probation**

Following our school focus on restorative practices, an ineligible student may apply for a four-week probationary period from the end of the quarter. A student may apply for probation once a school year. During this probationary period, a student will maintain academic eligibility for participation in extracurricular activities. The goal of the probationary period is to allow a student four weeks to improve his or her grades to earn academic eligibility as defined above.

If a student reaches academic eligibility at the end of the probation period, the student will remain eligible for the remainder of the quarter. If a student does not reach academic eligibility at the end of the probation period, the student will be ineligible for the remainder of the quarter and unable to participate in extracurricular activities.

If a student wishes to apply for probation, the student must complete the following:

1. The student must contact the Dean of Counseling and Wellness to start the application process.
2. The student and parents/guardians must meet with the Dean of Counseling and Wellness and counselor.
3. An academic contract with specific academic goals and expectations is created.
4. The student must earn a minimum 2.0 GPA and have no more than 1 F at the end of four weeks.
5. The student must maintain satisfactory attendance and disciplinary standing.

### **Add/Drop Changes**

Students will be allowed to make course selection changes, based on space available, within the three-week timeline and limitations listed. Proper protocol and paperwork must be followed before a change is made. Please note, due to master schedule restrictions, Cathedral Catholic High School cannot accommodate student-initiated course changes for convenience such as teacher preference, class block or semester.

Prior to the first day of school:

- Students may change class selections based on space available and required prerequisites.

First academic week of school:

- Students may change class selections based on space available and required prerequisites.

Second and third academic week of school:

- Teacher/counselor/administrator-initiated level down changes may be made as space permits (AP to Honors/College Prep, Honors to College Prep, College Prep to B level).

- Student-initiated course drops to non-academic courses may be made as space permits.
- No class changes will be made after the third week of school.

Students will be allowed to make course changes for the second semester of a yearlong course, based on space available, through the first week of the second semester based on the following conditions:

- Students may level down from AP/Dual Enrollment/Honors to College Prep classes as space permits.
- Students may drop a non-graduation requirement course and add a semester-based course.

### **Advanced Placement & Honors Program**

The AP/Honors program is for students with exceptional ability, commitment and interest in the subject. Students may choose to take one or more if qualified. All students enrolled in an AP course are strongly encouraged to take the AP exam in May.

Be sure to check the prerequisites for each AP/Honors course in the Curriculum Guide and obtain department approval, when necessary, before selecting the course.

Students seeking to enroll in honors or AP courses must meet the prerequisites stated in the Curriculum Guide and follow the prescribed approval and procedures set by each department. Students who do not meet prerequisites or follow the prescribed procedures will not be enrolled in the honors or AP course.

### **Advanced Placement Testing**

Students registered for an AP Exam are excused from school for the day they are registered for the exam. This means students do not need to attend school before the exam and/or return to school after the exam. If a student registered for an AP exam desires to attend school on the day of an AP exam, prior approval is required.

If you are an AP student but did not register for an AP Exam, or registered for but did not attend, you are expected to be at school as usual.

### **Course Load**

Students are required to take seven classes each semester. Students must enroll in required courses for graduation before elective courses may be taken. Students are required to take a minimum of five academic courses each semester. Non-academic courses include P.E., Learning Center, Study Hall, Academic Coaching, Options and Academy Mentor and Office Aide.

## **Course Scheduling Procedures**

1. Counselors will meet with students starting early second semester to explain the course registration process. Counselors will discuss course offerings and graduation requirements and will also give thorough instructions for completing the Course Registration Form and registering online.
2. Teachers will take time during class to explain the next level of courses available to the students in their departments, including required prerequisites.
3. Students will consult the Curriculum Guide online and complete the Course Registration Form at home with their parents.
4. Students will return to the Counseling Office for one-on-one meetings with their counselors to review their chosen academic program and lock in schedules.
5. Students and parents will finalize schedules with counselors on PowerSchool.

## **Dual Enrollment**

Cathedral Catholic High School partners with local community colleges to offer dual enrollment courses. Students earn credit and a grade from both Cathedral Catholic and the partnering community college. Students will follow both Cathedral Catholic High School's and the partnering community college's policies including registration and add/drop policies. All dual enrollment courses are UC/CSU transferable. Credit is awarded by private and out-of-state colleges at their discretion.

## **Engineering Distinction**

Cathedral Catholic High School's Pre-Engineering Program is designed to provide students with the skills needed to succeed in future science, technology, engineering and mathematics degrees. The Cathedral Catholic High School Pre-Engineering Program includes at least four specialized courses. Upon graduation, students who have completed eight required courses will receive a "*Graduated with a Distinction in Engineering*" recognition on their transcripts.

### What the Program Offers

An exciting and challenging education entailing rigorous, technical course concepts related to real-world problems and solutions through hands-on, project-based learning:

- Educational and exciting off-campus industry tours
- Local, state and national science and technology activities, including robotic competitions, workshops, seminars and events
- Industry and workplace experiences
- Daily use and all-access to the remodeled and expanding Pre-Engineering and robotics facility
  - CNC milling machine
  - CNC plasma cutter and table
  - Desktop computers
  - Re-modeled computer room and the 3D printer
  - CAD/CAM software

- Preparation for the challenges of college engineering courses, while developing students' time-management and scientific analytical thinking skills, along with problem-solving techniques and technical knowledge

### **Final Exams and Projects**

- There will be no unit tests or major projects four class days prior to final exams.
- Students who miss their final exam due to illness must schedule a make-up meeting with the teacher before the end of the final exam week.
- The Deans of Academics will approve any absences with extenuating circumstances and work with students to reschedule missed final exams. Parents/guardians must also report the absence to the school's attendance line.

### **Off-Campus Credits**

Cathedral Catholic High School does not accept credits for required courses from non-approved extension courses, online courses, evening schools or summer schools unless written permission is given prior to enrollment in those courses. Permission is obtained from the Dean of Counseling and Wellness, and these forms are available in the Counseling Office.

### **Ranking Policy**

Cathedral Catholic High School does not rank students by grade point average or other academic measures.

### **Report Cards**

Report cards are issued online every grading period.

### **Special Education**

Cathedral Catholic High School responds to the call to minister to all of Christ's children. We pledge to, where at all possible, admit and educate students with documented learning differences. Any student who, through an approved psychoeducational evaluation, qualifies for special education services will be placed in one of our three programs: Learning Center, Academy or Options. All approved accommodations and modifications will be documented in a Cathedral Catholic Education Plan. Any request outside the parameters of the Cathedral Catholic High School Education Plan will not be granted. Each student needs varying degrees of support, and we promise to honor the educational and spiritual journey which aids in the formation of the whole child.

### **Summer School**

Cathedral Catholic High School offers summer school for acceleration and remediation purposes. Summer school acceleration is an academic enrichment program designed to support students interested in advancing in a particular area. This fast-paced academic environment requires students to be dedicated to their schoolwork.

Cathedral Catholic High School summer school offers classes for student remediation of D's and F's. The summer curriculum is designed to help students recover credits while remediating any course weaknesses. Failures (F) are required to be recovered before returning to Cathedral Catholic the following fall semester, and D grades are strongly encouraged to be recovered for college acceptance. Failure (F) grades for Cathedral Catholic High School students are only allowed to be recovered at Cathedral Catholic's on-campus summer school.

College prep and honors courses can be remediated by a college prep course, such as English 10 in place of English 10 Honors. However, an AP course must be remediated by an AP course, and a dual enrollment course must be remediated by a dual enrollment course.

For classes in which a student earns a grade of D or F and are remediated through summer school or during the school year, a student's cumulative grade point average will only include the higher grade earned. The only exception to this practice is when a student remediates credit from a different level course: For example, a student remediating an F grade from AP World History who takes a college prep level World History class to satisfy graduation requirements. In that case, both grades would appear on a student's transcript and both grades would be included in a student's grade point average.

## ATTENDANCE

24-Hour Voicemail: (858) 523-4001

Press 1 for a passport, 2 to report an absence or tardy

- When students need to leave campus during the school day, a parent/guardian must call the Attendance Office passport line the morning that the scheduled early release is needed.
- Only a parent/guardian listed in PowerSchool may phone the Attendance Office to request a passport or verify an absence.
- Parent calls must be received within 48 hours of the student's absence. After 48-hours, the absence will be considered a truancy and remain unexcused. Students may not call for themselves, even with parental permission.

In accordance with our mission, regular classroom attendance is required to support the learning process. Please consider the academic consequences when planning college trips, family vacations, etc. as this may directly affect the student's academic standing. The administration reserves the right to decide which absences will be excused.

### **Absence Effect on Sports/Extracurricular Activities**

A student that is absent at least 2 classes in a day may not participate in extracurricular activities, including sports practice and competitions, drama, cheer, dance, competitive clubs

and others on the same day as the absences. Any violation will affect a student's future participation in extracurricular activities.

### **Absence Policy**

Missing more than 20 minutes of any portion of a class is considered an absence.

### **Early Pass Policy**

An early pass is defined as missing up to the last 20 minutes of a class without medical documentation. Students leaving more than 20 minutes early will be given an absence for that period. The Attendance Office reserves the right to determine whether a student is excused or unexcused when leaving campus early.

### **Excessive Absences**

To receive course credit, a student must attend a minimum number of class sessions. Excessive absences are the total of excused and unexcused absences. Parents are encouraged to monitor attendance in PowerSchool. While work completion and masterful performance on assessments are crucial elements of receiving official credit for courses, they are not a substitute for regular classroom seat time and participation. Daily classroom participation is an irreplaceable element to achieving our school mission of forming life-long learners as it allows for peer collaboration and contribution among other important skills. For these reasons, although a student may be scoring in the proficient range for all work and assessments, course credit may not be earned by students with excessive absences. School activities including athletics, service, field trips, etc. do not count towards the excessive absence policy. The following policy will be enforced for students with excessive absences.

