

Cathedral Bluebook  
2017-2018  
Calendar Directory Handbook

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School Code No. 151660  
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Indianapolis, IN 46226  
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## **PARENT AGREEMENT**

### **Cathedral High School's Mission Statement**

Cathedral, a premier high school in the Holy Cross tradition, transforms a diverse group of students spiritually, intellectually, socially, emotionally, and physically to have the competence to see and the courage to act.

Cathedral High School believes that in order to fulfill her mission as stated above, it is imperative that Cathedral's administration, faculty, and parents work together to ensure the best and safest environment for all her students. Therefore, as a parent of a Cathedral High School student, I agree to the following expectations:

### **SPIRITUAL**

I will encourage my child to be a faith-filled person by taking him/her to church or a Sunday service weekly.

I will encourage my child to have an active prayer life and a relationship with God.

I will help my child obtain a service project and promote an understanding of the importance of servicing those in need.

### **INTELLECTUAL**

I will help my child by utilizing PowerSchool and communicating with teachers, if needed.

I will encourage my child to be an advocate for himself/herself with his/her teachers.

I will attend school functions and make myself aware of the resources Cathedral provides to ensure my child's success.

I understand that all children are unique and I will not compare my child to other students.

### **SOCIAL**

I will make myself aware of social issues facing students today such as, but not limited to: social media pressures, alcohol and drug use, sexual promiscuity, and depression. I will discuss with my child these issues and

actively help him/her navigate any issues that may arise in his/her life or in the lives of his/her friends.

I will know the whereabouts of my child.

I will communicate with the parents of my child's friends so that we can ensure our children are safe.

I will not provide alcohol or drugs to my child or to any Cathedral student.

I will not, in any way, facilitate or promote alcohol or drug use by my child or any Cathedral student.

I will make myself aware of how my child utilizes social media to ensure he/she is safe and not harming himself/herself or others.

### **EMOTIONAL**

I will seek help from a Cathedral faculty or staff member, a trained professional, or a clergy member if I know my child is in distress or in need of some assistance.

I will contact the parent of a child if I am aware that child is a danger to himself/herself or others.

I will use patience and respect with my child and will provide opportunities for family time.

### **PHYSICAL**

I will promote a healthy lifestyle for my child by discussing the importance of good nutrition, adequate sleep, and exercise with my child.

I will discuss with my child the harmful effects of drugs, alcohol, tobacco, and sexual promiscuity.

I will support in my home only wholesome activities.

I, above all else, will model good behavior.

Parent signature \_\_\_\_\_

*The contents of this Student Handbook and Directory are for use by the parents, students, and staff of Cathedral High School. Using names, address, and or phone numbers from this publication is strictly forbidden and may result in legal action. Parents who receive solicitation should notify the school administration.*

## **MISSION STATEMENT**

Cathedral, a premier Catholic high school in the Holy Cross tradition, transforms a diverse group of students spiritually, intellectually, socially, emotionally, and physically to have the competence to see and the courage to act.

### **CATHEDRAL'S HOLY CROSS VALUES**

Divine Providence

Excellence

Integrity

Family

Educating Hearts and Minds

Hope

Inclusiveness and Diversity

Option for the Poor

Zeal

### **OUR VISION**

Cathedral will be the Catholic high school of the future, providing the best possible education for the individual student with a firm foundation in Holy Cross values.

## **PORTRAIT OF A CATHEDRAL GRADUATE**

Six key characteristics that distinguish Cathedral students.

### **A servant leader**

Committed to a faith journey that includes humble service to others

### **A scholar**

Academically prepared for the rigor of higher education and the responsibility of lifelong learning

### **A role model**

Exemplary in character

### **A citizen of the world**

Culturally competent and engaged in the global society

### **Sound in body and mind**

Dedicated to making choices that promote a physically and emotionally healthy lifestyle

### **Spiritually active**

Pursuing an ever-deeper understanding of God and God's purpose in one's life

## **SCHOOL SONG**

Dear Old Cathedral, here's to you  
Here's to your colors, gold and blue,  
We'll cheer you onward everyone,  
Whether the battle is lost or won.  
So here's to your sons,  
Your fighting team  
Let your banners stream,  
And we will proudly wave  
them to the sky  
As we cheer for Cathedral High

## **CATHEDRAL PARENTS' PRAYER**

Dear Lord—

We come before You as parents assuming the responsibility that You have entrusted to us.

We want to raise our children to be closer to You and to use the talents You have given them. We thank You for the gifts that we are given to share with our children. We thank You for the many mentors that You send their way to help us in our task. We thank You for the solid structure of their school that provides a caring and a nurturing environment. But mostly we thank You for your presence in this school.

Lord, we ask that as with the care your Mother provided for You, we too may be offered her mantle as she continues to guide our school.

Lord, we offer this prayer as humble thanks for the inconceivable surprise You provide, called life.

Amen



## **MEDIA RELEASE**

In order to celebrate the many accomplishments of our students, Cathedral High School frequently uses students' images, names, and photographs in press releases, marketing materials, social media, and advertising. These may include certain pieces of student information, including, but not limited to, student names, honors and awards received, non-graded student work, student photographs, and video and/or voice recordings. Any marketing, news, or advertising will be done in a positive light with the goal of communicating the best aspects of Cathedral and its students. Any parent, guardian, or student who chooses to opt-out of this general media release must submit that request in writing to the marketing department.

## **CATHEDRAL FACULTY & STAFF INFORMATION**

### Contact Information

Main Number: 317-542-1481

Direct Dial 317-968-7 (+ extension from list below)

E-mail addresses: First initial Last Name@gocathedral.com

Example: tgreer@gocathedral.com

Alexander	Jennifer	344
Allen	Bobby	319
Bain	Catlin	397
Baisinger	Jill	434
Bamrick	Greg	327
Bamrick	Linda	330
Barlow	Ken	366
Barth	Adam	455
Beasley	Nicole	383
Behringer	Marc	443
Bell	Maureen	432
Bender	Marian	363
Berghoff	Mark	313
Bethuram	Erin	357
Bethurem	Kathy	355
Blamey	Lisa	406
Blanchet	Craig	451
Bradshaw	Lizabeth	420
Braun	Shannon	437
Bridges	Robert	367
Brooks	Aarti	447
Browning	Elizabeth	408
Bruns	Eric	463
Bundy	Melinda	409
Campbell	Harriet	472
Cannaday	Matt	424
Cataldo	Alana	466
Cloud	Maribeth	370
Craft	Elizabeth	449

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Darnell	Kathy	429
Davis	Giles	377
Davis	Ryan	402
Delaney	Jason	346
Desaultes	Joellen	378
Duffin-Alexander	Jennifer	417
Egan	Rose	400
Emery	Duane	360
Ernst	Anthony	456
Ernstes	Abbe	348
Fable	Dawn	483
Fagan	Pat	476
Farley	Lisa	373
Field	Shana	421
Fogel	Howard	481
Ford	Lisa	321
Fox	Shannon	317
Fox	Terry	338
Freije	Ed	490
Gilmore	Dawn	427
Goodman	Steve	356
Greene	Sara	479
Greer	Tom	309
Gross	Brian	491
Hanna	Jim	473
Harris	Jean	312
Hastings-Smith	Lisa	404
Head	Judy	381
Heger	Rebecca	407
Herron	Jenny	489
Hibshman	Adam	452
Hill	Ashley	435
Hollis	Jennifer	457
Horn	Cathy	396
Houk	AnnaLynn	304
Hovanec	Karen	450
Hunker	Mike	361
Jamell	Kim	475

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Jeffries	Quanah	412
Jensen	Ken	441
Johnson	Cody	308
Johnson	Kurt	305
Kane	Johnathan	423
Katz	Anne	322
Kaufman	Ken	302
Keough	Angela	301
Kesterson	Jean	329
Keyes	Kathy	448
Klee	Katie	433
Klott	Erin	471
Knaus	Terry	318
Koehler	Sara	428
Koers	Christine	480
Kubuske	Jere	482
Land	Dustin	401
Landeros	Rolly	379
Lesem	Elisabeth	316
Lewis	Katie	477
Low	Rhonda	484
Ludington	Rachel	410
Lyons	Nick	411
Malone	Jeanne	464
Matthews	Mark	415
McCullough	Kathy	350
McGinley	Sean	331
McGuigan	Marti	314
McLinn	Jim	332
Miller	Mike	488
Mills	Sue	426
Moffatt	Michael	380
Morris	Marybeth	445
Mourouzis	Susan	467
Noe	Mark	336
Nohl	Jim	458
O'Hara	John	446
OBrien	Laurie	431

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Ording	Mary	440
Panzer	Matthew	405
Payne	Joshua	459
Pea	Stacia	334
Pereira	Ria	461
Pivonka	Kathy	351
Polizzi	Toni	460
Reynolds	Marcia	342
Rhodes	Lance	494
Rodecap	Grace	352
Roessler	Vicki	418
Rogozinski	Sarah	388
Saum	Kathy	372
Schommer	Gara	399
Schroeder	Paul	325
Seagrave	Doug	341
Shadiow	Rick	462
Shevlin	Jennifer	438
Smith	Jean	333
Speck	Belinda	315
Spurgin	Gary	454
Sterling	Ryan	374
Stewart	Sr.MaryAnn	444
Streiff	John	306
Streiff	Rick	384
Strong	Shannon	382
Sup	Ray	468
Taylor	Michelle	311
Thomas	Dennis	469
Thompson	Brad	485
Thornsbury	Aubrey	375
Torres	Nick	386
Van Deurin	Dana	478
Vander Missen	Michelle	430
Vollmer	Joe	486
Watko	Gretchen	323
Wheeler	Nancy	439
Wilkinson	Jim	307

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Williams	James	365
Williams	Napoleon	493
Willis	Tony	349
Wissler	Beth	353
Witka	Charlene	339
Wolfert	Matt	385
Worland	Dave	337
Wu	Yuzhou	419
Zupancic	Kristen	324

As of July 27, 2017. Check the school website at [www.gocathedral.com](http://www.gocathedral.com) for updated information.

### **ADMINISTRATION**

Rob Bridges, President  
Dave Worland, Principal

Tom Greer, Chief Officer for Student Affairs  
Doug Seagrave, Athletic Director  
Kathy Saum, Vice Principal for Student Conduct, Safety, and Security  
Dennis Thomas, Vice Principal for Academics  
Charlene Witka, Campus Minister

### **ACADEMIC DEPARTMENT CHAIRS**

Kathy Keyes and Liz Browning, English  
Gary Spurgin, World Languages  
Marcia Reynolds-Reyman, Director of Language Support  
Michael Moffatt, Fine and Performing Arts  
Marc Behringer, Theology  
Aarti Brooks and Jere Kubuske, Science  
Lisa Ford, Math  
Jill Baisinger and Ryan Davis, Social Studies  
Linda Bamrick, Physical Education and Health  
Elizabeth Van Weinen, IB Coordinator  
Erin Bethuram, AP Coordinator

### **ENROLLMENT MANAGEMENT**

R. Duane Emery, Vice President for Enrollment Management  
Maribeth Cloud, Enrollment Management Assistant

### **EXECUTIVE TEAM**

Rob Bridges, President  
Jim Williams, Chief Financial Officer and Executive Vice President  
Ken Barlow, Vice President for Community Affairs and Diversity  
Nicole Beasley, Vice President for Advancement  
Duane Emery, Vice President for Enrollment Management  
Rolly Landeros, Chief Information Officer  
Jim McLinn, Vice President for Operations  
Grace Rodecap, Director of Marketing and Communications

**ADVANCEMENT STAFF**

Nicole Beasley, Vice President for Advancement  
Abbe Ernstes, Director of Major Gifts and Planned Giving  
Lisa Farley, Director of Prospect/ Constituent Management  
Stacia Pea, Director of Prospect Data Management  
Michelle Taylor, Senior Director of Advancement  
Toni Polizzi, Director of Events  
Jean E. Smith, Executive Assistant  
Elizabeth Lesem, Director of Lifelong Connections  
Caitlin Bain, Director of the Cathedral Fund  
Nick Torres, Director of Major Gifts  
Matt Wolfert, Director of Major Gifts

**BUSINESS OPERATIONS**

Jim Williams, Chief Executive Officer and Executive Vice President  
Belinda Speck, Business Manager  
Jean Harris, Business Office Administrator  
Judy Head, Accounting Associate  
Sarah Rogozinski, Spirit Shop Manager

**MARKETING STAFF**

Grace Rodecap, Director of Marketing and Communications  
Shannon Strong, Graphic Designer/Project Manager  
Ray Sup, Webmaster and Director of Digital Communications

**INFORMATION SERVICES**

Rolly Landeros, Chief Information Officer  
Jim Wilkinson, Apple and Data Specialist  
Gara Schommer, Technology Coordinator  
Aubrey Thornsbury, Technology Application Software Specialist



\*All times denote start time of class

Day 1

Alpha 7:50  
A 8:55  
Flex 9:55  
B 10:40  
C/L 11:40  
D 1:15  
E 2:15

Day 2

F 8:40  
G 9:45  
A/L 10:45  
B 12:20  
Flex 1:20  
C 2:15

Day 3

Alpha 7:50  
D 8:55  
Flex 9:55  
E 10:40  
F/L 11:40  
G 1:15  
A 2:15

Day 4

Alpha 7:50  
B 8:55  
Flex 9:55  
C 10:40  
D/L 11:40  
E 1:15  
F 2:15

## Cathedral High School

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### Day 5

G	8:40
A	9:45
B/L	10:45
C	12:20
Flex	1:20
D	2:15

### Day 6

Alpha	7:50
E	8:55
Flex	9:55
F	10:40
G/L	11:40
A	1:15
B	2:15

### Day 7

Alpha	7:50
C	8:55
Flex	9:55
D	10:40
E/L	11:40
F	1:15
G	2:15

For the latest schedule information, visit [www.gocathedral.com/dailyschedule](http://www.gocathedral.com/dailyschedule)

## **ACADEMICS**

### **COMMUNICATION PROTOCOL FOR THE HOME/SCHOOL PARTNERSHIP**

Most student/parent concerns can be resolved with a simple conversation with the teacher. Our belief is that all Cathedral High School teachers have professional and compassionate intentions toward the students; consequently, most issues can be easily resolved with open communication.

The following is the procedure to be followed for a fair and balanced approach to the resolution of student/parent concerns with a teacher.

Steps to take:

1. The student should talk to the teacher about the issue.
2. The parents should email or leave a voicemail message for the teacher. (Teachers check their emails and voicemails daily, thus this exchange can happen quickly.)
3. The teacher and the student and/or parent should reach a resolution and, if necessary, develop a plan that will prevent the issue from arising again.
4. If the teacher and the parent and/or the student cannot reach an amicable resolution, the student's counselor should be contacted by the teacher, student or the parent.
5. If the teacher, parent, student, and /or counselor cannot reach a resolution, the department chair should be contacted by the parent, student or teacher.
6. If the counselor, teacher, student/parent and department chair cannot reach a resolution, or if this is a recurring problem, the counselor, teacher, or parent should contact the vice principal for academic affairs' office, and a meeting will be arranged with all of the people involved.
7. If the above process does not result in a resolution, then a meeting with the principal should be scheduled.

### **GRADES—DROPPED COURSES**

Dropping a course after September 15 of first semester or after February 9 of second semester will result in a "WF" (Withdrawal-Failure). Students dropping a class during this time frame will be placed in a resource

(only one resource period is allowed per semester). Students who need to withdraw due to medical reasons will receive a "WM" (Withdrawal-Medical). These marks will be shown on the transcript. In addition, level change requests will be accepted and reviewed throughout first semester and until the WF/WM drop date of second semester. After February 9, students will not be allowed to change class levels. Course fees are non-refundable after the official drop-add period has passed.

### **GRADE POINT AVERAGES (GPA)**

The GPA is computed by dividing the total grade points earned by the total number of credits taken to date. Grade point averages are calculated only at the semester. Transfer students' GPAs are calculated only on grades acquired at Cathedral High School.

### **SALUTATORIAN AND VALEDICTORIAN**

The winners of these prestigious awards are determined by the administration. The criteria used to determine the respective winners are: grade point average, level of courses taken, longevity at Cathedral, and exemplary behavior in and out of the classroom. Based upon students' relative achievement in these areas, the valedictorian(s) and salutatorian(s) are chosen.

### **CLASS RANK**

Cathedral High School does not rank its students. The only exception to this policy is when a release form is signed by parents choosing to have rank reported for their child's potential scholarships. In this way those students who need an exact rank to be reported to a scholarship agency, school, or private foundation will not lose out on possible scholarship dollars. This class rank information will be sent directly from Cathedral to the institution that has been approved by the student's parents. Class rank will not be released to students, parents, or anyone else requesting this information.

**GRADE POINT WEIGHTING**

Students' grades will be weighted based on the following grade weighting scale.

Grade	Honors Points	Academic Points	College Prep
A .....	4.67 .....	4.25 .....	4.00
B+ .....	4.00 .....	3.58 .....	3.33
B .....	3.67 .....	3.25 .....	3.00
C+ .....	3.00 .....	2.58 .....	2.33
C .....	2.67 .....	2.25 .....	2.00
D+ .....	2.00 .....	1.58 .....	1.33
D .....	1.67 .....	1.25 .....	1.00
F .....	0 .....	0 .....	0

**HONOR ROLL**

Honor Roll and High Honor Roll will be determined by using a weighted grading scale. Students must carry at least 5.5 credits to be eligible.

