



**CATHEDRAL CATHOLIC HIGH SCHOOL**  
**Student Handbook 2023-2024**

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

## ALMA MATER

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

## COMMUNITY PRAYER

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

## FIGHT SONG

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

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## MISSION

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

## PHILOSOPHY

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

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

## INTEGRAL STUDENT OUTCOMES

### **Cathedral Catholic High School Graduates Are**

#### **People of Character Who:**

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

#### **People of Faith Who:**

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

#### **Skilled Lifelong Learners Who:**

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

#### **Responsible Individuals Who:**

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

## CONTACT INFORMATION

### School Office

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

Main School Office: (858) 523-4000

Attendance Office: (858) 523-4001

### Email Addresses

Email addresses for all employees consist of first initial, last name: name@cathedralcatholic.org.

### Website

[www.cathedralcatholic.org](http://www.cathedralcatholic.org)

### Voicemail

To leave a message for administration, counselors, faculty or staff at any hour, please call (858) 523-4000 and follow the prompts.

### Academics

### Ext/Voice Mail

#### Principal

Mrs. Marlena Conroy	1117
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#### Deans

Mr. Jeff McMurtry	1102
Mrs. Christy Bailleul	

### Office Of Enrollment

#### Director

Mr. Matthew Cordes	1149
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#### Vice President of Enrollment Management

Ms. Elizabeth Tysor	1148
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### Advancement Office

#### President

Dr. Kevin Calkins	1000
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#### Director of Alumni

Mr. Sean Doyle	1151
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#### Assistant Director of Alumni

Mrs. Anne Pickard Majer	1120
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Director of Communications Mrs. Pamela Poe	1114
Director of Marketing and Branding Mr. John Paul De Vera	1115
Director of Special Events Mrs. Corie Straub	1113
Coordinator of Hispanic/Latino Outreach Mrs. Beatriz Wallace	1143
<b>Associated Student Body</b>	
Director of Student Life and Leadership Dr. Kathy McIntosh	1318
<b>Athletics</b>	
Directors Mr. Tyler Anthony Mr. Noah Stevens	1123
Athletic Trainers	1121
<b>Business Office</b>	
Chief Financial Officer Ms. Carolyn Sturz	1136
<b>Counseling And Wellness</b>	
Dean Mrs. Ashley Bascom	1193
<b>Educational Technology</b>	
Director Mrs. Kathy Garcia	1161
Assistant Director Mrs. Amanda Johnston	1152
<b>Mission And Ministry</b>	
Dean Mrs. Kristine Bacich	1180

Assistant Dean		
Mr. Jeff Gramme		1260
Chaplains		1610
Fr. Claude Lombardo, MC		
Fr. Matthew Maxwell, MC		
Fr. Paul de Soza, MC		
<b>Nurse</b>		
Mrs. Rebekah Spooner, RN		2017
<b>Registrar</b>		
Ms. Hannah Yen		1141
<b>Dean Of Students &amp; Attendance</b>		
Dean of Students		
Mrs. Mary Levinson		1127
Attendance		1128
<b>Special Education</b>		
Director		
Dr. Megan Burton		1215
<b>Student Store</b>		
Manager		
Mr. Dan Geiger		1122
<b>Technology</b>		
Director		
Mr. Dustin Nies		1150

## ACADEMICS

### **Academic Dishonesty**

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

- Following restorative practices, the first occurrence of academic dishonesty will result in a meeting with a student, parent/guardian and teacher to discuss the dishonesty and to create a student agreement. A signed copy of the agreement must be provided to the family, teacher, Deans of Academics and Dean of Students. The agreement will include an opportunity to recover partial credit.

- A second occurrence of academic dishonesty during a student's time at Cathedral Catholic will result in a meeting with student, parent/guardian, teacher, Dean of Students and a student's counselor to discuss ongoing concerns about academic dishonesty. A signed copy of a new/edited student agreement will be drafted by the Dean of Students and shared with the family, teacher and Deans of Academics.
- A third occurrence of academic dishonesty during a student's time at Cathedral Catholic will result in a meeting with the school Principal to discuss the student's enrollment status at Cathedral Catholic.

The following are examples of academic dishonesty:

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

### **Academic Dismissal**

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

### **Academic Honesty**

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

### **Academic Ineligibility**

Participation in extracurricular activities is a privilege. A student earning two F grades or a grade point average of less than 2.0 for a grading period is ineligible to participate in extracurricular activities. The student is ineligible until grades are posted for the next grading period and a new ineligibility list is posted. 1st quarter ineligibility is determined by the

previous year's 4th quarter grades. Students may change their 1st quarter ineligibility status by improving their grades through summer school.

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

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

### **Academic Probation**

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

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

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

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

### **Add/Drop Changes**

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

Prior to the first day of school:

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

First academic week of school:

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

Second and third academic week of school:

- Teacher/counselor/administrator-initiated level-down changes may be made as space permits (AP to Honors/College Prep, Honors to College Prep, College Prep to B level).
- Student-initiated course drops to non-academic courses may be made as space permits.
- No class changes will be made after the third week of school.

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

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

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

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

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

### **Advanced Placement Testing**

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

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

### **Course Load**

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

### **Course Scheduling Procedures**

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

### **Dual Enrollment**

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

### **Engineering Distinction**

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

### What the Program Offers

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

- Educational and exciting off-campus industry tours
- Local, state and national science and technology activities, including robotic competitions, workshops, seminars and events
- Industry and workplace experiences
- Daily use and all-access to the remodeled and expanding Pre-Engineering and robotics facility including:
  - CNC milling machine
  - CNC plasma cutter and table
  - Desktop computers
  - Re-modeled computer room and the 3D printer
  - CAD/CAM software
- Preparation for the challenges of college engineering courses, while developing students' time-management and scientific analytical thinking skills, along with problem-solving techniques and technical knowledge

### **Final Exams and Projects**

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

### **Off-Campus Credits**

Cathedral Catholic High School does not accept outside credits for graduation from extension courses, online courses, evening schools or summer schools.

### **Ranking Policy**

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

### **Report Cards**

Report cards are issued online through PowerSchool every grading period.

### **Special Education**

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

degrees of support, and we promise to honor the educational and spiritual journey which aids in the formation of the whole child.