#### Period 1-6 classes

- Upon the 3<sup>rd</sup> absence in a semester to a particular class, a courtesy letter will be emailed to the parent/guardian and student. The courtesy letter is sent to help families make informed decisions when scheduling medical or other necessary appointments and/or absences.
- Upon the 5<sup>th</sup> and 6<sup>th</sup> absences in a semester to a particular class, a student must make up class time by attending 4-hours of Saturday school for each of these absences, within two weeks of returning to school. During Saturday school, students can only work on school-related assignments using school computers or read a school-approved book.
- Upon the next absence after receiving a second Saturday school, a mandatory meeting will be made with the student, parent/guardian and an administrator from the Deans of Students Office. At this time, a student contract will be created to help the student and parent(s) make adjustments for increasing school attendance.
- A student who violates his/her student contract will meet with the Principal and the Deans of Students to discuss consequences, which may include loss of course credit and/or eligibility and the student's future at Cathedral Catholic High School.

### Period 7 classes

- Upon the 5<sup>th</sup> absence in a semester to a 7<sup>th</sup> period class, a courtesy letter will be emailed to the parent/guardian and student. The courtesy letter is sent to help families make informed decisions when scheduling medical or other necessary appointments and/or absences.
- Upon the 7<sup>th</sup> and 8<sup>th</sup> absence in a semester to a 7<sup>th</sup> period class, a student must make up class time by attending 4-hours of Saturday school for each of these absences, within two weeks of returning to school. During Saturday school, students can only work on school-related assignments using school computers or read a school approved book.
- Upon the next absence after receiving a second Saturday school, a mandatory meeting will be made with the student, parent/guardian and an administrator from the Deans of Students Office. At this time, a student contract will be created to help the student and parent(s) make adjustments for increasing school attendance.
- A student who violates his/her student contract will meet with the Principal and the Deans of Students to discuss consequences, which may include loss of course credit and/or eligibility and the student's future at Cathedral Catholic High School.

### **Excessive Tardies/Early Passes**

Tardies/early passes are counted toward the Excessive Tardy/Early Pass policy. If a student repeatedly disrupts class by arriving late or leaving early, they must repair the harm by giving back to the school through lunchtime service.

- (3) tardies/early passes in a semester = Student meeting with Deans of students
- (5) tardies/early passes in a semester = Results in the student being required to restore time back to the school through service. Service takes place during the last twenty minutes of the next two lunch periods.
- (6) tardies/early passes in a semester = Meeting with student, parent/guardian and Deans of Students to create student contract
- Violation of student contract = Consequences issued based on student contract. Consequences may include, but are not limited to, loss in extracurricular privileges, Saturday school or school service projects.
- Any additional tardy/early pass = Meeting with the Principal and Deans of Students to discuss the student's future at Cathedral Catholic High School

### **Excused Absences**

School-related activities (e.g., athletics, CIF competitions, band and/or choir concerts, field trips, school-related retreats, on-campus college representatives, counselor meetings, service-related meetings) are considered a school activity and do not count towards the excessive absence policy. Missing more than 20 minutes of class for any other reason, including illnesses, college trips, club competitions, etc., must be verified by a parent/guardian before the absence or within 48 hours of the absence. All absences,

including excused and unexcused, count towards the excessive absence policy. Excused absences allow the student to make up work without a consequence.

To the degree possible, it is the responsibility of the student to meet with their teachers before an anticipated absence to establish a plan for missed work. Projects, papers, known homework assignments or other large assessments need to be completed and turned in before an anticipated absence or no later than the due date.

It is the responsibility of the student to meet with teachers upon return from an absence. Any missed tests/quizzes must be made up in accordance with the teacher's make-up policy, and if absent for longer than two class periods, a student must meet with teachers immediately to discuss a make-up plan.

### **Tardy Policy**

To reduce classroom disruptions, students must be in their seats and ready to learn when the bell rings. If not, they are deemed tardy. To support this policy, the front and back gates will close 1 minute before the start of the first class. Any student who arrives after the gates are closed must report to the Attendance Office upon arrival. A tardy is defined as being up to 20 minutes late to class. Students who are more than 20 minutes late will be given an absence for that period and a parent call to verify the absence is required. Excused and unexcused tardies are counted toward the excessive tardy policy. Medical tardies for a doctor's appointment require a medical note/receipt from a licensed medical, dental or mental healthcare provider along with a parent call within 48 hours.

### **Truancy (Unexcused Absences)**

Absences lacking proper verification within 48 hours or without prior approval from the Deans of Students and parental knowledge are unexcused and considered a truancy. Students may only be out of class during the regular class period with a hall pass that is issued by the teacher responsible for the student during that time. Students out of class for an excessive period, in an unauthorized area, or without a valid hall pass are considered truant. Truancies will result in a restorative process which could include, but is not limited to:

- A meeting with the student and an administrator from the Deans of Students Office to create a student agreement. A copy of the agreement will be sent to the student, parent/guardian and the Deans of Students.
- No credit is given for homework, quizzes or other daily assignments missed.
- For major assignments and examinations, the student may only receive up to 75% credit.
- If a student receives 3 truancies in a school year, a meeting will take place between the student, a parent/guardian and the Deans of Students.

It is the responsibility of the student to research and learn about the material they missed during their absence.



## COUNSELING DEPARTMENT

The Counseling Office offers academic, college/career and social-emotional support based on grade-specific needs. Students are assigned by last name to a school counselor for freshman year through fall of junior year to focus on their transition to high school, academic performance, social needs and college exploration. In the spring of junior year, students will transition to their college counselor to finalize and execute their post-high school plan. While all students will meet individually with their counselor, we encourage students to make individual appointments with their counselor as needed.

### **Evaluation of Students (By outside agencies)**

If someone wishes to come on campus to observe or test a student, prior approval must be obtained through the Dean of Counseling and Wellness or Director of Special Education. We require that at least 48-hour notice be given when requesting permission to be on our campus.

### **Standardized Tests**

Cathedral Catholic administers the PSAT to our 9th–11th graders. The tests are administered in October, and all 9th–11th graders participate. The purpose of these tests is to help students chart their academic progress, as well as give the students practical experience with standardized tests. The counselors may use the information gathered from the standardized tests to help plan appropriate educational goals. Accommodations are available to all students who qualify through the College Board.

## DEANS OF STUDENTS OFFICE

### **Bullying/Cyberbullying**

Cathedral Catholic believes that every student and staff member has the right to a safe and healthy school environment. Therefore, every member of the school community has an obligation to promote mutual respect, tolerance and acceptance. Any behavior that is reasonably perceived to threaten, intimidate, degrade, humiliate, terrorize or harass another student will not be tolerated. This kind of activity contradicts the mission and philosophy of the Catholic Church and Cathedral Catholic High School. The school refers serious incidents to the school resource officer with the SDPD. Cathedral Catholic also reserves the right to discipline students for off-campus behavior that creates an intimidating or threatening educational environment or substantially disrupts the orderly operation of the school.

Students that indirectly participate in bullying and/or cyberbullying by giving the impression that they support or agree with the negative behavior may also face disciplinary consequences. Any student who feels that he or she is a victim or a witness to bullying is encouraged to report it to a school counselor or the Deans of Students Office. Reporting is confidential, and every effort will be made to protect the student's anonymity.

Students who make false accusations will also face serious consequences. Students and parents should report threats of violence or harm in cyberspace to law enforcement immediately.

### **Campus Security**

Cathedral Catholic is a closed campus. Once students arrive on campus, they may not leave the campus or go to their car until the end of the school day. Please contact the Attendance Office in advance if you need your student to leave early on a passport.

All visitors (including alumni) must present a valid government ID to obtain a visitor pass prior to entering campus. A visitor pass must always be visible. Visitors must report to the security guard or see the receptionist in the Kolbe Center to sign in and obtain a visitor pass.

### **Cell Phones**

Cell phones are to be turned off and put away during class hours, including time out of the classroom on a hall pass, during all school and standardized assessments and during Mass. Students will not be allowed to use cell phones during class time, except with a teacher's permission. If an emergency phone call needs to be made during class time, students must receive permission from their teacher or an administrator (In an emergency where the student needs to be contacted by a parent, please call the Attendance Office). Students must also store all listening devices, including headphones and AirPods, in their backpacks during class hours. Students may use their cell phones during break/lunch but may not access the camera or microphone to capture visual/audio or amplify sound without written permission from the Deans of Students. Audio, video recording or photographing of others without their knowledge and permission is a serious offense and will be dealt with accordingly.

The administration reserves the right to search a student's phone when there is reasonable suspicion that it may contain evidence of policy violations. Evidence of illegal activity may be turned over to our school resource officer with the SDPD. School authorities may also confiscate cell phones at any time for failure to follow school policy. Confiscated cell phones cannot be picked up until the end of the school day. Cathedral Catholic High School is not responsible for confiscated items.

### **Crisis Procedure**

Cathedral Catholic High School has implemented a Critical Incident Response Plan that is comprehensive in nature and is designed to provide safety for students and employees. The plan encompasses possible crises including fire, earthquake and campus lockdown, as well as procedures dealing with severe weather events, criminal activity, workplace violence, accidental disasters and medical pandemic. The school will send out communications as appropriate.

## **Emergency Drills**

Emergency drill procedures and evacuation routes are posted in every classroom and office on campus. Lockdown procedures are maintained in an emergency envelope posted in each classroom. Students and employees are apprised of emergency procedures at the beginning of the school year. Emergency drills are held once a quarter.

- Students will follow teacher instructions during lockdown and evacuation situations.
- During an evacuation, students will proceed in a quiet, single file line, using the designated evacuation routes to the class-designated evacuation area.
- Students will remain quiet and off all electronic devices so that directions can be given.

NOTE: Emergency drills are important and serious exercises that may save lives. Students are expected to act accordingly. No student may leave on a passport during an emergency or emergency drill.