High Honors—3.600 GPA

Honors—3.200 GPA

**INCOMPLETES**

Students who receive an incomplete grade have two weeks to make up missing work. If the grade is not made up it, the grade will become an "F."

**MEET THE TEACHER EVENT**

There will be a Meet the Teacher Event for the first semester held Thursday, August 24, 2017, at 7:00 pm. This event is designed for parents to meet their child's teachers and to learn each teacher's expectations.

**PARENT TEACHER CONFERENCES**

Parent/Teacher Conferences will be scheduled on the following dates: October 26, 2017, and February 6, 2018, from 5 to 7 pm. Parents are also encouraged to communicate with their child's teachers via voicemail and email.

**POWER SCHOOL**

Parents and students can track their academic progress online via this easy-to-use website.

### **PROBATION/INSUFFICIENT ACADEMIC PROGRESS**

As a college preparatory school, Cathedral High School requires satisfactory academic progress from students similar to that required by most colleges and universities throughout the nation. Therefore, at the end of each semester, students with two or more failing grades or a semester GPA of 2.0 or lower will be placed on Academic Probation and placed in an academic resource. Students and parents will meet with their guidance counselor and set clear and attainable goals for the upcoming semester. Students who do not improve their academic performance may need to consider finding a more appropriate academic setting.

At the end of each quarter, students with a quarter GPA of less than 2.0 will be placed into an academic resource. Although it is understandable that students may experience a temporary decline or lack of success for many reasons, a continued failing trend not only jeopardizes academic progress but it also puts the student's attitudes and self-esteem at risk. Although the Guidance Counselor will advise and collaborate with the parents and students, continued loss of credit will be reviewed by the vice principal for academic affairs to determine if students who have an unsuccessful academic record should be invited to return to Cathedral High School.

Failing grades are reflected on the student's transcript, as are the credit recovery grades. Students may not make up more than two credits in any one discipline outside of Cathedral High School.

### **REPORT CARDS**

The final report cards will be mailed by June 6, 2018.

### **SEMESTER EXAMS**

To preserve the integrity of the exam process students are required to complete the final exam during the scheduled time. First semester exams are scheduled the week of December 18 with Christmas break starting December 22. Second semester exams are scheduled the week of May 21. Semester grades are determined by the following: at least 40% for each quarter and up to 20% for the semester final exam. (At the discretion of each individual teacher, second semester seniors with an "A" average for quarters three and four MAY be excused from the second-semester final exam.)

## **GUIDANCE**

### **STAFF**

#### **Class of 2019, 2020 and 2021**

#### **Students with last names beginning with A-G**

School counselor: Greg Bamrick  
gbamrick@gocathedral.com  
317.968.7327

College counselor: Terry Knaus  
tknaus@gocathedral.com  
317.968.7318

#### **Students with last names beginning with H-N**

School counselor: Gretchen Watko  
gwatko@gocathedral.com  
317.968.7323

College counselor: Kathy Pivonka (department chair)  
kpivonka@gocathedral.com  
317.968.7351

#### **Students with last names beginning with O-Z**

School counselor: Mary Hemer  
mhemer@gocathedral.com

College counselor: Anne Katz  
akatz@gocathedral.com  
317.968.7322

#### **Class of 2018:**

Students with last names beginning A-Coh

School counselor: Greg Bamrick  
gbamrick@gocathedral.com  
317.968.7327

College counselor: Terry Knaus  
tknaus@gocathedral.com  
317.968.7318

**Students with last names beginning Coi-G**

School counselor: Gretchen Watko  
gwatko@gocathedral.com  
317.968.7323

College counselor: Terry Knaus  
tknaus@gocathedral.com  
317.968.7318

**Students with last names beginning H-K**

School counselor: Gretchen Watko  
gwatko@gocathedral.com  
317.968.7323

College counselor: Kathy Pivonka  
kpivonka@gocathedral.com  
317.968.7351

**Students with last names beginning L-N**

School counselor: Greg Bamrick  
gbamrick@gocathedral.com  
317.968.7327

College counselor: Kathy Pivonka  
kpivonka@gocathedral.com  
317.968.7351

**Students with last names beginning with O-Z**

School counselor: Mary Hemer  
mhemer@gocathedral.com

College counselor: Anne Katz  
akatz@gocathedral.com  
317.968.7322

**Mental Health Counselor**

Rebecca Heger  
rheger@gocathedral.com  
317.968.7407



**Registrar**

Erin Bethuram  
ebethuram@gocathedral.com  
317-968-7357

When meeting with students and their families, confidentiality and privacy always are maintained according to the canon of ethics in our field. "Harm to self or harm to others" releases us from this confidentiality or right to privacy.

**MEETING DATES**

- Senior Parent Night, Wednesday, August 30, 7pm
- Junior Parent Night, Wednesday, September 27, 7pm
- Freshman Parent Night, Thursday, October 12, 7pm
- NCAA Night - TBD
- Financial Aid Night - TBD
- Sophomore Parent Night, Wednesday, January 17, 7pm
- Junior Planning for College Day (students only), Thursday, February 8

Additional meetings may be added and will be communicated through email and the parent newsletter.

**SAT AND ACT INFORMATION**

Students can obtain registration and preparation information for both the SAT and ACT in the Guidance Office. Additionally, they can register online for the SAT at [www.collegeboard.com](http://www.collegeboard.com) and for the ACT at [www.actstudent.org](http://www.actstudent.org). Cathedral High School's school code for both tests is 151660.

Students are encouraged to take both tests.

**2017-2018 Dates**

<u>SAT Test Date</u>	<u>Test(s) Offered</u>
August 26, 2017	SAT I & Subjects
October 7, 2017	SAT I & Subjects
November 4, 2017	SAT I & Subjects
December 2, 2017	SAT I & Subjects
March 10, 2018	SAT I only (at Cathedral)
May 5, 2018	SAT I & Subjects
June 2, 2018	SAT I & Subjects

**2017-2018 ACT TEST DATES**

September 9, 2017  
October 28, 2017  
December 9, 2017  
February 10, 2018  
April 14, 2018  
June 9, 2018 (at Cathedral)  
July 14, 2018

**PSAT TEST DATE**

Wednesday, October 11, 2017

**SPECIAL ACCOMMODATIONS FOR STANDARDIZED TESTING**

Any student eligible for special accommodations for the PSAT (juniors only), SAT, ACT, or Advanced Placement exams will need to apply for these with the testing agencies. Accommodations can include extended time, large print, computer use, etc. These accommodation applications are completed by the director of language support or the accommodation coordinator. These individuals will ascertain eligibility based upon criteria such as a current (within three years) psycho educational evaluation, an IEP or 504 Plan, and routine utilization of the same accommodations on school tests. If eligible, you will be contacted by the appropriate Cathedral High School individual.

**COLLEGE VISIT DAYS**

One of the most important components of the college search process is visiting college campuses. As such, both juniors and seniors may take excused absences in order to visit colleges and universities. Juniors may take three visit days throughout the year, while seniors may take two. If a senior visits a college or university on the day the PSAT is given to sophomores and juniors, then that senior will get an additional college visit day for taking advantage of visiting a college on a free day, with proper documentation. Parents should verify the student absence with the front office and the student should communicate with teachers in order to ensure work is not missed. Upon return from the visit, the student documentation from the college verifying the visit before the college visit is official. Failure to return the slip will result in an unexcused college visit. The college visit day will be removed and the day taken as a personal day which can be used as a day to be counted toward the policy of missing ten days in a semester before lowering of the grade.

### **ATTENDING ADMISSION PRESENTATIONS AT CATHEDRAL**

Throughout the first semester, many colleges and universities visit Cathedral, and juniors and seniors may attend these presentations. Interested students must sign up at least 24 hours prior to the meeting via their Naviance account. A list of schools visiting is updated frequently and available in the Guidance Center and on the Naviance website.

### **COLLEGE COUNSELING ONLINE RESOURCES**

Much of the information available on college planning in the guidance office is available via the "College Advising" section of the Cathedral website ([gocathedral.com](http://gocathedral.com)), found under Academics. The majority of resource material will be housed on the Naviance website.

Additional information/resources will be shared throughout the year via email, meetings and class presentations. Students should check their email regularly to ensure they are not missing out on key information.

## **CODE OF CONDUCT**

### **DISCIPLINE PHILOSOPHY**

**At Cathedral High School, all students and adults are treated respectfully. The entire Cathedral family acts in concert with the Holy Cross core values. Those who choose to live outside those values are treated justly and as individuals using the “competence to see and courage to act” as the basis for transformation for growth in their life journey.**

As a Catholic school in the Holy Cross tradition, Cathedral embraces and fosters these values based on the writings of Blessed Basil Moreau:

Divine providence  
Excellence  
Integrity  
Family  
Educating hearts and minds  
Hope  
Inclusiveness and diversity  
Option for the poor  
Zeal

The following section is a guideline used by the administration to keep Cathedral High School and allied sites of Cathedral High School operating in a safe and orderly manner knowing that not every situation concerning proper behavior can be listed here. The school administration reserves the right to make fair and reasonable judgments based on the best interests of Cathedral High School. Ultimately, Cathedral expects all students to treat others, property and the institution with respect and dignity at all times, and act responsibly on and off the Cathedral campus. This is a serious responsibility that each student accepts upon his/her enrollment at Cathedral. Because we are made in the likeness and image of God, not all situations and or consequences will be the same. Consistency in discipline is a difficult balance when dealing with individuals and circumstances. We consistently deal with each situation one at a time.

### **PENALTIES**

A violation of the school rules and regulations will result in some type of action being taken by the school. A violation of classroom rules may

be handled by the classroom teachers. All discipline actions are subject to the discretion of the vice principal for student conduct. A variety of consequences can be implemented depending on each situation.

### **DETENTIONS**

Detentions can be issued by any member of the staff, administration or faculty. Detentions must be served before or after school on Tuesday and/or Thursday. Morning detentions will be from 7:15 a.m. to 7:45 a.m. Afternoon detentions are from 3:15 p.m. to 3:45 p.m. Students will be writing during a period of 30 minutes in a teacher-supervised area. The classroom is 4241.

Every fifth detention will result in a Saturday school. Ten detentions will result in a suspension and could result in a discipline board hearing.

### **SATURDAY SCHOOL**

Students who do not serve their detentions during the week, who deserve a stricter consequence, or who have received a fifth detention in the semester will serve Saturday School. Saturday School is offered from 8:00 a.m. to 11:00 a.m. Students should meet in the student entrance at 7:50 but do not have to wear their school uniforms. If the student does not attend Saturday School they will be suspended on the next school day.

### **CLASS SUSPENSION**

If a student is asked to leave class due to disruption of learning for himself/herself and/or disruption to others' learning, the student is considered suspended from that class and will report to the front office for the remainder of the period. The student will lose the opportunity for learning from the classroom teacher, a second time a student is sent by the same teacher the student will automatically be suspended from that class the next day as well.

### **IN-AND OUT-OF-SCHOOL SUSPENSION**

Parents will be notified by the vice principal for student conduct when students are to receive an out-of-school suspension. An out-of-school suspension may be imposed in certain situations when it is determined that an in-school suspension would not be effective. All class assignments and homework must be completed for the classes missed during the out-of-school suspension. Students must turn in work, assignments, and take tests immediately upon return.

## PROBATION

Parents of a student placed on probation will be called and notified of the student's probation. A student placed on probation has forfeited the confidence of the school administration and is required to restore the confidence through attention to improved conduct.

**Social Probation**—Student is not permitted to attend extracurricular activities, including but not limited to, games and dances unless he or she is accompanied by a parent or legal guardian.

**Disciplinary Probation**—In the event of persistent, recurrent and/or serious disciplinary problems, a student may be required to attend a disciplinary hearing before the disciplinary board and may be placed on disciplinary probation. While on probation a student may not receive more than four detentions for the remaining semester. If the student's behavior does not improve, the disciplinary board may recommend the dismissal of the student from the school.

**Serious Violations/Nonnegotiable**—a student involved in the following behaviors will be suspended from classes at Cathedral High School immediately until the student and the student's parents/guardians appear before the discipline board. The discipline board then will determine the length and severity of the punishment including a possible referral to the Police Department and possible dismissal from Cathedral.

- Any involvement with street drugs or controlled substances as defined by Indiana law, or alcohol on the campus at any time
- Selling street drugs or unauthorized substances such as tobacco or prescription medication
- Possessing a firearm or weapon of any kind
- Assaulting a person, verbally, physically or sexually: attempt, coupled with a present ability to commit a violent injury on the person of another Interfering with private lives of school employees, including taking pictures without permission from the school employee, social media postings, etc.
- Validated threats over the internet or phone including harassment or intimidation of students or staff. See policy on Bullying/Harassment for more details
- Sexting— or sending pornographic information or sending pictures of a sexual nature through an electronic device of

oneself or others. This may constitute child pornography and legal implications may apply. Please refer to the current law as defined by the Indiana General Assembly.

- Immoral activities that do not reflect our mission
- Stealing and dishonesty are serious offenses and will be handled accordingly. Stealing of any nature will result in an automatic out of school suspension. A discipline board hearing may result. Restitution will be required.
- Vandalism any form of vandalism on campus will not be tolerated. Students found defacing or destroying school property will be dealt with according to the degree of the vandalism. In some cases expulsion or suspension may be necessary. In all cases, restitution will be required. Any defacement of school property will result in severe disciplinary action

The discipline board will convene to discuss serious violations with all concerned parties and the following consequences are possible but not limited to:

- a. Expulsion, if warranted
- b. Suspension/withdrawal for up to one year
- c. Loss of privileges including driving privileges
- d. Saturday School
- e. Removal from extracurricular activities
- f. Drug Testing at student/parent expense

### **EXPULSION/DISMISSAL**

Expulsion or dismissal is the school's ultimate censure, which asserts that a student has shown that his/her objectives and spirit are alien to the school's core values and safety. An expulsion may occur on a first incident depending upon the nature of the incident. Most breaches of discipline are met by correction, advice, warning or detentions. Ordinarily, students are given ample opportunities to respond to various forms of discipline prior to expulsion. However, if a student ignores these measures, shows no willingness to amend, or becomes a source of harm to others and to the school, dismissal may be necessary, sometimes immediately. Depending upon circumstances, expulsion may be approved for violation of probation, repeated suspensions or truancy, theft, vandalism, gross disrespect, drugs and other violations of the school rules and regulations contained in the "Code of Conduct" section. Expulsion/dismissal is a rare punishment at Cathedral High School. The president and principal have

the ultimate authority over the dismissal of any student.

### **THE DISCIPLINARY BOARD**

The board's primary role in the school is to determine if a student who has committed a serious violation or violations of school policy should be allowed to continue enrollment at Cathedral High School and/or the appropriate consequence for their actions. At least one parent or guardian must accompany the student at the Disciplinary Hearing.

### **DRESS CODE**

Cathedral's dress code has been and will continue to be an important part of our overall school climate. Cathedral High School believes that one important part of student success is personal appearance. Clothing must be neat, clean, properly fitted, not frayed, discolored or too tight. To that end, a school uniform is required for all students, including during summer school. Failure to adhere to the dress code results in a detention, removal from class until properly in the required dress code. Class time missed due to failure to be in dress code will result in an unexcused absence. Any work missed during this time would result in a zero for the assignment or test. Students must be in dress code from the time school starts until the end of the school day.

The dress code consists of the following required three items:

1. Uniform Khaki pants (pleated front or flat front) with the Cathedral logo embroidered onto the front and supplied by Risse Brothers Uniforms.
2. Uniform shirts are supplied only through our school spirit shop, which supplies short-sleeve and long-sleeve polo-style shirts with the Cathedral logo embroidered on the front. The uniform shirts are available in three colors: navy, white and forest green. Shirts must be fitted, no baggy clothing or ripped or torn clothing.

Uniform sweatshirts-The uniform dress code also includes a selection of uniform sweatshirts and fleece jackets approved by the Cathedral administration for wear in Cathedral classrooms and assemblies. Four styles of navy, white and forest green hooded and crew neck sweatshirts, along with navy and forest green polar fleece



outerwear, have been approved. The approved sweatshirts are the only sweatshirts students may wear on campus during the school day.

Coats and Jackets- Because Cathedral is an outdoor campus and students must go outside daily to attend all of their classes, coats or jackets may be worn from classroom to classroom but must be removed prior to the class beginning. During class time, all students are to be in the proper dress code which does NOT include coats or jackets.

**Only Uniform sweatshirts may be worn for grades 9-11. All other sweatshirts will be brought to the front office and the student may pick them up at the end of the school day.**

3. Shoes—Dress shoes or tennis shoes must be worn in school. Open-toed or open-heeled shoes will not be permitted.

**General Dress Code issues:**

No facial hair, students must be cleanly shaved. Hair worn below the collar must be worn back from the face in some fashion, such as a ponytail, groomed neatly and clean. Color may not be added to the hair.

