



CATHEDRAL CATHOLIC HIGH SCHOOL

Student Handbook 2011 - 2012

ADMINISTRATION

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President

Michael Deely
Principal

Margaret Mauro
Assistant Principal

David Smola
Assistant Principal/Athletics

Robert Tubbs
Dean of Students

Anne Egan
Curriculum Director

Carolyn Sturz
Business Manager

Elizabeth Tysor
Activities Director

Marlena Conroy
Assistant Dean of Students

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5555 Del Mar Heights Road
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This school handbook belongs to:

Name _____

Telephone _____

CATHEDRAL CATHOLIC HIGH SCHOOL
2011 - 2012 ACADEMIC YEAR

Dear Parent/Guardians and Students,

Our goal at Cathedral Catholic High School is to build a Catholic faith community that fosters the students' abilities to act as people of faith, character, responsibility and academic integrity. We believe by developing policies centered around our mission statement and our core values, we may help our students to grow and mature into young men and women capable of living up to the highest standards as members of the church, the nation and the global community.

This handbook is published each year so that each student and parent knows the policies we use in order to achieve our goals. It sets the framework from which we work in order to provide the best education for our students. Please read the handbook very carefully; it explains procedures and practices for academics, student behavior and communication with faculty, staff and administration.

The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice of any revisions. If there are any questions, please feel free to contact the school at any time.

Sincerely,

The CCHS Administration

ALMA MATER

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

CCHS COMMUNITY PRAYER

Lord Jesus Christ,
Let my gifts change the world.
Help us live the call,
Build the Kingdom.
Veni Sancte Spiritus.

AMEN

FIGHT SONG

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

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MISSION

Cathedral Catholic High School is a Catholic faith community that serves students by preparing them for college and lifelong learning, while providing the character formation necessary for responsible global citizenship.

PHILOSOPHY

Our rigorous program of education is offered in a nurturing community based on the ministry of Jesus Christ and the teachings of the Catholic Church. This education must be student centered, recognizing that each student is made in the image and likeness of God and shaped by differences in interest, ability, family background, economic status, and ethnic heritage. Our goal is to develop a community of learners dedicated to generative, lifelong learning that teaches students to assume responsibility for their own educational and spiritual growth. We pursue this goal by partnering with parents to facilitate this educational process and by modeling intellectual and Christian behavior.

VISION

Our University of San Diego High School heritage and CCHS core values of faith, knowledge, honor, and responsibility guide the growth and development of our graduates to become responsible leaders committed to the Gospel of Jesus Christ. In partnership with parents, we form an educational ministry that is mutually supportive and a community committed to excellence. It is our intent that our graduates carry a spirit of intellectual curiosity and a love for learning on their continuing journey of personal growth. Cathedral Catholic High School will be a recognized leader in Catholic and college preparatory education.

EXPECTED SCHOOL - WIDE LEARNING RESULTS

Cathedral Catholic High School Students are:

People of Faith who:

- Identify and explain the teachings of Jesus Christ and the practices of the Church.
- Interpret and practice the Catholic values of charity and good works.
- Express and apply the Church's social justice tradition.
- Contribute to a school environment that fosters love, compassion and peace.

Skilled Lifelong Learners who:

- Apply knowledge, skills, and intellectual curiosity in the pursuit of higher learning.
- Communicate effectively through the written and spoken word.
- Apply and analyze the tools of technology ethically.
- Solve problems individually and collaboratively.

People of Character who:

- Demonstrate respect for themselves and others.
- Recognize and value diverse people and cultures.
- Work cooperatively toward a common goal.
- Differentiate between moral choices that have positive and negative consequences for themselves, their families, and the community.

Responsible Individuals who:

Demonstrate independence and self-direction as learners.

- Provide service to their community.
- Develop healthy relationships and promote a healthy lifestyle.
- Apply academic knowledge as productive citizens in a 21st Century global society.

GENERAL INFORMATION

SCHOOL OFFICE

The Main School Office and the Attendance Office are open from 7:00 a.m. to 3:00 p.m. Monday through Friday. Both offices are closed on school holidays. Routine phone calls should be made after 9:00 a.m.

| | |
|---------------------|----------------|
| Main School Office: | (858) 523-4000 |
| Attendance Office: | (858) 523-4001 |
| Secretary/Passports | Ext. 1128 |
| Absences/Tardies | Ext. 1129 |

WHOM TO CALL

The following directory may be of assistance

| ACADEMICS | Ext/Voice Mail |
|--|-----------------------|
| Awards Ceremony | |
| Back-to-School Nights | |
| Grades | |
| Mr. Michael Deely | 1143 |
| ACTIVITIES DIRECTOR (ASB) | |
| Ms. Elizabeth Tysor | 1249 |
| ADMISSIONS OFFICE | 1141 |
| ATHLETICS | |
| Athletic Program / Athletic Facilities | |
| Mr. David Smola | 1123 |
| Trainers | 1121 |
| BUSINESS OFFICE/FINANCIAL AID | |
| Ms. Carolyn Sturz, | 1136 |
| Other | 1135 or 1137 |
| CAMPUS MINISTRY & CHRISTIAN SERVICE | |
| Christian Service Program | |
| Ms. Dawn Brannman | 1221 |
| Liturgies | |
| Mrs. Sandi Blackstone-Gardner | 1218 |
| Pastoral Counseling | |
| Mrs. Mary Jimenez | 1300 |
| Fr. Brian Kelly | 1106 |
| Student Retreat Program | |
| Mrs. Stephanie Ladisa | 1298 |

COUNSELING OFFICE

| | |
|--------------------------|------|
| Academic Counseling | |
| College Applications | |
| Graduation Requirements | |
| Scholarships | |
| Student Schedule Changes | |
| Mrs. Sharon Rubalcava | 1193 |

CURRICULUM

| | |
|-----------------------------|------|
| Academic Program | |
| A.P. Program | |
| Field Trips/ Guest Speakers | |
| Textbooks | |
| Mrs. Anne Egan | 1102 |

DEVELOPMENT OFFICE

| | |
|---|------|
| Annual Fund | |
| Endowment | |
| Gala | |
| Legacy Dinner | |
| Planned Giving | |
| Public Relations | |
| Mrs. Antoinette Moriarty | 1119 |
| Capital Campaign/Secondary Education Initiative | |
| Mrs. Eileen Clifton-Benjamin | 1114 |
| Alumni Committee | |
| Alumni Golf Tournament | |
| Mr. Tim Derenthal | 1118 |
| Alumni Reunions | |
| Grandparents' Day | |
| Scholarships | |
| Mrs. Shauna Mattix | 1117 |
| Publications | |
| Ms. Marissa Pansoy | 1116 |

DEAN'S OFFICE

| | |
|--------------------|------|
| Absences & Tardies | |
| Crisis Team | |
| Discipline Issues | |
| Dress Code | |
| Locker Assignments | |
| Mr. Robert Tubbs | 1127 |

INFORMATION

Appointments with Teachers
Athletic Schedule
School Holidays and Vacation
Receptionist 1000

LIBRARY 1133

LEARNING CENTER

Mrs. Margaret Billy 1309

NURSE

Health Counseling
Immunizations
Insurance Claims
Medical Records
Mrs. Deb Hilinski
Mrs. Sarah Virissimo 1126

PRESIDENT'S OFFICE

Board of Directors
Foundation/Corporate Grants 1115

STUDENT STORE

Mr. Dan Geiger 1122

STUDENT SERVICES

Admission
Campus Facilities Scheduling
Co-Curriculars
Faculty
Graduation/Grad Night
Senior Events
Student/Transfer Orientation
Ms. Margaret Mauro 1144

TECHNOLOGY

Mr. Sean Doyle 1151
Training
Mrs. Rosemary Burson 1131

TRANSPORTATION

Parking Lot Assignments
SchoolPool (Carpool Information)
Mrs. Sharalle Nunes 1127

TRANSCRIPTS — REGISTRAR

Address Changes (Student/Family)

Report Cards/ Transcripts

Mr. Sean Green

1147

WEBSITE

Mr. Sean Doyle

1151

PHONE CALLS

Emergency phone calls/emergency messages for students, **from parents only**, should be directed to the Attendance Office (858 523-4001). Transportation arrangements should be made PRIOR to the start of classes.

E-MAIL ADDRESSES for all faculty and staff consist of first initial, last name @cathedralcatholic.org

WEB- SITE ADDRESS is www.cathedralcatholic.org

VOICE MAIL

If you'd like to leave a message for Administration, Faculty or Staff at any hour, 24 hours a day please call **(858) 523-4000 and follow the prompts.**

APPOINTMENTS WITH ADMINISTRATORS:

Secretaries:

James Tschann

Mrs. Lindsay Walliser

1115

Mr. Michael Deely, Principal

Mrs. Tina Mendes

1143

Ms. Margaret Mauro, Assistant Principal

Ms. Linn Sexton

1144

Mr. David Smola, Athletic Director/Assist. Principal

Mrs. Maria Oliver

1123

Mrs. Anne Egan, Curriculum Director

Mrs. Gina Armstrong

1102

Mr. Robert Tubbs, Dean of Students

Mrs. Marlana Conroy, Assistant Dean of Students

Mrs. Sharalle Nunes

1127

ACADEMICS/CURRICULUM

ACADEMIC DISMISSAL

In the following cases a student is subject to academic dismissal:

- 1) Students on academic probation for three semesters.
- 2) Students not satisfying the summer school requirements or requirements set by the Academic Review Board.
- 3) Academic integrity issues resulting from a Disciplinary Review Board Hearing.

ACADEMIC HONESTY

Students at CCHS will be students of character who differentiate between moral choices that have positive and negative consequences for themselves, their families, and the community. Students are expected to pursue their education with a commitment to honesty and integrity in all they do. Students' achievements are expected to reflect their own work and not that of another. Any dishonest means to achieve credit will result in serious consequences.

ACADEMIC DISHONESTY

Consequences for cheating, plagiarism, or any other form of academic dishonesty will include, but are not limited to, receiving zero points, and a detention and referral. Lying to the teacher or the Dean's office may result in further consequences.

The following lists are some examples of academic dishonesty that will not be tolerated at CCHS:

Academic Dishonesty/Cheating

1. Copying any part of someone else's homework, quiz, test, or any assignment designated as individual work and/or knowingly allowing another student/s to copy answers on a quiz, test, or homework assignment.
2. Using any sources, materials, or equipment not authorized by the teacher.
3. Allowing another student to submit your work in their name.
4. Stealing tests, quizzes, answer keys, or any other assignment belonging to a student and/or teacher.
5. Continuing to work after being instructed to stop.
6. Attempted cheating (e.g. intent to use unauthorized notes on a test or quiz).
7. Violating a teacher's stated policy, instruction, or expectation on an assignment, quiz, or exam.
8. Falsifying grades and/or altering a graded assignment with the intention of resubmitting for an improved grade.

9. Allowing yourself and/or another person to achieve an academic advantage by, but not limited to, the following means: talking, gestures, signs, texting, notes, photos, etc.
10. Collaborating on an assignment without prior permission from your teacher.
11. Plagiarism - Plagiarism means using someone else's ideas or words as if they are your own. A passage, an interpretation, or a finding in research that is not your own must be properly documented. Plagiarism can be any of the following:
 - A. Copying another's work verbatim (word for word without acknowledgement).
 - B. Paraphrasing another's work without acknowledgement.
 - C. Patching together a paper using different sources without acknowledgement of all those sources.
 - D. Using someone else's idea or information that is not public domain or commonly known as your own idea.
 - E. Presenting as one's own photographs and/or artwork and not giving proper credit to the original artist.
 - F. Submitting work previously done (or simultaneously done) for another course for credit without prior permission from your teacher.

All students learn the proper use of documentation in their English class. Students are encouraged to discuss proper documentation with the teacher and/or consult the MLA website before submitting assignments, papers, and projects in all classes.