## **Dance Guidelines**

The purpose for these guidelines is to promote a safe, clean and fun environment at dances. All students and their guests must have proper ID to attend any dance. Be prepared to show ID when buying tickets and/or entering the dance.

Dress attire will be announced at least two weeks prior to an event. Students may not leave the dance before doors open unless necessitated by a medical emergency. Please check the newsletter for information on dress attire for specific dances or contact the Deans of Students Office with any questions about attire. Students who arrive out of dress code will not be allowed to enter the dance. Any student who modifies his/her dress once entering the dance and is no longer in compliance will be removed from the dance.

The style of dancing must reflect proper behavior between students and reflect the school's Catholic values.

- First Offense - A warning will be given, and the student will be asked to leave the dance floor and will be chaperoned for a period of 10 minutes.
- Same Evening Offense - The student is removed from the dance floor for the remainder of the evening, and a follow-up meeting between parent, student and Deans of Students will take place to discuss the student's behavior.

## Dance - Outside Guest Policy

Students who attend other high schools may be permitted to attend Cathedral Catholic High School dances. The following guidelines apply:

- A guest pass must be obtained prior to the event, by the Cathedral Catholic student who wishes to bring the guest. A Dance/Event application will be required for the guest to be permitted to attend the function.
- Any Cathedral Catholic student or off-campus date submitting false or forged information on the dance application form will result in a student agreement and

forfeits the right of the Cathedral Catholic student to attend the event. In addition, Cathedral Catholic High School students will not be allowed to bring an off-campus date to future dances.

- The guest must present a valid school or government issued picture ID and be accompanied by the student who obtained the pass.
- The Cathedral Catholic High School student must inform the guest of the regulations, which govern the event. He/she is responsible for the conduct of the guest. Any guest who does not comply with the Cathedral Catholic dance policy will be removed from the dance. This includes dress code, conduct and leaving before doors open.

### **Disciplinary Ineligibility**

A student who commits an offense against the school or any of its community members or violates a student contract may become ineligible from participating in athletics/extracurriculars/student events as part of the restorative process. Students placed on disciplinary ineligibility are not eligible to try out or participate in athletics or any other extracurricular activities (including drama and clubs).

### **Dress and Appearance**

At Cathedral Catholic High School, the dress code reflects the Catholic values we strive to instill within our students: modesty, unity, respect for others and positive self-worth. Research supports Cathedral Catholic High School's belief that a student's appearance has a direct effect on his/her attitude and behavior. In the larger scope of preparing our students for their future, the dress code is designed to teach students that different types of dress are appropriate for different settings. The dress code has been established so students understand that their manner of dress should be appropriate to the serious nature of academic study and promote the dignity and self-respect worthy of each student.

Every student must purchase his or her official Cathedral Catholic High School polo shirts and outerwear at the school's student store, Dons Online Store or at one of the used clothing sales. All other clothing options may be purchased at the family's store-of-choice but must adhere to the following dress code guidelines:

#### General Clothing Requirements

From 7:50 am until the final bell, it is a student's responsibility to be in dress code.

- All clothing must be neat, clean and free from tears, cuts, frays and holes.
- Shirts, shorts and pants should fit comfortably without being form-fitting or too baggy.
- Shirts must be long enough to cover the midriff-area, even when arms are raised above a student's head. Students may not tie off or cut their shirts.
- Undershirts may not have brands, logos or a design deemed inappropriate by administration. Outerwear may not be worn as an undershirt.
- Proper undergarments must be always worn.

- Altering of any garment that detracts from the original integrity of the garment is not allowed (e.g., hemming shorts to inappropriate lengths or cutting/tearing clothes).
- Students must wear authorized attire during P.E. The P.E. attire cannot be worn as Spirit Attire. Students may not be in P.E. attire outside the P.E. areas.
- A Cathedral Catholic High School polo must be worn under all outerwear.
- Boys may not wear makeup or earrings during any time they are on campus.
- Visible tattoos are not allowed.
- Dress code accommodations due to injury/surgery must be cleared by the Health Office before attending class.

**Pants/Shorts** - Boys and girls may choose the brand of pants/shorts as long as they meet the following guidelines:

- Made of khaki, chino or dress slacks (pants/capris only) material. Hybrid khaki material is allowed. Denim pants are only allowed on spirit dress days.
- Maximum of two pockets in front and back, no side/cargo/hidden pockets
- Must be worn at the waistline, and shorts must be no shorter than 3" from the top of the knee when standing-this will be strictly enforced.
- Pants/shorts may only be black, navy blue or khaki in color. Additionally, all shorts and pants must have a button or snap enclosure with a finished hem. No drawstring, sweats, leggings, athletic wear, elastic hems, joggers or jeggings/yoga pants allowed.

**Outerwear** - All outerwear is considered part of the dress code requirements. The only sweaters, sweatshirts and jackets allowed on campus at any time must be purchased at the Cathedral Catholic High School student store or Dons Online Store or as part of authorized spirit wear provided in participation on an athletic/academic team or club. Seniors may earn the privilege to wear college outerwear. This is an earned right and does not begin at the start of the school year. College shirts and other clothing are not allowed.

**Shoes** - Only leather or leather-like closed-toe dress shoes or tennis shoes are acceptable; no Uggs, boots or slippers. Heels must be no higher than 2". All shoes must have a back strap. Shoes must be worn as designed, including wearing the back of the shoe around the heel of the foot.

**Socks** - Students' socks must not contain any image/words deemed inappropriate by administration. Girls may wear hosiery as an alternative to socks, but they must be a solid material and solid color with no pattern. Hosiery may not be bright or fluorescent colored, sparkling or fishnet. All socks must be a matching pair.

**Hair** - Hair must be neat and well groomed. No radical cut, style or unnatural color is acceptable. No facial hair is allowed. If boys are unshaven, they will be required to shave before attending class on the next school day.

*Hats* - No hats, beanies, beanie caps or bandanas are allowed on campus during the school day without prior consent from the Deans of Students.

*Jewelry* - Students may wear bracelets, up to two appropriately placed modest necklaces and two rings per hand. Girls may wear up to 3 earrings per ear. No other jewelry is allowed on campus. Students with nose/tongue rings will have to remove the nose/tongue rings before being allowed to return the next school day.

*Belts* - All boys are required to wear a belt on dress up days. Belts must be leather/canvas dress belts in good condition. Belts must be worn through belt loops. Buckles must be appropriate.

*Rainy Day Attire* - On rainy days, students may wear water-repellent boots (no Uggs). All outerwear must be purchased from the student store or Dons Online Store or as part of an approved athletic spirit pack. Flannel jackets, ponchos or other non-Cathedral Catholic sweatshirts/jackets are not allowed.

*Blankets* - Blankets are not allowed on campus without prior permission from the Deans of Students Office.

#### Regular Dress Attire

Boys: Approved Cathedral Catholic High School polo shirt, pants or shorts and proper footwear. Pants/shorts may only be black, navy blue or khaki in color. All clothing must meet above general guidelines. Tennis shoes and leather or leather-like dress shoes are the ONLY acceptable footwear. Sweatshirts and outerwear must be Cathedral Catholic High School sponsored. No drawstring, sweats, leggings, athletic wear or jeggings/yoga pants allowed.

Girls: Approved Cathedral Catholic High School polo shirt, pants/capris/slacks or shorts and proper footwear. Pants/shorts/capris may only be black, navy blue or khaki in color. All clothing must meet above general guidelines. Tennis shoes and leather or leather-like dress shoes are the ONLY acceptable footwear. Sweatshirts and outerwear must be Cathedral Catholic High School sponsored. No drawstring, sweats, leggings, athletic wear or jeggings/yoga pants allowed.

#### Dress-up Day Attire (Liturgies and Special Events)

During liturgies, students may not wear jackets or sweatshirts of any kind unless given specific administrative approval for occasions such as rain. Required dress for these days will consist of the following:

Boys: Solid white, button-down, collared dress shirt with tie for the entire school day. Shirts must be without decor of any kind and must remain tucked in for the entire school day. Undershirts worn must be white and may not have any logo, design or writing of any kind. School-approved pants are to be worn on dress-up days, as well as socks and a belt. Shoes

must meet the school's general shoe guidelines. Cathedral Catholic cardigan/pullovers purchased from the student store are the only approved outerwear for liturgy and special events.

Girls: Solid white, button-down, collared dress shirt. Shirt must be without decor of any kind. Undershirts worn must be white or skin-tone and may not have any logo, design or writing of any kind. School-approved pants/capris are to be worn on dress-up days. Shoes must meet the school's general shoe guidelines. Cathedral Catholic cardigan/pullovers purchased from the student store are the only approved outerwear for liturgy and special events.

### Spirit Dress Attire

Spirit Dress is allowed on the last day of the week (except if the last day of the week is a liturgy day) and on designated days to bolster school spirit. Students may wear the regular uniform or spirit day dress attire. Spirit day attire consists of a Cathedral Catholic High School-sponsored T-shirt or polo shirt and solid blue/black jeans. Faded black/grey jeans and CIF/team tournament shirts are not allowed. Jeans must be free from holes, tears, frays or rips and have a finished hem. No other color jeans are acceptable, and jean shorts may not be worn. Additionally, students may not wear jeggings, overalls, coveralls, cargo pants, sweatpants or shorts.