Hats, hoods, earphones or sunglasses are not permitted. Headbands are permitted to hold hair out of face. No athletic headbands will be worn during school hours. No accessories may be added to the dress code.

Earrings are permitted in the ears only and must not be excessive. Tattoos must be covered in school and at all school events and athletic contests. No extremes in grooming will be permitted. Anything that is distracting to the learning environment is not permitted.

Clubs, organizations and teams wishing to purchase t-shirts as part of their spirit wear and wishing to wear these shirts on the assigned spirit day may do so after having the shirt or sweatshirt approved by the vice principal for student services if for a club or organization. Colors should reflect school colors of blue, white, gold, green or yellow.

**No extremes in grooming will be permitted-** Vice Principal will be the final decision maker when it comes to extremes in grooming.

## **DRESS CODE PRIVILEGES**

Senior Privilege: Seniors may wear college **sweatshirts only**. The logo must be clearly visible.

**Spirit Days:** Students are permitted to wear activity shirts or sweatshirts with their uniform pants on Friday or the last day of the school week. The logo or name of Cathedral High School must be visible on the shirts. No homemade shirts are permissible.

**Dress down days:** At certain times during the school year a “dress down day” may be established. Jeans and sweatpants may be worn on these days. No torn jeans permitted, yoga pants or tights are not permitted.

**Spirit Week-** Twice a year, students may dress in spirit week themes, there will be specific themes outlined by the Student Council. The dress code may be altered during these weeks only.

All dress code issues are at the discretion of the vice principal for student conduct.

## **BULLYING/HARASSMENT**

Based on faith, Cathedral High School models itself in the following scripture passage: “Put on, as God’s chosen ones, holy and beloved, heartfelt compassion, kindness, humility, gentleness and patience, bearing with one another and forgiving one another, if one has a grievance against another as the Lord has forgiven you, so must you also do. And over all these put on love, that is, the perfect bond of perfection. And let the peace of Christ control your hearts.” Colossians 3: 12-17

### Policy

Cathedral High School accepts a diverse student body as part of her mission and thus values all her members, and names them as family. All members of the Cathedral family are “held to higher standards” by virtue of their shared values. Bullying will not be tolerated and will be dealt with

on an individual basis and consequences will be based on each situation.

Definition

Bullying/Harassment occurs when a member of the family intentionally asserts negative or disrespectful behavior or language to another member in one of the following ways:

Directly

Physical—hitting, striking, spitting, vandalism, shoving, pushing

Mental— make to feel self-conscious, stalking

Sexual—words, touching,

Verbal—jokes, gossip, face-to-face, ridicule, or taunting

Indirectly

Exclusion

Cyber and phone- Sending pornographic pictures, material of others (or oneself)

Cliques

Getting another to bully/harass

Rumor spreading

Talking behind the back/backstabbing

Ganging up on another

Tampering with property

These behaviors will be considered harassment after one occurrence and bullying if the behavior happens after multiple times. These acts of bullying or harassment are disciplinary offenses and will be subject to action, which may include school intervention, counseling with parents, professional counseling, suspension, discipline board or expulsion/ withdrawal. The behavior will be considered bullying/harassment if it occurs on school grounds, at school events, or anyplace in the community.

A Cathedral family member is not exempt by time and location from being held to "higher standards." A member of the Cathedral family who experiences any one or more of these behaviors will be viewed as a target of harassment. Any person exhibiting the behaviors shall be seen as a bully/harasser. All members of the Cathedral family are responsible to address any behaviors considered to be direct or indirect bullying/harassment.

### **Consequences**

Each behavior indicated as direct or indirect bullying/harassment has a remedy of intervention. Consequences will be determined by the Cathedral administration or Discipline Board.

### **Prevention**

All members of the Cathedral family are responsible to address any behaviors considered to be direct or indirect bullying/harassment and are responsible for reporting such to either the chief officer for student affairs or to the vice principal for student conduct.

### **Intervention**

An advocate has been established in the person of the campus minister. Anyone who feels that he/she is being bullied/harassed can seek assistance from any adult who will contact the two named positions above. The offices of the two named persons shall serve as a safe room for a target to seek assistance. The vice principal for student affairs will serve as the liaison between the target and the bully. The person who is considered to be the bully shall meet with the chief officer for student affairs.

## **ATTENDANCE**

### **ABSENCES**

It is the responsibility of the parent/guardian to call the school by 9:30 am to report a student absent. Attendance is kept on a period-by-period basis. No student who has missed five class periods may participate in any extracurricular activity on that day. This does not carry over to Saturday participation.

### **Excused Absences**

Students are granted excused absences when they are ill or are released to attend a school sponsored function or activity. Seniors are permitted two excused absences for college visitation purposes. Juniors are permitted three unexcused absences for college visitation purposes. For all excused absences, a parent, teacher or coach must have a request via the front office. Failure to complete a form properly for a school function could result in an unexcused absence and no credit will be given for class work missed or refusal for the student to participate in the off campus activity.

### **Unexcused Absences**

An unexcused absence is when a student fails to report to class and has not been given permission by the school or parents to miss that class. Refer to Truancy Policy for more details.

### **Policy Concerning Absenteeism (10 Day maximum per semester)**

Students will be permitted ten days absence each semester. These absences include all excused absences, activities, illness, etc. These absences may be due to illness, vacations, outside functions, or school functions. Student absenteeism is calculated by each period of the day. The policy reflects period-by-period attendance. For example, a student may miss period three 10 times and face the penalty, but be here for whatever reason the rest of the periods and not face any penalty. Students are permitted extra days missed for school retreats, funerals and college visits that fall within the guidelines as set forth by the Campus Minister and College Advising Office. Extended or chronic illness is reviewed on an individual basis. The penalty for missing 10 class periods is a lowering of the quarter grade for each day missed over 10 by 1 percent. The student will be notified if he/she will have his/her grade lowered. Students who miss three days of school or more in a row must be in contact with the school nurse and may be required to bring a note from the doctor if they do not wish to be assessed the 1% penalty. For clarity, excused absences ARE counted toward the 10 policy. Students and families should always be aware for their cumulative absences. Powerschool will give all this information when looking at grades.

Cathedral is very serious about this policy as research indicates, good attendance is a key to academic success

Rationale: Good attendance is a key to successful academic performance and promotes good attendance habits that benefit the student from class participation. Good attendance is a life skill that needs to be developed. Good decision-making is another key aspect to the successful development of the adolescent. Decisions regarding good attendance help to foster this asset. Please help your child make good decisions regarding this aspect of his/her life.

### **TARDINESS**

Tardiness is defined as being late for any class period. A student is tardy when he or she is not in the classroom at the start of the class period

or prayer (Period 1). All persons tardy to school must report to the main office (student entrance), sign in and receive a pass to their first period class. Teachers will not admit students to class after the bell rings without a pass from the front office. Students will be excused only three times from tardiness to Period 1. After a third tardy, a detention will be issued for every tardy beginning with the fourth tardy to school. Students are encouraged to save those excused tardies because once they are used, regardless of the circumstance the next tardy to school is a detention from that point on.

The rationale is to be fair to all students. A student is tardy within the first 15 minutes of class. After that, they are considered absent or skipping. Parents may call in to let us know their child will be late but the result will be a detention if it is after his/her third tardy.

### **TRUANCY/SKIPPING**

Truancy, i.e., skipping school, occurs when a student is absent from class or leaves the campus without a parental phone call or note and without permission of the school administration. If a student chooses to go the library or any other area of the building without proper adult permission the student is considered truant from that class they skip. A zero will be given for each class missed and that credit or points cannot be made up. Any student leaving the campus without permission will be suspended for one day; three days if it should happen again. Truancy from school for three periods or more will result in an immediate suspension from school the following day.

### **Skipping Class**

Students who skip class will incur the following consequences: All work missed will result in an automatic zero.

First offense: 2 detentions

Second offense: Saturday School

Third offense: Out-of-school suspension with possible discipline board hearing

### **ASSIGNMENTS FOR ABSENT STUDENTS**

If a student is absent for two or more days, the parent should contact the counselor for assignments. Call the main office to report the absence.

#### Leaving the Classroom for In-school business or counseling

The administrator or counselor will call into the classroom to request a student. The classroom teacher should honor this request and issue the student proper identification to leave the classroom. Only the classroom teacher of the corresponding class, administrator or counselor may excuse a student from class. Classroom teachers must not accept verbal requests from students to leave a class.

#### Leaving the School Grounds for out-of-school business

If a student needs to leave the school grounds for out-of-school business, students should bring a note from their parent/guardian to the attendance office before the first period of the day or the parent/guardian should call the attendance office before 9:30 a.m. Permission for leaving the school grounds will be given to the student by the attendance office. If a student fails to check out or back in they may receive a detention for not following procedures, as the school is liable for all students.

#### Leaving the School Grounds Due to Illness

Students who become ill or injured during the school day should report to the nurse's office. Students must communicate with an adult in order to miss class time. If a student is unable to remain at school, school personnel will contact the parent/guardian. Students are not permitted to call or text message a parent/guardian to go home. The parent/guardian is responsible for picking up the student as soon as possible. A student may NOT drive or walk home unless parent/guardian permission is received.

## **DRUGS AND ALCOHOL POLICY**

The campus is a smoke-free and alcohol-free campus (unless an event permitting alcohol is authorized by the president of Cathedral). Other than legally prescribed drugs, no illegal drugs are permitted on the campus of Cathedral at any time. (A drug prescription is considered legal only if authorized and issued by a licensed physician to the individual in possession of the drug and in a container issued by a pharmacy or a medical facility.) Such legally prescribed drugs should not be in possession of any student unless it meets the Medication Guidelines and Policy detailed under General Rules and Regulations. A student found to be carrying legally prescribed medication in violation of these guidelines must turn the medication into the school nurse or the vice principal for student services. If a student is involved in any way with masking agents for drug

testing they will be immediately suspended until a discipline board hearing takes place. These guidelines also apply to allied sites of Cathedral, which are defined as locations where Cathedral events occur.

**The following are cumulative, not isolated, policies over the student's four-year career at Cathedral High School.**

1. The selling, distribution or possession of any of the substances named above (alcohol, other illegal drugs, and/or drug paraphernalia) shall constitute a serious violation of school guidelines whether they are transported, sold, in possession of and/or shared on the Cathedral campus or an allied site and shall be deemed subject to immediate suspension and is subject to review by the Discipline Board. Upon learning of an infraction, the police may be immediately called if there is evidence of illegal substances that could potentially cause harm to self and/or others.

After the Discipline Board has been convened and all information has been presented, the Discipline Board will determine the appropriate consequences. The outcome of any police action is not necessary for the school's disposition of a decision. The school will decide on the appropriate consequence for the infraction based on the severity of the situation and the safety of the individuals who attend and work at the school.

Dispositions by the discipline board may be, but are not limited to:

- Expulsion
- Withdrawal for a minimum of one semester, possibly with no option to return

2. Any student(s) while at school (or allied site) who has demonstrated reasonable suspicion of drug or alcohol use, by their appearance and/or behavior, or who has falsified a random drug test or has any involvement with banned masking agents such as synthetic urine, will be immediately suspended until a discipline hearing has been convened to determine the appropriate disposition in the matter. Students will be held accountable for their actions. The following dispositions will occur:

**First offense:**

- Suspension—up to 10 days



The following disposition may be dispensed following a discipline hearing:

- Substance-abuse evaluation to be done by a licensed facility approved by the school
- If counseling is recommended, student must provide proof and verification of compliance
- Student will not be readmitted to school without proof of evaluation and signed release of information from the evaluating facility (and therapist, if recommended).
- Any student participation in an extracurricular activity, e.g. athletics, drama, music, shall forfeit 25% of their competitive/performance participation of their current or next season if not currently in an activity
- Student will be referred to Cathedral's licensed clinical addiction therapist for follow-up

**Second offense:**

- Suspension—length of time to be determined by the Discipline Board
- Suspension of all extra-curricular/performance activities for no less than one year
- Continued counseling at an approved site. Student will not be readmitted to school without proof of evaluation and treatment and signed release of information from the evaluating facility (and therapist).

**Third offense:**

- Expulsion/withdrawal from Cathedral High School

3. Cathedral cannot be responsible for the off-campus activities of its students. Neither will it actively seek out examples of wayward behavior. However, off-campus activities that reflect negatively upon the school will be addressed. Anonymous reports or hearsay information will not be honored as proof. Cathedral High School will investigate any verifiable specific reports of student misconduct off campus. Any student brought to the attention of the school may be dealt with as follows:

**First offense:**

- Parents will be notified by the vice principal of discipline
  - Substance-abuse evaluation to be done by a licensed facility
-

- approved by the school
- If counseling is recommended, student must provide proof and verification of therapist
- Student will not be readmitted to school without proof of evaluation and signed release of information from the evaluating facility (and therapist if recommended).
- Any student participation in an extracurricular activity, e.g., athletics, drama, music, shall forfeit 25% of their competitive/ performance participation of their current or next season if not currently in an activity.
- Student will be referred to Cathedral's licensed clinical addiction therapist for follow-up

**Second offense:**

- Suspension—one day
- Student must appear before a Discipline Board hearing
- Substance-abuse evaluation to be done by a licensed facility approved by the school
- Counseling will be required
- Student must provide proof of treatment and verification of compliance
- **Student will not be readmitted to school without proof of evaluation and signed release of information from the evaluating facility (and therapist if recommended).**
- Any student participation in an extracurricular activity, e.g., athletics, drama, music, shall forfeit 365 days of their competitive/ performance participation of their current or next season if not currently in an activity.
- Student will be referred to Cathedral's licensed clinical addiction therapist for follow-up

**Third offense:**

The following may be imparted by the discipline board:

- Suspension
- **Student will not be readmitted to school without proof of evaluation, treatment, and signed release of information from the evaluating facility and therapist**
- Expulsion from Cathedral High School
- Withdrawal from Cathedral High School

### **SELF-REPORT CLAUSE**

It is the intent of Cathedral High School to assist students with developing responsibility for their actions and to encourage honesty. Therefore, any student who voluntarily reports on him or herself as to a first violation of the Code of Conduct before being reported by some other means will be permitted leniency.

This self-report clause can be used only once during the student's four-year career.

The total eligibility to perform or play sports penalty will be reduced to 10% if the following occurs:

- The student reports the violation to an adult in official capacity (athletic director, vice principal, principal) prior to 8am the next school day and prior to the school's confirmation of the violation.
- A penalty reduction is not eligible for the self-reporting clause if:
  1. School personnel are a witness to the infraction
  2. The incident occurs on school property or at a school function
  3. The parent or guardian reports for the student

**There are no second self-reports.**

### **RANDOM DRUG TESTING RESULTS**

This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety are the reasons for applying beneficial consequences.

#### **First positive**

- Student will be assessed by the school's Clinical Addiction Counselor
- Student will be fined \$50 for future drug testing
- Parent(s) and student will appear before the Drug and Alcohol Board

Student will be required to attend a drug deferral course within 20 days of notification of a positive test. Parent/guardian is responsible for any/all costs. Verification of attendance must be submitted to the school within 20 days of notification. Refusal or failure to attend will result in moving to the next level of consequences (second positive).

- Student will be required to meet with the clinical addiction

- counselor as recommended
- Student will be retested after 20 days of initial test

### **Second positive**

- Suspension—length of time to be determined by the Discipline Board
- Substance-abuse evaluation to be done by a licensed facility approved by the school
- Counseling will be provided by an approved licensed therapist
- Student must provide proof of treatment and verification of therapist
- **Student will not be readmitted to school without proof of evaluation, treatment, and signed release of information from the evaluating facility**
- Any student participation in an extracurricular activity, e.g., athletics, drama, music, shall forfeit 25% of their competitive/performance participation of their current or next season if not currently in an activity

### **Third positive**

- The following may be imparted by the discipline board:
- Suspension
- **Student will not be readmitted to school without proof of evaluation, verification of intensive outpatient therapy, and signed release of information from the evaluating facility and therapist.**
- Shall forfeit 365 days of athletic competition and/or performance
- Expulsion from Cathedral High School
- Withdrawal from Cathedral High School

## **DRUG TESTING PROGRAM-DTP**

### Introduction

The effective date of this policy is July 1, 2014. This program does not affect the current policies, practices, or rights of Cathedral High School with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Cathedral High School reserves the right to test any student who may exhibit cause for reasonable suspicion of drug and/or alcohol usage.

### Rationale for the Policy

Cathedral High School has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States indicate that education alone as a preventive measure is not effective in combating substance abuse. Our commitment to maintain Cathedral High School as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by all students.

### Purpose

The purpose of this policy is two-fold:

1. To deter the student use of illegal substances in and outside of Cathedral High School and,
2. To enhance the health and safety of all students. It is also the aim of this program to educate, help, and direct students away from illegal drug and alcohol use. When the behavior is reoccurring consequences will take place to ensure the safety of the student and the program's integrity.

### Scope

This policy applies to all Cathedral High School students.

### Consent

Drug testing is part of the contract students automatically agree to when enrolling in Cathedral High School. This is in effect for all years the student is enrolled at Cathedral while the policy is in effect.