ACADEMIC INELIGIBILITY

Participation in extracurricular activities is a privilege. Academically ineligible students may not hold office or campaign for office in student government, try out for Drama, attend or participate in any extracurricular activities, such as interscholastic sports and club sports, ASB, Campus Ministry, clubs or organizations. Academic Ineligibility will result from any of the following:

1. Grade point average of less than 2.0 for a grading period. The student is ineligible until grades are posted for the next nine-week period and a new scholastic ineligibility list is posted.
2. Two "F" grades. The student is ineligible until grades for the next nine-week period and a new scholastic ineligibility list are posted.
3. Students who do not complete the Christian Service program by the end of their junior year are considered academically ineligible until the needed hours are completed.

Students may change their fall quarter ineligibility status by improving their grade through summer school attendance.

The eligibility of athletes at CCHS is governed by the rules of the California Interscholastic Federation (San Diego Section) and the San Diego City Conference. If there are questions regarding eligibility, the student should check with the Athletic Director.

ACADEMIC PROBATION

Academic Probation is based on the Grade Point Average:

1. One semester lower than 2.0 G.P.A. – a warning letter.
2. Two semesters lower than 2.0 G.P.A. – Academic Review Board with probability of academic probation.
3. Three semesters lower than 2.0 G.P.A. – Academic Review Board with probability of dismissal.
4. These semesters need not be consecutive.

ADD – DROP POLICY

The first three weeks of the first semester are available for limited course changes due to academic level misplacement. Teacher changes are NOT permitted. Classes are scheduled by the computer during the registration process using student request enrollment numbers. Student course request numbers also determine the school's book order that is placed in April. To help students make informed course selections, students receive advice from their teachers and counselors prior to the registration deadline. Students have full access to course prerequisite information in the *Curriculum Guide*. Therefore, CCHS does NOT accommodate open add-drops.

Students are permitted to change classes during the first three weeks of the first semester if misplacement is determined. Approval for a course change must be granted by the Director of Curriculum, who reviews the course change request in consultation with the teacher, counselor and department chair.

ADMISSIONS

Cathedral Catholic High School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational and admissions policies, athletic programs, or other school-administered programs. The Admissions Committee considers each applicant's previous school records, recommendations, and standardized test results.

ADVANCED PLACEMENT & HONORS PROGRAM

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

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

**Students seeking to enroll in Advanced, Honors, or AP courses must meet the prerequisites stated in this Curriculum Guide and follow the prescribed approval and procedures set by each department. Students who do not meet prerequisites or follow the prescribed contracts, approval and procedures will not be enrolled in the Honors or AP course without an Academic Contract signed by their parent(s)*

ADVANCED PLACEMENT TESTING

Advanced Placement exams are given in May. Students must attend all classes during AP testing weeks except on the date of an AP exam. Teachers do not have authorization to excuse students from classes.

CHRISTIAN SERVICE REQUIREMENT

Through the CCHS Christian Service Program, students are provided a structured program by which they can develop their God-given talents in service to others. Potentially, the Christian Service Program allows students to experience Christianity in a dynamic way by actively participating in a wide variety of service opportunities.

Direct Hours (D)

A minimum of forty (40) of the required sixty (60) hours must be fulfilled working directly with those who are in need or disadvantaged. Direct hours are service to the needy, poor, and disadvantaged in a direct, personal, helping way. All sixty (60) hours may be direct.

Indirect Hours (I)

A maximum of twenty (20) of the sixty (60) hours may be fulfilled doing work that does not involve direct interaction with those in need or disadvantaged. Common means of indirect service include: clerical/custodial work, fundraisers, marathons and walkathons, sales, animal care, school/parish/ethnic festivals or meals; Humane Society (animal care); beach/neighborhood clean-up.

Christian Service hours are to be completed at a non-profit organization/agency after school hours, weekends, summers and vacation periods. **Private residences and businesses do not qualify as sites for Christian Service.** If the service opportunity you are interested in is not for a non-profit group, it must be pre-approved by the Christian Service Director. Students may confer with the Director of Christian Service to get approval for other service opportunities of which they are aware. Christian Service opportunities are publicized in the School Daily Bulletin and are posted on the CCHS website. Neighborliness and family related help is not considered Christian

Service in this context; the rationale being both are considered givens, and outreach to one's wider community is not made. The same rationale applies to what a student does for his/her own school, e.g., sports team manager.

Christian Service hours must be documented and submitted to the Director of Christian Service **within three (3) months of completion.** Service hours need to be submitted on-line. After hours are submitted on-line, a Supervisory Form must be turned in to the Campus Ministry Office. Hours submitted on-line will not show up for a student to see until the Supervisory Form is submitted. Forms are available in the Campus Ministry Center or may be downloaded from www.cathedralcatholic.org and clicking on Christian Service. See page 18 for due dates.

Transfer students should meet with the Director of Christian Service to sign a Christian Service Contract which *may* allow for the acceptance of qualifying service hours from another school and/or an equitable adjustment of the required number of hours for graduation commensurate with time actually spent as a student at CCHS.

For the Class of 2015

Discipleship is the goal of the CCHS Christian Service Program. We want our students to have a variety of experiences that will help them grow as disciples.

Each student is required to complete 20 hours of service during his or her freshman, sophomore and junior years of high school. These hours must be completed and submitted to the school at the beginning of each school year.

Students are required to serve in particular areas each year of high school. The areas in which they must serve and corresponding corporal and spiritual works of mercy are listed:

- | | |
|-----------------------|---|
| Freshman Year: | Work with poor/disadvantaged Feed the hungry Give drink to the thirsty Shelter the homeless Clothe the Naked Comfort those who suffer Be patient with others Pray for living and dead |
| Sophomore Year | Work with Children/tutoring/coaching, etc. Share Knowledge Counsel Doubtful Give Correction Be Patient with others Pray for living and dead |

Junior Year**Work with Sick/Elderly etc.**

Comfort those who suffer
Care of the sick
Be Patient with others
Pray for living and dead

During each year 15 hours must be working directly with people in need in the given category. 5 hours may be served for administration purposes: paperwork, fundraising, stocking shelves, etc. or for organizing events in the given area.

A reflection paper will be due following the completion of each year's service

Class of 2013 60 qualifying hours due August 25, 2012

Class of 2014 40 of 60 qualifying hours due August 25, 2012

Class of 2015 20 of 60 qualifying hours due August 25, 2012

Questions about the Christian Service Program may be directed to Ms. Dawn Brannman, Director of Christian Service, 858-523-4000 Ext. 1221 or by email to dbrannman@cathedralcatholic.org.

COURSE LOAD

Students are required to take six classes each semester. Courses may be selected from the following listings: English, Language, Mathematics, Religious Studies, Science, Social Science, and Visual and Performing Arts. Physical Education and Office Aide are not acceptable as solid academic courses.

FAILURES

Any student who fails a course(s) and wishes to return to CCHS the following school year must make up all credits lost due to these failures before he/she is reinstated. A student must take and pass sixty units of credit each academic year.

FINAL EXAM DATES

Final exams will be administered on the scheduled dates only. Teachers will not comply with parent or student requests to alter the dates of finals.

GRADE POINT AVERAGE

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

average required for graduation is 2.0. (Honors/A.P. classes are weighted.)

GRADE PROGRESS

Aeries (Student Information System) allows parents and students to track academic progress during each grading period. Teachers will update grades monthly or more frequently as stated in their syllabus. Teachers are encouraged to contact parents by phone or email if the grade falls below a C- or if other issues arise. Visit www.cathedralcatholic.org for the link under "Academics".

GRADE SCALE

| | | | | | |
|----|----------|---|---------|----|---------|
| A+ | 97 – 100 | A | 93 - 96 | A- | 90 - 92 |
| B+ | 87 - 89 | B | 83 - 86 | B- | 80 - 82 |
| C+ | 77 - 79 | C | 73 - 76 | C- | 70 - 72 |
| D+ | 67 - 69 | D | 63 - 66 | D- | 60 - 62 |
| F | 0 - 59 | | | | |

Grade – Weighted

CCHS has two levels of courses determined by the pace and rigor of the course and ability level of the student. A distinction is made in assigning grade points for Advanced Placement courses and Honors courses:

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

The University of California and California State Universities do NOT accept a "D" grade for any of their required courses. Colleges and Universities recognize completion of a required high school course with a grade of "C" or better. A spring semester grade of "C" or higher in a math or language course will validate a fall semester grade of "D", therefore nullifying the need to repeat the semester. Students are encouraged to repeat all other courses in which a "D" grade was earned to improve college admissions options. CCHS summer school and community colleges are available for this requirement. **Students must repeat all failed semesters in which a grade of "F" was earned in a required course to earn credits for graduation.** The repeated semester must take place in the summer immediately following the end of the academic year in which the grade of "F" was earned. Repeat credits will appear on the CCHS transcript **only** when counselor / administrator approval is filed by the student prior to enrollment in summer school. **Seniors failing a required course in either semester must make an academic plan with their counselor to earn a diploma.**

GRADES

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

The grades issued on the report card have the following meanings:

- A** = Student demonstrates a consistently outstanding level of performance in relation to learning outcomes.
- B** = Student demonstrates an above average level of performance in relation to learning outcomes.
- C** = Student demonstrates satisfactory performance in relation to learning outcomes. Mastery of basic course content is demonstrated, but understanding of more advanced concepts is incomplete.
- D** = Student demonstrates an unsatisfactory mastery of one or more dimensions of coursework in relation to the learning outcomes.
- F** = Student has not demonstrated sufficient mastery of the course in relation to the learning outcomes to earn credit.

Incomplete (I) = Student has not completed the course for good and sufficient reason. Coursework must be completed within three weeks of the end of the semester to earn credit. An incomplete grade that has not been cleared within three weeks of the end of the semester will result in an F.

Withdraw Fail (WF) = Student elects to drop or withdraw from a course beyond the official add-drop period. No credit for the course is earned and the grade is calculated as an F in the GPA.

Pass/Fail = Students meet or fail to meet the stated attendance and coursework expectations as a student assistant or other specified academic contract requiring administrative approval.

GRADES – CONDUCT

O = Outstanding. Student exhibits model behavior in class. Student listens respectfully when teacher or classmate is speaking, brings materials to class daily and stays on task throughout period. He/she does not need to be reminded of student responsibilities. Student follows school rules.

S = Satisfactory. Student follows stated standards of conduct in class. He/she follows teacher directions, brings materials to class and/or rarely needs to be reminded of student responsibilities and/or school rules. Student may have remedied classroom behavior(s) that resulted in “Needs Improvement” or “Unsatisfactory” conduct mark on the quarter Progress Report.

N = Needs Improvement. Student behavior needs to be adjusted so as not to disrupt classroom learning in regards to self and others. He/she needs to more readily follow expected standards of conduct in class. Student may have been sent to office for non-compliance with classroom expectations and/or received detention for any of the following: disrupting/disturbing class, lack of materials, excessive talking, failure to stay on task, eating/drinking in class, excessive dress code infractions. Student regularly exhibits a lack of responsibility by failing to come to class prepared. (Note: See list of detention and referral infractions in Handbook). A student may receive an “N” only twice in successive quarters in a class. In the next grading period, the student will receive either an “S” or a “U” conduct mark.

U = Unsatisfactory. Student behavior continues to consistently disrupt class and/or teacher after multiple warnings. Teacher has discussed behavior with student and issued disciplinary consequences. Student may have been sent to disciplinary office and/or received a referral as a result of poor behavior. Student may have been involved in other serious offenses that have resulted in a referral. Student may have received a “Needs Improvement” conduct mark on the quarter progress report and has not fully corrected behavior(s).

GRADUATION PARTICIPATION

In order to participate in the Graduation Exercises, a student must meet all the requirements for graduation. (Students with ten or fewer outstanding units will be allowed to participate in the graduation ceremonies.) All fees including tuition must be paid before a student is allowed to receive the diploma.