### Uniform Enforcement Policy

Any student in violation of the dress code is subject to the following:

- The student will be sent to the Deans of Students Office, and all efforts will be made to place student in proper dress attire.
- Non-Cathedral Catholic approved clothing will be confiscated by the Deans of Students Office. Confiscated clothing cannot be picked up until the end of the school day. Cathedral Catholic High School is not responsible for any confiscated items.
- Parents/guardians may be called to bring proper garments.
- Response to a uniform violation(s) per semester:
  - 1<sup>st</sup> and 2<sup>nd</sup> Offense = Notification will be sent to student and parent/guardian
  - 3<sup>rd</sup> Offense = Meeting with Deans of Students to discuss the violations and consequences of future violations
  - 4<sup>th</sup> Offense = Student will be removed from class until a parent/guardian is able to help get his or her student into compliance. Cathedral Catholic High School will no longer provide loaner clothes.
  - 5<sup>th</sup> Offense = Meeting between student, parent/guardian and the Deans of Students to discuss the student's future at Cathedral Catholic High School
  - 6<sup>th</sup> Offense = Meeting with student, Deans of Students and Principal

The administration reserves the right to hold students out of class for flagrant or repeated violation of the dress code.

## **Drug, Alcohol and Controlled Substance Program**

Cathedral Catholic High School, as an extension of the Catholic Church, believes life is sacred and that life and physical health are precious gifts entrusted to us by God. We aim to provide a school environment that fosters the sacredness of human life and the health and well-being of each member of the school community. To help foster this environment, the school has an Alcohol and Drug Awareness Program.

The Alcohol and Drug Awareness Program (ADAP) will include educational speakers for students, parents/guardians and school employees. Subject-specific curriculum will include various topics to help educate students about the physical, emotional and spiritual dangers of alcohol and drug abuse. The school's Counseling Office will provide school activities during Red Ribbon Week that help raise awareness of the dangers of alcohol and drug abuse.

Random breathalyzing before and during school events, including athletics and dances. Results of any testing will remain confidential between the student, parent/guardian and the Deans of Students and will be used to help the student make healthier choices in the future.

### Alcohol and Drug (Prescription Misuse & Illegal) Screening

Behavioral Screening: Any student whose attitude, actions, language or behavior are cause for concern may be required to undergo an alcohol/drug screening.

Students are subject to alcohol and drug screening at any on or off-campus school events, including athletics and dances.

### Interquest Detection Canine

Cathedral Catholic High School utilizes Interquest Detection Canine services as another tool to deter contraband on our campus. Contraband is defined as prohibited items that are brought on campus. This would include, but is not limited to, over-the-counter drugs, alcohol, illicit drugs and weapons.

Cathedral Catholic High School follows a plan that uses breeds of dogs that are non-aggressive by nature. These fully trained and certified dogs and their handlers conduct random searches throughout the school year. An administrator, the dog and the handler will inspect various sites on campus, including classrooms, bathrooms, vehicles and student bags. Any student attempting to leave campus while canine is on campus is subject to being searched along with his/her possessions.

The procedure for a classroom search is as follows: When a classroom is inspected, the students and the teacher are asked to leave the classroom. Once the class is cleared, the dog handler conducts the search. If the dog alerts on an item, the student meets with the administrator and handler to determine what alerted the dog. If the dog's alert comes up with an item of contraband, the student and the contraband are taken to the Deans of Students Office, and a parent/guardian is notified. Occasionally the dog alerts on an item that has a



residual odor. This means the dog has detected an odor but there is no physical evidence. The information is passed on to the Deans of Students, the student is sent back to class, and the parents are notified.

The procedure for a vehicle search is as follows: The canine and handler will search the exterior of cars belonging to students. If the dog alerts on a vehicle, the student is brought to his or her vehicle where the handler, administration and the Director of Security will search the student's vehicle, belongings and clothing. If the dog's alert comes up with an item of contraband, the student and the contraband are taken to the Deans of Students Office, and a parent/guardian is notified. Occasionally the dog alerts on a vehicle that has a residual odor. This means the dog has detected an odor but there is no physical evidence. The information is passed on to the Deans of Students, the student is sent back to class, and the parents are notified.

The Interquest dogs are not used to search individual students but are trained to detect odors in and around objects. The dog may encounter students when it is not "working." Students are allowed to interact with the dog in a reasonable manner. The dog will not alert when it is not working.

#### Opt-in Drug Testing Program

Any parent/guardian wishing to enroll their student(s) in the program may contact the Deans of Students.

Students opted into the voluntary drug testing program will be assigned a random number. If a student's number is selected, he or she will be discreetly called into the Deans of Students Office. At that time, the process of the hair and/or cheek swab test will be explained to the student. The hair will be collected by a professional hair stylist and the cheek swab administered by either the Deans of Students. The samples are then sent to an outside agency for testing. A sample of drugs screened include but are not limited to: amphetamines (speed), propoxyphene (Darvon), cocaine, methadone, marijuana/THC, benzodiazepines (Valium), opiates (heroin, codeine), barbiturate (downers), PCP/angel dust, alcohol, methamphetamines (crystal meth, ecstasy) and nicotine.

Parents will be notified when the results are submitted to the Deans of Students. Any positive test will result in a meeting between the Deans of Students, the student and a parent/guardian to discuss how to help the student while keeping him/her held accountable with future mandatory testing. Results of any testing will remain confidential between the student, parent/guardian and the Deans of Students and will be used to help the student make healthier choices in the future.

#### **Harassment**

Any unwelcome conduct of a sexual nature, when such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile

or offensive learning environment, will not be tolerated. Students perceiving such conduct should notify the administration so that the complaint may be investigated, and appropriate restorative action may be taken, if warranted.

### **Overnight Activity Policy**

An overnight activity is defined as any school-sponsored event that ends after 12 midnight. Students must be dropped off in the evening prior to the event and picked up at the conclusion of the event. No student participating in such an event will be allowed to drive home. No exceptions will be made. Full cooperation with this policy is mandatory for any student participating in such an event, as this is strictly for the safety of all students.

### **Parking**

Cathedral Catholic is working with local law enforcement to provide a Start Smart program on our campus. The program is designed to address the dangers of distracted driving and provide clarification on current driving laws for both students and their parents.

Students and a parent/guardian must complete the Start Smart course at Cathedral Catholic High School in order to obtain a parking space on campus. Students are only required to attend the course once in their high school career.

Applications for parking spaces may be requested online at <https://www.cathedralcatholic.org/secure/cathedral-catholic-high-school-portal/student-resources/parking>. Parking spaces are limited and are on a first come, first serve basis. The fee for student parking is \$125 if purchased any time first semester and \$75 if purchased any time second semester. The fee includes 1 parking permit sticker and an assigned parking spot. Parking on campus is a privilege. The privilege may be revoked because of disciplinary action or when it serves the best interest of the school. The administration has the right to search all vehicles. The school is not responsible for any damage or loss and disclaims all liability in cases of violation of the above. Consequences, including loss of parking privileges, will be issued for failure to follow the parking rules:

- On school days, park your vehicle/motorcycle in the space assigned to you (5:30 am to 2:20 pm).
- Do not back your car into your space.
- The parking permit sticker must be peeled and attached to the outside back window on the lower left (driver's side).
- A permit sticker must be on each vehicle/motorcycle driven to school. If an additional permit sticker or a replacement sticker is needed, see the Deans of Students Office. The cost is \$5.
- If you are using a car without a permit sticker for a single day use, you MUST notify security or the Deans of Students Office immediately upon arriving at school.
- Any fraudulent use of the permit stickers will result in loss of parking privilege.
- If another vehicle is parked in your space, report the license number of the vehicle to security, and they will guide you to a parking space for the day.

- All students must park on campus. There is no off-campus parking allowed for any student. Students are never allowed to park on neighboring streets during school hours.
- Please respect the security personnel, as they will direct traffic as needed.
- Students must not move or alter cones or other safety equipment.
- Report any other problems you observe to security.
- Use of a phone or electronic device is never allowed while driving.
- The parking lot is off-limits during the school day.
- You must communicate with security if you are leaving your car on campus overnight.
- During non-injury collisions, students are required to share insurance information with the other driver.
- Students are expected to drive in a safe manner to and from school and while on school grounds.

### **Policy Infractions and Consequences**

Cathedral Catholic High School recognizes a violation of school policy as a breakdown in the relationship between a student and the greater school community. Student(s) may be asked to take time away from school to allow the restorative process to begin before the student can return to the community. Offenses that make the student liable for consequences and the restorative process include, but are not limited to, the following:

- Violation of the Classroom Respect Agreement
- Any form of defiance or dishonesty
- Campus misconduct, running, pushing, littering, general rowdiness
- Disobedience, disrespect or disruptive behavior during on and off-campus school activities
- Eating/drinking in classroom
- Not properly securing personal and school items
- Riding a bike, skateboard or any other vehicle on campus
- Throwing, pitching or shooting objects
- Stealing/theft
- Use of vulgar, racist, sexist or other inappropriate language, images or videos
- Possession of drugs, paraphernalia, nicotine, vaping devices, edibles and/or alcohol or associating with those who are in violation
- Failure to adhere to the Cathedral Catholic High School technology agreement
- Failure to follow policies found throughout the student handbook
- Damaging of school or personal property
- Possession of a weapon or weapon look alike. A weapon is any device or instrument capable of threatening or producing bodily harm.
- Any offense considered inappropriate and/or detrimental to the school, its officials or its students

Some offenses are too serious or egregious to allow the restorative process to take place while the student is still attending Cathedral Catholic High School. A student will be subject to

dismissal from Cathedral Catholic High School for any conduct, in or out of school, which is of such a nature as to jeopardize the good name of the school, create a safety concern, is detrimental to the common good, or which is harmful or offensive to any member of the school community. The school may also ask a student to withdraw if a student and/or parent overtly and persistently refuses to cooperate with policies/regulations, staff and administration of Cathedral Catholic High School, resulting in the inability of the school to serve the student(s).

### **Restorative Practices at Cathedral Catholic High School**

Our faith is grounded in the knowledge that each of us is created in the image and likeness of God and therefore has sacred human dignity. This sacred dignity unites us and strengthens our relationships with one another. If there is a breakdown in a relationship, the bible guides us to take responsibility for our actions and work towards reconciliation. In Matthew 5:23-24 Jesus declared, "So when you are offering your gift at the altar, if you remember that your brother or sister has something against you, leave your gift there before the altar and go; first be reconciled to your brother or sister, and then come offer your gift." Therefore, in alignment with Catholic values, Cathedral Catholic High School uses restorative practices as its school-wide approach to discipline.