### Testing Procedures

1. All student names will be placed in a testing pool. Students will be selected based on a computer program that selects numbers that are matched to positions in the pool. Selections will be made from throughout the school year. Testing may occur on any day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the school year. Urine testing, oral testing, breathalyzing or hair follicle testing may be used interchangeable at any time during the school year.
2. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

3. Upon being selected for a urinalysis test, under this policy, either by random draw, reasonable suspicion, or a "follow up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
4. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 16 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken back to the administrator's office until a sample is submitted. The refusal to provide a sample will result in an immediate suspension and discipline board hearing.
5. All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a temperature strip on each of the specimen cups indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
6. If it is proven or suspected that tampering or cheating has occurred during the collection, the student will be immediately suspended until a discipline board hearing can be held. This will be reported to the parent/guardian. A second occurrence of tampering or dishonesty could result in dismissal of Cathedral High School.
7. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The vice principal or designee must time and sign the pass.
8. The specimens will then be turned over to the collector for either onsite instant testing and/or processing to a testing laboratory. Each specimen may be tested for alcohol and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana including all prescription drugs). Also, "performance enhancing" drugs such as steroids may be tested.
9. The laboratory selected for confirming testing must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of

- Accreditation of Healthcare Organizations (JCAHO).
10. Drug panels may consist of the following: Amphetamines, Methamphetamines (MDMA) (Ecstasy), Barbiturates, Benzodiazepines, Cocaine Metabolite, Opiates, Oxycodone, PCP, THC, Alcohol (urine Ethanol), ETG metabolite of alcohol, Methadone, Tramadol, Meperidine, Buprenorphine (Suboxone), Fentanyl, Carisoprodol (Soma), Spice Cotinine (nicotine).

### **Chain of Custody**

The certified laboratory will provide training and direction to those (not a Cathedral employee) who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain of custody. To maintain anonymity, the student's number, not name, will be used.

1. Randomly selected students will be taken from their classroom and asked to come to the front office. This will be done by asking the teacher to send the student to the office. The teacher will not know why the student is being selected but only that the student has been asked to come to the front office. (This is common and should not cause anyone to think that the reason they are being asked is for drug testing.) Once the student arrives in the front office, he/she will go to the designated testing site.
2. Before the student's urine/hair or saliva is tested by the laboratory, the student will agree to fill out, sign and date any form that may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
3. A sanitized kit containing a collection container will be given to each student. If the specimen is sent to the laboratory for further testing, the student will initial that the specimen has been sealed in their presence. Only the lab testing the specimen may break the seal on the specimen container.
4. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. No adverse action will be taken against the student as a result of the seal being broken after being received by the collector.
5. The collector obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all

coats in the presence of the collector prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The collector will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.

6. If onsite instant testing is conducted, the collector will record the results. If the specimen needs to be sent to the laboratory for testing, the collector will ensure that the specimen is sealed in the student's presence and will be responsible to transport the specimen to the testing laboratory. The testing laboratory will report the results back to the administrator.
7. In order to maintain confidentiality, the container that contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's identification number will appear on the container. Also, the result sheet for the urinalysis will be provided back to the administrator with no name attached; only the student's identification number will appear on the result sheet.

### **Test Results**

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for applying appropriate consequences as determined by the Cathedral High School.
2. The administrator will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analyses). The administrator will notify the parent/guardian. The parent/guardian may submit any documented prescription, explanation, or information that will be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent guardian. Refusal by any student enrolled in this program to submit to a drug screen when directed will be considered a violation under the terms of this program and will be suspended or dismissed from Cathedral High School.



3. If the test is verified "positive, parents will be notified, Students forfeit athletic or co-curricular participation.
4. If a second "positive" result is obtained from the "follow up" test, or any later test of that participant, the student will appear in front of the Drug and Alcohol Board, consequences will be determined at that time. Cathedral High School reserves the right to test any student with a previous testing violation for the next 365 days while enrolled in Cathedral.
5. Information on a verified "positive" test will be shared on a "need to know" basis with the student's teachers, counselors, coach or moderator (the adult who is responsible for the club or activity). The results of "negative" tests will be kept confidential to protect the identity of all students being tested. The criteria for "need to know" will be as follows for an athlete: the vice principal will notify the athletic director, who will notify the head coach. The head coach will communicate the consequence to the assistant coaches if that student is not on the varsity team. Students who are not athletes but a part of different organizations throughout the school will have the moderator in charge notified.
- .6. Drug testing result sheets will be returned to the vice principal for student conduct or designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the vice principal or designee will have access. Results will be sent to parents at which time, names will be identified with student numbers.

### **Financial Responsibility**

1. Under this policy, Cathedral High School will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow up" drug tests initiated by Cathedral High School unless specified in a discipline contract.
2. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian. Likewise, if a parent requests a drug test for their child it will be the financial responsibility of that parent guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/ guardian.

### **Confidentiality**

Any staff member, coach, or sponsor of Cathedral High School may not divulge the drug test results or disposition of any student except in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Cathedral High School's commitment to confidentiality with regards to the program.

## **GENERAL RULES AND REGULATIONS**

Violation of rules and regulations will result in consequences.

### **ACADEMIC INTEGRITY**

#### **Cathedral High School Honor Code**

"Integrity is a core value of Cathedral High School. As a member of this community, I commit myself to act honestly, responsibly, and above all, with honor and integrity in all areas of student life. I am accountable for all that I say, all that I write, and all that I do. I am responsible for the academic integrity of my work. I pledge that I will not misrepresent my work or give or receive unauthorized aid. I pledge to be respectful of all school property and the property of others."

A student with academic integrity would not participate or be involved in the following behaviors that constitute academic dishonesty. We are aware that new forms of cheating, plagiarism and other forms of dishonesty may arise and therefore, we expect every member of the Cathedral High School community to interpret the expectation of academic honesty and integrity broadly and in good faith.

Academic dishonesty includes, but is not limited to:

#### **Cheating**

1. Copying from others.
2. Possessing or using notes, formulas, or other information in any written or digital form (including pictures, cheat sheets, etc.), without explicit teacher permission.
3. Taking an exam for another student or permitting someone else to take a test for you.
4. Offering, accepting, or asking for improper assistance in return

- for money or any other benefits.
5. Providing or receiving information about all or part of an exam, test, quiz, or student work including the answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information).
  6. Altering a graded item and resubmitting it for a better grade without explicit teacher permission.
  7. Gaining or providing unauthorized access to examination materials.
  8. Making up data for an experiment.

### **Plagiarism**

1. Including in any assignment turned in for credit any materials not based on your own research and writing. This includes:
  - a. Using the services of a commercial term paper company.
  - b. Copying part or all of another person's paper or online resource and submitting it as your own.
2. Acting as a provider of assignments for another student or students.
3. Failing to properly acknowledge quoted or paraphrased material using correct in-text citation, and a works cited page as required by the teacher.
4. Citing non-existent sources.

### **Other**

1. Misrepresenting your academic accomplishments, such as by tampering with computer records.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an assignment, exam, or project.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Submitting substantial portions of the same academic work for credit in more than one course without consulting the assigning teacher (self-plagiarism).
6. Portions reprinted from "What is Academic Dishonesty?"  
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### **Notes**

1. Cathedral High School acknowledges that once a teacher releases test or quiz materials from the classroom environment, these materials are public domain and are available for anyone to use for any purpose.
2. Possessing any prohibited or unauthorized information or device during a test, quiz, or exam, whether or not it is actually used, is an act of academic dishonesty.
3. Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.
4. A student with academic integrity collaborates responsibly with other students and members of the educational community.

### **Collaboration**

1. Collaboration, as defined by Cathedral High School, is working with or assisting another student on a task (assignment, project, etc.) in any way that does not fall under the definitions of cheating or plagiarism, such as National Honor Society student tutoring other students, peer mentors helping younger students etc.
2. Collaboration is permitted when explicitly authorized by individual teachers for the courses they teach.
3. Teachers may indicate collaboration guidelines per assignment or as a general policy.

### **Consequences for Academic Dishonesty:**

Based on the individual circumstances of an infraction, a student may face suspension, expulsion, removal from a class, and a failing grade for the quarter or semester in addition to the following consequences.

### **First Offense**

- The student will receive a zero for the assignment, project, test quiz, etc.
- The teacher will contact the student's parents
- The student will meet with the vice principal for student conduct
- The incident will be documented in the student's file
- The student's counselor will be notified of the offense
- The incident will be communicated to the moderator of the National Honor Society, who may determine the preclusion or removal of the student

### **Second Offense**

- The student will receive a zero for the assignment, project, test, quiz, etc.
- The teacher will contact the student's parents
- The incident will be documented in the student's file
- The student's counselor will be notified of the offense  
The incident will be communicated to the moderator of the National Honor Society, who will determine the preclusion or removal of the student
- The student will meet with the vice principal for academics affairs to establish specific consequences addressing students academic misconduct

### **Additional Offenses**

The student will meet with the Academic Review Board which will make recommendations for additional consequences including the possibility of suspension or expulsion

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### **ASSEMBLIES**

Assemblies of the entire student body are for academic, cultural, and/or religious purposes. Students are to take their assigned places quickly and in an orderly manner and maintain appropriate decorum appropriate to the purpose of the assembly.

### **BUS REGULATIONS**

Any student using Cathedral transportation is required to remain seated while the bus is in motion and remain seated until leaving the bus at the appointed destination. Students shall not have food or drink on any vehicle. Students shall talk in a manner that is not disruptive to the safety of all on the bus. Students using inappropriate language or exhibiting behavior that is considered unsafe will be removed from the bus.

### **CAFETERIA/LUNCH**

Cathedral offers a healthy hot lunch program that is run by Flik Food Services. Students can also bring their lunch. While Cathedral does not participate in the Federal Free and Reduced Lunch program, the school does provide an option to provide lunch to students who may need assistance with a /breakfast/lunch purchase. Parents should contact the

Chief Officer for Student Services for information. Cathedral will not have any student go without a lunch who desires to eat lunch. Lunch is served in the cafeteria but students may also eat their lunches in the Shiel Student Life Center Commons or if the weather permits outside in the courtyard. Students do not eat lunch in the Atrium or hallways. Students, however, may visit classrooms where they may also have lunch with a teacher or staff member.

Students may never leave campus during lunch. They may only go outside the building to eat the courtyard. If students are in the building and are moving from one location to another for a specific reason then they should maintain quiet while walking through any academic hallway.

All students are required to clean the area in which they have eaten their lunch, dispose of trash and place any trays in the proper location.

Students can use cash to purchase lunch; use the Mealtime program or take money to the Business Office to be placed in the student's account. Money remaining at the end of the school year will be rolled over into the student's account for the next school year. Seniors retaining money in their account of under 20.00 after graduation will forfeit the money to the lunch program unless requested.

Students found throwing food, items etc. or being disrespectful in any way including refusing to clean their table will result in a loss of cafeteria time with other students and a detention for period of time.

### **CELL PHONES**

Cell phones may be used in the Shiel Student Life Center Commons, cafeteria, and courtyard during academic hours. Earphones may be used in the Shiel Student Life Center commons, cafeteria, courtyard, and library during academic hours.

Cell phone usage is unrestricted before and after school hours. Cell phones will be confiscated and will be brought down to the Vice Principal of Student Conduct. If the Student's Responsible Use Policy is violated. Consequences will result accordingly.

First offense: Cell phone will be confiscated for the day. The student can pick up the cell phone from the Vice Principal for Student Conduct after school. A detention will be issued: if a student is using their cell phone

during school hours in areas other than the Shiel Center Commons unless the student has received permission from a Cathedral employee. The school may be permitted to review information on the phone if there is a reason to suspect something of a violation of school policy.

Rationale: for the safety and integrity of the student involved.

### **COLLECTIONS/SALES**

Permission must be first obtained from the Advancement Office before students can sell items or conduct collections on campus.

### **CONCUSSION CARE**

The recognition and treatment of athletes who have suffered a concussion has become a national priority. Cathedral High School has recognized that ALL students who have suffered a concussion, regardless of how it was acquired, go through similar recovery phases and can benefit from a formal, mindful recovery plan. Therefore, Cathedral High School has developed best-practice, evidence-based guidelines to care for any student, athlete or non-athlete, who has a suspected or confirmed concussion.

Our concussion care protocol has many facets but includes the following: recognition of the significance of concussions, diagnosis, medical management, neurocognitive testing, physical and mental restrictions, academic modification, symptom management, emotional support, return to play, and academic recovery. The protocol adheres to Indiana Code 20-34-7 in regard to student athletes and their parents while offering a comprehensive, individualized recovery plan for all of our concussed students.

More information about how we care for students with concussions may be found on both the Athletics webpage and Cathedral's main webpage under the Parents tab.

### **DANCES**

Dances are considered school activities and generally take place in the school's gymnasium or cafeteria. Students are permitted one pre-registered guest per dance using the proper school form. Guests and former students wishing to attend a school dance must have the prior permission of the Chief Officer for Student Services. This is given when a

form is received.

The following rules must be observed:

1. Students should be dressed in accordance with good taste and grooming.
2. Drinking soft drinks and eating are allowed only in the cafeteria.
3. Drinking of alcoholic beverages and/or smoking (or their possession) are absolutely prohibited, and all rules and regulations pertaining to such found in the "Code of Conduct" section of the Student/Parent Handbook will be applicable.
4. Students are not permitted to gather at any time in the parking lot.
5. Students are not allowed to go to other parts of the school building or campus during the dance.
6. Once students enter the dance, they are expected to remain there until the dance is over.
7. Once a student leaves the dance, he/she is not permitted to return.
8. Inappropriate dancing will not be tolerated. Students will be asked to leave the dance immediately

#### **DEPARTMENT**

1. Proper school behavior should begin upon entering the campus.
2. Students may enter the building through any designated entrance other than the school's **main entrance**.
3. Upon entering the building, students should remove hats, sunglasses, etc.
4. Students waiting inside the building to leave the school grounds should wait in the Student Life Center entrances after 4:00 pm. In good weather conditions, students can remain outside in the courtyard vicinity. All students need to be picked up by 7:00 pm when the Media Center closes. Students attending athletic competitions may remain on campus at the area of the competition.

#### **DRIVING**

All drivers on campus are to abide by the posted campus speed limit signs, and adjust speed downward according to any unusual conditions present. One-way designations must be obeyed. Driving recklessly on campus is prohibited. Passengers must be inside moving vehicles at all times. Drivers



will be held responsible for any violations involving their vehicles. Violation of campus driving could result in disciplinary action, including the loss of the student's school driving privilege. The school is not responsible to damage done to cars by weather, games, etc. Parking is at your own risk. Maximum driving speed on campus is 20 mph. All students and their parents wishing to obtain a parking permit must sign an agreement provided with the application.

Students who violate parking rules by not having a tag or parking in the area not assigned to them will receive the following discipline action:

First offense: 2 detentions

Second offense: Saturday School

Third offense: Loss of driving privileges

Sophomores are not permitted to drive unless there is an emergency situation approved by the Chief Officer for Student Services. Because safety on campus is a priority, sophomores do not park on campus because of a lack of space. If it is determined that there is space, then a review of sophomores wishing to drive will be held in late August or early September. If permission is granted but juniors and seniors continue to obtain a parking pass then a sophomore parking permit may be revoked.

### **ELIGIBILITY**

In order to be academically eligible to participate on an athletic team or in an extracurricular activity, a student must pass six classes.

### **FIGHTING**

Fighting on school property or its vicinity or at any Cathedral-related function will not be tolerated. Fighting will result in immediate suspension. A second fight may result in expulsion or withdrawal from school. The Discipline Board may meet with both students and determine additional consequences. The consequences may be very different for each student involved depending upon each situation.

### **FIRECRACKERS/EXPLOSIVES**

Possession and/or use of firecrackers or any other explosive device on the school property or vicinity or at any Cathedral-related function, is prohibited. A discipline board hearing will take place and the student will be suspended until the board meets.

### **FIRE DRILLS, SEVERE WEATHER DRILLS, ETC.**

Upon sounding of the alarm or warning, all students are to immediately follow the directions of the teacher to designated areas. Drills are to be taken seriously by everyone. In addition to fire drills, the school will drill for tornados, earthquakes, intruders, bomb threats, and others as needed.

### **GAMBLING**

There is no gambling permitted on school property. The consequence for gambling is assigned by the vice principal for student conduct. Detentions/suspensions/Saturday schools are all options.

### **GRADES/ELIGIBILITY**

To be eligible academically for athletics and other extra-curricular activities, the student must pass a minimum of six regular subjects in the previous grading period. The grading periods are defined as Quarter 1, Semester 1, Quarter 3, and Semester 2.

### **GROUNDS**

While Cathedral has beautiful grounds for the students to enjoy there are several areas that are off limits to all students unless directed to be there by a teacher and/or coach. These areas are the gazebo, the area beside the cafeteria, the walking trails, and the bridge behind the theatre or trail. After school from 4:00 pm to the time a student leaves for home students must be in the Media Center or Commons where supervision is provided. Students participating in activities that are taking place in the gyms, foyer, atrium or cafeteria may remain there but are to be supervised by the coach or club moderator.

### **GUM**

Gum is not permitted anywhere on campus during school hours.