GRADUATION REQUIREMENTS

Each student is required to take a minimum of six courses each semester. Five units are awarded for completion of a semester course. A student must earn 240 units to graduate. The following units are required for graduation:

| | |
|--|----------|
| English (one class per year) | 40 units |
| Religious Studies (one class per semester) | 40 units |
| Mathematics | 30 units |
| Social Science | 30 units |
| Science | 30 units |
| Language | 20 units |
| *Physical Education | 15 units |
| Health | 5 units |
| Electives | 15 units |
| Visual and Performing Arts | 10 units |
| Speech | 5 units |
| **Christian Service Hours | 60 hours |

Graduation requirements will not be waived. CCHS offers required classes during zero period. Summer courses are also available for students who need to fulfill requirements or make up missing units.

*Up to 15 P.E. units may be earned through participation and completion on a CCHS athletic team or online PE offerings in this guide. The Health requirement may be fulfilled by the designated online course. See PE offerings in this Guide.

If a student transfers from a public school to CCHS, the requirement for Religion is waived for the time he/she spent in the public school.

HOMEWORK

CCHS has a *homework link* as part of the CCHS web page. This is a **courtesy only** for students and parents. If the homework page is down or not updated, students are still required to complete homework assignments. Students should continue to write down assignments given in class, as these assignments will be official. Homework is planned to meet the needs of students and to reinforce the development of student growth as responsible individuals and skilled lifelong learners. It is assigned to:

- a) Reinforce or continue concepts or skills that were presented in class;
- b) Foster a student's creativity, discipline, and application of knowledge or skills through practice, enrichment, or research;
- c) Assist a student's mastery of independent learning skills and acceptance of responsibility to follow instructions and complete a task on time.

Homework may **not** be faxed to the school. Fax machines are for business purposes only.

HONOR ROLL

An Honor Roll is published at the end of each semester. First Honors requires that a student have an "A" average or a G.P.A. of 4.0. Second Honors requires that a student have a minimum G.P.A. of 3.6.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences: November 10, 2011.

REPORT CARDS

Report cards are issued every grading period.

REQUIREMENTS FOR PROMOTION

A student's promotion from one year to the next year is based upon the satisfactory completion of all courses in which he/she is enrolled in the academic year.

Sophomore Year: 60 units completed
Junior Year: 120 units completed
Senior Year: 180 units completed
(including all required subjects)

SCHEDULING PROCEDURES

Step 1: Counselors will meet with students in March and April to help determine course selections and discuss new online registration procedures.

Step 2: Teachers will take time during class to explain the next level of courses available to the students in their departments, including prerequisites.

Step 3: Students will bring the *Curriculum Guide* & registration forms home for parent signatures before completing the online registration process.

Students, who do not meet the prerequisites will not be scheduled into the AP/Honors or advanced course without an academic contract signed by their parent(s).

STUDENT SUCCESS PROGRAM

At the start of each Academic Quarter, freshmen students with a GPA below 2.0, or those students who are notified by the administration, are required to participate in the Student Success Program (SSP). The SSP is a program intended to give students access to additional academic resources. Students receive support from the Academic Advisor, NHS peer tutors, and UCSD student tutors. Services available include tutoring, proof-reading and academic counseling. Participants must attend the program for a minimum of four hours per week. A student may be excused from participation with permission from the Academic Advisor or Principal upon verification that he or she is receiving effective, ongoing, private tutoring.

STUDY WEEK POLICY

The week prior to finals is designated as study week. After school activities (excluding pre-scheduled athletic events) and activities during the day are not to be scheduled during this time. Also, during the two-week period of Advanced Placement testing, no in-school activities or after school activities are to be scheduled if they include students who are taking AP exams. The Director of Curriculum must approve any exception to this policy.

TRANSCRIPTS

All courses required for graduation must be taken at CCHS unless previously authorized by the principal. Transfer students are required to submit official transcripts from previous schools to the Registrar for CCHS transcript credit inclusion. CCHS cannot issue an official transcript for classes taken at other schools. Students must request official transcripts from each school attended when applying to colleges.

TRANSFER CREDITS

CCHS does not accept credits from non-approved extension courses, online courses, evening schools or summer schools unless written permission is given prior to enrollment in those courses. Permission is obtained from the Principal only, and these forms are available in the Counseling Office.

TRANSFER STUDENTS

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

1. For a student to transfer to CCHS, he/she must have a 2.0 G.P.A. He/she must have passed all required subjects and have made up any failed subjects in summer school.
2. If a student transfers from a non-Catholic high school, the requirement for Religion is waived for the time he/she attended the school.
3. All other required courses for graduation from CCHS are taken and passed.
4. Weighted courses are accepted as such for transfer students except in grade 9.
5. All transfer students must meet with the Director of Christian Service to determine their status in the Christian Service program. Together they will determine if any hours completed at another school may be transferred, or if the transfer student's required hours will be adjusted.
6. International Students: Prior to attending the first day of class at CCHS, international students must obtain an I20 Student Visa by contacting the Registrar by email.

VALEDICTORIAN/SALUTATORIAN

Those students who are vying for Valedictorian/Salutatorian status must meet the following criteria:

1. The student must attend CCHS for 7 semesters to be recognized as the Valedictorian or Salutatorian.
2. Valedictorian/Salutatorian status will be determined by G.P.A. and other school-wide accomplishments, after the third quarter of the senior year has been completed.

3. Only those courses taken at Cathedral Catholic High School during the regular school year or summer session will be considered for the honor of Valedictorian/Salutatorian.
4. The student vying for Valedictorian/Salutatorian status must take at least six graded courses per semester (T.A's and office aides may not be chosen); also, zero period and seventh period electives that are not weighted courses may be chosen on a pass/fail graded system.
5. Required courses that are taken during summer school will be credited as regular 4.0 courses.
6. If after the third quarter of the senior year, two or more students have the same grade point average, the students will be considered tied and Co-Valedictorians will be named. Grade point averages will be calculated to the hundredth decimal point.

ASSOCIATIONS/BOARD

BOARD OF DIRECTORS

The Board of Directors is constituted by the Bishop of the Diocese of San Diego. The purpose of the Board is to foster and promote programs and policies consistent with the Diocese of San Diego Handbook for Schools and the full expression of the mission, philosophy and goals of CCHS. The Board's responsibilities include: a) approval of the Mission and strategic planning for the school; b) approval of general policies relating to mission, finance, facilities, admissions, public relations and advances; c) to speak with one voice regarding policy through the President of the school. The Board of Directors shall be comprised of a minimum of 7 members and a maximum of 15 members. All should demonstrate a keen interest in promoting the Catholic values of the school. In addition to ex-officio members, potential Board members are nominated by the Nominating Committee for approval by the Bishop and a majority of the Board.

CC CARES PROGRAM

The vision of CC Cares is to provide a program that addresses the concerns of our school community. CC Cares Program is comprised of parents, students and educators working together to assess the design of educational programs and to address concerns from the community.

Our mission is to reinforce Christian values and promote healthy choices for our students and their families through education and community building. Our major objectives for each year are to provide guest speakers for student assemblies and parent evening programs that address community concerns, publish the parent pledge and organize community-building events.

DONS' ATHLETIC CLUB

The Dons' Athletic Club provides support for the CCHS athletic department. Membership fees and proceeds from fundraising are distributed to the athletic program as directed by the school administration.

PARENT ASSOCIATION

All parents or guardians of students enrolled at CCHS are members of the Parent Association. The purpose of this Association is to foster the atmosphere of a Christian community in spiritual, academic, athletic, social and cultural matters. The Parent Association serves as a communication link between parents and the school and encourages support and assistance for school projects and programs.

PRINCIPAL'S ADVISORY BOARD

The advisory board is a representative body whose function is to provide council to the principal in matters relating to the operation of the school. Matters involved in the change are: academic issues, co-curricular activities, discipline policies, counseling procedures, and student evaluation systems. The advisory council's membership includes representatives from the parent association, the alumni/ae, the faculty and the staff.

ATHLETICS

Cathedral Catholic High School offers a full complement of athletic programs that allow the students to use their God given talents in a competitive activity. These activities are meant to promote fair play, self-discipline, teamwork, respect and a life long appreciation of physical fitness. All sports are subject to the rules and regulations of the California Interscholastic Federation (CIF), unless designated a club sport. CCHS also subscribes to the ideals of the CIF "Victory Through Honor" program for all sports.

ATHLETIC CLEARANCE CARD

Three weeks prior to the beginning of athletic season, the athletic department will begin preparing athletic eligibility cards for the students. A student must have a cleared athletic eligibility card and present it to the coach prior to tryouts. A student will not be allowed to tryout without this clearance card. All athletic paperwork must be turned into the Athletic Office.

ELIGIBILITY

1. A student must complete an annual physical performed by a California State Licensed Physician and cleared for participation.

The physical must be completed prior to any participation including tryouts, practices and games.

2. A Participation Form must be completed by the parent/guardian. By signing this form, the parent gives permission for their son/daughter to participate in extra-curricular athletics. Parents must read and understand the inherent risks of extra-curricular athletics before signing the form.
3. A green athletic emergency card must be completed by the parent or guardian. The green card has alternative emergency contacts on the card in case the parents cannot be reached. The coach will carry the cards during extra-curricular athletic activities.
4. CIF Ethics in Sports form is to be signed by the parent/guardian. This form has information concerning the "Victory Through Honor" program. By signing this form, the parent/guardian and student agree to abide by the CIF standards of good sportsmanship.
5. Parent, guardian, spectator agreement must be signed by the parent/guardian. This document outlines the expectations that Cathedral Catholic High School has for all athletic contests and practices, in regard to appropriate behavior by spectators.
6. The student must be academically eligible during the season of play to participate. The student must carry a 2.0 grade point average during the quarter prior to and during the season of sport. If a student fails to meet this requirement, the student may not become a team member, or in the case of an in-season student, may not remain a team member. The student may not practice with the team until they meet the minimum standard.
7. The student must also meet minimum standards for behavior. If a student falls below the standard, the student will not be eligible for sports. Please refer to the section on Disciplinary Ineligibility of the Student Handbook.
8. Transfer students and/or foreign exchange students must meet CIF guidelines for eligibility. Students who are interested in participating in athletics and fall under one of these two categories must meet with the athletic director to discuss eligibility. If necessary the athletic director will meet with the parents/guardians to establish eligibility rules and procedures.
9. A student that is absent more than half the day may not participate in practice and/or games. Extenuating circumstances

may arise from time to time, and the athletic director can make a decision on participation. This would include funerals, verified doctor's appointment and other circumstances.

10. Early dismissals allow student to be dismissed from class early from time to time due to contest scheduling. The athletic director will approve release of the students for these activities. Notification of early dismissal will be through the coach, daily bulletin, and morning announcements. Any student that leaves prior to the scheduled release time is subject to the school's policy regarding truancy. Students must adhere to the above stated information. Any violation may affect the student's eligibility status and future participation at Cathedral Catholic High School in extra-curricular activities.