A broad understanding of restorative practices centers around addressing challenging behaviors through repairing harm done to individuals and the community over the dispensing of punishment (Wright, 1996). While traditional discipline in education focuses on what infraction was violated, who did it and what punishment should be dispensed to the offender, restorative practices return discipline to its roots, meaning to instruction or to teach. Discipline is not obedience to avoid retribution. Discipline is about learning and applying understanding to achieve meaningful behavior change. It focuses on what happened, who was affected and how relationships can be repaired as much as possible. Restorative justice does not eliminate consequences; instead, it puts repairing harm first and allows everyone affected to be a part of the discipline process.

What does restorative practices mean at Cathedral Catholic High School? It means moving away from more traditional forms of punishment where students were never asked to take responsibility for their actions. It means when a student violates school or classroom policies, he or she is asked to meet with a teacher/administrator to work towards a resolution. It means the development of the whole student. It means strengthening our relationship with parents to better serve the students. It means being a disciple of Jesus Christ.

## **FINANCIAL INFORMATION**

Cathedral Catholic High School provides a financial assistance program that is funded through the school's annual budget. The purpose of the program is to help make Catholic

secondary school education as accessible as possible to a broad spectrum of students. All students are eligible to apply for financial assistance funds. Applications are made in January/February, preceding the following school year. Financial assistance, if granted, is for the entire year, and if a student withdraws, the assistance is pro-rated accordingly. For further information on the Cathedral Catholic High School financial assistance program, please contact the Business Office.

### **International Tuition Agreement and Registration**

Upon acceptance, registration for international students requires a non-refundable \$5,000 deposit within two weeks of acceptance. The remaining tuition is due in full by July 1, 2022. Please note that international deposits and tuition are non-refundable.

### **Insurance Claims (Secondary)**

Catholic Mutual Group provides secondary insurance coverage for our school students. This insurance provides benefits for anyone injured while on campus or while participating in a school-sponsored event. Questions regarding insurance coverage should be referred to the school's Business Office or Catholic Mutual Insurance Group.

The school insurance is designed to help cover those medical expenses that your primary insurance will not cover. There are definite exclusions to this secondary coverage and strict time frames for filing claims. Insurance claim forms may be obtained from the school's Nurse, Athletic Trainers or Directors of Athletics. Parents are asked to follow the instructions on the claim form.

### **Tuition Payment Information**

Tuition deposit: A non-refundable tuition deposit is required to register each student. The deposit is due in the spring preceding the upcoming school year.

- Annual Tuition Option: Total amount due paid on or before July 1, 2022.
- Semi-Annual Tuition Option: One-half of total amount due paid on or before July 1, 2022 and one-half of total amount due paid on or before January 1, 2023.
- Monthly Tuition Option: Total amount due paid in 12 monthly installments on or before the 1st of each month beginning in July 2022.

A 2.5% late charge will apply to past due balances. An account that is over 60 days past due may result in the following:

- Student will not be permitted to begin a new school year in August or new semester in January
- Student will be excluded from attending classes during the term until the account is current
- If a senior, student may not be permitted to take semester exams, and graduation privileges may be withheld

Refund Policy: All students are enrolled for the entire school year and a full year's tuition is required; however, if a student withdraws before August 1, 2022, only the non-refundable tuition deposit and one twelfth of the yearly tuition will be charged. Withdrawal in August, prior to the first day of school, will result in two-twelfths of the yearly tuition being charged. Withdrawal anytime during a semester requires payment for the entire semester, a total of half of the annual tuition.

## GRADES

All grades for each semester are cumulative; that is, the work of each grading period is counted into the overall average grade of the semester. Semester assessments are required for all students at Cathedral Catholic High School, and they constitute a percentage of the semester grade.

Incomplete (I) = A student has not completed the course for medical reasons or family emergency. An incomplete grade must be cleared within three weeks of the end of the grading period.

Withdraw (W) = Administration may issue a grade of "W" for any student who withdraws from a course beyond the approved three-week course change window.

Pass/Fail (P/F) = Students meet or fail to meet the stated attendance and coursework expectations of a student

### **Failures**

Students receiving an F in any required course(s) must remediate the failure during the summer or repeat the course the following school year.

### **Grade Point Average**

A student's cumulative overall grade point average (GPA) includes all grades earned in grades nine through twelve. This average is based on A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0.0. Honors/AP/Dual Enrollment courses are weighted on 5.0 scales for a grade earned of A, B and C.

A student may be afforded the opportunity to remediate a grade of D or F by repeating a semester in its entirety. Upon successful remediation, the original grade remains on the transcript but is excluded from the GPA calculation.

The cumulative overall grade point average that appears on the report card is the average for the student for the entire time he/she is at Cathedral Catholic High School. The cumulative average is based on grades received in ninth through twelfth grades and does include physical education. This average is based on A = 4.0; B = 3.0; C = 2.0; D = 1.0.

## Grade Progress

PowerSchool allows parents and students to view official quarter/semester grades. Schoology allows parents and students to track academic progress during each grading period. Teachers will update the gradebook in Schoology every two weeks. Teachers are required to contact parents if the grade falls below a C- at the gradebook update or if other issues arise. Visit [www.cathedralcatholic.org](http://www.cathedralcatholic.org) for the link to PowerSchool and Schoology.

## Grade Scale

A+	96.5% – 100%	A	92.5% – 96.49%	A-	89.5% – 92.49%
B+	86.5% – 89.49%	B	82.5% – 86.49%	B-	79.5% – 82.49%
C+	76.5% – 79.49%	C	72.5% – 76.49%	C-	69.5% – 72.49%
D+	66.5% – 69.49%	D	62.5% – 66.49%	D-	59.5% – 62.49%
F	0 – 59.49%	Pass=	59.5% – 100%	Fail =	0% – 59.49%

## Grades - Weighted

Cathedral Catholic High School has two levels of courses determined by the pace and rigor of the course and ability level of the student. A distinction is made in assigning grade points for Honors, Advanced Placement and Dual Enrollment courses:

A = 5.0; B = 4.0; C = 3.0; D = 1.0; F = 0.

The University of California and California State Universities do not accept a "D" grade for any of their required courses. Colleges and Universities recognize completion of a required high school course with a grade of "C" or better. A spring semester grade of "C" or higher in a math or language course will validate a fall semester grade of "D," therefore nullifying the need to repeat the semester. Students are encouraged to repeat all other courses in which a "D" grade was earned to improve college admissions options.

## Graduation Participation

To participate in graduation, a student must meet all the requirements for graduation and be in good disciplinary standing. Students with ten or fewer outstanding units will be allowed to participate in graduation ceremonies.

## Graduation Requirements

Four years (eight semesters) of high school attendance is required to earn a Cathedral Catholic High School diploma. Early graduation is not permitted.

Students must earn 280 credits to graduate.

Religion	40 Credits
English	40 Credits
Language	20 Credits
Mathematics	30 Credits
Science	30 Credits

Social Science	30 Credits
Visual & Performing Arts	10 Credits
Electives	60 Credits
Physical Education	20 Credits

### **Physical Education Requirements**

No more than 20 physical education credits and/or elective credits may be earned through participation on a Cathedral Catholic High School athletic team or independent physical education.

## **HEALTH POLICIES**

### **Doctor Appointments**

It is best to schedule doctor appointments outside school hours. If a student must see a doctor or dentist during school hours, a parent must call the Attendance Office and a passport will be sent to the student before leaving campus. To ensure that your student gets the passport in a timely manner, please call the Attendance Office as early as possible on the day the passport is needed. Upon returning to school, the student will report to the Attendance Office to pick up an admit slip prior to returning to class.

### **Health and Emergency Contact Forms**

Health and emergency contact forms must be completed annually by each family and submitted by the 1<sup>st</sup> day of school. These forms can be accessed in PowerSchool. Changes to the emergency information can be made by calling the Nurse at (858) 523-4000 ext. 2017.

### **Illness Procedure/Policy**

Students should stay home if ill to protect other students and staff. A parent needs to call the Attendance Office (858) 523-4000 ext. 1128 on the day of the illness to report an absence and on each day missed thereafter. Please report contagious diseases to the Nurse. Returning students having had chickenpox, measles, mono or strep throat should check in with the Nurse before returning to class. Students should not come to school ill to take a test and leave early especially if they have been vomiting or if they have had a temperature over 100 degrees that morning. If a student is absent for 3 or more consecutive days, he or she must bring a note to the Attendance Office from the physician upon his or her return, stating that the student is cleared to return to school. This note should include any recommendations or restrictions regarding physical activity. Please refer any questions regarding this note to the Nurse at (858) 523-4000 ext. 2017.

### **Illness at School**

If a student becomes ill or is injured during class, the student must request a pass from that teacher to go to the Health Office. Students may not use their cell phones to call home before



seeing the Nurse. The Nurse will call a parent and issue a passport to go home allowing the student to leave the campus, if necessary. Leaving campus without a passport is truancy. Please refer to cell phone use on campus in the Deans of Students section of this handbook.

### **Immunizations**

All students entering Cathedral Catholic High School as freshman or transfer students must be fully immunized according to the requirements set forth by the state of California. Besides the original blue California school immunization record forwarded from the student's previous school, an updated copy of a personal immunization record needs to be submitted prior to admission.

### **Injuries - Foot**

Students are not allowed to wear flip-flops or slippers under any conditions. In the event of a student injuring a foot or toe, please use either a medical booty on the affected foot and a regular shoe on the unaffected foot or sandals with a back strap.