### **Summer School**

Cathedral Catholic High School offers summer school for acceleration and remediation purposes.

Summer school acceleration is an academic enrichment program designed to support students interested in advancing in a particular area. This fast-paced academic environment requires students to be dedicated to their schoolwork.

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

For classes in which a student earns a grade of D or F and are remediated through summer school or during the school year, a student's cumulative grade point average will only include the higher grade earned. College Prep and Honors courses can be remediated by a College Prep course, such as English 2 in place of English 2 Honors. However, an AP course must be remediated by an AP course, and a Dual Enrollment course must be remediated by a Dual Enrollment course. For example, if a student remediating an F grade in AP World History takes a College Prep level World History class to satisfy graduation requirements, both grades would appear on the student's transcript, and both grades would be included in the student's grade point average.

## **ATTENDANCE**

In accordance with our mission, regular classroom attendance is required to support the learning process. Regular attendance is required for students because classroom interactions, collaboration, discussion, clarification, explanation and guided practice are crucial parts of the coursework that cannot be duplicated. While work completion and masterful performance on assessments are important elements of earning course credit, they are not a substitute for classroom participation. Therefore, even though a student may be scoring high in all work, he or she may not receive course credit for the semester if he or she is excessively absent.

Families must consider the information below when planning college trips, family vacations, etc., as this may directly affect the student's academic standing. The administration reserves

the right to decide which absences will be excused. Missing more than 20 minutes of any portion of a class is considered an absence.

### **Attendance Office Contact Information**

#### Forms

1. [Absence/Tardy Verification Form](#)
2. [Passport Request Form](#)

These forms can also be found on the [CCHS website portal](#) under "Parent Resources."

#### Email

1. [attendance@cathedralcatholic.org](mailto:attendance@cathedralcatholic.org)
2. [passport@cathedralcatholic.org](mailto:passport@cathedralcatholic.org)

Please note: All correspondence must be from the parent/guardian email and/or phone number on file on PowerSchool and submitted by a parent/guardian regardless of the student's age. If students attempt to access/use/upload/submit the forms, emails or phone calls, they will be subject to disciplinary intervention.

#### Need Help?

For any questions or clarification needed on CCHS attendance requirements, please email the Attendance Office at [attendance@cathedralcatholic.org](mailto:attendance@cathedralcatholic.org).

*Please note: We are moving away from using phone calls/voicemails for attendance. It is best to use the linked forms or emails listed for communication regarding a student's attendance.*

#### Unattended Attendance 24-Hour Voicemail: (858) 523-4001

All correspondence will be responded to as soon as possible, but please note that concerns may not be addressed in a timely manner.

### **Attendance on PowerSchool**

Communication about attendance will be sent via PowerSchool, our SIS (Student Information Services) platform. Parents/guardians have access to student attendance records on PowerSchool. PowerSchool is the best place to check a student's final grades, demographic information, attendance data and schedule. Families with multiple students can also verify an individual child's attendance records through PowerSchool. School activities including athletics, service, field trips, etc. do not count towards the excessive absence policy.

#### Directions for Checking a Student's Attendance on PowerSchool

Parent/guardian accounts have already been created upon enrollment.

- The parent/guardian username is the email address on file (example username: registrar@cathedralcatholic.org).

- Log in to PowerSchool [here](#) or log in to the PowerSchool app (if using the PowerSchool app, the district code is BKMx).
- Parents/guardians with multiple students will see multiple tabs labeled with each student's name on their account.

Forgotten password? DO NOT use the Recover Account/Forgot Password link. Parent/guardian account passwords must be manually reset by Cathedral Catholic. Contact [cchspowerschool@cathedralcatholic.org](mailto:cchspowerschool@cathedralcatholic.org) for login issues or with any other questions.

### **Excused Absences**

School-related activities (e.g., athletics, CIF competitions, band and/or choir concerts, field trips, school-related retreats, on-campus college representatives, counselor meetings, service-related meetings) are considered a school activity and do not count towards the excessive absence policy. Missing more than 20 minutes of class for any other reason, including illnesses, college trips, club competitions, etc., must be verified by a parent/guardian before the absence or within 48 hours of the absence. ***In order to meet the expected attendance requirements for the state of California, all absences, including excused and unexcused, count towards the excessive absence policy.*** Excused absences allow the student to make up work without a consequence.

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

It is the responsibility of the student to meet with teachers upon return from an absence. Any missed tests/quizzes must be made up in accordance with the teacher's make-up policy, and if absent for longer than two class periods, a student must meet with teachers immediately to discuss a make-up plan. Students are highly encouraged to be in attendance for tests and quizzes. The Deans of Academics will track absences on test days and will intervene if the make-up testing policy is abused.

### **Excessive Absences**

Excessive absences are the total of excused and unexcused absences. Absences will be considered excessive (excused or unexcused) when there are five absences in a class for the semester.

### Course Credit and Excessive Absences

To receive course credit, a student must attend a minimum number of class sessions. While work completion and masterful performance on assessments are crucial elements of receiving official credit for courses, they are not a substitute for regular classroom seat time and participation. Daily classroom participation is an irreplaceable element to achieving our school mission of forming lifelong learners as it allows for peer collaboration and contribution

among other important skills. For these reasons, although a student may be scoring in the proficient range for all work and assessments, course credit may not be earned by students with excessive absences.

The following policy will be enforced for students with excessive absences *per semester*:

- **Up to the 5th absence in a class period** = Notification will be sent to student and parent/guardian
- **6th absence in a class period** = Meeting with Dean of Students to discuss the absences and the importance of daily attendance at school. At this time, a student contract may be created to help the student and parent/guardian make adjustments to increase school attendance.
- **7th absence in a class period** = A student may be assigned to Saturday Academy or Morning Restoration to restore missed seat time.
- **8 or more absences in a class period (Red 1, Red 2, Red 3, Gold 4, Gold 5 or Gold 6) or 12 or more absences in 7th period class** = Academic contract and/or meeting with student, parent/guardian, Dean of Students and Principal to discuss consequences, which may include loss of course credit and/or eligibility and the student's future at Cathedral Catholic High School
- **12 or more absences in a class period** = If a student misses 12 or more individual classes in a single semester, he or she will be subject to loss of the credit for the class. Loss of credit will be listed as a "W" (Withdraw) on the CCHS transcript and may impact completion of required courses, appropriate academic pathway and/or meeting of expected and required graduation requirements.