FALL SPORTS

| | |
|----------------|---|
| Cross Country: | Varsity, Junior Varsity (Boys/Girls) |
| Field Hockey: | Varsity, Junior Varsity (Girls) |
| Football: | Varsity, Junior Varsity, Freshman (Boys) |
| Golf: | Varsity (Girls) |
| Sailing: | Non CIF Varsity Sport (Coed) |
| Tennis: | Varsity, Junior Varsity, Novice (Girls) |
| Volleyball: | Varsity, Junior Varsity, Freshman (Girls) |
| Water Polo: | Varsity, Junior Varsity, Novice (Boys) |
| Equestrian | Non Varsity CIF Sport (Coed) |

WINTER SPORTS

| | |
|---------------|---|
| Basketball: | Varsity, Junior Varsity, Freshman (Boys) |
| Basketball: | Varsity, Junior Varsity, Freshman (Girls) |
| Fencing: | Non CIF Varsity Sport (Coed) |
| Roller Hockey | Boys |
| Rugby | Non CIF Varsity Sport (Boys) |
| Sailing: | Non CIF Varsity Sport (Coed) |
| Soccer: | Varsity, Junior Varsity (Boys) |
| Soccer: | Varsity, Junior Varsity (Girls) |
| Surfing: | Non CIF Varsity Sport (Coed) |
| Water Polo: | Varsity, Junior Varsity, Novice (Girls) |
| Wrestling | Varsity, Junior Varsity (Boys) |
| Equestrian | Non CIF Varsity Sport (Coed) |

SPRING SPORTS

| | |
|------------|--|
| Badminton: | Varsity (Coed) |
| Baseball: | Varsity, Junior Varsity, Freshman (Boys) |
| Golf: | Varsity A, Varsity B (Boys) |
| Lacrosse: | Varsity, Junior Varsity (Boys) |

| | |
|------------------|--|
| Lacrosse: | Varsity, Junior Varsity (Girls) |
| Sailing | Non CIF Varsity Sport (Coed) |
| Softball: | Varsity, Junior Varsity (Girls) |
| Swim/Dive: | Varsity, Junior, Novice (Boys/Girls) |
| Tennis: | Varsity, Junior Varsity, Novice (Boys) |
| Track and Field: | Varsity, Junior Varsity, (Boys/Girls) |
| Volleyball: | Varsity, Junior Varsity, Novice (Boys) |
| Rugby | Non CIF Varsity Sport (Girls) |

ATTENDANCE INFORMATION

In accordance with our mission, regular attendance is encouraged to support the learning process. Both excused and unexcused absences will be counted in our tracking of excessive absences. See Excessive Absences p. 30 for more information. Please consider the academic consequences when planning college trips and family vacations as this may affect your student's academic standing. The regular school day schedule begins at 8:10 a.m. and ends at 2:00 p.m. Regular attendance at school is directly related to the academic performance of students. Any work missed by a student as a result of an absence must be made up. The Administration reserves the right to decide which absences will be excused. If a student misses more than ½ of the class time for that day, they will not be allowed to participate in or attend extra/co-curricular events for that day. Students who are absent due to an appointment are required to bring a note, to the attendance office, from the attending physician upon their return to school. If a student has missed more than 20 minutes of the class, then the student will receive an absence.

ABSENCE DEFINITION

Excused Absence: Excused by parents and administrators. (Illness, doctor/dentist appointments, funerals and 3 days for college visits.) Documentation of college visits and doctor appointments will be required. This documentation must be printed on institution letterhead and include the student's name and date(s) of absence. Students will be allowed to make up the work in accordance with the individual teacher's policies outlined in their syllabus. All missed work is the responsibility of the student. Approval from the principal is needed to excuse absences that exceed limits or do not meet the regular requirements for excused absences.

Unexcused Absence: Parents have approved an absence, but it is not excused by the administration. Students will not be allowed to make up missed work for credit. Teachers will not be required to re-teach the material.

Truancy: Truancy is defined as absence from class or school at anytime without permission of school authorities and/or without prior parental knowledge. Teachers will not give make-up work, quizzes, or tests that were missed. See Truancy p. 32 for more information.

THE ADMINISTRATION RESERVES THE RIGHT TO DECIDE WHICH ABSENCES WILL BE EXCUSED. A PHYSICIAN'S NOTE MAY BE REQUESTED. IF A STUDENT MISSES MORE THAN ½ OF THE CLASS TIME FOR THAT DAY, THEY ARE NOT ELIGIBLE TO PARTICIPATE IN/ATTEND EXTRACURRICULAR EVENTS FOR THAT DAY. STUDENTS WHO ARE TRUANT ARE NOT ELIGIBLE TO PARTICIPATE IN/ATTEND EXTRACURRICULAR ACTIVITIES, PRACTICES, OR GAMES FOR AT LEAST ONE WEEK.

ABSENCE PROCEDURES

- a) Only a parent or guardian may phone the Attendance Office in the event of an absence. The call must be placed anytime, day or night, within 48 hours of each day's absence - 858-523-4001.
- b) During any absence, students are responsible for obtaining missed assignments. For extended absences, students should contact the Counseling Office for assignments from the teachers.
- c) Students returning without parental verification of absence will receive a Pending Admit Slip. If the absence is not cleared within 48 hours, it will be considered a truancy.
- d) On returning to school after an absence, students must obtain an Admit Slip prior to the beginning of the first period class. Tardiness to the first period class will not be excused if the student did not plan adequately to get the admit slip before the start of school.

EXCESSIVE ABSENCES

(THESE ABSENCES CAN BE EITHER EXCUSED OR UNEXCUSED.)

Upon the 4th absence in a semester to a particular class, a courtesy letter will be mailed.

On the 8th absence to that class, the student's grade may be lowered by one letter grade at the end of the semester, and a meeting with the Dean of Students may be required.

After the 12th absence from a class, the student may be disqualified from receiving credit for the course. Administration will review a specific student's case to determine if an exemption should be made.

HALL PASS

A student may be out of class during the regular class period with a Hall Pass that is issued by the teacher responsible for the student during that time. Students out of class without a valid Hall Pass are considered truant.

PASSPORT PROCEDURES

Students may not leave the school campus without a passport from the Dean's Office. Students will be released **ONLY** to the parent/guardian or person listed on the Emergency Card. Failure to follow this policy may result in detention and suspension as this action is considered to be a truancy from school.

For students who need to leave campus for appointments, parents should call the Attendance Office at the beginning of the school day on the same day that the student has the appointment. Every effort should be made to schedule appointments outside of school hours. CCHS reserves the right to verify any passport request with a parent/guardian.

TARDY POLICIES

Any student who arrives late to campus must report to the Attendance Office. The only tardies recognized as excused are a doctor's appointment, with a signed note from the doctor, attendance at a funeral service, or documented transportation problems, which must be accompanied by a parent call. All other tardies are *unexcused*. Tardiness due to traffic will not be excused unless there is a major accident. Calls from brothers/sisters will not be accepted. The Attendance Office reserves the right to determine whether a student is excused or unexcused in their tardiness. A tardy can only occur during the first 20 minutes of a class. Students who are more than 20 minutes late to class will be given an absence for that period. If a student is detained, from the beginning of a class period, by a teacher, counselor or administrator, he/she must obtain a note from them and go to the attendance office for an admit slip.

TARDIES – EXCESSIVE

(THESE TARDIES CAN BE EITHER EXCUSED OR UNEXCUSED)

- **Nine** Tardies in a semester - Two-hour Saturday detention.
- **Twelve** Tardies in a semester - Four-hour Saturday detention.
- **Fifteen** Tardies in a semester - One-day suspension, one-week ineligibility, a referral and a parent conference with the Dean of Students.
- **Eighteen** Tardies in a semester - Additional four-hour Saturday detention.
- **Twenty-one** Tardies in a semester - Two-day suspension, additional referral, one quarter (9 weeks) ineligibility, and a parent conference with the Dean of Students.

Continued tardiness will result in suspension, ineligibility, student and/or parent conference with the Dean of Students, and may also result in a Board of Discipline review hearing.

TRUANCY

Cathedral Catholic High School does not condone ditching or cutting class for any reason or under any circumstance. There is **not** an approved Senior Ditch Day. When a student is absent, he/she is considered truant unless the parents/guardians verify the student's whereabouts through the proper school procedures for absence. Students who are truant are subject to a written referral and the following consequences.

First Truancy: One-day suspension and one week of ineligibility. Hours missed will be made up in Saturday Detention.

Second Truancy: Two-day suspension and two weeks of ineligibility. Hours missed will be made up in Saturday Detention. Parents are required to have a conference with the student and the Dean of Students.

Third Truancy: The student is eligible for expulsion and will go before the Disciplinary Review Board.

Please refer to the section on Excessive Absence.

COUNSELING DEPARTMENT

The Counseling Department strives to help each student develop his/her abilities and potential. Each student is assigned a counselor to assist his/her educational planning for a post secondary education, college counseling, academic and personal problems. Although all students are seen individually by their counselors, students are encouraged to make individual appointments with their counselor to discuss any problems, either personal or academic.

ACCESSING STUDENT RECORDS

The policy is to have the parent come in and meet with the counselor. The counselor can then make copies of the records for the parent, and the parent is then responsible for delivering the copies to the requesting agency. At no time should an outside agency request, and be granted, access to students' records, unless there is a medical emergency and written permission is on file.

Cathedral Catholic faculty are not required or expected to share assignments or work with private (outside) tutors.

COUNSELORS

Students are assigned to counselors according to last name.

| | |
|-----------------------|------------|
| Mrs. Julianne Velasco | A – C |
| Mrs. Sharon Rubalcava | D – Ha |
| Mr. Dave Silva | He - Mel |
| Ms. Elaine Jung | Mem - Schl |
| Mr. Lou Centanni | Schm - Z |

OUTSIDE TESTING OF STUDENTS

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

STANDARDIZED TESTS

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

WORK PERMITS

Students may obtain work permits in the Counseling Office.

DEVELOPMENT

The Development Office is responsible for the planning and management of all Cathedral Catholic High School Fundraising Campaigns, Grant Requests, Alumni/ae Activities, Memorial Scholarships, Marketing and Public Relations, CCHS Magazine, Endowments, Capital Campaigns and Planned Giving. Please see the Development section of our website or call ext. 1117 for detailed information on how you can support our school.

Parents: Please participate in these important school activities and support CCHS:

- Dons Annual Golf Classic (Monday, September 12, 2011)
- Annual Fund Campaign (October 2011 Kick-off)

- Grandparents' Day (November 22, 2011)
- Beach Boys Christmas Concert (December 11, 2011)
- Dons Club Spring Social (April 28, 2012)

Students: Please support this fall's Student Fundraiser. This student driven fundraiser is one of the most important campaigns of the year. It involves competitive sales between the classes and culminates in dollar awards and other prizes for participants.

DISCIPLINE

Cathedral Catholic High School is a Catholic institution that stresses spiritual growth, academic success and athletic excellence. In order to achieve these standards, the students must first have a safe learning environment. Cathedral Catholic High School maintains a strong disciplinary system that stresses self-discipline and respect for oneself and for others. If a student chooses to disrupt the school community, he/she must be held accountable for his/her actions.

BULLYING/CYBERBULLYING

Any willful and repeated behavior that is reasonably perceived to threaten, intimidate, degrade, humiliate, terrorize or harass another student will not be tolerated. This kind of activity contradicts the mission and philosophy of the Catholic Church and CCHS. Bullying and/or cyberbullying may result in disciplinary action up to, and including suspension or expulsion. The school may refer serious incidents to the school resource officer with the SDPD. CCHS reserves the right to discipline students for off-campus behavior that creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school.

Students that indirectly participate in bullying and/or cyberbullying by giving the impression that they support or agree with the negative behavior may also face disciplinary consequences. Any student who feels that they are a victim or is a witness to bullying is encouraged to report it to a school counselor or the Dean's office. Reporting is confidential and every effort will be made to protect the student's anonymity. Any actual or perceived retaliation toward reporters/victims will be dealt with harshly. Additionally, students that make false accusations will also face serious consequences. Students and parents should report threats of violence or harm in cyberspace to law enforcement immediately.

CELL PHONES

Cell phones must be turned off and stored in lockers or book bags during the school day. Those that are visible, or in use, during the school day will be confiscated and turned in to the Dean's Office. The administration reserves the right to search these phones when there is reasonable suspicion that they may contain evidence of rule infractions. Evidence of illegal activity may be turned over to our school resource officer with the SDPD. If an emergency phone call needs to be made by a student, please come to the attendance office. In an emergency situation where the student needs to be contacted by a parent, please call the attendance office. Audio and/or video recording of others without their knowledge and permission is a serious offense and will be dealt with accordingly

DANCE GUIDELINES

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

The style of dancing must reflect proper behavior between students. We are a Catholic school and those values that we espouse must remain visible on the dance floor.