### **HOLY WEEK ACTIVITIES**

As Christians, Holy Week comprises the high, holy week of the Catholic/Christian year. This is a reminder of our salvation, given to us by Jesus, who literally died to save each of us. Since this time of the year is so special, it is our task to model to the Catholic/Christian community our thanksgiving and our appreciation of this gift of salvation. As a result, there will be no extracurricular activities, practices, scrimmages, games, dramatic productions, field trips or academic contests with other schools

after 5:30 p.m. on the Thursday before Easter (also known as Holy Thursday or Maundy Thursday) or on Good Friday or Easter.

### **ID CARDS**

All students upon entering Cathedral are issued an ID card to access doors and as an option to purchase lunch. A lost or damaged card must be replaced immediately. Contact Dr. Greer for replacement. The replacement cost is \$7. Random checks for ID cards will be made. Students will receive a warning the first time and a detention after the first offense. A new picture will be issued in the form of a label to be placed over the old picture on the ID card. This ensures current photo identity.

### **iPADS**

Use of iPads for students are intended for academic learning. Students should follow the Responsible Use Policy and guidelines set forth by their teachers in the classroom. If misuse of iPads is reported, the following actions will be taken.

First offense: The iPad will be taken away for the affected period and held in the classroom. A detention will be issued.

Second offense: The iPad will be taken away for the day and held in the vice principal of student conduct's office and two detentions will be issued.

Third offense: Teacher will retain the iPad and the student will report to the vice principal for student conduct. A Saturday school will be assigned to the student; the vice principal of student conduct will determine the extent of further consequences, which can include further suspensions and/or expulsion if warranted including a potential discipline board hearing.

### **LIBRARY/MEDIA CENTER**

A quiet atmosphere for study must be maintained at all times in the Library Media Center. No food or drinks are permitted with the exception of plain bottled water. Students may check out books for a three-week, renewable period. All books must be checked out at the circulation desk. Reference books may not be taken from the library without permission of the librarian. Books removed from the shelves should be left on the table and not put back on the shelf—"a misplaced book is a lost book."

Fines will be charged for overdue or damaged books. If a book is lost, the purchase price of the new replacement book, plus a \$5 fee will be charged. Overdue books are fined .05 cents per day (Monday-Friday); overdue calculators, audio visual, and reserved materials are fined \$1.00 per day (Monday-Friday). Students who owe library fines will not be allowed to check out books from the Library. Report cards of students may be held for overdue books, fines, or fees owed to the Library.

If the Library is over capacity, adults may ask students to leave or stop allowing students in for that period. A student may be suspended from the Library for a length of time depending upon their infraction. That student may be told to go to the vice principal for student conduct if issues continue. The student may be suspended from school if disrespect continues in the Library.

### **LOCKERS**

Lockers with locks installed are provided by the school. Each student is expected to take proper care of the assigned locker. Any damage done to lockers will be paid for by the student/parent. Locker combinations are to be kept confidential, and lockers are to be kept locked at all times. Failure to adhere to this rule could result in the loss of property. Students should not exchange assigned lockers. Persons found tampering with a locker other than their own will be subject to disciplinary action. Students must remove all objects from their lockers by the last day of school.

Cathedral High School reserves the right to make periodic locker inspections. Locker room responsibilities for security:

#### Students/Athletes

Keep locker room area clean and organized.

Keep all personal items in locked locker.

Report any damages to a teacher/coach.

#### **Respect other students' belongings and school property.**

No loitering or horseplay of any kind.

If at all possible, refrain from bringing valuables to school. If you must bring valuables to school, they may be kept in front office with Dr. Greer.

### Teacher/Coach

Supervise when students are present.  
Distribute working locks to each student.  
Report to maintenance any damages.  
Keep locker room locked when team/class is not using area.  
Keys are not to be loaned to students or any other adults.

### **LOST ITEMS**

It is the moral obligation of all students to turn in items found on the school grounds that do not belong to them. Students found in possession of others' property will receive appropriate disciplinary action. All items found should immediately be taken to the lost-and-found located in the main office.

### **LUNCH GUESTS**

Students may not have guests from other schools visit during lunch. Family members may do so if permission is sought by the Chief Officer for Student Services.

### **OUTSIDE ACTIVITIES**

Although Cathedral High School cannot take responsibility for students' actions outside of school in certain circumstances it may be necessary for the school administration to take action in order to safeguard Cathedral High School's good name and reputation.

### **PATRIOTISM**

All students are expected to show respect for the flag and country by standing for the Pledge of Allegiance and the National Anthem. Hats are to be removed during both.

### **PICTURES**

Students are provided with an ID card that they should use to obtain entrance into school events including games, dances and theatre productions. Students may be restricted from entering without an ID. There may be occasions when the school uses images, likenesses, representations (photos, videos) and/or other media of students. Students' images are approved for use in school marketing and media materials unless specific request is made in writing by the parents or guardians.

### **RALLIES**

Student rallies are scheduled periodically throughout the school year for the purpose of enhancing a spirit of unity and fellowship, and developing school spirit and enthusiasm. A rally is, by nature, meant to encourage school spirit, and to offer positive support for the school teams and activities.

### **RESIDENCY**

Students must live with their parents or legal guardians while a student at Cathedral High School based on our contract law with the parents. Any exception to this rule must be approved by the chief officer for student affairs.

### **SCHOOL GROUNDS**

During the school day, students are restricted to the school grounds and areas designated for classes and class activities. Late-arrival seniors must report to the Media Center if at school earlier than their first class of the day.

### **SCHOOL LOGO**

Use of Cathedral High School's Celtic cross and/or the school name (i.e. "Cathedral High School," "Cathedral," "Irish"), the school's motto, or the Cathedral crest, for any school-related spirit wear or items, (i.e. any club/group/athletic team T-shirts, etc.) must be pre-approved by the vice president for marketing and communications. Additionally, only colors approved by the Cathedral High School Board of Trustees may be used to represent the logo and/or school name. These colors are navy blue (PMS 281), Kelly green (PMS 356) and old gold (PMS 871). A style guide outlining approved colors, type fonts, and logos is available from the marketing department.

At this time, there is no approved leprechaun for use by any groups associated with or sanctioned by Cathedral High School. Shamrocks may be used with approval of the vice president for marketing and communications. Any violation of this policy may result in disciplinary action as deemed appropriate by the school, up to and including expulsion. We also rely on all students to take reasonable steps to ensure that no violation by any of their peers occurs.

### **SCREENINGS**

Sophomore students will have a hearing screening in accordance with Indiana mandates.

### **SECLUSION AND RESTRAINT**

Cathedral High School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school have a Seclusion and Restraint Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat, as a means of coercion or retaliation, or as a convenience.) Any use of either seclusion or restraint shall be supervised, short in duration, and used only for the purposes of de-escalating the behavior.

A full copy of our school's plan is held by the principal.

### **SPORTING EVENTS, DRAMA PRODUCTIONS, ETC.**

These activities and others like them are considered school activities. All rules and regulations contained in the Code of Conduct are applicable. There are consequences for students involved in athletics regarding drugs and alcohol; the policy can be located in the Athletic Policy section of the handbook.

## **VANDALISM**

Any form of vandalism on campus will not be tolerated. Students found defacing or destroying school property will be dealt with according to the degree of the vandalism. In some cases expulsion or suspension may be necessary. In all cases, restitution will be required. Any defacement of school property will result in severe disciplinary action.

## **WELLNESS PROGRAM**

In an effort to cultivate a healthy school environment for our students, staff, and visitors, Cathedral High School has developed a Wellness Policy. This policy was designed by our School Wellness Advisory Committee guided by the Center for Disease Control's School Health Index (SHI), a tool which helps schools formulate a comprehensive wellness plan that is based on collaborative, effective, and research-based principles with a focus on the whole child. Our goal is to establish and maintain a culture of wellness which will allow members of our school community to thrive and succeed spiritually, intellectually, socially, emotionally, and physically. The full policy can be found under the Wellness Policy tab on the Parent portal of Cathedral's website.

## **STUDENT HEALTH GUIDELINES**

### **Mission Statement**

The primary mission of Cathedral High School's student health program is to maintain a healthy and safe school environment for students, staff, and visitors to our school while maintaining compliance with state mandates. Educational success can be maximized by identifying, organizing, and providing accommodations for health problems that may jeopardize a student's ability to learn. In keeping with the principles of Cathedral 360, the school nurse coordinates student health while supporting students' Developmental Assets relating to overall physical health, psychosocial well-being, and safety in support of our students becoming empowered, responsible, and healthy young adults.

### **Immunizations**

Indiana law requires that students in all grades must meet minimum immunization requirements. Per Indiana code 20-34-4-1, Cathedral High School will keep an immunization record on all enrolled students. The



immunization record must include the student's name, date of birth, vaccine(s) given, and date (month/day/year) of each immunization. New students should provide a current immunization record prior to enrollment. Parents/guardians will be informed before the start of each school year of any new requirements. A link to current immunization guidelines for schools may be found under the Health Guidelines tab on the parent portal of Cathedral's website. Students may be excluded from school after 20 days if one of the following is not filed at school: current and updated immunization record OR religious exemption form (updated annually) OR medical exemption form (signed by a physician and updated annually).

### **Student Information**

Parents/guardians/students are expected to be familiar with the Student Health Guidelines and agree to abide by these as a condition of enrollment at Cathedral High School. Student medical information should be updated annually during the online enrollment period. Any changes during the school year should be communicated to the nurse promptly. Parents/guardians are also responsible for keeping contact information up to date in case of student illness, injury, or emergency. Health information may be shared with school personnel on a need to know basis. Links to health forms, policies, and information may be found under the Health Guidelines tab on the Parent portal of Cathedral's website. Concussion information and athletic forms may be found on the Athletics webpage under the Sports Medicine and Fitness tab.

### **Illness and Injuries**

Students who become ill or injured during the school day should report to the Nurse's Office.

If a student is unable to remain at school, school personnel will contact the parent/guardian. Students are not permitted to call or text message a parent/guardian to arrange to go home ill prior to seeing the school nurse. The parent/guardian is responsible for picking up the student as soon as possible. A student may NOT drive or walk home unless parent/guardian permission is received. Students must attend school five (5) class periods in order to qualify for participation in an after school activity.

The nurse/trained designee will assess, treat, and recommend care based on current best practice guidelines. In the event of a serious injury or

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medical event (i.e. seizure, anaphylactic reaction, respiratory distress), the nurse or trained designee will activate basic emergency care procedures. Parent/guardian will be notified immediately while emergency personnel are called to assist with care. The student will be transported to the nearest or preferred hospital as the condition indicates. If the injury/medical issue occurs on a field trip, the nearest medical facility will be utilized. In some instances, the student may be referred to the athletic trainer for the evaluation of certain injuries and if a concussion is suspected.

### **Consent**

According to Indiana Code 20-34-3, if a student is ill, has a communicable disease, or is infested with parasites, the student should remain home until cleared by a physician. Cathedral High School has adopted the following guidelines in determining exclusions, restrictions, and control measures for students and their illnesses as set forth by the Centers for Disease Control and the Indiana State Department of Health.

1. **Fever.** A child with a contagious illness or fever should not be sent to school. Any student whose temperature is at or above 100.0 degrees F will be sent home from school. The student may return to school when he/she has been fever free for 24 hours without the aid of fever-reducing medication (temperature below 100.0).
2. **Pink Eye (Conjunctivitis).** If diagnosed with bacterial conjunctivitis, the student cannot return to school until a full 24 hours of antibiotic therapy has been completed.
3. **Strep Throat Infections.** If diagnosed with strep throat, the student cannot return to school until a full 24 hours of antibiotic therapy has been completed.
4. **Ringworm.** Students may return to school when therapy has begun. Lesion must be covered at all times.
5. **Undiagnosed Rash.** A student will be sent home if the rash appears to have the characteristics of a potentially infectious illness (i.e. measles, strep), if fever is present, or at the discretion of the nurse.
6. **Chicken Pox.** A student may return to school when all vesicles are scabbed over and he/she is fever free for at least 24 hours without the aid of fever-reducing medication.
7. **Vomiting and/or Diarrhea.** A student may be sent home after vomiting/diarrhea with or without presence of a fever. Those

- students experiencing vomiting and/or diarrhea due to a chronic medical condition will be handled on a case by case basis.
8. Skin Lesions. Any student with an open wound must keep it covered during the school day and while participating in sports or any other extracurricular activity both on and off campus.
  9. MRSA (Methicillin-Resistant Staphylococcus aureus) Infections. All skin lesions must be covered. The student must be under a physician's care with written permission to return to school.

### **Medication Guidelines and Policy**

When it is necessary for your child to take medication at school, the following guidelines are in effect for your child's protection and are in compliance with Indiana Code 20-34-3:

1. *Transportation of medication.* Medication, both prescription and nonprescription, should be transported to and from the Nurse's Office by a parent or guardian. The school nurse or trained designee will administer medications to students. Students are not permitted to have any medication or drug in their possession (exceptions noted in next section).
2. *School Permission to Give Medication.* Parent/guardian permission plus a current prescription, pharmacy label on original container, or written doctor's statement indicating that the medication is to be taken during school hours is required. It will be the student's responsibility to come to the Nurse's Office to receive the medication at the designated time. If it becomes necessary to give a student medication that is not kept at school, a parent/guardian may make arrangements to come to school to administer the medicine to their student with the nurse's permission.
3. *Original Container.* ALL medication, prescription or nonprescription, should be in its original container. A prescription medication will already have the pharmacy label with the name of the student, name of medication, dosage, and time to administer. If a nonprescription medication is needed during school hours, the parent/guardian may discuss this with the nurse. The student's name should be clearly written on the nonprescription container.
4. *Termination of Medication.* If a medication is to be discontinued, the parent/guardian should notify the school nurse.
5. *Storage of Medications.* Medications are stored securely in the

- Nurse's Office.
6. *Narcotics.* No prescription narcotics will be administered during school hours. For safety reasons, students who require narcotic medication to manage pain are asked to remain at home until the narcotic pain medication is discontinued.
  7. *Over-the-Counter Medications.* With parent/guardian consent, Cathedral High School students may request over-the-counter (OTC) medications to be given on an "as needed" basis, following recommended dosing on the medication instruction label.
  8. *Treatments.* These therapies may be used to treat minor illnesses and injuries and relieve discomfort: artificial tears/saline eye drops, contact solution, eye wash (buffered solution), Afrin nasal spray for prolonged nosebleeds, Anbesol, lip balm, Oragel, Chloraseptic throat spray, cough drops (menthol or pectin), antibiotic ointment, antiseptic wound cleanser, calamine gel or lotion, moisturizing lotion, peppermints, Tums, hydrocortisone 1% cream, Sting-Eze swabs, Vaseline, pulse oximetry, spacers for inhalers, peak flow meters, heating pads, cold packs.
  9. *Field trips.* A designated Cathedral staff member supervising students during off campus for field trips, retreats, or other off-campus outings will assume responsibility for the health needs of the students in their care. If an activity is outside of the regular school day, the parent/guardian is responsible for communicating any medical needs to the supervising staff member.
  10. *Allergic Reactions.* Diphenhydramine (Benadryl) and a school issued EpiPen are available both in the Nurse's Office and the Front Office for severe or progressing allergic reactions or anaphylactic emergencies including but not limited to severe food allergies and insect bites in students (without parental consent), staff, and visitors. Diphenhydramine (Benadryl) may be given per label instructions for mild, severe, or progressing allergic reactions, to be repeated in 4-6 hours if necessary. Epinephrine auto-injector (EpiPen or EpiPen Jr) based on weight label instructions may be administered for anaphylactic reactions. Students with known life-threatening allergies are expected to provide their own epinephrine auto-injector and diphenhydramine. An Allergy Action Plan should be on file in the Nurse's Office.

### **Possession and Self-Administration of Medication**

Students are **not permitted** to carry or self-administer prescription or over-the-counter medication during school or on school-sponsored trips.

**Exception:** Per Indiana code 20-33-8-13, a student with a chronic disease or medical condition may possess and self-administer medication when the following conditions are met:

1. Parent/guardian has given permission for the student to carry and self-administer the prescribed medication. An Asthma, Allergy, or Diabetes plan should also be on file in the Nurse's Office.
2. A physician states in writing that the student has permission to carry and self-administer the prescribed medication for the student's acute or chronic medical concern. This must be updated annually.
3. The student understands the purpose of the medication, when to take the medication, and has been instructed on how to self administer the medication.
4. Medications that may be carried and self-administered by students include inhalers for asthma, diphenhydramine (i.e. Benadryl) or epinephrine auto-injector (i.e. EpiPen) for severe life threatening allergies, and/or diabetes management supplies and medications.
5. Diabetic students may carry all medication and supplies as permitted by Indiana code 20-34-5 and may store extra supplies, emergency glucagon, and insulin in the Nurse's Office as needed. Parents should provide the nurse with an individualized Diabetes Plan at the beginning of each school year and when changes are made. The Diabetes Plan should be signed by both the student's physician and the parent/guardian.

### **SCREENINGS**

Sophomore students will have a hearing screening in accordance with Indiana mandates.