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

Excused and unexcused tardies/early passes are counted toward the Excessive Tardies/Early Passes policy.

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

If a student repeatedly disrupts class by arriving late or leaving early, he/she may be asked to restore missed seat time by attending Saturday Academy or Morning Restoration.

The following policy will be enforced for students with excessive tardies/early passes *per semester*:

- **Up to the 6th tardy/early pass** = Notification will be sent to student and parents/guardians
- **7th tardy/early pass** = Notification will be sent to parents/guardians and meeting with Dean of Students to discuss improvement in time management

- **8th tardy/early pass** = Assignment to Saturday Academy and/or Morning Restoration study time in the Dean of Students Office
- **9 or more tardies/early passes** = Meeting with student, parent/guardian, Dean of Students and Principal to discuss consequences, which may include loss of course credit and/or eligibility and the student's future at Cathedral Catholic High School

### **Health Office Support for Students Who Become Ill on Campus**

- Students who are ill must ask the teacher for a pass to the Health Office in order to receive a Passport before leaving campus. **Students who leave school without a Passport will be marked truant.**
- Since students are typically not allowed to use their phones in the classroom, **we encourage students to not reach out to parents/guardians before seeking a Health Office pass from the teacher.** The Health Office will then contact parents/guardians.
- If there is an urgent medical situation, a parent/guardian may call (858) 523-4001 and press 3 to reach the Health Office. He or she will then have the option to leave a message or stay on the line to speak with someone directly.

### **Sports/Extracurricular Activities**

A student that is absent more than two classes in a day may not participate in extracurricular activities, including sports practices and competitions, drama, cheer, dance, clubs, etc., on the same day as the absences. Any violation will affect a student's future participation in extracurricular activities.

### **Tardy Policy**

To reduce classroom disruptions, students must be in their seats and ready to learn when the bell rings. If not, they are deemed tardy. To support this policy, the front and back gates will close at the start of the first class. Students who are 20 minutes tardy will be sent to the office and will be considered absent. Parents/guardians will need to clear the absence.

- First class of the day: Gates will close at 8 am. Students who are inside of the gates will be allowed to go to class to be marked tardy by the teacher from 8-8:05 am. After the first 5 minutes of class, students will be sent to the office to receive a tardy slip. Students outside of the gate will be sent to the office to receive a tardy slip.
- Remaining classes of the day: Teachers will assign tardies during the first 5 minutes of class. After the first 5 minutes of class, students will be sent to the office to receive a tardy slip.

### **Truancies/Unexcused Absences**

- Absences that have not been verified or excused by completion of the [Absence/Tardy Verification Form](#) or parent/guardian email notification within 48 hours will turn into truancies.
- Parents/guardians must check their student's PowerSchool page frequently to assure that all absences are verified. The [Absence/Tardy Verification Form](#) can be used to

verify an absence (see directions on logging in to PowerSchool in the Attendance section of this handbook).

- Students may only be out of class during the regular class period with a hall pass that is issued by the teacher responsible for the student during that time.
- Students out of class for an excessive period, in an unauthorized area or without a valid hall pass are considered truant.

Truancies will result in a restorative process which could include but is not limited to:

- A meeting with the student and an administrator to create a student agreement
- Homework, quizzes or other daily assignments missed may not be given credit
- For major assignments/examinations, the student may only receive up to 75% credit
- For excessive truancies, a meeting may take place between the student, a parent/guardian and Dean of Students and/or Principal

It is the responsibility of the student to research and learn about the material he or she missed during the absence.

### **Passports**

In order to expedite the process for families, students and teachers, we are asking parents/guardians to please complete the [Passport Request Form](#) when requesting a Passport (off-campus pass). We request that parents/guardians notify us 24 hours in advance if possible. However, we understand that situations do arise on the day of a student's absence, therefore, completion of the [Passport Request Form](#) will notify us immediately, and no voicemail is needed.

Those who are unable to complete the form may email [passport@cathedralcatholic.org](mailto:passport@cathedralcatholic.org) with the same information.

In order to reduce the number of disruptions to students' learning:

- **Passports will not be delivered to class.** Students must pick up their Passports in the Attendance Office before school, during break, during passing periods or at lunch before leaving campus. Students should check in at the Attendance Office to pick up the Passport during these times.
- It is the responsibility of the student to have his/her Passport with him/her at the appropriate time to show to the teacher before leaving the classroom.
- Students must check in with the Attendance Office and/or Security with their valid Passports in order to exit campus.
- Students who leave campus without a Passport will be marked truant.
- Parents/guardians cannot excuse a student's absence after he/she has left campus without a Passport.

## COUNSELING OFFICE

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

### **Evaluation of Students (By Outside Agencies)**

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

### **Standardized Tests**

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

## DEAN OF STUDENTS OFFICE

### **Bullying/Cyberbullying**

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

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

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

### **Campus Security**

Cathedral Catholic is a closed campus. Once students arrive on campus, they may not leave the campus or go to their cars until the end of the school day, including during breaks or at lunch. Parents/guardians must complete the [Passport Request Form](#) if their child needs to leave early on a passport.

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

### **Cell Phones**

Cell phones are to be turned off and put away during class hours, including time out of the classroom on a hall pass, during all school and standardized assessments and during Mass. Students will not be allowed to use cell phones during class time, except with a teacher's permission.

If an emergency phone call needs to be made during class time, students must receive permission from a teacher or an administrator (in an emergency where the student needs to be contacted by a parent/guardian, please call the Attendance Office). Students must also store all listening devices, including headphones/earbuds in their backpacks during class hours.

Students may use their cell phones during break/lunch. They may not access the camera or microphone to capture visual/audio of other students, employees or incidents on campus without school employee permission. Audio/video recording or photographing of others without their knowledge and permission is a serious offense and may result in a disciplinary action.

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

### **Crisis Procedure**

Cathedral Catholic High School has implemented a Critical Incident Response Plan that is comprehensive in nature and is designed to provide safety for students and employees. The plan encompasses possible crises including fire, earthquake and campus lockdown, as well

as procedures dealing with severe weather events, criminal activity, workplace violence, accidental disasters and medical pandemic. The school will send out communications as appropriate.