1. Inappropriate Dancing
 - a. Dancing too closely to one another, etc.
 - b. Dance moves that are sexually provocative
 - c. Freaking or dirty dancing
 - d. Front to back dancing

2. Dress Attire
 - a. Clothing cannot be revealing and midriffs are not to be exposed. Backless dresses are not allowed.
 - b. Plunging necklines are not acceptable.
 - c. Skirts and dresses may not be shorter than 5 inches from the middle of the knee.
 - d. Tennis shoes are not allowed.
 - e. Dress shirts must remain on, tucked in, and buttoned while at the dance at all times.

A student who comes to a dance, who is not in compliance with the Dress Attire, may be asked to leave and/or receive consequences.

3. Glowsticks of any type are not allowed.

--CONSEQUENCES:

First Offense - A warning will be given and the student will be asked to leave the dance floor and will be chaperoned for a period of 10 minutes.

Same Evening Offense - The student is removed from the dance floor for the remainder of the evening and will be chaperoned.

GUEST POLICY

Any student bringing a non-CCHS student, for those dances when student guests are allowed, must complete a dance application and return it to the Dean of Student's Office for approval. A non-CCHS student will not be admitted without his/her CCHS date.

Students who attend other high schools may be permitted to attend CCHS social functions. The following guidelines apply:

- a) A guest pass must be obtained prior to the event, by the CCHS student who wishes to bring the guest. A Dance/Event application may be required in order for the guest to be permitted to attend the function.
- b) The guest must present a valid ASB card, guest pass, and/or ticket and be accompanied by the student who obtained the pass.
- c) The CCHS student must inform the guest of the regulations, which govern the event. He/she is responsible for the conduct of the guest.

DETENTION

Students attending detentions must be in regular day dress code.

Any administrator, counselor, faculty or staff member can assign a detention. The school official fills out the detention slip in triplicate, indicating the student's name, date, reason for detention, and signs the slip. One copy is given to the student, the school official retains one copy, and the last copy is forwarded to the Dean of Students Office.

Detention meets Monday through Friday after school from 2:10 p.m. - 2:55 p.m. Students are expected to attend detention on the next school day following their assignment of the detention. This "next-day" policy allows the student to inform his/her parent/guardian of the detention and to arrange transportation home. It is the responsibility of the student to notify his/her parent/guardian. An assignment to detention takes priority over any other after school activity. Two-hour Saturday detention meets from 8:00 a.m. - 10:00 a.m. Four-hour Saturday detention meets from 8:00 a.m. - 12:00 noon. Saturday detention must be served in its entirety; students may not split the detention time.

Students may reschedule the assigned detention once without penalty. Further rescheduling doubles the consequences. If a student has not

served the detention after the second reschedule, the student may be suspended. All Saturday detentions must be served before attending any major school event with the possibility of losing privileges. If detentions are not served by the end of the school year, then arrangements must be made with the Deans Office to complete them prior to attending summer school and/or fall enrollment.

DETENTION INFRACTIONS AND CONSEQUENCES

The consequences for violators will include after school and/or Saturday detentions.

Offenses that make the student liable for consequences include, but are not limited to, the following:

- Excessive absence
- Truancy
- Excessive tardies
- Excessive talking in class
- Disobedience/Disrespect
- Trespassing
- Failure to complete class work
- Lack of class materials
- Poor attitude
- Disturbing class
- Mischief
- Littering
- Throwing, pitching or shooting objects
- Eating/drinking in classroom, including water bottles
- Use of vulgar/inappropriate language
- Campus misconduct, running, pushing, general rowdiness
- Infractions during detention
- Riding a bike, skateboard or any other vehicle on campus
- Removal from class (Students removed from class must go directly to the Dean's office immediately.)
- Excessive speed/unsafe driving on or near campus
- Failure to observe rules on campus and in the parking lot
- Inappropriate attire/Failure to comply with the dress code
- Presence in restricted areas and parking in unauthorized areas (see parking)
- Vehicle present in unauthorized parking areas
- Chewing gum on campus

- ** Cell Phones, Ipods, radios, and MP3 players **must** be turned off and stored in lockers or book bags during the school day. CCHS is not responsible for lost or stolen electronic devices that students choose to bring on campus. Any of these items that are visible, or in use, during the school day will be confiscated and turned into the Dean's Office. A system of graduated consequences will be enforced. 1st Offense: 45 minute after school detention. 2nd Offense: 2 hour Saturday detention. 3rd Offense: 4 hour Saturday detention. 4th Offense: 1 day in-school suspension, 1 week ineligibility and a referral.

If an emergency phone call needs to be made, please come to the attendance office. In an emergency situation where the student needs to be contacted, please call the attendance office. CCHS is not responsible for lost or stolen electronic devices that students choose to bring on campus.

DISCIPLINARY INELIGIBILITY

1. Students are awarded the following grades in conduct and citizenship in each class:
 - O = Outstanding
 - S = Satisfactory
 - N = Needs Improvement
 - U = Unsatisfactory
2. A student may receive an "N" only twice in successive quarters in a class. In the next grading period, the student will receive either an "S" or a "U".
3. A student will be placed on the Disciplinary Ineligibility List if:
 - the student receives two U's or three non-satisfactory grades (a U and two N's, or three N's.)
 - the student receives 6 detentions in a quarter, or the student receives 2 referrals in a semester.

A student, who is placed on the disciplinary ineligibility list at the end of each quarter due to conduct grades, will be ineligible to participate in or attend all co-curricular and all extracurricular events until the next grading period. A student placed on the disciplinary ineligibility list for excessive detentions and referrals will be ineligible for the equivalent of one quarter (9 weeks) from the date of the last offense. The student will also be placed on a weekly progress report issued through the Dean's Office. Students are not eligible to tryout or participate in Athletics. Any student that violates these restrictions will be suspended from school immediately and face additional disciplinary measures.

DRUG, ALCOHOL AND CONTROLLED SUBSTANCE POLICY

CCHS has a strict tolerance policy on drugs and alcohol. The possession, use, or distribution of alcoholic beverages, drugs, intoxicants, or related paraphernalia are not permitted on campus or at any school-sponsored activities. Students in violation of the school policy regarding alcohol and drugs, or who exhibit the effects of alcohol and drugs, or who are with others in violation of this policy are subject to the most severe disciplinary action by the school administration.

Cathedral Catholic High School employs the use of the Passive Alcohol Sensor IV, which is "subject friendly". It combines flashlight technology with a sampling system and miniature alcohol sensor to "sniff" ambient air, the breath, open containers, or enclosed spaces for the presence of alcohol. The hand-held device measures alcohol concentration quickly and with accuracy. This device will be present at school events. If a student has tested positive for alcohol by the P.A.S. IV, a parent will be notified to pick up the student immediately. The student will be immediately suspended and a review board will be scheduled.

Any student caught in violation of this policy will be immediately suspended. The matter will be brought before the Disciplinary Review Board within five business days. The student and parents must be in attendance at this meeting.

EXPULSION

The following is a list of the most serious infractions. In all cases of this nature, expulsion is a strong possibility.

- Possession of drugs, or drug paraphernalia, or alcohol or associating with those who are in violation
- Alcohol and/or drug possession/consumption prior, during or after a school event
- Malicious and willful damage of real/personal property
- Belligerent/defiant behavior toward a school official or the school's authority
- Theft, extortion, arson
- Possession of any weapon
- Association with, or membership in, a gang
- Fighting/assault
- Threatening school personnel or students
- Inappropriate behavior during Off-Campus activities, including traveling to and from school
- Sexual Harassment, Assault or Battery
- Any offense considered detrimental to the school, its officials or its student.

HARASSMENT

Any unwelcome conduct of a sexual nature, when such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile or offensive learning environment, shall not be tolerated. Any students perceiving such conduct should notify the Administration so that the complaint may be investigated and appropriate corrective or disciplinary action may be taken, if warranted.

INTERQUEST DETECTION CANINE

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

Cathedral Catholic High School follows a plan that uses breeds of dogs that are non-aggressive by nature. These fully trained and certified dogs and their handlers conduct random searches throughout the school year. An administrator, the dog and the handler will inspect various sites on campus.

The procedure for a classroom search is as follows: When a classroom is inspected, the students and the teacher are asked to leave the classroom. Once the class is cleared, the dog handler conducts a search. If the dog alerts on an item, the handler is asked to meet with the search team. The student meets with the administrator and handler to determine what alerted the dog. If the dog's alert comes up with an item of contraband, the student and the contraband are taken to the Dean's Office. Occasionally the dog alerts on an item that has a "residual odor", this means the dog has detected an odor but there is no physical evidence. The information is passed on to the Dean's Office and the student is sent back to class and the parents are notified.

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

If there are any questions concerning our Interquest Detection program, please contact the Dean of Student's office at (858) 523-4000 ext 1127.

REFERRAL

A referral will be issued for serious infractions of the rules. Referrals will remain in the student's disciplinary file. Three (3) referrals in one school year may result in a Disciplinary Review Board hearing. The consequences for receiving a referral may include one or more of the

following: Saturday detention (2 or 4 hours), suspension, community service, counseling, ineligibility, and a conference with the student's parent/guardian. Offenses that make the student liable for consequences include, but are not limited to, the following:

REFERRAL INFRACTIONS

- Each time a student receives eight (8) detentions
- Excessive tardies and dress code infractions
- Disrespect to school personnel, students or to property
- Presence in an unauthorized area
- Plagiarism, cheating on quizzes, tests, homework or any other assignment (Note: student will receive a "0" on the assignment and the teacher will contact the parent)
- Possession of pornography
- Possession of tobacco
- Unauthorized leaving of campus/truancy
- Smoking on or near campus
- Lying or forgery
- Gambling
- Defacing property
- Hazing
- Fighting/Assault -may be referred to a Disciplinary Review Board
- Use of racial slurs or sexist comments
- Inappropriate use of the computers (Note: Student will also lose computer privileges on campus)
- Attempted truancy
- Stealing/Theft
- Inappropriate behavior during Off-Campus activities as well as traveling to and from school
- Bullying/Cyberbullying
- Unauthorized recording of others

RESTRICTED AREAS

The following areas are restricted to students during the school day. If a student is in a restricted area during a particular period without permission, he/she is subject to disciplinary consequences:

1. All parking lots.
2. All athletic fields, pool, P.E. locker rooms and the gym, except when taking a P.E. class.
3. Food machines, except at break, lunch and after school.
4. All streets, public and private property surrounding the school campus.

STUDENT THREAT POLICY

Cathedral Catholic High School takes any threat to oneself or others very seriously. Threats communicated verbally, in writing or electronically could result in suspension or expulsion. CCHS follows the Diocesan Office comprehensive policy regarding student threats.

USE OF THE INTERNET

Access to the Internet at CCHS is a privilege that allows students to research various topics. The use of the network is a **privilege, not a right**, and may be revoked at any time. Viewing or sending inappropriate or obscene materials will not be tolerated. Students will be held accountable for their actions and may lose the privilege of computer access at school. In addition:

1. Do not use classroom computers without the teacher's approval.
2. Do not damage any computers or equipment. Students will be required to pay for any damages.
3. Do not violate copyright laws.
4. Do not view, display, or send offensive/inappropriate messages or pictures
5. Do not plagiarize. Learn how to cite research material.

In support of our Catholic school mission, Cathedral Catholic High School reserves the right to impose consequences for inappropriate use of technology outside of school. Inappropriate use includes, but may not be limited to, harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats.

-- COMPUTER NETWORK AND INTERNET ACCESS

Disclaimer. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk and Cathedral Catholic High School is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at Cathedral Catholic High School is governed by the following policy:

Permitted Use of Internet and CCHS Computer Network. The computer network is the property of Cathedral Catholic High School ("CCHS") and is to be used for legitimate educational purposes. Users are provided access to the computer network to assist them in the performance of their academic pursuits. Additionally, students ("Users") may also be provided with access to the Internet through the computer network. All Users have a responsibility to use CCHS's computer resources and the Internet in an academic, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible expulsion, and civil and/or criminal liability.