### **HEAD LICE**

Head lice are a nuisance, but they do not spread disease and are not a health issue. If a student presents to the clinic with an active case of head lice, the school nurse will inform the parent of the active infestation. Information about head lice identification, treatment, and prevention may be provided. Parents/guardians have the primary responsibility of assisting

in the prevention and management of head lice cases through regular checks of their children's hair and starting immediate treatment when head lice are detected. The need to exclude students from school will be determined on a case by case basis. Our policy is supported by the Marion County Health Department, National Association of School Nurses, and the American Academy of Pediatrics.

## **STUDENT PHILANTHROPY POLICY**

In an effort to promote a culture of philanthropy at Cathedral High School, all students will be required to fulfill a philanthropy requirement each year. Students can fulfill this requirement by participating in one of the following activities:

- Fully participate in the Luck of the Leprechaun Student Raffle
- Attend school on Thursday, October 20, 2017, to participate in a school wide philanthropy service project

The Luck of the Leprechaun Student Raffle will take place from Wednesday, August 30 through Friday, September 22, 2017. Each student will be provided 25 raffle tickets and encouraged to sell them prior to the conclusion of the Luck of the Leprechaun Student Raffle. Proceeds from the Student Raffle will be used to support tuition assistance and approved clubs, teams and student organizations. Students will have the opportunity to designate a portion of each ticket sold to an approved club, team or student organization. Students who sell 25 or more raffle tickets will not be required to attend school on Thursday, October 20, 2017. Students who do not sell 25 tickets will be provided the opportunity to fulfill their philanthropy requirement by attending school on Thursday, October 20, 2017, to participate in a philanthropy service project.

If a student is having trouble selling his or her raffle tickets, he or she can consult with Mr. Howard Fogel, Student Philanthropy Coordinator, hfogel@gocathedral.com.

***Students who do not fulfill their philanthropy requirement by participating in The Luck of the Leprechaun Student Raffle and choose not to attend the Day of Philanthropy on Thursday, October 20, 2017, will face disciplinary actions that may include not being promoted to the next semester.***

***NOTE: Parent's calling in their child's absence on Thursday, October 20, 2017, is NOT considered an excused absence.***

Questions should be directed to Mr. Howard Fogel, student philanthropy coordinator, hfogel@gocathedral.com, or Mr. Nick Torres, director of major gifts, ntorres@gocathedral.com.

## **CATHEDRAL STUDENT RESPONSIBLE USE POLICY (SRUP)**

### **PURPOSE AND SCOPE:**

Cathedral High School provides its students with a variety of technology resources consistent with the school's mission. This document applies to the following resources, which include, but are not limited to computers, laptops, cell phones, iPads, servers, printers, databases, network storage, digital media, software applications, library catalogs, communication technologies, internet access, and email. It also governs personal devices to access Cathedral's network as well as off-campus behaviors that infringe upon the education environment on campus, independent of whether the device is school-owned or personal.

Cathedral High School appreciates that freedom of expression is a fundamental right. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. One means by which Cathedral facilitates the exercise of this right by our students is to provide a computer system that permits students to access and use the wealth of information available on the internet. Although the internet has great ideas for sharing knowledge, it also has the potential for misuse. This Student Responsible Use Policy (SRUP) will outline some of those cautions, provide direction for the use of the resources, and allow you to confirm your commitment with this SRUP.

Outside of school, Cathedral parents and guardians bear responsibility for the same guidance regarding internet use as they exercise with information sources such as television, telephones, movies, and other media. Cathedral expects that in using the internet and other media both at homes and at school, students will act lawfully (for example, downloading illegal software, music, movies, or sexting, etc. is not acceptable). Additionally, we expect that students shall, at all times both at home and at school, act responsibly and exercise good judgment and a high degree of personal ethics, consistent with our Code of Conduct.

This is particularly important in regard to information and data that may be placed on the internet or communicated via other media relating to students, faculty members, staff, and in regard to Cathedral High School itself.

### **PRIVACY EXPECTATIONS**

Each individual student must exercise his/her own discretion and judgment as to whether he/she creates or participates in social media, or whether he/she uploads any video, pictures, or other content. The same holds true in regard to a student's decision to access the internet to create a personal profile or to comment on any other individual or Cathedral High School. The student must recognize that any material posted or accessed—even in seemingly secure places or private threads—ultimately creates a digital footprint, and is not private at all. If a student fails to act responsibly in that regard, the information and content placed on the internet or communicated via other media can have a seriously harmful effect on others.

Cathedral will not monitor any individual's use of the internet and other communications media while off campus. We do have an appropriate interest in ensuring that all individuals associated with the school are treated with respect and dignity at all times as stated in the Code of Conduct. This is a serious responsibility that each student accepted upon his/her enrollment at Cathedral. It is a responsibility that students owe to their peers, faculty members, and staff members. Cathedral cares just as much about how students behave at off-campus and non-school-related events and functions as we do regarding their school-related conduct.

As a consequence, when students are granted the privilege of using any of the following resources, which include, but are not limited to computers, laptops, cell phones, iPads, notebooks, servers, printers, databases, network storage, digital media, software applications, library catalogs, communication technologies, internet access, and email at school (whether on personal devices or on Cathedral devices), there is no expectation of privacy in those items and they may be subject to review by faculty staff members at any time.

### **GOVERNMENT LAWS**

When using technology resources and equipment, students must comply with all United States, Indiana, and local laws. This includes but is not



limited to the law of:

- Computer Fraud and Abuse Act
- Copyright
- Defamation
- Electronic Communications Privacy Act
- Obscenity
- Pornography in any form
- Privacy
- Sexting laws
- Trademark

### **RESPONSIBLE USE**

Cathedral expects students to adhere to the Code of Conduct and act responsibly at all times. Accordingly, the following standards shall be followed by students in regard to content placed or accessed on the internet and other media:

- All content must be in compliance with the school's Code of Conduct.
- Network resources and/or content may not cause or result in harm, injury, embarrassment, or disruption to the school, its members, or resources.
- No person may access another individual's information or files without permission (unless such information and files have been made available voluntarily).
- Use only those information-technology resources that are authorized as appropriate use and use them in the manner to the extent authorized.
- Never use Cathedral network equipment and/or resources to post, view, print, store, or send obscene, pornographic, sexually explicit, or offensive material.
- Understand that uses of technology resources are not completely private.
- Use appropriate language and images in all electronic or digital communications and/or postings.
- Follow the guidelines set forth by their teachers for classroom use of electronic devices. Devices outside of those guidelines may be confiscated by the teacher and turned over to the vice

principal for student conduct.

- Print only school-related material and limit the use as defined by the Department of Information Services.
- Students should also not accept “friend” invitations from teachers unless it relates to official school business—class, athletic team, or student organization.
- The use of social networking sites or apps are not allowed during academic hours using the Cathedral network unless otherwise instructed by faculty or staff for academic purpose in class.

### **iPAD EXPECTATIONS**

Students must register their iPad with the Department of Information Services to install management software to help distribute apps and set policy standards of acceptable and appropriate use to network and internet resources.

### **LAPTOP EXPECTATIONS**

Students are allowed to use their personal laptop under the following conditions:

- The laptop/netbook is reported to the Department of Technology to record the serial number and Ethernet/wireless MAC address for network tracking and reporting.
- Virus protection is installed and updated.
- Laptop/netbook is used for academic learning.
- Does not replace the iPad as the required electronic device.

### **CELL PHONE USE**

Many cell phones today function as mini-computers. As such, they are subject to all terms and conditions that apply to other technology devices that use network or internet resources provided by Cathedral High School. Please refer to the Code of Conduct regarding policies governing cell phone usage.

### **OTHER ELECTRONIC DEVICES:**

The Student Responsible Use Policy applies to any device that is capable of connection to, transmitting, or receiving information on Cathedral’s wired or wireless networks. Examples include, but are not limited to, “smart” phones, iPods and other music players, tablet pad or computers, book readers, wireless game players, or equipment used to gather, analyze data

for academic or research purposes.

### **POLICY ENFORCEMENT AND SANCTIONS**

Cathedral High School reserves the right to discipline students for violation of this policy in accordance with discipline procedures outlined in the student Code of Conduct and violations are subject to a full range of sanctions up to and including expulsion.

Cathedral reserves the right to define as “inappropriate use” conduct that is not specified in this policy. Cathedral reserves the right to inspect any activities, accounts, or devices of individual users including login sessions, communications, personal devices without notices, unless otherwise prohibited by law. Cathedral High School may inspect any technology device under circumstances when Cathedral determines inspection is necessary, including, but not limited to:

- The protection of the integrity, security, or functionality of Cathedral, its members, or other information technology resources, or to protect Cathedral, its members, and resources from harm.
- There is reasonable cause to believe that the student has violated, or is violating, any Cathedral High School policy or applicable civil or criminal law, or
- Any information technology resource appears to be engaged in unusual or unusually excessive activity, as indicated by monitoring of general activity and usage patterns.

Under normal circumstances, the vice principal for academic affairs, vice principal for student services, vice principal for student conduct, and/or in consultation with the chief information officer must approve in advance any individual inspection, other than what is voluntary, required by law, or necessary to respond to emergency situations.

Some violations may constitute criminal offenses as defined by local, state, or federal laws and Cathedral reserves the right to report those violations to the appropriate authorities.

### **CONCLUSION**

If any student has any questions about this policy, he/she may contact

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David L. Worland, principal. Similarly, if a student has any concern regarding whether certain content should be placed on the internet or other media, he/she is encouraged to consult with Kathy Saum, vice principal for student conduct, prior to doing so in order to avoid any future issue.

## **GENERAL SCHOOL INFORMATION**

### **SCHOOL CODE NO. 151660**

#### **ACT**

Students should check with counselors concerning dates, times, and locations for the American College Test (ACT).

#### **ANNOUNCEMENTS**

Announcements are sent to students via the school email system. Students must check daily to ascertain information. This information is also located on the Cathedral website: [www.gocathedral.com](http://www.gocathedral.com). Many announcements can be found on the TV in the student entrance.

#### **COUNTY**

This is a relationship building program whereby each student is placed into one of ten counties. These counties are broken down into towns. Each town meets on Day 3 to discuss topics of importance at school and in the lives of teens. It is hoped that relationships are developed between students of different grades as well as with adults. Research indicates that building strong adult relationships build important assets for teens.

#### **FAX**

The fax number is (317) 542-1484 for the Business Office or (317) 543-5050 for the Guidance Office.

#### **END-OF-COURSE ASSESSMENTS (ECA) OR ISTEP**

All students must pass the Algebra 1 ECA or ISTEP and the English 10 ECA or ISTEP in order to graduate.

#### **HIGHLIGHTS**

The Cathedral Highlights is a publication mailed to parents, alumni, and friends of Cathedral throughout the country. The publication highlights the significant events, activities and accomplishments taking place at

Cathedral High School today, as well as alumni news and updates. The Highlights is published twice a year at the end of each semester.

### **HOURS**

School hours are from 7:50 a.m. to 3:05 p.m. The exceptions are Days 2 and 5, which can vary from 8:20 a.m. to 8:40 a.m. Office hours are from 7:15 a.m. to 4:30 p.m.

### **IDENTIFICATION CARDS**

Students receive insurance coverage by a school insurance policy beginning one hour before school begins until one hour after school ends and at school-sponsored events. The insurance is also in force while the student is participating in, practicing for, or traveling to or from any school-sponsored event. The school insurance is secondary to any private insurance carried by the student's family. For an explanation of coverage and the proper procedure for filing claims, contact the business office or visit [www.gocathedral.com/studentinsurance](http://www.gocathedral.com/studentinsurance).

### **INSURANCE**

Students receive insurance coverage by a school insurance policy beginning one hour before school begins until one hour after school ends and at school-sponsored events. The insurance is also in force while the student is participating in, practicing for, or traveling to or from any school-sponsored event. The school insurance is secondary to any private insurance carried by the student's family. For an explanation of coverage and the proper procedure for filing claims, contact the business office.

### **LATE ARRIVAL**

This is a senior privilege only. Students with parent approval may begin their day at the start of the second period of the day.

### **LOST AND FOUND**

The lost-and-found boxes are located in the main office and in the Shiel Student Life Center. All unclaimed items left on or around the school grounds should be placed in the lost and found box. All unclaimed items will be donated to charity. Students will be notified prior to the donation. All books turned into the lost and found will be kept in the office.

### **MAKEUP DAY**

If the school needs to be closed for any reason, a "makeup" day will be

scheduled if the state requirement is not met by the existing calendar year. Days that school is closed unexpectedly, including for inclement weather, will be eLearning days.

### **MASS**

Mass is offered in the chapel at 7:15 a.m. on many week days, except on days when there is an all-school liturgy. A communion service is offered on the days mass cannot be offered. Students are required to attend the all-school liturgies and services held periodically throughout the school year.

### **MEDICAL RECORDS**

Cathedral High School requires certain medical information and emergency forms, including immunization records mandated by state law, to be on file in the office. The absence of these records could result in the student's suspension from school.

### **MESSAGES TO ADMINISTRATION AND STAFF**

All employees of Cathedral High School have phone/voicemail and email accounts which are published in the Staff and Faculty section of the website, [gocathedral.com](http://gocathedral.com), in the "About Us" section. Those extensions are also located in the front of this booklet.

### **MOTTO**

School motto is "Ipsa duce non fatigaris" which means, "with her leading, you will not tire."

### **PARENT WITHDRAWING FROM CATHEDRAL**

Cathedral recognizes that the parent is the primary educator of the child. Thus the education of the child is a partnership with the parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his/her child. This is a very serious decision that is not made lightly.

### **PARENT VOLUNTEER OPPORTUNITIES**

Parents at Cathedral High School are an important part in the life of the school. We encourage parents to help in any of the following organizations as their time permits. They are: Mothers Club, Booster Clubs for theatre, band, and choir, and various athletic programs and

clubs. Many administrative offices can also use volunteers. Information is provided directly from these organizations seeking your help.

### **PEER MENTORING**

Established in 1982, the peer counseling program helps bridge the gap between the new freshmen students and the counseling staff through the use of peers. Peer counselors are seniors who have been selected by the guidance staff to perform this important function.

### **PRAYER**

Each school day begins with prayers over the intercom system and each period often begins with prayer in the classroom. Each day ends with a blessing/prayer.

### **PSAT**

The Preliminary Scholastic Aptitude Test (PSAT) is administered to sophomores and juniors each year at no cost to the student. The purpose of the PSAT is to acquaint students with the format of the Scholastic Aptitude Test (SAT) and for juniors; the test is used to qualify students as National Merit Scholars.

### **PUBLICATION OF EDUCATION DATA**

Cathedral High School reserves the right to publish any post education data. Any parent who desires strict privacy concerning these matters should file a written request with the registrar's office.

### **RESOURCE PERIOD**

Students are encouraged to build a resource period into each semester's class schedule. The period can be used to study, to receive tutoring or to go to the library, computer lab or any extra-approved activity. Resource is held in the Student Life Center and the Media Center. All freshmen will have a classroom resource for the year that is held in a supervised classroom.

### **RETREATS AND DAY OF RECOLLECTION**

Freshmen Day of Recollection is held on October 11th and is lead by the senior class. The theme is "Living the Holy Cross Core Values." Attendance is required. Retreat is off site.

Sophomore Day of Recollection fosters class unity and the importance of God in our students' lives with the theme, "Opening the doors to the Holy Cross Core Values." Students are divided into four groups and meet off campus. Attendance is required.

Retreats for juniors are overnight experiences held three times a year at CYO Camp and are facilitated by seniors. There is a separate retreat for girls and boys. Retreats involve personal and group reflection and help to strengthen the student's relationship with God, themselves, and others. This is a voluntary retreat.

Senior retreats are held six times per year and are led by college-age alumni and adults. Participation in senior retreat is strongly recommended. If students' applications have not been received before August 31st, 2017 seniors will automatically be assigned to a retreat to attend. This is being done in an effort to assure all seniors have the ability to attend this important Cathedral tradition.

### **SAT (SCHOOL CODE NO. 151660)**

Students should check with counselors concerning dates, times and locations for the Scholastic Aptitude Test (SAT).

### **SCHOOL PICTURES**

School pictures are taken at Cathedral by a professional photographer and will be used as part of the student ID card. Coaches will notify players about dates and times for team pictures.

### **SENIOR PRIVILEGES**

Seniors occupy a special role at Cathedral High School. Their maturity and leadership are important to the success of each school year. Seniors are expected to provide responsible leadership for younger students. Seniors may schedule classes for late arrival. Seniors may wear college/university sweatshirts to school with a uniform shirt underneath. Seniors have their own mailboxes in the Guidance and College Advising Center.

### **SCHOOL CLOSINGS**

In the event that the school will need to close or be delayed, information can be found on local radio and TV stations and on the school website. In addition, alerts will be sent to student iPads and families may receive a call, email, or text from the school. If school is canceled because of



weather, there will be no co-curricular activities that day. However, the principal can make a decision if there is to be a change in the cancellation for an afternoon or evening activity, either athletic or co-curricular event (practice or games). If an exception is granted, then no student can be disciplined for missing any such activities. This policy will work in conjunction with school policies regarding all activities.

### **SPIRIT SHOP**

Location: Cafeteria

Website: [www.cathedralspiritshop.com](http://www.cathedralspiritshop.com)

Hours: Regular school days- 7:15 a.m to 1:30 p.m.