### **Injuries/Insurance**

Students should report, as soon as possible, to the Nurse or, in the case of sports, to the Athletic Trainers, any injuries occurring at school-related events. School medical insurance is secondary to family insurance. That means it partially covers charges not covered by one's own primary insurance, with certain limitations and exclusions. Insurance forms are available from the Nurse or the Athletic Trainers. The trainers' number is (858) 523-4000 ext. 1121. The trainer is available on campus from 11:30 am daily. Any sport-related injury should be reported to the trainer before any further practice or game participation.

### **Medical Conditions**

All parents/guardians are required to annually complete the Health Forms located in PowerSchool. Students with pre-existing or newly diagnosed medical conditions (such as diabetes, epilepsy, SVT, etc.) should also contact the school Nurse directly to discuss a medical plan for while he or she is on campus.

### **Medication & the Emergency Health Information Card**

Students are not allowed to carry or store over-the-counter or prescription medications in their backpacks, cars parked on campus or lockers except for epinephrine auto-injectors, asthma inhalers and insulin.

### **Over-the-Counter Medications:**

- The Health Office does have a limited supply of over the counter (OTC) medications such as acetaminophen, ibuprofen and Benadryl. Permission by a parent/guardian must be obtained prior to dispensing an OTC medication while at school. Parents/guardians are requested to complete this permission form, located in PowerSchool, annually.

- In accordance with our overseeing medical orders, the Health Office may only dispense the same OTC medication to a student for the same ailment twice in an academic year. If your student requires more frequent use of an OTC medication, then a “Medication Authorization” form must be completed by the student’s own physician and brought to the Health Office in order to receive the OTC medication.

**Prescription Medication:**

- Students requiring prescription medications to be dispensed during school hours must have a “Medication Authorization” form completed by the prescribing physician, to be kept on file in the Health Office.
- All prescription medications must be brought to the Health Office in the original prescription container with the student’s name, date of birth and medication clearly labeled.
- Prescription asthma inhalers, insulin and epinephrine auto-injectors are allowed to always remain with the student while on campus. A “Medication Authorization” form must be completed and turned in to the Health Office at the beginning of every school year.

## MISSION AND MINISTRY

The Mission and Ministry Department is responsible for Cathedral Catholic’s religious curriculum and campus ministry program. Guided by the gospels and the traditions and teachings of the Roman Catholic Church, the Mission and Ministry Department collaborates with parents in the spiritual formation of students.

**Guiding Principles:**

- Proclaim the gospels
- Catechize and evangelize students and the broader school community
- Promote the ideals of character, faith, knowledge and responsibility
- Provide opportunities for students and employees to grow in their relationships with Jesus Christ
- Educate and encourage action in addressing contemporary societal problems and working towards peace and justice in the world
- Foster greater appreciation and involvement in the liturgical celebrations of the Church
- Complement the general goals and objectives of the Diocese of San Diego and Cathedral Catholic High School

**Miles Christi Priests**

Cathedral Catholic is blessed to be in partnership with the Miles Christi religious order from Argentina. The Miles Christi priests expanded their apostolate to San Diego in 2008. Their mission is the sanctification of the lay faithful, particularly young people. They focus on

leading retreats, giving spiritual direction and offering Catholic intellectual formation. They joined Cathedral Catholic as chaplains in 2010 and since then, have been serving our faith community.

## **Retreats**

Each year, Cathedral Catholic high School holds retreats for each of the four grade levels.

Freshman Retreat theme: "Let My Gifts Change the World" (Required)

- Student campus ministers lead this retreat, which is held on-campus and during the school day.

Sophomore Retreat theme: "Live the Call" (Required)

- Students discover how God calls them to be in relationship with him, others and the world. The retreat focuses on serving others.
- Campus ministry classes lead this retreat, which is held on-campus and during the school day.

Junior Retreat theme: "Build the Kingdom" (Optional)

- The retreat focuses on how students can realize God's Kingdom in their lives now and build God's Kingdom through their actions and by following the school's four core values of character, faith, knowledge and responsibility.
- Students and school employees lead this retreat, which is held off-campus and lasts three days and two nights.

Seniors: Kairos Retreat (Optional)

- Seniors discover the grace of the Holy Spirit's presence in their lives through family, friends and community.
- Students and school employees lead the retreat, which is held off-campus and lasts three days and two nights.

## **Service**

Faith in Action means living lives of faith with love, concern and compassion for others and the world. Faith in Action is using one's God-given gifts to live the call of Christ to build God's loving kingdom.

The school hopes to nurture in students and employees a determination to be a positive force for good. The entire school community works together to serve communities near and far, build community at school and beyond, foster awareness for freedom and justice in the world and awaken a sense of social responsibility.

The school's Faith in Action Service Program provides service opportunities for students by grade level. Interactions include:

- Catholic Charities
- Catholic Relief Services
- St. Vincent de Paul
- Father Joe's Villages
- Nazareth House Senior Living Community

- Oceanside Silvercrest Residence
- Homeboy Industries
- Local Catholic schools

Students also take the initiative to serve others through their interactions with honor societies and clubs such as:

- National Honor Society
- California Scholarship Federation
- Dons for Life
- Outreach for Nazareth Orphanage Club
- Build a Miracle and clubs that work with the homeless

## SCHOOL ATHLETICS

Cathedral Catholic High School offers an extensive athletic program that allows students to use their God-given talents in a competitive activity. These activities are meant to promote fair play, self-discipline, teamwork and a life-long appreciation of physical fitness. All sports are subject to the rules and regulations of Cathedral Catholic High School and the California Interscholastic Federation (CIF) unless designated as a non-CIF sport. Non-CIF sports are governed by the rules and regulations of their respective associations and Cathedral Catholic High School. All sports subscribe to the ideals of good sportsmanship and positive behavior.

### Cathedral Catholic High School 2022–2023 List of Sports Teams

<b>FALL SPORTS</b>	<b>GENDER</b>	<b>LEVEL</b>
Cross Country	Boys & Girls	Varsity/JV
Equestrian	Coed, Non-CIF	Varsity/JV
Field Hockey	Girls	Varsity/JV
Football	Boys	Varsity/JV/Freshman (2)
Golf	Girls	Varsity/JV
Sailing	Coed, Non-CIF	Varsity
Sand Volleyball	Boys, Non-CIF	Varsity
Tennis	Girls	Varsity/JV (2)
Volleyball	Girls	Varsity/JV/Freshman
Water Polo	Boys	Varsity/JV/Novice
<b>WINTER SPORTS</b>	<b>GENDER</b>	<b>LEVEL</b>
Basketball	Boys	Varsity/JV/Freshman (2)
Basketball	Girls	Varsity/JV/Freshman
Crew	Coed, Non-CIF	Varsity/JV
Equestrian	Coed, Non-CIF	Varsity
Fencing	Coed, Non-CIF	Varsity
Inline Hockey	Coed	Varsity
Rugby	Boys, Non-CIF	Varsity/JV
Rugby	Girls, Non-CIF	Varsity

Sailing	Coed, Non-CIF	Varsity
Soccer	Boys	Varsity/JV/Freshman
Soccer	Girls	Varsity/JV/Freshman
Surfing	Coed, Non-CIF	Varsity
Team Tennis	Coed, Non-CIF	Varsity
Water Polo	Girls	Varsity/JV/Novice
Wrestling	Boys	Varsity/JV
Wrestling	Girls	Varsity/JV
<b>SPRING SPORTS</b>	<b>GENDER</b>	<b>LEVEL</b>
Badminton	Coed	Varsity
Baseball	Boys	Varsity/JV/Freshman
Crew	Coed, Non-CIF	Varsity/JV/Novice
Golf	Boys	Varsity
Lacrosse	Boys	Varsity/JV
Lacrosse	Girls	Varsity/JV
Sailing	Coed, Non-CIF	Varsity
Sand Volleyball	Girls, Non-CIF	Varsity
Softball	Girls	Varsity/JV
Swim/Dive	Boys	Varsity/JV/Novice
Swim/Dive	Girls	Varsity/JV/Novice
Tennis	Boys	Varsity/JV
Track and Field	Coed	Varsity/JV/Freshman
Volleyball	Boys	Varsity/JV/Freshman
<b>NON-SEASONAL</b>	<b>GENDER</b>	<b>LEVEL</b>
Cheer	Girls	Varsity/JV
Dance	Girls	Varsity/JV

### Athletic Clearance Forms

Students and parents/guardians must complete the athletic clearance process, which is detailed on the Cathedral Catholic High School website.

### Concussion Protocol

- Injury occurs
- School Nurse notified (via Athletic Trainers or parent)
- Email notification sent by Nurse (to student's teachers and counselor)
- The student is given up to 2 weeks to make up homework/assignments, etc.
- Communication between student and individual teachers
- If symptoms persist and/or unable to return to play
  - Student will see school Nurse for medical accommodations paperwork
  - Nurse to notify counselor and Learning Center once paperwork is handed out
  - Student and parent to meet with counselor with completed paperwork ASAP
  - Student given additional 4 weeks of accommodations
  - Counselor to notify Learning Center and teachers
- If symptoms persist beyond 4 weeks (total of 6 weeks)
  - Re-evaluate for anticipated additional needs
  - Meeting with counselor, Nurse, student and parent to discuss outside options

### **Transfer Eligibility**

Transfer students and/or foreign exchange students must meet CIF guidelines for residential eligibility. Students who are interested in participating in athletics must meet with the Directors of Athletics. If necessary, the Directors of Athletics will meet with the parents/guardians to establish eligibility rules and procedures. Once a decision is made by the CIF San Diego Section regarding eligibility, the Directors of Athletics must sign the student's clearance card for final approval to participate in a sport.