### **Emergency Drills**

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

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

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

### **Dance Guidelines**

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

Dress attire will be announced prior to an event. Please check the CCHS website and/or newsletter for information on dress attire for specific dances. Students and their outside guests who arrive out of dress code will not be allowed to enter the dance. Any student who modifies his/her dress once entering the dance and is no longer in compliance will be removed from the dance.

Students may not leave the dance before doors open unless necessitated by a medical emergency.

### Outside Guest Policy for Dances

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

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

Cathedral Catholic High School students will not be allowed to bring off-campus dates to future dances.

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

### **Dress and Appearance**

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

Every student must purchase his or her official Cathedral Catholic High School polo shirts and sweatshirts/hoodies at the school's student store, online spirit store or at one of the used clothing sales. *Polo shirts and outerwear purchased from other online stores besides the official Cathedral Catholic online spirit store are not considered uniform wear and cannot be worn during the school day.* All other clothing options may be purchased at the family's store of choice but must adhere to the following dress code guidelines:

#### General Clothing Requirements

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

- All clothing must be neat, clean and free from tears, cuts, frays and holes.
- Shirts, shorts and pants should fit comfortably without being form-fitting or too baggy.
- Shirts must be long enough to cover the midriff area, even when arms are raised above a student's head. No tying off or cutting shirts.
- Proper undergarments must always be worn and may not have brands, logos or a design deemed inappropriate.
- A Cathedral Catholic High School polo must be worn under all outerwear.
- No altering of any garment from the original integrity of the garment (e.g., hemming to inappropriate lengths or cutting/tearing)
- Sweatshirts and outerwear must be Cathedral Catholic High School-sponsored.
- Tennis shoes and leather or leather-like dress shoes are the only acceptable footwear.
- Blankets/flags are not allowed as clothing. Blankets are not allowed on campus.
- Socks must not contain any image/word deemed inappropriate. All socks must be a matching pair.

- Belts must be leather/canvas dress belts in good condition. Belts must be worn through belt loops, and buckles must be appropriate.
- Students must wear authorized attire during P.E. The P.E. attire cannot be worn as spirit attire nor outside the P.E. areas.
- Hair must be neat and well groomed. No radical cut, style or unnatural color
- No facial hair, visible tattoos or facial/tongue piercings
- No hats, beanies, caps, bandanas or other headwear
- Boys may not wear makeup or earrings any time they are on campus.
- Rain/cold-weather jackets may be CCHS-sponsored or plain, solid-colored warm jackets with minimal logos and no advertising or graphics.

### Pants/Shorts

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

- Pants/shorts may only be black, navy blue or khaki in color.
- No drawstring, sweatpants, leggings, athletic wear, elastic or frayed hems, joggers, jeggings, yoga pants, overalls, coveralls, cargo pants or shorts shorter than 3" from the top of the knee when standing
- Maximum of two pockets in front and back. No side/cargo/hidden pockets
- All shorts and pants must have a button or snap enclosure with a finished hem and must be worn at the waistline.
- Denim pants are only allowed on spirit dress days and must be solid blue/black in color with a finished hem and free of holes, tears, frays or rips.

#### **Pants that **DO** meet the Dress Code Requirements**



#### **Pants that **DO NOT** meet the Dress Code Requirements**



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

- Boys: tucked in solid white button-down collar dress shirt with tie and belt for the entire school day
- Girls: solid white button-down collar dress shirt. Shirt length should not be altered and must reach/cover the top of pants.

- Undershirts worn must be white and may not have any logo, design or writing of any kind.
- Pants/shorts may only be black, navy blue or khaki in color and must follow the school's general pants/shorts guidelines found above.
- Socks, belts and shoes must meet the school's clothing general guidelines.
- Cathedral Catholic cardigans/pullover sweaters purchased from the on-campus store are approved outerwear for liturgy and special events. If Mass or an event occurs during cold/rainy weather, outerwear may include rain/cold-weather jackets that may be CCHS-sponsored or plain, solid-colored warm jackets with minimal logos and no advertising or graphics. No hooded sweatshirts are permitted during the liturgy celebration.

### Spirit Dress Attire

Spirit Dress Attire is allowed on the last day of the week (except if it is a liturgy day) and on designated days to bolster school spirit. Spirit day attire consists of:

- A Cathedral Catholic High School-sponsored T-shirt, polo shirt, sweatshirt or hoodie
- Solid blue/black jeans with a finished hem and free of holes, tears, frays or rips (no drawstring, sweatpants, leggings, athletic wear, elastic or frayed hems, joggers, jeggings, yoga pants, overalls, coveralls, cargo pants or shorts shorter than 3" from the top of the knee when standing)

### Uniform Enforcement Policy

Response to uniform violations *per semester*:

- **Up to the 4th Offense** = Notification will be sent to student and parents/guardians
- **5th Offense** = Meeting with Dean of Students to discuss the violations and consequences of future violations
- **6th and 7th Offense** = Student may be removed from class until a parent/guardian is able to help get his/her student into compliance (note: Cathedral Catholic will no longer provide loaner clothes). Students may be assigned to Saturday Academy.
- **8th Offense** = Meeting with student, parents/guardians, Dean of Students and Principal to discuss the student's future at Cathedral Catholic High School.

### **Drug, Alcohol and Nicotine Awareness**

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

The school's Counseling Office will provide school activities during Red Ribbon Week that help raise awareness of the dangers of alcohol and drug abuse.

## Types of Screening

### 1. Opt-in Drug Testing Program

The goal of the opt-in program is to provide an opportunity for families to assist their students in positive decision-making in a compassionate and collaborative environment in partnership with Cathedral Catholic High School. Parents/guardians can use this [Opt-in Screening Form](#) to sign their students up for the program. Students whose parents/guardians have signed the agreement will be screened 1-10 times per school year by the CCHS school Nurse for drugs and nicotine using a cheek swab method for testing. Screening samples are sent to an outside agency for testing. All testing information will be held in strict confidence and shared only on an as-needed basis. The results of any screening (drugs, alcohol and/or nicotine) will not be part of a student's official school record (i.e., school transcript).