Special schedules may affect hours. The Spirit Shop closes the last day of final exams and opens for Freshman Orientation in early August.

Manager: Sarah Rogozinski

Direct phone: 317- 968-7388

Email address: [srogozinski@gocathedral.com](mailto:srogozinski@gocathedral.com)

Items available for sale in the Spirit Shop (select items also available online through [gocathedral.com](http://gocathedral.com)):

Logo uniform shirts (uniform pants are available at Risse Brothers)

Uniform sweatshirts

Spirit wear apparel

Gift items

School supplies

Paperback English novels required by the English department. (Not summer reading novels.)

Textbooks are not sold at the bookstore. Textbooks may be purchased online through the Cathedral website. The Cathedral Booklist will be posted on the Cathedral website, [www.gocathedral.com](http://www.gocathedral.com) under Spirit Shop Information in the "On Campus" section. Booklist changes and updates occur well into the summer. Please refer to the Booklist for the most current information before purchasing your books. Uniform and textbook information also can be found in the weekly principal's newsletter.

### **TELEPHONE NUMBERS**

Daytime number (7:15 a.m. to 5:00 p.m.): 317.542.1481

Voice Mail messages (any time): 317.543.4942

Direct dial numbers to faculty and staff: 317.968.7(individual's 3-digit extension).

### **TRANSCRIPTS**

Requests for transcripts should be directed to the registrar's office. Transcripts for college admissions applications should be requested early to allow sufficient time to meet all deadlines. Official transcripts will be mailed directly to the requested school(s). Official transcripts will be held if families have an unpaid financial obligation.

### **TRANSPORTATION—SCHOOL VAN SERVICE**

Cathedral High School provides van service to and from school at various pick-up and drop-off locations. Arrangements should be made through the transportation office. Students are charged a transportation fee for the service.

### **WORK PERMITS**

Cathedral offers the service of issuing work permits to its students only. The Chief Officer for Student Affairs will handle the issuing of a work permit. Permits are granted once the "worker" has completed the "Intent to Employ Card."

### **VISITORS**

Students wishing to bring a visitor to school must first obtain permission from student services. Students wishing to bring a shadow student visitor to school must first obtain permission from the Vice President for Enrollment Management. If permission is granted, the parent of the visiting student should make arrangements with the Vice President for Enrollment Management. In general, only prospective eighth grade students or transfer student applicants will be permitted to visit during the school day. No visitors will be permitted on semester exam days or on other designated days.

All visitors to Cathedral during school hours are required to wear a visitor emblem and sign the "in and out" sheet at the front desk. Students from other schools wishing to visit Cathedral students must seek permission to do so from the Vice Principal for Student Affairs the day prior to the date of the visit.

## **CHRISTIAN SERVICE REQUIREMENTS 2015-2016**

*“When the Son of Man comes in his glory, and all the angels with him, he will sit upon his glorious throne, and all the nations will be assembled before him. And he will separate them one from another, as a shepherd separates the sheep from the goats...Then the king will say to those on his right, ‘Come, you who are blessed by my Father. Inherit the kingdom prepared for you from the foundation of the world.*

*For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me.’ Then the righteous will answer him and say, ‘Lord, when did we see you hungry and feed you, or thirsty and give you drink?... And the king will say to them in reply, ‘Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.’  
Matthew 25:31-40*

Completion of the Christian Service Program is a graduation requirement. One full credit of Christian Service is required for graduation. The Cathedral Christian service requirement will be based on the Gospel imperative of Matthew 25 that requires service to the poor and vulnerable if we wish to enter the Kingdom of Heaven. Each student must complete service hours as specified below for each academic year.

**Freshmen:** 10 hours

**Sophomore:** 15 hours

**Junior:** 20 hours

**Senior:** 25 hours

### **COMPLETION OF THE CHRISTIAN SERVICE REQUIREMENT INCLUDES:**

1. The service project must directly benefit people in the community and reflect Christian values as described in Matthew 25:35-41.

Specifically, the hours must:

- Occur within a non-profit that minister to the poor and vulnerable populations

- Minister directly to the poor and vulnerable as defined in the gospel of Matthew
  - Be supervised by an adult in the service agency
2. Each academic year, students are to select one agency and contact a representative to work out a service opportunity.

There needs to be a dialog between parents and the students to put a plan in place with the prospective agency. The students need to contact the agency to see if they are a good fit. Some questions that must be answered are:

- Are there any age restrictions?
- Does a parent need to stay while the student volunteers?
- Are there any training or vaccines that need to be completed in order to volunteer?
- What are the agency's volunteer days and hours?
- How far from is it and what will the transportation needs be?

All of these questions need to be addressed to decide if that agency is a good fit for a particular student and parent, especially if parents need to provide transportation.

The student will then submit the application once this process is complete. The parent's signature is agreeing that this agency is a good fit for your student and **you understand the Time Sheet Deadlines** and consequences for Late Service hours beginning in the 2017-2018 academic year.

## **DEADLINES**

**Applications:** The applications are **due no later than Monday, September 18, 2017**. If the application is not received by September 18, 2017 points will be deducted from the final service grade. **ALL students are required to submit a Service Application** even if you are returning to the same agency so we know you have a plan in place. If your agency is not on the pre approved list Campus Ministry must approve the Service Application, prior to beginning service. Students working on service over the summer must submit the application for approval prior to service.

**Time sheets:** Deadlines for completed Service Hours are:  
**Freshman and Sophomore Timesheets are due Monday, January 29th**

**Junior and Senior Timesheets are due Monday, April 23rd**

\*Students **must** submit both the Time & Evaluation Sheets.

**Reflections:** Theology teachers will provide a rubric for the oral reflection. These can also be found on the Christian Service webpage. Grading Scale can also be found there. Each student will give a brief talk to their Theology class. The student is responsible for scheduling their time with their teacher.

**\*\*Service hours that are not completed by the deadline will result in immediate suspension of ALL extra curricular activities including sports.**

1. Late Timesheets / Presentations will lower Christian Service Grade to an automatic "C".
2. Failure to complete will result in a failing grade. In order to remove the 'F' from the report card students must complete the service for the grade to be changed from an 'F' to a 'D', for failure to complete in the given time.
3. Service hours must be done outside class time and documented by the on-site supervisor on the official time sheet form.
4. IB students' Christian Service Hours may count as part of their IB "Creative Action Service" requirement.
5. Regarding mission trips: Qualifying trips during the summer or during the school year before the deadline may be counted for the current school year. Spring trips may be approved on an individual basis for the following year.
6. Students should remember they are representing Cathedral High School as well as themselves. Any problems or incidents during service should be reported the site supervisor and to Cathedral's Campus Ministry department.
7. Students must complete these service requirements in order to move on to the next year. Seniors must complete their requirements by the published deadline in order to receive their graduation diploma.
8. Though the school recognizes the importance of many activities that provide opportunities for volunteer work and for education in the faith, the following are ordinarily **NOT** approved:
  - a. Private arrangements with private individuals
  - b. Recreation programs or vacation Bible schools.
  - c. Summer camps not specifically designed for handicapped or other special needs groups.

Christian service project application forms can be found on the school's website in the "Faith" section.

## **TECHNOLOGY SUPPORT CENTER (TSC)**

The TSC will be open from 7:30-4:00 M-F to help with any school related questions concerning technology and applications. After hours help can be arranged through email to TSC personnel. Remember to bring your iPads charged to school every day and participate in good digital citizenship habits.

Students are able to make copies in the Library/Media Center, Loretto Hall, Cunningham, and the in Shiel Student Life Center-basement. Please log into the Toshiba copiers with your school credentials. Each student has a specific allotment of copies allowed per year. Once this amount is exceeded, there will be a charge of 10 cents per black and white copy. Color copies are 25 cents per page. Please pay in the Library Media Center. The lost and found location for iPads is in the TSC. Please return iPads to this location. If you have lost your iPad please report immediately to the TSC. Taking other students iPads is a serious felony that will be reported to the police and a permanent criminal record will occur along with possible jail time. Remember to turn Find My iPad ON to help locate your iPad.

All iPads will need to have the Mobile Iron Management system installed. If Mobile Iron is removed you will be sent an email from Technology with the instructions on how to reinstall. Please visit TSC for further instruction. If you fail to do this, detentions will be issued. Also, "jailbroken" iPads are not permitted for school use.

In the event that your iPad is damaged or missing, the TSC may be able to assign you with a short-term loaner iPad. A liability form will need to be signed, and the length of time will be discussed with TSC. Please take extra care of all loaners.

## **TUITION PAYMENT POLICY**

Cathedral High School is a tuition-based institution and, as such, is dependent on the timely collection of all tuition and fees.

The completion of the online registration process creates a contract

between each family and Cathedral High School for the timely payment of tuition and fees. Each family agrees to the terms of this policy as they register online.

Cathedral High School had adopted the following tuition-collection policies:

- A copy of this policy will be provided to all families on our website in the "Important Messaging Section" of the Student Account Center as well as in the student directory handbook, Bluebook.
- The business office of Cathedral High School and Tuition Systems monitor all student-related payments. In the event payments are not in compliance with payment option selected by the family on behalf of the student(s), the business office will contact the family and attempt to ensure compliance.
- If there is no resolution via a written agreement with the business office, the student will not be allowed to return to school. It may also result in progress reports and grade cards not being provided, transcripts not being provided to colleges, universities, or other parties, denial of participation in graduation-related activities, and/or diplomas not being awarded.

If after a reasonable amount of time and effort, there are remaining balances due Cathedral High School and no separate written agreement has been reached for the past due amounts, the business office is required to send the unpaid account of the family to a collections attorney of the school's choosing for full restitution including all costs of collection and attorneys' fees.

**Failure to pay tuition in a timely manner is unfair to those who pay promptly and adversely affects the financial position of Cathedral High School. To pay your tuition, set up payment plans, or check your tuition statement, please use our online Tuition Management System (TMS).**

Effective 5/1/2015

## **ATHLETIC POLICY HANDBOOK**

Athletic Office Phone: 317-968-7314

Athletic Fax: 317-543-5054

Athletic director: Doug Seagrave, dseagrave@gocathedral.com

Association athletic director: Terry Fox, tfox@gocathedral.com

### **PURSUE PERFECTION, EXPECT EXCELLENCE**

At Cathedral High School, we recognize athletics as co-curricular activities, contributing to the holistic education of the student. We also realize that athletics teaches many life-lessons that may not be found in the classroom. The most significant role of interscholastic athletics is that of the total development of the student-athlete. We support participation in more than one sport by our athletes.

### **PROFILE**

Cathedral High School has a proud athletic history. The diversified high school program offered by Cathedral provides over 1200 students with competition in 20 IHSAA sanctioned and 5 non-IHSAA sanctioned sports.

As a member of the Indiana High School Athletic Association (IHSAA), Cathedral offers varsity competition in the following sports:

- |                          |                           |
|--------------------------|---------------------------|
| 1. Baseball (Boys)       | 11. Soccer (Girls)        |
| 2. Basketball (Boys)     | 12. Softball (Girls)      |
| 3. Basketball (Girls)    | 13. Swimming (Boys)       |
| 4. Cross Country (Boys)  | 14. Swimming (Girls)      |
| 5. Cross Country (Girls) | 15. Tennis (Boys)         |
| 6. Football (Boys)       | 16. Tennis (Girls)        |
| 7. Golf (Boys)           | 17. Track & Field (Boys)  |
| 8. Golf (Girls)          | 18. Track & Field (Girls) |
| 9. Gymnastics (Girls)    | 19. Volleyball (Girls)    |
| 10. Soccer (Boys)        | 20. Wrestling (Boys)      |

Cathedral High School also offers competition in non-IHSAA sanctioned sports. The coaches and athletes must be subject to the rules and regulations of Cathedral High School. These sports are required to have a statewide governing body and are offered as long as there is enough interest, and the team is made up of a majority of Cathedral students. At



present, the following non-IHSAA sports are offered:

- |                     |                      |
|---------------------|----------------------|
| 1. Rugby (Boys)     | 5. Bowling (Girls)   |
| 2. Lacrosse (Boys)  | 6. Hockey (Boys)     |
| 3. Lacrosse (Girls) | 7. Volleyball (Boys) |
| 4. Bowling (Boys)   | 8. Cheerleading      |

Cathedral has a long history of offering club activities for hockey. This activity no longer meets the requirements for sanctioning as a Cathedral High School club or activity. However, participation of Cathedral students with the Central Indiana Knights Hockey team is encouraged.

### **PRIVILEGE TO COMPETE**

Participation in high school athletics is a student privilege and not a student's right. They are students first and athletes second.

### **ACADEMICS**

Student athletes should manage their time in such a way as not to have to miss practices, competitions, or school in order to participate in athletics and achieve success in academics. If this cannot be done, students should not be involved in athletics. Academics must always be a higher priority than athletics.

### **ATHLETIC DEPARTMENT AWARDS**

All athletic awards given by Cathedral High School remain as property of the high school as prescribed by the IHSAA. The school may withhold giving the award or reclaim it if by conduct or appearance, any student brings discredit on the school or the Athletic Department. Awards are given only to students on Cathedral IHSAA and club teams.

The following will serve as specific guidelines in the presentation of awards in sports at Cathedral High School:

1. A Freshman Award shall be class numerals. If an athlete earns an additional freshman award, he/she will receive a certificate only. The freshman award is earned during the Freshman year only.
2. The Junior Varsity Award shall be a certificate.
3. The first Varsity Award earned shall be an eight (8) inch letter.
4. Repeat Varsity award winners will receive a certificate, metal pin-on emblem and a chevron.

### **General Qualifications for an Award**

In all cases to receive an award, an athlete must:

1. Be recommended by the Coach.
2. Complete the season. (Exception: injury)
3. Pass six (6) subjects during the previous grading period.
4. Meet the specific qualifications of the particular sport.

### **Specific Qualifications for an Award**

- A freshman student that completes the season as a member of an athletic team could receive freshman numerals at the conclusion of the season. If a freshman is a member of a Junior Varsity team, he/she will receive numerals only if it is his/her first award. If he/she has already received numerals, he/she will be eligible to receive a Junior Varsity letter.

If a freshman earns a Varsity letter in any sport, he/she will receive the Varsity letter and numerals if numerals have not been earned in another sport. All awards are given at the discretion of the coach after consultation with the athletic director.

- A student may earn a Junior Varsity award at the discretion of the coach after consultation with the athletic director.
- Playing time for Varsity awards is cumulative and only one Varsity letter per sport will be awarded an athlete. Any IHSAA State Championship team will be awarded a special State Champion letter. It is a coach's responsibility to notify the athletic office no later than thirty (30) days after the completion of their season if they want to order patches. These patches are for varsity tournament members only. All awards are given at the discretion of the coach after consultation with the athletic director.

### **Special Awards**

Managerial awards are presented on recommendation of the head coach.

Varsity letters can be awarded to cheerleaders who have completed one full year of service in the varsity cheerleading program. Awards can be presented for additional years of service. All varsity letters awarded for cheerleading are subject to the approval of the cheerleader coach and athletic director.

Senior team members may be awarded a letter for special consideration if they have made a significant contribution to the team. A senior must have participated for at least two (2) consecutive years, including the senior year. The athlete must also end the season in good standing with the school and the athletic department.

In addition to Varsity letters, a total of only five (5) special awards per sport may be awarded. The total team includes Varsity, Junior Varsity, and freshman teams. No other special awards will be given at a school-sponsored banquet. This will keep all sports on an even level of award presentations. The coach has the option to give no (0) awards, one (1) award, two (2) awards, three (3) awards, four (4) awards, or all five (5) awards. The coach will determine what the awards will be called. All awards are to be approved by the athletic director.

If any doubt arises as to the eligibility of an athlete for an award, the head coach should consult with the athletic director.

### **Joe Dezelan Award**

This award is presented annually to a female and male senior athlete.

Criteria for this award are:

- Outstanding leader
- Athlete who plays two or more sports, with senior year participation required
- Positive role model
- Strong character
- Minimum cumulative G.P.A. of at least 3.00

### **Outstanding Senior Female/Male Athlete**

This award is presented annually to an outstanding senior female and male athlete.

Criteria for this award: Athlete must play two (2) or more sports with senior year participation required.

### **ATHLETIC DRESS CODE**

In season organizations, clubs or athletic teams may wear their respective activity shirts only on Fridays during their season. School uniform pants must be worn on these days.

### **ATHLETIC PARTICIPATION**

An athlete is considered part of a team if his/her name appears on the roster when the team participates in its opening contest.

No athlete who is participating in a Cathedral sponsored sport will be allowed to become involved in another Cathedral sponsored sport until his/her season is completed. Thus, an athlete that quits a team or is dropped from a team by a coach for a valid reason will not be allowed to go out for or participate in conditioning programs with another team until the season is completed.

Any unusual circumstances will be discussed with the athletic director and coaches involved.

All student-athletes are encouraged to participate on various athletic teams within the Cathedral High School structure as possible. Coaches are expected to encourage diversity and participation in other sports within Cathedral High School. No coach or coach's agent should put undue influence on an athlete to specialize in only one sport or to be a non-participant. Priority is always given to Cathedral High School interscholastic sports over outside amateur leagues. All coaches must work together in encouraging athletes to participate on various athletic teams within our school system. Coaches should encourage athletes to put all their time and effort toward competing on their high school team and should not encourage them to become involved in an outside athletic program while their season is in progress.