## **STUDENT ACTIVITIES**

### **Ambassadors for Christ Corps**

Cathedral Catholic High School's Ambassadors for Christ Corps was organized in 1993 and provides students with the opportunity of community service and public relations outreach for the school. Ambassadors are representatives of the school to the outside community. Not to be confused with the Associated Student Body (ASB), the Ambassadors for Christ Corps handles events that involve the public. They do not run any student-body activities, although some Ambassadors may be ASB representatives. Ambassadors are often the face of the school to prospective students, on-campus visitors and the wider community. Ambassadors usher at Masses, guide school tours, allow students to shadow them to classes, assist with admissions events and perform other duties as requested. Ambassadors pledge to follow the Ten Commandments and consider Jesus Christ as a role model, both on and off campus. Students of any faith may become an Ambassador for Christ. Students entering the 10th, 11th or 12th grades are eligible to become Ambassadors. Ambassador moderators interview and select applicants for membership based on factors such as spirituality, academics, enthusiasm to participate, time commitment and extracurricular activities. Incoming Ambassadors prepare for their membership and service by attending a training institute held in the summer. Current Ambassadors are not guaranteed membership to the Corps for the following year. Returning Ambassadors must also apply and participate in the interview process.

### **ASB (Associated Student Body)**

Cathedral Catholic High School Associated Student Body is an important student-leadership organization committed to encouraging a positive relational environment that strengthens the Catholic faith-filled community of Cathedral Catholic through spirit, service and integrity. Students may serve as an ASB member sophomore through senior year. The entire ASB class is selected via interviews with the ASB Director, class moderators and other school leaders. Students are asked to focus on one of the four "passion groups" for their interview. The groups are divided into Sound and Spirit, Outreach, Design and Activities. Each group will have a Senior or Junior Captain and Co-Captain. ASB is an elective class in the academic schedule, and ASB members are required to enroll in the course in order to serve on ASB.

ASB sponsors a variety of service, hobby, spiritual and cultural clubs. Each club exists to give students an opportunity to participate fully in the academic, spiritual and social life of the school. Please see a complete listing of clubs under ASB on our website.

### **Honor Societies**

Cathedral Catholic High School's recognized academic honor societies are local chapters of national societies offering students opportunities to explore their academic passions, learn leadership skills and serve their communities. The following is a list of the honor societies at Cathedral Catholic High School:

- American Sign Language Honor Society
- California Scholarship Federation
- International Thespian Society
- Latin Honor Society
- Mu Alpha Theta Mathematics Honor Society
- National Art Honor Society
- National Chinese Honor Society
- National English Honor society
- National Honor Society
- Quill and Scroll International Honor Society
- Rho Kappa Social Studies Honor Society
- Science National Honor Society
- Spanish Honor Society
- Société Honoraire de Français
- Tri-M Music Honor Society

## **TECHNOLOGY**

### **Overview**

Any unauthorized technology used for the purpose of bypassing security systems, including internet filtering, is not permitted. This includes the use of "ssh," proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.

### **Communication of Trade Secrets**

Unless expressly authorized to do so, the user is prohibited from sending, transmitting or otherwise distributing proprietary information, data, trade secrets or other confidential information belonging to Cathedral Catholic High School. Unauthorized dissemination of such material may result in severe disciplinary action as well as substantial civil and criminal penalties under state and federal economic espionage laws.

### **Computer Network Use Limitations Prohibited Activities**

Without prior written permission from Cathedral Catholic High School, Cathedral Catholic's computer network may not be used to disseminate, view or store commercial or personal

advertisements, solicitations, promotions, destructive code (e.g., viruses, trojan horse programs, etc.) or any other unauthorized materials. Occasional limited appropriate personal use of the computer is permitted if such use does not a) interfere with the user's or any other student's work; b) have an undue effect on the computer or Cathedral Catholic High School network's performance; c) or violate any other policies, provisions, guidelines or standards of this agreement or any other of Cathedral Catholic High School. Further, at all times, users are responsible for the professional, ethical and lawful use of the computer system. Personal use of the computer is a privilege that may be revoked at any time.

### **Frivolous Use**

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, the user must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files or otherwise creating unnecessary loads on network traffic associated with non-educational-related uses of the Internet.

### **Illegal Copying**

Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of Cathedral Catholic High School.

### **Non-Cathedral Catholic High School Issued Devices**

Student or family-owned devices not issued by Cathedral Catholic High School may only be used with prior written permission from both the Deans of Students Office and the Technology Office. This permission may be revoked at any time due to security, disciplinary or classroom management-related concerns. The Cathedral Catholic network may not be accessed without authorization. This includes, but is not limited to, accessing the network using any device or account other than a student's school-issued device and account.

### **Recording Sound/Taking Pictures**

- Students will not make and/or post photo, audio or video recordings of another student or Cathedral Catholic High School employee/volunteer without specific permission from the individual being recorded and the supervising teacher.
- Any use of cameras in restrooms or the locker room, regardless of intent, will be treated as a serious violation.



### **Specific iPad Responsible Use Policy**

This iPad Responsible Use Policy always applies to Cathedral Catholic students, whether or not the students are on campus, as Cathedral Catholic students are school representatives at all times.

- Any iPad use, whether utilizing the Cathedral Catholic network or not, which could pose a risk of physical or mental harm or property loss to anyone is prohibited.
- While on the Cathedral Catholic High School campus, iPads may only be connected to the internet using access provided by Cathedral Catholic. Personal hotspots are prohibited.
- Students are solely responsible for the care and safekeeping of their iPads. Any loss or damage to iPads (outside of reasonable wear and tear), regardless of the cause, will be the strict financial responsibility of the student and parents. Students must immediately report damage or loss, including theft, to Cathedral Catholic. Students are not permitted to repair, alter, modify or replace iPads without express authorization from Cathedral Catholic.
- In consideration for receiving the iPad from Cathedral Catholic, each student and his or her parent/guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies and defends Cathedral Catholic High School and the Catholic Diocese of San Diego, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates and representatives, from any and all liability, losses, damages, claims, actions and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the iPad furnished by Cathedral Catholic to the student.
- The use of the iPad is for educational purposes. Students are responsible for making sure that space is available on their iPads for this purpose. Any non-essential apps, videos, etc. can be deleted to make space for classroom use.

### **Technology Responsible Use Policy**

The purpose of this policy is to educate students on the responsible use and expectations when using the various forms of technology on and off campus. Allowing students to utilize technology during the educational process is a means for enhancing each student's overall learning experience. Our goal is to provide a safe, appropriate and effective learning environment for all at Cathedral Catholic.

The Technology Responsible Use Policy includes all forms of technology, such as, but not limited to iPads, computers, cameras, cell phones, texting, messaging, email, chat, instant-messaging, gaming and social networking sites. Due to continuous advancement in technology, Cathedral Catholic High School reserves the right to add to the policy throughout the school year as deemed necessary.

Violating any portion of the Technology Responsible Use Policy may result in disciplinary consequences, including suspension or expulsion from Cathedral Catholic High School and/or legal action. Cathedral Catholic will cooperate with law enforcement in any investigation related to any potentially illegal activities conducted through our network. The school reserves the right to apply disciplinary consequences for computer-related activities conducted off-campus if such activity adversely affects the safety or well-being of students or other members of our school community or constitutes behavior embarrassing to the school. Students and parents should report threats of violence or harm in cyberspace to law enforcement immediately.

The following unacceptable uses of electronic devices through network or internet are strictly prohibited:

- Violating any state or federal law or municipal ordinances, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials that encourage others to violate the law, confidential information or copyrighted materials
- Any viewing, sharing or transmission of online material containing inappropriate content, offensive, profane, obscene, derogatory rumors/gossip, threatening, sexually oriented, illegal or other content not in keeping with Cathedral Catholic's mission or philosophy
- Criminal activities that can be punished under law
- Selling or purchasing illegal items or substances
- Encouraging the use of a controlled substance, alcohol or tobacco
- Spamming or spreading viruses
- Causing harm to other or damage to their property
- Using profane, abusive or impolite language; threatening, harassing or making damaging or false statements about others, or accessing, transmitting, or downloading offensive, harassing or disparaging materials
- Deleting, copying, modifying or forging other users' names, emails, files or data; disguising one's identity, impersonating other users or sending anonymous email
- Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance
- Using the network or Internet in any manner that violates any school policy

## WHAT TO KNOW

### **Academic Center**

The Academic Center is open each school day from 6:30 am until 5 pm, Monday through Thursday and 6:30 am until 4 pm on Friday. Students may use the Academic Center before and after school and during their lunch period for academic needs.

### **Bicycles**

Bicycles must be parked and locked in the racks furnished near the main gate. You must provide your own lock.

### **Chapel**

St. Thérèse of Lisieux Chapel is located on the east side of the quad. The chapel is open for quiet prayer, reflection, adoration and use by classes. Daily Masses are also held in the chapel at lunch or before school. Check the Mission and Ministry page on the Cathedral Catholic High School website for Mass schedules.

### **Deliveries**

All deliveries to students must be made through the Attendance Office. This service is for emergency purposes only. The Attendance office will not deliver gifts, flowers, balloons, food, homework, etc., as this becomes an unnecessary interruption into the classroom. No deliveries for students will be accepted from food delivery companies such as DoorDash, Dominos, or similar companies. Food ordered for students by others outside of Cathedral Catholic High School will also be turned away if delivered.

### **Lockers**

Every student can check out a locker for the year. Lockers must be checked out through the Deans of Students Office. Only Cathedral Catholic High School locks may be used and must be purchased from the student store. Cathedral Catholic reserves the right to remove non-Cathedral Catholic High School locks. Unauthorized locks will be cut off at the owner's expense. Locker combination cards must be filled out and returned to the Deans of Students the day the lock is placed on the locker. Cathedral Catholic High School is not responsible for items left in a locker. Students may not change lockers without permission of the Deans of Students. Students may not write inside or outside of the lockers. The administration may inspect a locker at any time. Students are responsible for any damage done to lockers.

### **Lost and Found**

The Lost and Found is in the Deans of Students Office. All articles and materials not claimed by the end of each quarter are distributed to local charitable organizations. While reasonable effort is made to identify the owners of lost articles, responsibility rests with the student. All books and personal property must bear the name and grade of the student.