~ COMPUTER NETWORK USE LIMITATIONS

Prohibited Activities. Without prior written permission from CCHS, CCHS's computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, trojan horse programs, etc.) or any other unauthorized materials. Occasional limited appropriate personal use of the computer is permitted if such use does not a) interfere with the user's or any other student's work; b) have an undue effect on the computer or CCHS network's performance; c) or violate any other policies, provisions, guidelines or standards of this agreement or any other of CCHS. Further, at all times users are responsible for the professional, ethical and lawful use of the computer system. Personal use of the computer is a privilege that may be revoked at any time.

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

Communication of Trade Secrets. Unless expressly authorized to do so, the User is prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets or other confidential information belonging to CCHS. Unauthorized dissemination of such material may result in severe disciplinary action as well as substantial civil and criminal penalties under state and federal Economic Espionage laws.

~Duty Not to Waste or Damage Computer Resources

Accessing the Internet. To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to CCHS's network must do so through an approved Internet firewall or other security device. Bypassing CCHS's computer network security by accessing the Internet directly by modem or other means is strictly prohibited unless the computer you are using is not connected to CCHS's network.

Frivolous Use. Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or

otherwise creating unnecessary loads on network traffic associated with non-educational-related uses of the Internet.

Virus detection. Files obtained from sources outside CCHS, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services, files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage CCHS's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-CCHS sources, without first scanning the material with CCHS-approved virus checking software. If you suspect that a virus has been introduced into the CCHS network, notify CCHS immediately.

~No Expectation of Privacy

Students are given access to computers and Internet access to assist them in the performance of their academic pursuits. Students should have no expectation of privacy in anything they create, store, send or receive using CCHS's computer equipment. The computer network is the property of CCHS and may be used only for CCHS purposes.

Waiver of privacy rights. User expressly waives any right of privacy in anything they create, store, send or receive using CCHS's computer equipment or Internet access. User consents to allow CCHS personnel access to and review of all materials created, stored, sent or received by User through any CCHS network or Internet connection.

Monitoring of computer and Internet usage. CCHS has the right to monitor and log any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

Blocking sites with inappropriate content. CCHS has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in school.

DISCIPLINARY REVIEW BOARD

The Disciplinary Review Board is an advisory committee to the principal. The board consists of the Dean of Students, the Assistant Dean of Students, select teachers, and a counselor. The purpose of the board is to review serious disciplinary issues and to provide different perspectives to help the principal make a just and constructive decision regarding serious disciplinary matters. If a student commits a serious disciplinary offense liable to dismissal, he or she, along with the parents or

guardians, will attend the Disciplinary Review Board hearing. The committee will discuss the offense with the student and hear from the parents or guardians. Upon conclusion of the meeting, the board deliberates and makes recommendations to the principal concerning a course of disciplinary action to be taken based on the evidence and testimony given during the meeting. The decision may be accepted or rejected by the principal who will be the final arbiter.

PROBATION

A student may be placed on probation by the Dean of Students for accumulated minor infractions of school rules and regulations. If improvement in behavior is not evident, the student will be brought before the Disciplinary Review Board, or dismissed.

SUSPENSION

Suspension is used only for serious reasons. This means that a student is to remain away from classes for a definite period of time. All suspensions will include a referral and one week of extra/co-curricular ineligibility per day of suspension. Parents are initially informed by a phone call and then by letter of the suspension and its consequences. The Dean of Students may request a conference with the parent/guardian before the student can return to classes. Students must make up all of the work missed due to the suspension; however, the student may only receive seventy-five percent (75%) credit for the work missed due to suspensions.

If parents overtly and persistently refuse to cooperate with policies/regulations, staff, and administration of CCHS, resulting in the inability of the school to serve the student(s), the principal may ask the student to transfer.

DRESS AND APPEARANCE

CCHS believes that a student's appearance has a direct effect on his/her attitude and behavior. The Dress Code has been designed so students understand that their manner of dress should be appropriate to the serious nature of academic study. For the 2011-12 school year, freshmen must purchase their uniform at Dennis Uniforms. 10th-12th graders may continue to wear Mills uniform items that they already own, but all new uniform purchases should be through Dennis. Only CCHS logo attire is permitted to be worn.

CLOTHING REQUIREMENTS

From the time a student appears on campus, it is their responsibility to be in dress code.

- All clothing must be neat, clean and free from tears, cuts, and holes.
- No tight or form fitting shirts or pants (e.g. jeggings, skinny jeans, etc.)
- Pants cannot be baggy or sag.
- Shirts may not be excessively long or baggy.
- Midriffs may not be exposed.
- Undershirts may not extend below the uniform shirt.
- All shorts and skirts must not be shorter than three inches from the middle of the knee. Any alterations to the length of the skirts and shorts must conform to these guidelines.
- Altering of any garment that detracts from the original integrity of the garment is not allowed.
- Proper undergarments must be worn at all times. Undershirts may not be visible below the uniform shirt.
- Students must wear authorized attire during P.E.
- Girls may not purchase or wear boy's uniform shorts or pants.
- Low rise pants may not be worn.
- Belts must be worn through belt loops. Buckles must be appropriate.
- Teen sizes must be purchased. No child sizes are allowed.
- A CCHS polo must be worn under sweatshirts, jackets and sweaters. Sweatshirts may not be worn under shirts.
- Boys may not wear makeup.
- The only piercings that are allowed are in the ear. Boys may not wear earrings.
- Visible tattoos are not allowed.

Unacceptable dress code items will be confiscated and turned in to the Dean's office and consequences will be issued. The item must be picked up by the parent/guardian by the end of the semester or the item will be donated to charity.

REGULAR DRESS – Dennis Uniforms

- 4217 Ponderosa Ave. Ste.D, San Diego, CA (858) 573-1804
- Online: www.dennisuniform.com

The Cathedral Catholic High School selections are the only allowed dress code items to be worn from Dennis or Mills. Contact the Dean of Student's Office for more information.

POLO SHIRTS - Polo shirts may be purchased at Dennis Uniforms or at the Student Store only.

OUTERWEAR - All outerwear is considered part of the uniform. The only sweaters, sweatshirts, and jackets allowed on campus at anytime must be purchased at Dennis or the student store. **For rainy days only, water-resistant raincoats may be worn.**

SHOES – Leather or leather-like dress shoes or tennis shoes ONLY are acceptable. High heels must be of a modest height. All shoes must have a back strap. **For rainy days only, galoshes may be worn.**

SOCKS - Boys must wear socks at all times. Girls' hosiery must be a solid material and solid color with no pattern and may not be bright or fluorescent colored, sparkling, or fishnet. Leggings or sweats are not allowed. All socks must be a matching pair.

HAIR - Hair must be neat and well groomed. No radical cut or style is acceptable; no coloring/bleaching, of any kind, is allowed. For boys hair may not extend below the top of the collar or below the eyebrows and they may not have ponytails or braids. No facial hair is allowed, including mustaches. Boys must be **clean-shaven** at all times and sideburns may not extend below mid ear length. If students are unshaven, they will be required to shave immediately, and consequences will be issued.

HATS - No hats, beanies, beanie caps or bandanas are allowed on campus during the school day.

JEWELRY - Students may not wear excessive, or unusually placed, pieces of jewelry such as tongue rings/studs, nose rings/studs and other body piercings. No wallet chains, chains of any kind, spikes, etc., are allowed on campus. Boys may not wear earrings at anytime on campus or at school events. Earrings will be confiscated and given to the Dean of Students. Girls may not wear more than three earrings per ear and two rings per hand. Non-dress code items worn will be confiscated and a parent must pick the item up in the Dean's office.

BELTS - All boys are required to wear a belt with their pants and shorts. Belts must be leather/canvas dress belts in good condition. Pants

cannot be baggy or sag. No clothing can be excessively tight or form fitting.

RAINY DAY ATTIRE - On rainy days only, students may wear water-resistant raincoats and galoshes. Flannel jackets, ponchos or non-CCHS sweatshirts are not allowed.

Detentions are given for any dress code infractions.

DRESS-UP DAY ATTIRE

Cathedral Catholic High School has implemented Dress-Up Attire for Liturgies and special events. Required dress for these days will consist of the following:

Boys: Solid white, short or long sleeved, collared dress shirt with tie. Shirt must be without decor of any kind. Undershirts worn under dress shirts must be white and may not have any logo or writing of any kind. Uniform pants are to be worn on dress-up day. Socks and dress shoes are required. Dress shoes must be solid black or brown leather or leather-like material.

Girls: Solid white, short or long sleeved, collared dress shirt. Shirt must be without decor of any kind. Undershirts worn under dress shirts must be white and may not have any logo or writing of any kind. Only a uniform skirt/skort, no shorter than three inches above the middle of the knee, is to be worn on Dress-Up day. Leather or leather-like dress shoes are required and they must have a heel strap.

***Sweatshirts and NOT allowed at school Liturgies.**

SPIRIT DAY ATTIRE

Spirit Dress is allowed on the last day of the week and on designated days to bolster school spirit. Students may wear the regular uniform or spirit day dress attire. Spirit day attire consists of a CCHS-sponsored T-shirt/polo shirt, which does not include a PE T-shirt for the academic classrooms. Students may wear blue denim jean pants only. Students may not wear overalls, coveralls, cargo pants, shorts, or denim shirts.

UNIFORM ENFORCEMENT POLICY

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

1. Student is sent to the Dean's Office.
2. Parents/Guardians may be called to bring proper garments.
3. The following consequences will be issued:
 - a) 1st and 2nd Offense: 45-minute after school detention.
 - b) 3rd Offense: 2-hour Saturday Detention.
 - c) 4th Offense: 4-hour Saturday Detention.
 - d) 5th Offense: 1 day in-school suspension, referral and 1 week of extra/co-curricular ineligibility.

4. Any female student that accrues 3 skirt violations will have that privilege revoked and must wear pants or shorts only for the remainder of the year.

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

EMERGENCY INFORMATION

CRISIS PROCEDURE

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

EMERGENCY DRILLS

Fire drill procedures and evacuation routes are posted in every classroom and office on campus. Lockdown procedures are maintained in an Emergency Envelope posted in each classroom. Faculty and students are apprised of fire and emergency procedures at the beginning of the school year. Fire/emergency drills are held each semester.

GENERAL RULES

Students will follow teacher instructions during lockdown and evacuation situations.

1. Students will proceed in a quiet, single file line, using the designated evacuation routes to the class-designated evacuation area.
2. The teacher will be the last to leave the room and will take keys and attendance/grade book. The teacher will remain with the class at all times.
3. The teacher will take attendance upon reaching the designated evacuation area.
4. Students will remain quiet so that directions can be given.
5. When the "all-clear" is sounded, students will return to class in the same orderly fashion.

NOTE: Emergency drills are important and serious exercises that may save lives. Students are expected to act accordingly.

FINANCIAL INFORMATION

FEES

- 1) Graduation Fee: Per senior for Senior Luncheon ticket for student, Commencement, diploma, transcripts and other graduation expenses. These fees are included in the July 1, 2011 billing.
- 2) Yearbook: This is an optional fee paid by students who wish to purchase a Yearbook. The Yearbook fee is included in the July 1, 2011 billing.

FINANCIAL ASSISTANCE

Cathedral Catholic High School provides a Financial Assistance Program that is funded through the school's annual budget. The purpose of the Program is to make Catholic secondary school education as accessible as possible to a broad spectrum of students. All *registered* CCHS students are eligible to apply for financial assistance funds. Application is made in the spring preceding the following school year. Financial assistance, if granted, is for the entire year and if a student withdraws, the assistance is pro-rated accordingly. For further information on the CCHS Financial Assistance Program, please contact the Business Office.

INSURANCE CLAIMS

All students in Parochial and Diocesan schools participate in the Diocesan Student Accident Insurance Program. This insurance provides benefits for students injured at school, on the playing fields while participating in athletic contests and while directly going to or coming from school-sponsored activities. Questions regarding insurance coverage should be referred to the Business Office or the insurance company.