A sample of drugs screened include but are not limited to amphetamines (speed), propoxyphene (Darvon), cocaine, methadone, marijuana/THC, benzodiazepines (Valium), opiates (heroin, codeine), barbiturate (downers), PCP/angel dust, alcohol, methamphetamines (crystal meth, ecstasy) and nicotine.

#### Screening Results

-Negative Results: Negative results (drugs and/or nicotine not detected) will remain confidential with the school Nurse and parents/guardians.

+Positive Results: The parents/guardians and student will be notified of a positive test result (drugs and/or nicotine detected) by the school Nurse. The CCHS Care Team of support may grow to include the school Nurse, the student's counselor, our school psychologist and/or school administration along with the student and parents/guardians. The Care Team will meet to discuss ways to support the student both in and outside of the school setting. Disciplinary action will not result from a positive screening from an opt-in student. The CCHS Care Team will help the family navigate this from a compassionate care standpoint.

Supportive steps may include one or more of the following expectations, as appropriate, on an individual weekly, biweekly or monthly basis:

- Counseling appointment(s) with CCHS counselor and/or school psychologist, and/or outside therapy as arranged by the family, and/or inpatient or outpatient rehabilitation as deemed appropriate by physician
- Access to online webinar courses for parents/guardians and students about drug dependency and/or nicotine dependency (course information will be provided by the Dean of Students Office)
- Continued random drug and nicotine screening

## 2. Behavioral/Mandated Screening

The goal of the Drug, Alcohol and Nicotine Screening Program is to help students make healthy choices while at Cathedral Catholic High School and in the future.

There are 3 types of interventional screenings:

1. Behavioral Screening: Any student whose attitude, actions, language, behavior or potential evidence of substance use or activity that are cause for concern may be required to undergo a drug, alcohol and/or nicotine screening.
2. Extracurricular Screening: A randomly selected group of students attending extracurricular events, including athletic events, will be screened for drug, alcohol and/or nicotine use. This may include an alcohol breathalyzer and/or a cheek swab screening.
3. Canine Detection: Cathedral Catholic High School utilizes *Interquest Detection Canine Services* as a tool to promote a safe and healthy school environment. Detection may include but is not limited to over-the-counter drugs, alcohol, illicit drugs (amphetamines (Speed), cocaine, marijuana/THC, opiates (heroin, codeine), PCP/angel dust, methamphetamines (crystal meth, ecstasy)) and weapons.

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

### Classroom Search Procedure

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

### Vehicle Search Procedure

The canine and handler will search the exterior of vehicles belonging to students. If the dog alerts on a vehicle, the student is brought to his or her vehicle where the handler and an administrator/Security will search the student's vehicle, belongings and clothing. If the dog's alert comes up with an item of contraband, the student and the contraband are taken to the Dean of Students Office, and a parent/guardian is notified.

The dogs are not used to search individual students but are trained to detect odors in and around objects. Occasionally the dog alerts on a vehicle that has a residual odor. This means the dog has detected an odor but there is no physical evidence. The information is passed on to the Dean of Students, the student is sent back to class, and the parents/guardians are notified.

The dog may encounter students when it is not "working." Students are allowed to interact with the dog in a reasonable manner. The dog will not alert when it is not working.

### **Harassment**

Any unwelcome conduct of a discriminatory, derogatory or sexual nature will not be tolerated. 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, it will be considered harassment. Students perceiving such conduct should notify the administration so that the complaint may be investigated, and appropriate restorative action may be taken, if warranted.

### **Overnight Activity Policy**

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

### **Parking**

All students must park **on campus**. There is no off-campus parking allowed for any student. This includes parking on neighboring side streets adjacent to or around Cathedral Catholic High School. Please note:

- Students are never allowed to park on streets outside of CCHS-designated campus parking during school hours.
- Please respect the Security personnel, as they will direct traffic as needed. Students must not move or alter cones or other safety equipment. Please report any other problems observed to Security.
- Use of a phone or electronic device is never allowed while driving.
- The parking lot is off-limits during the school day. Students are not allowed to retrieve items from their vehicles during the school day.
- Students should communicate with Security if leaving a vehicle on campus overnight.
- During non-injury collisions, students are required to share insurance information with the other driver.
- Students are expected to drive in a safe manner to and from school and while on school grounds.

### Start Smart Driving Course

Parking on campus is considered a privilege. In partnership with law enforcement, Cathedral Catholic offers a Start Smart program on our campus. The program is designed to address the dangers of distracted driving and provide clarification on current driving laws for both students and their parents/guardians. **Students and a parent/guardian must complete the Start Smart course at Cathedral Catholic High School in order to obtain a parking space on campus.** Students are only required to attend the course once during their high school careers.

### Parking Permits

Applications for parking spaces may be requested online at [www.cathedralcatholic.org/secure/cathedral-catholic-high-school-portal/student-resources/parking](http://www.cathedralcatholic.org/secure/cathedral-catholic-high-school-portal/student-resources/parking). Parking spaces are limited and are on a first come, first serve basis with priority given to seniors/juniors with a license. The fee for student parking is included in tuition. In order to receive a parking space on campus, students must submit a copy of their driver's license.

Students will be issued one parking permit sticker and an assigned parking spot. The privilege may be revoked because of disciplinary action or when it serves the best interest of the school. The administration has the right to search all vehicles. The school is not responsible for any damage or loss and disclaims all liability in cases of violation of the above. Consequences, including loss of parking privileges, will be issued for failure to follow the parking rules:

- On school days, vehicles must be parked in the student's assigned space (5:30 am-2:20 pm).
- Students must not back their vehicles into their spaces.
- The parking permit sticker must be peeled and attached to the outside back window on the lower left (driver's side).
- A permit sticker must be on each vehicle driven to school. If an additional permit sticker or a replacement sticker is needed, it may be purchased for an additional charge.
- If a student is using a vehicle without a permit sticker for a single day use, he or she must notify Security or the Dean of Students Office immediately upon arriving at school.
- Any fraudulent use of the permit stickers will result in loss of parking privileges.
- If another vehicle is parked in a student's space, he or she must report the license number of the vehicle to Security, and they will guide him or her to a parking space for the day.

### **Restorative Practices**

The Catholic Church and Cathedral Catholic High School's faith is grounded in the knowledge that each of us is created in the image and likeness of God and therefore has sacred human dignity. This sacred dignity unites us and strengthens our relationships with one another. If

there is a breakdown in a relationship, the bible guides us to take responsibility for our actions and work towards reconciliation.