### **ATTENDANCE**

Students must attend school five (5) class periods in order to qualify for participation in an after school activity. Students who are absent from school for five (5) consecutive days due to illness or injury or who are physically unable to practice for five (5) consecutive days due to illness or injury, must present to their coach or athletic trainer a statement from physician holding an unlimited license to practice medicine that they are again physically fit to participate in interschool athletics.

### **CHANGING A SPORT**

If an athlete is cut from a team, he/she may join another team in that sport season. An athlete cannot quit one sport to join another sport until that team is no longer competing. (Example: an athlete may not quit

football to try out for the basketball team). Athletes may transfer from one sport to another during a season only upon mutual agreement of both coaches.

### **CONCUSSION MANAGEMENT**

The Indiana state legislature and Indiana Department of Education require that all parents and students receive educational materials on Concussion recognition, treatment and return to play criteria. This information must be read by both student and parent, and a concussion acknowledgement form must be signed and on file in the Cathedral athletic office prior to beginning sports activity each year. Over the past several years, concussion awareness has become a very important topic in athletics, especially at the high school level.

### **EXPECTED BEHAVIOR OF ALL CATHEDRAL ATHLETES**

All Cathedral High School athletes are expected to represent themselves and Cathedral High School in an exemplary manner at all times. Additionally, all Cathedral athletes are expected to exert a positive influence on their fellow students at all athletic assemblies and at all other school sponsored events.

According to the constitution and by-laws of the IHSAA, the principal in each high school has control over the giving and receiving of awards and medals. Here at Cathedral High School this is done in conjunction with the Athletic Director. IHSAA rule 8-1 and note states: *“Contestants’ conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the Association, (IHSAA) or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school. NOTE: It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school.”*

As a member of the IHSAA, it should be abundantly clear that Cathedral High School is governed by the above quoted by-laws and is determined that they be upheld in both letter and spirit.

Cathedral High School sets the guidelines for discipline of students as outlined in the Student Handbook (Bluebook). All athletes are expected to adhere to the guidelines and policies of the school. The Cathedral High School athletic director will investigate all cases of behavior unbecoming

of Cathedral student-athletes and will recommend action to be taken in regard to withdrawal of athletic awards and/or suspension of eligibility. Some violations will result in an immediate hearing before the Cathedral High School discipline board and that board can make additional disciplinary recommendations. The recommendations of this board are subject to the principal's approval and all coaches and athletes must adhere to the decisions. Any violations of these policies will be dealt with by the discipline board, and/or the vice principal for student conduct and/or the principal. Coaches and members of the athletic department have the responsibility to report any and all violations of department and school policies. Failure to do so could result in disciplinary action to be taken by the athletic director, principal, and/or president.

### **SELF-REPORT CLAUSE**

It is the intent of Cathedral High School to assist students with developing responsibility for their actions and to encourage honesty. Therefore, any student-athlete who voluntarily reports on him or herself as to a first violation of the Code of Conduct before being reported by some other means will be permitted leniency. This student-athlete will pay a lesser penalty for the infraction than stated. He/she will not be permitted to participate in a number of contests equal to 10% or at least one contest of the sport season they are in or will be in next. A scrimmage does not count as a contest for purposes of this section. In cases of substance abuse, the self-reporting student-athlete must participate in a substance abuse awareness session(s) with a qualified professional to receive the benefit of this clause. This Self-Report clause can be used only once during the student-athlete's four year career.

The total penalty will be reduced to 10% of an athletic season if the following occurs: the student or the student's parents or guardians report the violation to the athletic director or a head coach by 8am the next school day; prior to their independent confirmation of a violation. A suspension will not be eligible for the self-reporting clause if: 1.) school personnel are a witness to the infraction; 2.) the incident occurs on school property or at a school function.

### **TOBACCO, ALCOHOL, DRUG AND OTHER SUBSTANCE USE:**

First Offense – Minimum Penalty: Any student-athlete found to have been directly involved with tobacco, alcohol, drugs, and/or other substances will not be allowed to participate in the next 25% of their scheduled athletic

events. Additionally, the student-athlete must enroll in a substance abuse program approved by the principal.

Maximum Penalty: The student-athlete, his/her coach, or the director of athletics could request a hearing with the Cathedral High School Discipline Board to investigate whether further penalty would be warranted. The recommendation of this board is subject to the principal's approval and all parties must adhere to the decision.

Second Offense – Minimum Penalty: Any student-athlete found to have been directly involved with tobacco, alcohol, drugs, and/or other substances for a second time will not be allowed to participate in athletics for 365 days.

Maximum Penalty: The Cathedral High School Discipline Board will investigate all such incidents. If warranted, this Board will make additional recommendations to the principal. The recommendations are subject to the principal's approval and all parties must adhere to the decision.

For sophomores, juniors, and seniors the suspension must be served in a sport in which the athlete competed the prior school year.

### **CARRY-OVER RULE**

If a rule violation occurs such that an athlete cannot fulfill the terms of the penalty for that violation within the sport's regular season, the suspension carries over to the next season in which the athlete participates.

### **SEASONS**

The seasons have been broken down into three: fall, winter, and spring. Athletes are asked to be a positive influence in the school and community during all seasons. Training between seasons is important and athletes found violating training between seasons will be documented to the athletic director and parents. Lack of adherence to the principles of good training and/or repeated violations will result in the student being denied an opportunity to participate in athletics.

The IHSAA and non-IHSAA sanctioned sports shall be played during the following seasons:

FALL

Girls:	Cross Country Golf Soccer Volleyball Cheerleading	Boys:	Cross Country Football Soccer Tennis
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WINTER

Girls:	Basketball Swimming Gymnastics Cheerleading Bowling	Boys:	Basketball Swimming Wrestling Bowling
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SPRING

Girls:	Softball Tennis Track & Field Lacrosse	Boys:	Baseball Golf Track & Field Lacrosse Rugby Volleyball
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**COMMUNICATION**

As a student becomes involved in his/her choice of sports at Cathedral, he or she will experience rewarding moments and times when things do not go as wished. At these times, the best choice is to express any concerns directly to the coach. It is always appropriate for the athlete to discuss position, consideration for future play, treatment, behavior and ways to improve. Also, it is important for each athlete to inform his/her parent(s) and that they are encouraged to discuss treatment, improvement, and behavior with the coach. However, it is not appropriate for parents to discuss playing time, team strategy, play calling, or other student-athletes with the coach.

**PARENT/COACH COMMUNICATION GUIDE**

**Parent/Coach Relationship**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to our students. As parents, when your child becomes involved in our program, you have a right to understand the expectations placed on your child. This



begins with clear communication from the coach of your child's team.

It is important to remember that the first link in the communication network is the one established between coach and student. Encourage your child to speak directly with his/her coach with concerns and questions.

### **COMMUNICATION YOU CAN EXPECT FROM THE COACH**

- Coaching philosophy.
- Expectations the coach has for members of the team.
- Locations and times of all practices and contests.
- Team requirements; i.e.: fees, special equipment, off season conditioning.
- Procedures should your child be injured during practices or contests.
- Discipline that results in the denial of your child's participation.

### **COMMUNICATION COACHES CAN EXPECT FROM PARENTS**

- Concerns expressed directly to the coach.
- Notification of any potential schedule conflicts well in advance.
- Specific concerns regarding a coach's philosophy and/or expectations.

As your child becomes more involved in the programs of Cathedral High School, they will experience some of the most rewarding moments of their lives. However, it is important to understand there may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

### **Appropriate Concerns to Discuss With Coaches**

- Treatment of your child mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

As a parent, it is very difficult to accept your child is not playing as much as you may hope. Coaches are professionals. They make judgments based on what they believe to be best for all students involved. As you see above, certain things can be and should be discussed with your child's coach. Other issues, such as those below, must be left to the discretion of our professional staff.

### **Issues Not Appropriate to Discuss With Coaches:**

- Playing time
- Team strategy
- Play calling and game strategy
- Other student-athletes

There are situations that arise that may require a conference between the coach and parent. This dialogue is encouraged. It is important that both parties have a clear understanding of the others position. When a conference is necessary, the following procedure should be used to help promote a resolution of the concern:

1. Call or email the coach to set up an appointment.
2. If the coach cannot be reached, please call Doug Seagrave, athletic director, at 968-7341. He will make sure the coach contacts you.
3. Please do not attempt to initiate a discussion or confront a coach after a contest or practice. This can be an emotional time for all parties. Meetings in this setting usually do not promote resolution.

### **The Next Step**

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the athletic director to discuss the situation further with you, your son or daughter, the coach, and the athletic director .At this meeting, further appropriate steps can be discussed and determined.

### **GENERAL IHSAA ELIGIBILITY RULES**

These rules should be read carefully and understood thoroughly. Participation in athletics is a privilege earned by meeting the standards set by Cathedral High School and the IHSAA. Any questions regarding eligibility and participation should be directed to the athletic director before endangering athletic eligibility rather than after it is too late. Ignorance of the rules is not an excuse.

1. Rule coverage:  
IHSAA rules apply to all athletic teams and all sports contestants enrolled in grades 9, 10, 11, or 12 participating in any IHSAA recognized contests.
2. Consent and release certificates:  
Between April 1 and the student's first organized team physical

activity, the student shall have had a physical examination from a physician and obtained from said physician the completed IHSAA physical form. Students properly certified to participate in interschool athletic activities, who are absent from school for five consecutive days due to illness or injury or who are physically unable to practice for five consecutive days due to illness or injury, must present to their principal a statement from a licensed physician that they are again physically fit to participate in interschool athletics.

3. Age:

A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA state finals in a sport shall be ineligible for interschool athletic competition in that sport; a student who is nineteen (19) years of age on the scheduled date of the IHSAA state finals in a sport shall be eligible as to age for interschool athletic competition in that sport.

4. Amateurism:

All contestants in sports recognized by the IHSAA must be amateurs in the sport in which they wish to participate. Students shall not play under assumed names nor accept remuneration, directly or indirectly, for athletic participation.

5. Conduct, character, and discipline:

Contestants' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the IHSAA, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.

6. Unsportsmanlike conduct:

Any contestant or coach ejected from a contest for an unsportsmanlike act shall be suspended from the next interschool contest at that level of competition and all other interschool contests at any level in the interim, in addition to any other penalties assessed.

7. Sundays:

There shall be no interschool athletic contests, school practices or school-sponsored clinics held on Sunday. Calling one or more team members together on Sunday for studying scouting reports, viewing films of games, any kind of participation, etc., will be considered a violation of this rule.

8. Scholarship:

To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least six

(6) full credit subjects or the equivalent and must be currently enrolled in at least six (6) full credit subjects or the equivalent.

Undue influence:

The use of undue influence by any person or persons to secure or to retain a student, or to secure or to retain one or both of the parents or guardians of a student as residents, may cause the student to be ineligible for high school athletics for a period not to exceed 365 days and may jeopardize the standing of the high school in the IHSAA.

NOTE 1: Submission of false information and/or withholding information may result in either suspension from membership in the IHSAA or probation for the school for a period not to exceed 365 days.

NOTE 2: This rule shall include any undue influence that may be exerted by anyone on a student who has not yet entered the ninth (9th) grade, to enroll in a school other than their home school.

Undue Influence includes, but is not limited to, the following:

- a. Offer or acceptance of money or other valuable consideration
- b. Reduction or remission of regular tuition
- c. Waiving the legal requirements of transfers
- d. Offer or acceptance of board, room or clothing
- e. Offer or acceptance of remuneration for work in excess of amount regularly paid for such service
- f. Free transportation
- g. Transportation by coach, principal, teacher or school official
- h. Offer or acceptance of school privileges or considerations not granted to other students
- i. Offer or acceptance of residence with coach, principal, teacher or school official
- j. Free rent or reduced rent for parents
- k. Offer or payment of moving expenses of parents
- l. Any inducement to get parents or student to enroll in a particular school or to induce parents to change residence for athletic reasons

## **HAZING**

Cathedral High School is committed to providing the best learning atmosphere for our students. Hazing activities are inconsistent with our

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educational mission and will not be tolerated in the athletic department. The Indiana Code defines hazing as “forcing or requiring another person (1) with or without the consent of the other person and (2) as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury.” The American Heritage Dictionary, Fourth Edition, defines hazing as: “To persecute or harass with meaningless, difficult, or humiliating tasks. To initiate by exacting humiliating performances from or playing rough practical jokes upon.” The Cathedral athletic department will not tolerate actions by student-athletes that recklessly or intentionally endanger the mental, or physical health or safety of a student. This includes, but is not limited to, paddling, beating, branding, exposure to the elements, forced consumption of food or drink, “swirlies,” forced conduct resulting in extreme embarrassment, or any other conduct which could adversely affect the mental health or dignity of another individual. Disciplinary action will be taken against student-athletes who plan, encourage, or engage in hazing activities. Athletic department employees who permit, encourage, condone or tolerate hazing will be subject to discipline.

### **INSURANCE (SECONDARY)**

Coaches and administrators are safety conscious and trained to teach athletes safety measures. The school has supplemental insurance to help cover the costs of an athletic injury. The cost for this insurance is included in student fees and is collected by the business office at the beginning of the school year. The insurance may cover costs not covered by primary insurance. (Forms should be obtained through the Business Office.) Parents must initiate the process.

### **INTRAMURALS**

Students may participate in intramural sports at any time during the school year except members of any IHSAA school team during the authorized practice-contest season. If a student wishes to participate in an intramural contest and is participating in a different sport during the authorized practice-contest season, the coach of that “in season” sport may restrict intramural participation. That expectation should be fully communicated to all players at the beginning of the authorized practice-contest season.

### **MULTIPLE SPORT PARTICIPATION**

The Cathedral High School athletic department supports the concept of participating in more than one high school sport. High school coaches

should not establish expectations “out of season” which would prohibit or restrict a student’s participation in another sport which is “in season.” A student athlete who wishes to participate in more than one sport in the same season (fall, winter, spring) must have prior approval of the coaches and athletic director. A schedule resolving all practice and competition conflicts must be established prior to the season and the student athlete will be asked to designate a “primary” sport if necessary.

## **PHYSICALS**

### **IHSAA Pre-participation Physical**

All student athletes are required each year to have a physical prior to participating in any Cathedral sport-related activity (conditioning, open facility, weights, practice). Cathedral, in conjunction with Methodist Sports Medicine, will have a physical night on the Cathedral campus. The cost of the physical is \$20. The IHSAA Physical Forms are available on the athletic website. Please watch the website as this date gets closer for more details.

## **FIRST PRACTICE REQUIREMENTS**

The following items are to be completed by the athlete and parent/guardian and submitted to the athletic office before the first practice with any team:

- Have an IHSAA physical examination and have supporting student, parent and doctor signatures and turned into the athletic office.
- Have the Concussion and Sudden Cardiac Arrest Acknowledgement forms signed and turned into the athletic office.
- Meet eligibility requirements.
- Have athletic transfer filed (transfer students new to Cathedral cannot compete in interscholastic contests until an athletic transfer is complete).

## **PRACTICES: REGULAR AND VACATION**

All team members are expected to attend all practices. Practice schedules during fall, winter, and spring breaks are set by the coach and only the coach can excuse a student-athlete from practice.

## **SOCIAL MEDIA**

Participation in activities, groups, and teams is a privilege at Cathedral High School. The use of social media by a student considered to be “unbecoming of a Cathedral student” may result in discipline including

suspension or removal from the activity, group, leadership position, or team.

### **SPORTS MEDICINE**

The goal of the Cathedral sports medicine team is to provide high-quality healthcare to our student athletes. The sports medicine team consists of two full-time certified athletic trainers and a designated sports medicine fellowship trained team physician. Our certified athletic trainers are available throughout the school day to evaluate, treat and rehabilitate athletic related injuries. They also provide immediate care of injuries as they occur during practices and games.

### **TRANSFER STUDENTS**

Parents of students who wish to participate in athletics at Cathedral but who have attended another high school are required to complete an Athletic Transfer Report Form when meeting with the athletic director. The transfer will be sent to the student's former school and to the IHSAA for approval. The student cannot become eligible for competition until approval has been granted by the IHSAA. Cathedral High School will strictly enforce IHSAA by-laws regarding student-athlete transfers. Students who transfer without a corresponding change in residence by the parents or guardians will be recommended for "Limited Eligibility" which allows for participation at the junior varsity level only for a period of 365 days. If there is reason to believe that the change of schools involves athletics in any way, the recommendation from Cathedral High School will be "No Eligibility" in athletics for a period of 365 days. Cathedral High School will consider any hardships relevant to the transfer if necessary.

### **WEIGHT ROOM**

No student shall use the weight room facilities without adult supervision. Students are urged to request assistance from the weight room supervisor or coaches when planning and initiating a workout regimen. Cathedral has advanced physical conditioning (APE) classes offered before school (zero hour) and throughout the school day. A full-time strength coach is in charge of the strength and conditioning program. Athletes are strongly encouraged to take the APE classes.