Football only: When an athletic injury occurs, CCHS provides **LIMITED** accident insurance to help with the cost of medical treatment. The mandatory insurance coverage provided by our school is a secondary coverage and has exclusions and limitations. By **secondary** coverage it is meant that if you carry any other medical insurance, **your** insurance is the **primary** insurance and must be filed first. The school insurance is designed to help cover those charges, which your primary insurance will not cover. For football only, mandatory insurance must be purchased through the school prior to participation. There are definite exclusions to this secondary coverage and strict time frames for filing claims. Insurance claim forms are obtained in the Nurse's Office. After school hours, claim forms may be obtained from the Athletic Director or Trainer. Parents should follow the instructions on the claim form. If the parents

have a question regarding the **payment** of their claim, they are to contact the CCHS Business Office.

TUITION PAYMENT INFORMATION

Registration Fee: A non-refundable fee is required to register each student. This fee is due in the spring preceding the upcoming school year.

Annual Tuition Option: Total amount due paid on or before July 1, 2011.

Semi-Annual Tuition Option: One-half of total amount due paid on or before July 1, 2011 and one-half of total amount due paid on or before January 1, 2012.

Monthly Tuition Option: Total amount due paid in monthly installments on or before the 1st of each month (July 2011 through June 2012).

--A late charge of \$30 will apply to payments received after the 1st of the month.

--A handling fee of \$25 will apply to all returned checks.

Any account, which is not current, may result in the following:

- 1) Student(s) may not be permitted to begin school the first day of the fall semester or the first day of the spring semester,
- 2) students may not be permitted to take their semester exams,
- 3) transcripts and other Registrar's records may be withheld, and
- 4) if a Senior, graduation privileges may be withheld.

Refund Policy: All students are enrolled for the entire year, and a full year's tuition must be paid; however,

- 1) If a student withdraws before the first day of school, no tuition will be charged for 2011-2012,
- 2) if a student withdraws at the end of the first semester, tuition will not be charged for the second semester, and
- 3) if a student withdraws during the semester, tuition is due for the entire semester.

HEALTH POLICIES

Health Forms and Physical Exams: A **physical exam** is required of all new students entering the school. This includes transfer as well as freshmen students. A California licensed physician must complete the school Admission Physical and Athletic Release form and attach a copy of the *complete up to date* **immunization record**. There are two sections to the Admission Physical and Athletic Release form, one part is for the physician to complete and the parent or guardian must complete

one part. Whenever additional immunizations are received, a copy of the updated record should be submitted to the nurse. The admission physical fulfills the requirement for sports participation for the entire school year if completed after *June 11th* of the current school year (*blank forms are available in the nurse's office or from our web site*). Only one non-sport entry physical is required for the entire four years at CCHS. However, sport physicals are required annually, done after *June 11th* of the current school year. An **emergency card**, received in the summer mailing, needs to be completed annually for each student and returned to the Nurse's Office by August 15th. Changes to the emergency information can be made by calling the Nurse at 858-523-4000 ext. 1126.

Immunizations: All students entering CCHS as freshmen or transfer students must be fully immunized according to the requirements set forth by the State of California. Besides the original Blue California School Immunization Record forwarded from the student's previous school, an updated copy of a personal immunization record needs to be submitted **prior to admission**. This record should be brought to your physician with the school admission physical form at the time of the admission physical appointment. Beginning July 1, 2011, new county health regulation (AB 354), requires all students entering grades 7-12 have a Tdap booster immunization. The proof of this booster must be given to the school before the first day of class for the upcoming school year. If the student is exempt from the vaccinations for medical or personal reasons, the parent must sign an Exemption Form or bring in a physician signed Statement of Medical Exemptions.

Illness Procedure/Policy: Students should stay home if ill to protect other students and staff. A parent needs to call the attendance office (858) 523-4000 ext.1128 on the day of the illness to report an absence and *on each day missed thereafter*. Please report contagious diseases to the nurse. Returning students having had chickenpox, measles, mono or strep throat should check in with the nurse before returning to class. Students should not come to school ill to take a test and leave early *especially if they have been vomiting or had a temperature over 100 that morning*. If a student is absent for 3 or more consecutive days he/she must bring a note to the attendance office from the physician upon their return, stating that the student is cleared to return to school. *This note can also be faxed to the nurse at 858-523-4077. This note should include any recommendations or restrictions regarding physical activity. Please refer any questions regarding this note to the nurse at 858-523-4000 ext.1126*

Doctor appointments: It is best to schedule doctor appointments outside school hours. If a student must see a doctor or dentist during school hours, a parent must call the Attendance Office and a passport

will be sent to the student before leaving the campus. To ensure that your student gets the passport in a timely manner please call the Attendance Office as early as possible on the day the passport is needed. The student will report to the Attendance Office upon returning to school to pick up an admit slip prior to returning to class.

Illness at school: If a student becomes ill or is injured during class, the student must request a pass from that teacher to go to the Nurse's office. Students may NOT use their cell phones to call home before seeing the nurse. The Nurse will call a parent and issue a passport to go home allowing the student to leave the campus, if necessary. Leaving campus without a passport is Truancy. *Please refer in cell phone use on campus in the Detentions, Infractions & Consequences section of this handbook.*

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

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

Medical Conditions: Students having medical conditions that need monitoring (e.g. diabetes, epilepsy, etc.) must have that information clearly defined on the emergency card with instructions in case of an emergency. *The Authorization for Medication Administration form must be completed by the student's physician authorizing medical intervention in the event of an emergency and is required along with back up medications for students who have a condition that mandates daily medication.* This form is in the summer mailing and it is available from the website. The nurse is available for consultations and requests daily from 7:35 a.m. until 2:30 p.m.

Medication & the Emergency Health Information Card: Students are not allowed to carry or store medicine of any kind in their back packs/lockers. Students who will be taking over the counter or prescription medications during the school day must have the "Authorization For Medications To Be Taken During The School Day" form completed and on file in the nurses office. This form is sent out in the summer mailing and is available from our web site. Medications must

be left/sent in to the nurses' office in the original container. If your child has asthma and uses an inhaler please have the physician fill in the comment section stating that your child will have an inhaler and will keep it on his/her person for use as prescribed. Some students keep a back up inhaler in the nurse's office because they don't always remember to take their inhaler to school. If your child has allergies and has a prescription for an Epipen, please complete and return the form and speak with the nurse at the beginning of the school year. All medications are kept in a locked cabinet in the nurse's office; students are not allowed to carry any medications, this includes over the counter medications, with the exception of a prescription inhaler or Epipen..

Your signature on the Emergency Health Information Card below the area titled "Permission For Over The Counter Medications" allows the nurse to dispense over the counter medications (see list on form) in the rare instance of an unpredicted incident (cramps, sinus pressure, allergic reaction). The nurse will maintain a supply of the medications listed on the form. For routine medical complaints we encourage alternative measures such as heat or cold, a 10 to 30 minute break or the encouragement of food/fluids. If you would like your student to take over the counter medications for headaches, cramps or other routine complaints you must have the Authorization For Medications form completed and signed by the student's physician and on file in the nurse's office.

Physical Education Excuses: A student may be excused from participation in Physical Education classes due to illness/injury for one to three days with a written note from a parent or guardian. This note must be presented to the school nurse before reporting to class. If a student needs to be excused for four days or longer, he/she must bring a physician's note.

Vision and Hearing Tests: Vision and hearing tests are conducted once during the four years of high school in 10th grade and any time at parent or teacher request. Parents will be notified if test results indicate the need for follow up.

NON-DISCRIMINATORY POLICY

Cathedral Catholic High School policy, mindful of our mission to be witnesses to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Cathedral Catholic High School does not discriminate on the basis of race, color, religion, national or ethnic origin in administration of its educational and admission policies, and athletic and other school-administered programs.

PARKING/TRANSPORTATION

Parking on campus is a *privilege*. This privilege may be revoked for a breach of discipline or when it serves the best interest of the school.

The Administration has the right to search all vehicles.

1. Applications for these spaces are mailed to all students during the summer and are available in the Attendance Office. The fee for student parking is \$100.
2. Students receive 1 parking sticker with their original fee. Additional stickers are \$5. Stickers must be peeled and attached to the lower left back window on the driver's side.
3. Unauthorized areas for student parking:
 - a) Faculty Parking Lots
 - b) Visitor/Volunteer Parking
 - c) All driveways and entrances to the school campus
 - d) Any street parking
4. Students that park in unauthorized areas or park without an approved parking permit will receive disciplinary consequences. (If someone is in your spot, notify campus security.)
5. Students shall not loiter around or enter a parked car, even their own, until school is dismissed.
6. Motorcycles, scooters, mopeds and bicycles must be parked in the racks furnished.
7. If the vehicle information or carpool changes, you must notify the Dean's Office.
8. The school is not responsible for any damage or loss and disclaims any and all liability in cases of violation of the above.

CARPOOLING

Students in certain outlying areas may take advantage of the SchoolPool program sponsored by the San Diego Association of Government's (SANDAG). Interested students can find a link to the application website at www.icommutesd.com. These forms are then sent to Commuter Computer for compilation/computerization. SchoolPool will then send each applicant a list of all those that match your application.

STUDENT ACTIVITIES

Student activities are divided into co-curricular and extracurricular activities. Activities are further defined as religious, cultural, athletic and non-athletic. Participation will not only develop intellectual, athletic and artistic talents, but will also build personal pride and give the student the opportunity to test his/her abilities and talents in challenging situations. Students involved in activities generally take a more positive and serious attitude toward school.

AMBASSADORS FOR CHRIST CORP

In the spirit of the gospel of Jesus Christ, the Ambassadors for Christ Corps serve the Cathedral Catholic High School Community and the greater San Diego community in the ministry of hospitality. The corps includes sophomores, juniors, and seniors. Students serving as ambassadors are selected through a process of application, faculty recommendations, and faculty interviews. Ambassadors serve for one year and may continue service as long as they are members in good standing. A minimum of 25 hours of service, over and above the 60-hour school requirement, is necessary to be in good standing. Students are selected on criteria such as Christian attitude exemplified in action, a willingness to serve others, maturity, and a desire to represent the values of CCHS.

A.S.B. (ASSOCIATED STUDENT BODY)

Cathedral Catholic High School Associated Student Body is an important activity in which a student may participate and is a means of voicing student opinion. The ASB also sponsors all major social activities and clubs. All students at Cathedral Catholic High School are members of the A.S.B. The Student Council consists of elected members from each class and elected A.S.B. Officers.

2010 - 2011 ASSOCIATED STUDENT BODY OFFICERS

- President.....Alex Le
- Vice President.....Aubrianna Butler
- Secretary.....Nevin Snow
- Treasurer.....Taylor Marshall
- Commissioner of Activities.....Lucas Lawson
-Taylor Miller
- Commissioner of Athletics.....Stephanie Coffin
-Jack Cruzan
- Commissioner of Production.....Mia Cutri
-Danny Ruelas
- Commissioner of Clubs.....Maddie McGrew
-Jennifer Morgan
- Commissioner of Public Relations.....Lance Owens
-Claire Sommer
- Commissioner of Spirit.....Brandon Michel
-Jenna Shine
- Commissioner of Visual Arts..... Linh Nguyen
-Mollie Stehly

SENIOR CLASS

President.....Gioia Kabel
Vice President.....Evan Cassolato
Treasurer.....Connor Neff
Secretary.....Russell Reeder

JUNIOR CLASS

President.....Grace Daly
Vice President.....Michael Wayne
Treasurer.....Sawyer Daly
Secretary.....Akasha Vigo

SOPHOMORE CLASS

President.....Allie Repko
Vice President.....Griffen Terhune
Treasurer.....Sarah Robertson
Secretary.....Allison Le

ASB CLUBS

The Associated Student Body of Cathedral Catholic High School sponsors a variety of clubs. Each club exists to give students an opportunity to participate fully in the academic, spiritual and social life of the school. A partial listing of these various clubs is:

- | | |
|-----------------------------------|-----------------------------|
| Academic League | Interact |
| Architecture Club | Italian Club |
| Art Club | National Honor Society |
| CA Scholastic Federation | Pan Asian Awareness Club |
| Debate | Pink Ribbon Club |
| <i>El Sol</i> (literary magazine) | Rosary Club |
| Environmental Club | SADD Club |
| Future Physicians Club | Surfcare Club |
| Habitat for Humanity | Threads of Hope Club |
| Helping Hands | WWF Endangered Species Club |

CALIFORNIA SCHOLARSHIP FEDERATION (CSF)

CSF is a statewide organization that recognizes students who achieve high standards of scholarship and citizenship during their sophomore, junior and senior years. Membership application dates occur during the first month of the semester following the term in which the qualifying grades were earned. Sophomores may apply for the first time during the second semester of their sophomore year. For seniors, their third quarter grades will be used to determine second semester membership. **CSF membership is not automatic or compulsory, and it is the student's responsibility to apply for membership and submit a fee on the designated published dates for membership each semester.**

Late or retroactive applications are prohibited as specified by CSF by-laws.