In Matthew 5:23-24 Jesus declared, *"So when you are offering your gift at the altar, if you remember that your brother or sister has something against you, leave your gift there before the altar and go; first be reconciled to your brother or sister, and then come offer your gift."* In alignment with Catholic values, Cathedral Catholic High School uses restorative practices as its school-wide approach to discipline.

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

#### Restorative Practices at Cathedral Catholic High School Mean:

- Moving away from more traditional forms of punishment where students were never asked to take responsibility for their actions
- When a student violates school or classroom policies, he or she is asked to meet with a teacher/administrator to work towards a resolution.
- The development of the whole student
- Strengthening our relationship with parents/guardians to better serve students
- Being a disciple of Jesus Christ

#### Policy Infractions and Consequences

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

- Violation of school handbook general policies or of displayed classroom or teacher rules/teacher respect agreements
- Any form of defiance, disrespect, dishonesty or disregard of expected behavior on or off campus
- Dress code policy violations
- Attendance policy violations
- Academic dishonesty
- Technology use violations

- Profanity or vulgarity
- Campus misconduct including littering, throwing, pitching or shooting objects, or disrespect/damage of school property
- Causing harm or threatening to cause harm or physical injury
- Inappropriate public display of affection
- Participating in, encouraging or enticing any form of bullying, harassment or cyberbullying
- Broken expectation of student success agreement
- Not properly securing personal and school items
- Riding a bike, skateboard or any other vehicle on campus
- Theft
- Unsafe operation of a vehicle on campus, to/from school or at school events
- Verbal, written or electronic comments/video that are sexually offensive or degrading, vulgar, racist, sexist or that contain other inappropriate language, images or videos
- Possession or use of drugs, paraphernalia, nicotine, vaping devices, edibles and/or alcohol or association with those who are in violation
- Intoxication/under the influence of drugs or alcohol at school or school-sponsored events
- Possession of a weapon or weapon look alike. A weapon is any device or instrument capable of threatening or producing bodily harm.
- Any offense considered inappropriate and/or detrimental to the school, its officials or its students

Some offenses are too serious or egregious to allow the restorative process to take place while the student is still attending Cathedral Catholic High School. A student will be subject to dismissal from Cathedral Catholic High School for any conduct, in or out of school, which is of such a nature as to jeopardize the good name of the school, create a safety concern, is detrimental to the common good or which is harmful or offensive to any member of the school community. The school may also ask a student to withdraw if a student and/or parent/guardian overtly and persistently refuses to cooperate with policies/regulations and employees of Cathedral Catholic High School, resulting in the inability of the school to serve the student.

#### Saturday Academy/Morning Restoration

In conjunction with the restorative process, Saturday Academy/Morning Restoration are opportunities for students to restore the missed seat time due to excessive absences, excessive tardies/early passes or disciplinary concerns. Students may be asked to participate in Saturday Academy on select Saturdays or Morning Restoration before school throughout the school year. This can be a valuable time for students to get caught up on their schoolwork/homework and/or clear absences or tardies/early passes.

Please see [this document](#) for more information regarding Saturday Academy and Morning Restoration.

For questions about restorative practices, discipline, behavioral expectations and management, or general student success at CCHS, please contact the Dean of Students Office ([deanofstudents@cathedralcatholic.org](mailto:deanofstudents@cathedralcatholic.org)).

## FINANCIAL INFORMATION

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

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

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

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

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

Upon acceptance, registration for international students requires a non-refundable \$5,000 deposit within two weeks of acceptance. The remaining tuition is due in full by July 1, 2023. Please note that international deposits and tuition are non-refundable.

### **Tuition Payment Information**

#### Tuition Deposit

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

- Annual Tuition Option: Total amount due paid on or before July 1, 2023
- Semi-Annual Tuition Option: One half of total amount due paid on or before July 1, 2023, and one half of total amount due paid on or before January 1, 2024
- Monthly Tuition Option: Total amount due paid in 12 monthly installments on or before the 1st of each month beginning in July 2023

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

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

### Refund Policy

All students are enrolled for the entire school year and a full year's tuition is required; however, if a student withdraws before August 1, 2023, only the non-refundable tuition deposit and one twelfth of the yearly tuition will be charged. Withdrawal in August, prior to the first day of school, will result in two-twelfths of the yearly tuition being charged. Withdrawal anytime during a semester requires payment for the entire semester, a total of half of the annual tuition.

## GRADES

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

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

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

Pass/Fail (P/F) = A student meets or fails to meet the stated attendance and coursework expectations

### **Failures**

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

### **Grade Point Average**

A student's cumulative overall grade point average (GPA) includes all grades earned in 9<sup>th</sup> through 12<sup>th</sup> grade. This average is based on A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0.0.

Honors/AP/Dual Enrollment courses are weighted on 5.0 scales for a grade earned of A, B, C, D and F.

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

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

### **Grade Progress**

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

### **Grade Scale**

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

### **Grades - Weighted**

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

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

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

### **Graduation Participation**

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

## Graduation Requirements

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

Students must earn 280 credits to graduate.

Religion	40 Credits
English	40 Credits
Language	20 Credits
Mathematics	30 Credits
Science	30 Credits
Social Science	30 Credits
Visual & Performing Arts	10 Credits
Electives	60 Credits
Physical Education	20 Credits

## Physical Education Requirements

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

## HEALTH POLICIES

### Doctor Appointments

It is best to schedule doctor appointments outside school hours. If a student must see a doctor or dentist during school hours, a parent/guardian must complete the [Passport Request Form](#). Upon returning to school, the student will report to the Attendance Office to pick up an admit slip prior to returning to class.

### Health and Emergency Contact Forms

Health and emergency contact forms must be completed annually by each family and submitted by the first day of school. These forms can be accessed on PowerSchool.

### Illness Procedure/Policy

Students should stay home if ill to protect other students and employees. A parent/guardian needs to fill out the [Absence/Tardy Verification Form](#) for each day absent within 48 hours of the absence. Please report contagious diseases to the Nurse. Students returning after 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 or turn in an assignment, especially if they have been vomiting or if they have had a temperature over 100 degrees within the previous 24 hours. If a student is absent for three or more consecutive days, upon returning he or she must bring a note to the Health Office from a physician stating that the student is cleared to return to school. This note should include any recommendations

or restrictions regarding physical activity. Please refer any questions regarding this note to the Nurse at (858) 523-4000 ext. 2017.