### **Non-Discriminatory Policy**

Cathedral Catholic High School, mindful of their mission to be witnesses to the love of Christ for all, admits students of any race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Cathedral Catholic High School does not discriminate based on race, color and national and/or ethnic origin, age, sex or disability in the administration of educational policies, scholarship and loan programs, and athletic and other school administered programs.

Likewise, Cathedral Catholic High School does not discriminate against any applicant for employment based on sex, age, disability, race, color and national and/or ethnic origin.

### **Parent Association**

The Cathedral Catholic High School Parent Association is a committee of Cathedral Catholic parents/guardians created to demonstrate and affirm their belief in Catholic education and the mission of our school community. The Cathedral Catholic High School Parent Association supports the school to provide the best resources for our students and employees. The Cathedral Catholic Parent Association exists specifically to:

- Promote the mission and philosophy of Cathedral Catholic High School
- Assist, support and provide input to the administration of Cathedral Catholic High School
- Foster cooperation among parents/guardians, teachers and students in the implementation of school policies
- Support the school by organizing social and other activities as approved by the Cathedral Catholic High School Principal or President

### **Student Records**

#### Accessing Student Records

To request a student's record, the parent/guardian must submit a written request to the Registrar. The Registrar will then make copies of the records for the parent, and it is then the responsibility of the parent to deliver copies to the requesting agency. Outside agencies will not be granted access to student records unless there is a medical emergency and written permission is on file or required by law.

It is the responsibility of the parent/guardian to update contact information in PowerSchool to ensure the information is accurate.

#### Buckley Amendment

This school voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will not be given access to unofficial copies of student records unless a court order dictating otherwise is filed with the school.

Divorced parents must file a notarized copy of the custody section of the divorce decree with the school; such a procedure helps to protect the rights of everyone in the family. If one parent does not want the other parent to receive the school's communication materials, the school must have a court order on file stating this.

#### Procedure for Challenging the Content of the Student's Record

Challenges to the content of the student record may only be concerned with the correction of data in the record, not with the substantive decisions on academic grades. These challenges are to be settled through proceedings at the local level.

- The parent of a student may file a written request to the Principal to correct or amend any information in his/her child's permanent records which he/she alleges to be:
  - inaccurate.
  - an unsubstantiated personal conclusion or inference.
  - a conclusion or inference outside of the observer's area of competence or based on personal observation
- If the request is denied, the parents shall be given an opportunity to present evidence relevant to the issue raised. This should be done in a meeting with the Principal or responsible school official. After the hearing is concluded, the Principal or official shall inform the parents in writing concerning the conclusion reached.
- If the decision is not to amend according to parental request, the parents shall be informed of their right to place in the student's records a statement commenting upon the information in the records and/or parental reason for disagreeing with the decision. If the contested portion of the record is released, the parental comment must also be released.

### School Schedules

Red 1	Red 2	Red 3	Gold 4	Gold 5	Gold 6
1	2	3	4	5	6
7	7	7	7	7	7
2	3	1	5	6	4
3	1	2	6	4	5

Monday Schedule		Tues-Friday (Red/Gold Days)		Liturgy		Dons Day	
Period 1:	8-9:25 (85)	Period 1:	8-9:25 (85)	Period 1: (Attendance, Announcements)	8-8:10 (10)	Period 1:	8-9 (60)
Break:	9:25-9:40 (15)	7th Period:	9:35-10:30 (55)	Dismissal to Liturgy:	8:10-8:25 (15)	7th Period	9:05-10 (55)
Period 2:	9:45-11:10 (85)	Break:	10:30-10:45 (15)	Liturgy:	8:25-9:30 (65)	Dons Day:	10-11:20 (80)
Lunch:	11:10-11:45 (35)	Period 2:	10:50-12:15 (85)	Return to Period 1:	9:30-9:40 (10)	Break:	11:20-11:40 (20)
Period 3:	11:50-1:15 (85)	Lunch:	12:15-12:50 (35)	Period 1:	9:40-10:35 (55)	Period 2:	11:45-12:45 (60)
Meeting:	1:30-2:45	Period 3:	12:55-2:20 (85)	Break:	10:35-10:50 (15)	Lunch:	12:45-1:15 (30)
				7th Period:	10:55-11:45 (50)	Period 3:	1:20-2:20 (60)
				Period 2:	11:50-12:45 (55)		
				Lunch:	12:45-1:20 (35)		
				Period 3:	1:25-2:20 (55)		

<b>Stations of the Cross</b>		<b>Carnival</b>		<b>Emergency Drill</b>		<b>All-Period Schedule</b>	
Period 1:	8-9:10 (70)	Period 1:	8-9:10 (70)	Period 1:	8-9:15 (75)	Period 1:	8-8:45 (45)
7th Period:	9:20-10:15 (55)	7th Period:	9:20-10:05 (45)	Drill:	9:15-9:45 (30)	Period 2:	8:50-9:35 (45)
Break:	10:15-10:30 (15)	Break:	10:05-10:20 (15)	Passing:	9:45-9:55 (10)	Break:	9:35-9:45 (10)
Period 2:	10:35-11:45 (70)	Period 2:	10:25-11:35 (70)	7th Period:	9:55-10:50 (55)	Period 3:	9:50-10:35 (45)
Stations:	11:45-12:30 (45)	Period 3:	11:45-12:55 (70)	Break:	10:50-11:05 (15)	Period 4:	10:40-11:25 (45)
Lunch:	12:30-1:05 (35)	Carnival:	12:55-2:20 (85)	Period 2:	11:10-12:25 (75)	Period 5:	11:30-12:15 (45)
Period 3:	1:10-2:20 (70)			Lunch:	12:25-1 (35)	Lunch:	12:15-12:40 (25)
				Period 3:	1:05-2:20 (75)	Period 6:	12:45-1:30 (45)
						7th Period:	1:35-2:20 (45)

<b>Noon Dismissal</b>		<b>Rally</b>		<b>Split Schedule</b>		
Period 1:	8-9:05 (65)	Period 1:	8-9:10 (70)	Period 1:	8-9 (60)	
Break:	9:05-9:20 (15)	7th Period:	9:20-10:05 (45)	7th Period:	9:10-10:10 (60)	7th Period presentation for teachers with last names A - J
Period 2:	9:25-10:30 (65)	Break:	10:05-10:20 (15)			7th Period class for teachers with last names K - Z
Break:	10:30-10:50 (20)	Period 2:	10:25-11:35 (70)	Break:	10:10-10:25 (15)	
Period 3:	10:55-12 (65)	Rally:	11:40-12:30 (50)	7th Period:	10:30-11:30 (60)	7th Period presentation for teachers with last names K - Z
		Lunch:	12:30-1:05 (35)			7th Period class for teachers with last names A - J
		Period 3:	1:10-2:20 (70)	Period 2:	11:40-12:40 (60)	
				Lunch:	12:40-1:10 (30)	
				Period 3:	1:20-2:20 (60)	

### **Student Media Consent and Release**

Throughout the school year, students may be highlighted in efforts to promote Cathedral Catholic High School activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our school through print materials, social media, digital media, broadcast media, online and other types of media. The acknowledgement form for the Cathedral Catholic High School Student/Parent/Guardian Handbook grants Cathedral Catholic High School and its employees, representatives and authorized media organizations permission to use Cathedral Catholic High School student's likeness. If you do not give consent, please contact the Director of Marketing and Communications in writing by August 30, 2022.

### **Transfer Students**

The following policies regarding credits are used in evaluating the status of transfer students.

- For a student to transfer to Cathedral Catholic High School, he/she must have a 2.0 GPA. He/she must have passed all required subjects and have made up any failed subjects in summer school.
- If a student transfers from a non-Catholic high school, the requirement for religion is waived for the time he/she attended the school.
- All other required courses for graduation from Cathedral Catholic High School are taken and passed.
- Weighted courses are accepted as such for transfer students.
- International students: Prior to attending the first day of class at Cathedral Catholic High School, international students must obtain an I-20 student visa by contacting the Registrar by email.
- Official transcripts must be received prior to the first day of class to verify credits.

### **Tutoring Policy**

For privacy reasons, teachers will not communicate directly with outside tutors. If contacted by a tutor, teachers will reply with the following message:

According to our records, you are not the parent/guardian of a Cathedral Catholic High School student. For privacy reasons, we can only discuss student information with authorized contacts. Please make any request for information via a student's parent.

### **Unauthorized Publications**

Students at Cathedral Catholic High School may not initiate, write, publish or disseminate any unauthorized advertisements, fliers, documents or publications (any type of fundraising must be authorized by the President).

### **Visitor's Policy**

During school hours, all visitors (including alumni) must have an appointment and present a valid government ID. Government ID will be used to run a background check. Once a

background check is complete, the visitor will obtain a visitor pass which must always remain visible.

On-campus events occurring between 7:15 am and 3 pm will require pre-registration. Registration is the responsibility of the department organizing the event and the list of registered participants must be provided to the Director of Security by 2 pm on the day before the event. On-campus events may include but are not limited to liturgy, alcohol and drug awareness meetings, Coffee with Counselors, Parents in Prayer and rallies.

Parents shall be advised to confer with teachers after school or at other appointed times so as not to interrupt class instruction. Any in-person meeting with teachers between the hours of 7:15 and 3 must be scheduled in advance.

Persons, agencies or organizations desiring to contact individual students during the school day are to receive permission from a school administrator.

### **Work Permits**

California labor laws require any child who is between the ages of 14 and 17 to obtain a Statement of Intent to Employ Minors and Request for Work Permit. This form is available at Office Services in the Kolbe Center. The form must be filled out by the student, the potential employer and by the student's parents. The completed form should then be submitted to Office Services. Please allow 72 hours for a work permit to be issued.