Students must earn sufficient points from pre-approved course lists established by CSF. The majority of the required points must come from University of California accepted course work. To be eligible, students must earn a minimum of 10 CSF points; an **A** grade = 3 points, **A** in an AP course = 4 points, **B** = 1 point, **B** in AP or Honors course = 2 points. Only five courses (not counting P.E. classes) may be used for the point total. Only two additional points are allowed from AP or Honors courses. A grade of D or F will automatically disqualify a student from membership. Students must also have good citizenship marks – only O or S marks are permitted.

Life Membership (Sealbearer) is achieved by qualifying for four or more semesters in the last three years of high school (one of those semesters MUST be earned in the senior year). With six semesters of CSF membership, the designation of 100% Membership and a graduation stole is awarded. Each year, colleges and universities throughout the United States award scholarships to CSF Life (Sealbearer) Members.

CAMPUS MINISTRY

The CCHS Campus Ministry Team is composed of Director of Christian Service, Director of Retreats, Director of Liturgies, and the Director of Music Ministry. Student Campus Ministers are registered in the Campus Ministry Practicum courses after a selective interview process.

LITURGICAL/DEVOTIONAL CALENDAR AND DRESS CODE

| | | |
|------------------------------------|---------|-----------------------------|
| Mass of the Holy Spirit (Red Mass) | Aug 26 | Dress-up Attire or Red Polo |
| School Liturgy | Sept 13 | Dress-up Attire |
| All Saints Liturgy | Nov 1 | Dress-up Attire |
| Immaculate Conception | Dec 8 | Dress-up Attire |
| Junior Unity Mass | Feb 10 | Dress-up Attire |
| Ash Wednesday | Feb 22 | Dress-up Attire |
| St. Joseph Liturgy | Mar 19 | Dress-up Attire |
| Stations of the Cross | Mar 30 | Dress-up Attire |
| May Liturgy | May 2 | Dress-up Attire |

RETREATS

The CCHS retreat program for grades 9-12 is built on a continuum of themes embodied in our CCHS Community Prayer. Through the **Freshman Day Retreat's** theme "*Let My Gifts Change the World,*" students focus on the gifts God has given them, and how those gifts are given to enrich the people of God. The **Sophomore Day Retreat's** theme "*Help Me Live the Call,*" focuses each student's attention to his or her personal call by God to be in a loving relationship with him. The freshman and sophomore retreats are mandatory and are considered school days. The **Junior Overnight Retreats'** theme "*Build the Kingdom,*" focuses on the Gospel call to live the corporal and spiritual acts of mercy, in light of building God's Kingdom. Finally, the **Senior Overnight Retreats'** theme "*Veni Sancte Spiritus,*" or Come holy Spirit, focuses on God's active participation in our lives, both in the past four years of school, and in the future as we leave the CCHS community.

--Year Retreats

Frosh Retreat

| | |
|--|----------------------|
| Tuesday, September 27 th , 2011 | Spirit Dress Allowed |
| Wednesday, September 28 th , 2011 | Spirit Dress Allowed |

Sophomore Retreat

Tuesday, November 15th, 2011
Wednesday, November 16th, 2011
This retreat is MANDATORY. Spirit Dress is allowed.

Junior Retreats

Sign-ups required for retreat. Limited space available: retreat is optional.
Tuesday, October 25th to Wednesday, October 27th. or
Sunday, February 26th to Monday, February 27th.

Senior Retreats

Sign-ups required for retreat. Limited space available; retreat is optional.
Monday, January 23rd to Wednesday, January 25th or
Monday, March 26th to Wednesday, March 28th.

DRAMA

Drama has two productions during the year, one in the fall and one in the spring. Students must attend more than half of the class time for that day to be eligible to participate in a practice or a production that day.

NATIONAL HONOR SOCIETY

According to a long-established tradition, one of the highest honors a school can bestow on any student is membership in the National Honor Society. Cathedral Catholic High School continues that tradition by

selectively awarding its students membership in this nationally acclaimed organization. Selection to NHS is a privilege, not a right. Students do not apply for membership; instead they provide information to be used by the selection committee to support their candidacy for membership. More than just an honor roll, NHS emphasizes leadership, service and character. As a member of Cathedral Catholic High School's chapter of National Honor Society, each member must complete ten hours of service in the CCHS Peer Tutoring Center for each year that they belong.

OVERNIGHT ACTIVITY POLICY

Cathedral Catholic High School recognizes the danger presented to students when they attend an all night school activity. Many of these students go without sleep for 24 hours or more. History has shown that students should not drive after such events as they pose a danger to themselves and others because they have been deprived of sleep. In the past, students have been seriously hurt and fatal accidents have occurred. Therefore, CCHS has adopted the following policy.

An **Overnight Activity** is defined as any school sponsored event that ends after 12:00 midnight. Students **must be dropped off** in the evening prior to the event and **picked up** at the conclusion of the event. No student participating in such an event will be allowed to drive home. **No Exceptions will be made.** Full cooperation with this policy is mandatory for any student participating in such an event, as this is strictly for the **safety of all students.**

PEER TUTORING CENTER

Operated by the National Honor Society, this center offers one-on-one and small group tutoring in all academic subjects offered at Cathedral Catholic High School. All students are welcome and encouraged to take advantage of this center.

STUDENT EVALUATION TEAM

The Student Evaluation Team (SET) of CCHS is a collaborative group of campus resource personnel that provides comprehensive support for students on an individual and collective basis. SET's members include the dean and assistant dean of students, school nurse, learning center director, chaplains and counselors. This group meets bi-monthly to share information and resources, and to collaborate on ways to meet the spiritual, academic, behavioral, and health needs of students at CCHS. SET uses the "whole student" approach to identify students at risk and endeavors to help them before a problem reaches crisis level. The ultimate goal is to assist students in developing our core values of faith, knowledge, honor and responsibility.

TRANSCRIPTS

A transcript is the official record of a student's grades and standardized test scores. Transcript requests are made to the Registrar. All student records are the property of CCHS. CCHS respects the federal legislation regarding the confidentiality of records.

The student or parent/guardian (if student has not reached legal age) may request copies of the permanent record. These requests are made in writing to the school Registrar and accompanied by a transcript fee of \$3.00 per copy. The first copy is free.

BUCKLEY AMENDMENT

This school voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will be given access to unofficial copies of student records, and staff will be available to discuss the student's records, unless a court order providing otherwise is filed with the school.

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

WHAT TO KNOW

CHAPEL

St. Thérèse of Lisieux Chapel is located on the east side of the quad. Masses and reconciliation schedules will be posted. Daily Mass is at 7:15 am.

DELIVERIES

All deliveries to students must be made through the Attendance Office. This service is for **emergency** purposes only. The Attendance Office will **not** deliver gifts, flowers, balloons, food, homework, etc., as this becomes an unnecessary interruption into the classroom.

LIBRARY

The Library is open each school day from 6:30 a.m. until 5:00 p.m. Monday through Thursday and 6:30 a.m. until 3:00 p.m. on Friday. The library is open for one hour after early dismissal. Students may use the library before and after school and during their lunch period for academic needs. Students are charged a fine for overdue books. Students are expected to follow all rules and procedures for Cathedral Catholic High School library. Eating, drinking and socializing in the library are not

allowed. Library rules concerning use and conduct are posted in the library.

LOCKERS

Every student is assigned a locker in which to keep his/her personal belongings. The school will sell a lock to each student for his/her locker, available on Orientation Day or in the Student Store. Only Cathedral Catholic High School locks may be used on the lockers. CCHS reserves the right to remove any other lock. Cathedral Catholic High School considers if a student gives a combination to another student, he/she is giving that student permission to use and keep all items in his/her locker.

The only locks allowed on campus may have the school's identification stamped on the back of the lock and must have green colored dials. All unauthorized locks will be cut off at the owner's expense. Locker combination cards must be completely filled out and returned to the Dean of Students the day the lock is placed on the assigned locker. If a student forgets his/her combination, he/she must have the locker opened by the Dean of Students.

Students may not change lockers without permission of the Dean of Students. Cathedral Catholic High School is not responsible for loss or theft of personal items. The lockers are the property of the school. All lockers will be kept free of graffiti; students may not write inside or outside of lockers. The Administration may inspect a locker at any time. Students are required to make restitution for damage done to lockers.

-GYM LOCKERS

All Physical Education students must own a Cathedral Catholic High School lock purchased from the school at the beginning of the school year. This lock must be used in the locker room when students attend Physical Education class. Clothes and other personal possessions must not be left unlocked in the locker room. CCHS is not responsible for items left in an unlocked locker. The Administration may inspect a locker at any time.

LOST AND FOUND

The Lost and Found is located in the Dean of Students' Office. All articles and materials not claimed after thirty days are distributed to local charitable organizations. While reasonable effort is made to identify the owners of lost articles, responsibility rests with the student. All books and personal property must bear the name and grade of the student.

STUDENT STORE

PE uniforms, locks, and school supplies are to be purchased on the designated days at the beginning of the year. During the year, the Student Store is open during lunch.

TEXTBOOKS

Textbooks are purchased online with our new virtual bookstore.
(www.ecampus.com/cathedralcatholic)

UNAUTHORIZED PUBLICATIONS

Students at Cathedral Catholic High School may not initiate, write, publish or disseminate any unauthorized advertisements, fliers, documents or publications. (Any type of fundraising MUST BE AUTHORIZED BY THE PRINCIPAL OR PRESIDENT.)

VISITORS' POLICY

To insure the safety of our students and staff, Cathedral Catholic High School has a **closed campus**. All visitors must sign in at school entrance and receive a visitor's pass before entering campus.

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Dear CCHS Parents, Guardian and Students:

In order to secure a safe and orderly campus, Cathedral Catholic High School has adopted discipline codes and consequences for violation of school or classroom rules. We ask that you review and discuss the student HANDBOOK regarding school policies on dress code, attendance, discipline, and our policy regarding drugs and alcohol with your son/daughter. Students who follow these rules will find their education at CCHS to be challenging and rewarding; those who choose otherwise must be aware of the action that will be taken for violating the rules.

We hope an understanding of the expectations outlined in the HANDBOOK will help students practice the self-discipline they need to create a positive environment. All school rules will be enforced at the following times:

1. While on school grounds,
2. While coming to or going from school,
3. During school hours, whether on or off campus, and
4. During, or while coming to or going from a school-sponsored activity.

In view of the importance of this letter, I am asking parents, guardians and students to show their support by reading the HANDBOOK in its entirety, not just those subjects already mentioned, and by signing the bottom portion of this letter and returning it to the school.

My thanks in advance for your prompt response and cooperation.

Sincerely,

Robert Tubbs, Dean of Students

I have read the 2011 - 2012 Student Handbook in its entirety. I understand the policies and consequences.

| | |
|---------------------------|---------------------|
| _____ | _____ |
| Student's Name (Print) | Student's Signature |
| _____ | _____ |
| Parent/Guardian Signature | Date |

(LEAVE THIS PAGE BLANK)

(Class Schedule Page)

(Start of monthly calendar pages)