### **Illness at School**

If a student becomes ill or is injured during class, the student must request a pass from that teacher to go to the Health Office. Students may not use their cell phones to call home once they are in the Health Office. (Please refer to cell phone use on campus in the Dean of Students Office section of this handbook.) The Nurse will speak with a parent/guardian and issue a Passport to go home, allowing the student to leave campus, if necessary. Leaving campus without a Passport is truancy.

### **Immunizations**

All students entering Cathedral Catholic High School 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 enrollment.

### **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 bootie on the affected foot and a regular shoe on the unaffected foot or sandals with a back strap. Other uniform alterations for injuries need to be approved by the Nurse.

### **Injuries/Insurance**

Students should report as soon as possible to the Nurse or, in the case of sports, to the Athletic Trainers, any injuries occurring at school-related events. Any sport-related injury should be reported to an Athletic Trainer before any further practice or game participation (Athletic Trainers are available on campus from 12 pm daily on weekdays). School medical insurance is secondary to family insurance. That means it partially covers charges not covered by one's own primary insurance, with certain limitations and exclusions. Insurance forms are available from the Nurse or the Athletic Trainers.

### **Medical Conditions**

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

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

Students are not allowed to carry or store over-the-counter or prescription medications in their backpacks, vehicles parked on campus or lockers. The only exception is for epinephrine

auto-injectors, asthma inhalers and insulin with physician documentation turned into the Health Office prior to the student bringing the medication on campus.

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

- The Health Office does have a limited supply of over-the-counter (OTC) medications such as acetaminophen, ibuprofen and Benadryl. Permission by a parent/guardian must be obtained prior to dispensing an OTC medication while at school. Parents/guardians are requested to complete the permission form, located on PowerSchool, annually.
- In accordance with overseeing medical orders, the Health Office may only dispense the same OTC medication to a student for the same ailment limited times during an academic year. If a student requires more frequent use of an OTC medication, then a "Medication Authorization" form must be completed by the student's own physician and brought to the Health Office in order to receive the OTC medication.

### **Prescription Medication**

- Students requiring prescription medications to be dispensed during school hours must have a "Medication Authorization" form completed by the prescribing physician, to be kept on file in the Health Office.
- All prescription medications must be brought to the Health Office in the original prescription container with the student's name, date of birth and medication clearly labeled.
- Prescription epinephrine auto-injectors, asthma inhalers and insulin are allowed to always remain with the student while on campus as long as physician documentation is turned into the Health Office prior to the student bringing the medication on campus.

## **MISSION AND MINISTRY**

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

### **Guiding Principles**

- Proclaim the gospels
- Catechize and evangelize students and the broader school community
- Promote the ideals of character, faith, knowledge and responsibility
- Provide opportunities for students, employees and families to grow in their relationships with Jesus Christ
- Educate and encourage action in addressing contemporary societal problems and working towards peace and justice in the world

- Foster greater appreciation and involvement in the liturgical celebrations of the Church
- Complement the general goals and objectives of the Diocese of San Diego and Cathedral Catholic High School

### **Miles Christi Priests**

Cathedral Catholic is blessed to be in partnership with the Miles Christi religious order from Argentina. The Miles Christi priests expanded their apostolate to San Diego in 2008. Their mission is the sanctification of the lay faithful, particularly young people. They focus on leading retreats, giving spiritual direction and offering Catholic intellectual formation. They joined Cathedral Catholic as chaplains in 2010 and have been serving our faith community ever since.

### **Retreats**

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

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

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

#### Sophomore Retreat Theme: "Live the Call" (Required)

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

#### Junior Retreat Theme: "Build the Kingdom" (Optional)

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

#### Seniors: Kairos Retreat (Optional)

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

### **Service**

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

The school hopes to nurture in students and employees a determination to be a positive force for good. The entire school community works together to serve communities near and

far, build community at school and beyond, foster awareness for freedom and justice in the world and awaken a sense of social responsibility.

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

- Catholic Charities
- Catholic Relief Services
- St. Vincent de Paul
- Father Joe's Villages
- Nazareth House Senior Living Community
- Oceanside Silvercrest Residence
- Homeboy Industries
- Local Catholic schools

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

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

## SCHOOL ATHLETICS

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

### Cathedral Catholic High School 2023-2024 Sports Teams

Fall Sports	Gender	Level
Cross Country	Boys & Girls	Varsity/JV
Field Hockey	Girls	Varsity/JV
Flag Football	Girls	Varsity
Football	Boys	Varsity/JV/Freshman (2)
Golf	Girls	Varsity/JV
Sand Volleyball	Boys, Non-CIF	Varsity
Tennis	Girls	Varsity/JV (2)
Volleyball	Girls	Varsity/JV/Freshman

Water Polo	Boys	Varsity/JV/Novice
<b>Winter Sports</b>	<b>Gender</b>	<b>Level</b>
Basketball	Boys	Varsity/JV/Freshman (2)
Basketball	Girls	Varsity/JV/Freshman
Inline Hockey	Coed	Varsity
Rugby	Boys, Non-CIF	Varsity/JV
Rugby	Girls, Non-CIF	Varsity
Soccer	Boys	Varsity/JV/Freshman
Soccer	Girls	Varsity/JV/Freshman
Water Polo	Girls	Varsity/JV/Novice
Wrestling	Boys	Varsity/JV
Wrestling	Girls	Varsity/JV
<b>Spring Sports</b>	<b>Gender</b>	<b>Level</b>
Badminton	Coed	Varsity
Baseball	Boys	Varsity/JV/Freshman
Golf	Boys	Varsity
Lacrosse	Boys	Varsity/JV
Lacrosse	Girls	Varsity/JV
Sand Volleyball	Girls, Non-CIF	Varsity
Softball	Girls	Varsity/JV
Swim/Dive	Boys	Varsity/JV/Novice
Swim/Dive	Girls	Varsity/JV/Novice
Tennis	Boys	Varsity/JV
Track & Field	Coed	Varsity/JV/Freshman
Volleyball	Boys	Varsity/JV/Freshman
<b>Multi-Season</b>	<b>Gender</b>	<b>Level</b>
Cheer	Girls	Varsity/JV
Crew	Coed, Non-CIF	Varsity/Novice
Dance	Girls	Varsity/JV
Fencing	Coed, Non-CIF	Varsity
Sailing	Coed, Non-CIF	Varsity
Surfing	Coed, Non-CIF	Varsity

### **Athletic Clearance Forms**

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

### **Concussion Protocol**

- Injury occurs
- School Nurse is notified (via Athletic Trainers or parent/guardian)
- Email notification is sent by Nurse to student's teachers and counselor
- The student is given up to 2 weeks to make up homework/assignments, etc.
- Communication between student and individual teachers
- If symptoms persist and/or student is unable to return to play:
  - Student will see school Nurse for medical accommodations paperwork

- Nurse will notify counselor and Learning Center once paperwork is given to student
- Student and parent/guardian will meet with counselor with completed paperwork ASAP
- Student is given an additional four weeks of accommodations
- Counselor will notify Learning Center and teachers
- If symptoms persist beyond four weeks (for a total of six weeks):
  - Re-evaluate for anticipated additional needs
  - Meeting with counselor, Nurse, student and parent/guardian to discuss outside options

### **Transfer Eligibility**

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

## **STUDENT ACTIVITIES**

### **Ambassador for Christ Corps**

Cathedral Catholic High School's Ambassador for Christ Corps was organized in 1993 and provides students with the opportunity of community service and public relations outreach for the school. Ambassadors are representatives of the school to the outside community. Not to be confused with the Associated Student Body (ASB), the Ambassador for Christ Corps handles events that involve the public. They do not run any student-body activities.

Ambassadors are often the face of the school to prospective students, on-campus visitors and the wider community. Ambassadors usher at Masses, guide school tours, allow students to shadow them to classes, assist with enrollment events and perform other duties as requested. Ambassadors pledge to follow the Ten Commandments and consider Jesus Christ as a role model, both on and off campus. Students of any faith may become an Ambassador for Christ. Students entering the 10th, 11th or 12th grades are eligible to become Ambassadors. Ambassador moderators interview and select applicants for membership based on factors such as spirituality, academics, enthusiasm to participate, time commitment and extracurricular activities. Incoming Ambassadors prepare for their membership and service by attending a training institute held in the summer. Current Ambassadors are not guaranteed membership in the Corps for the following year. Returning Ambassadors must reapply and participate in the interview process each year.

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

Cathedral Catholic High School's Associated Student Body is an important student-leadership organization committed to encouraging a positive relational environment that strengthens the Catholic faith-filled community of Cathedral Catholic through spirit, service

and integrity. Students may serve as ASB members sophomore through senior year. The entire ASB class is selected via interviews with the ASB Director, class moderators and other school leaders. Students are asked to focus on one of the four “passion groups” for their interview. The groups are divided into Sound and Spirit, Outreach, Design and Activities. Each group will have a Senior or Junior Captain and Co-Captain. ASB is an elective class in the academic schedule, and ASB members are required to enroll in the course in order to serve on ASB.

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

### **Honor Societies**

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

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

## **TECHNOLOGY**

### **Overview**

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

### **Electronic Communications With Employees and Coaches**

Cathedral Catholic High School strives to create a safe environment for all members of the community. In alignment with the Diocese of San Diego’s Electronic Communications With

Minors Policy, Cathedral Catholic students and employees/coaches are expected to maintain appropriate boundaries when using electronic communications including but not limited to emails, text/instant messages/phone calls and social media. Students and employees/coaches must abide by the following communications standards in order to maintain appropriate boundaries:

#### Email

When students and employees/coaches communicate by email, they must:

- Use their @cchsdocs.com email address, never a personal email address
- Copy at least one of the student's parents/guardians on all emails

#### Text/Instant Message/Phone Call

Students and employees/coaches are not allowed to disclose their phone numbers to each other and cannot communicate via text/instant message/phone call.

#### Social Media

In an effort to maintain appropriate relationships with each other, students and employees/coaches alike may not engage with one another on social media sites. This includes but is not limited to:

- Friending or following on social media
- Messaging on social media
- Tagging on social media
- Communicating in any way on social media

#### **Communication of Trade Secrets**

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

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

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

### **Frivolous Use**

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

### **Illegal Copying**

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

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

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

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

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

### **Social Media Use**

As representatives of Cathedral Catholic High School, students are expected to be good role models of Cathedral Catholic's four core values of character, faith, knowledge and responsibility both on campus and off, both in person and online. This includes behavior on social media. Students are responsible and will be held accountable for any content posted on social media that is deemed to be offensive, inappropriate or hurtful to the school's reputation or that of a community member. We encourage students to think critically about what they share on social media and to be aware of what they post when representing Cathedral Catholic High School by wearing CCHS uniform or spirit wear.

Students are expected to maintain appropriate boundaries with employees and coaches on social media. Please see the Electronic Communications With Employees and Coaches section above for more information on Cathedral Catholic's communications standards.

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

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

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

### **Technology Responsible Use Policy**

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

The Technology Responsible Use Policy includes all forms of technology, such as but not limited to iPads, computers, cameras, cell phones, texting, messaging, email, chat, instant-

messaging, gaming and social networking sites. Due to continuous advancement in technology, Cathedral Catholic High School reserves the right to add to the policy throughout the school year as deemed necessary.

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

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

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

## WHAT TO KNOW

### **Academic Center**

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

### **Bicycles**

Bicycles must be parked and locked in the racks furnished near the main gate. Students must provide their own locks.

### **Chapel**

St. Thérèse of Lisieux Chapel is located on the east side of the Academic Quad. The chapel is open for quiet prayer, reflection, adoration and use by classes. Daily Masses are also held in the chapel at lunch or before school. Check the newsletter for Daily Mass schedules.

### **Deliveries**

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

### **Lockers**

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

### **Lost and Found**

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

### **Non-Discriminatory Policy**

Cathedral Catholic High School, mindful of their mission to be witnesses to the love of Christ for all, admits students of any race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Cathedral Catholic High School does not discriminate based on race, color and national and/or ethnic origin, age, sex or disability in the administration of educational policies, scholarship and loan programs, nor athletic and other school-administered programs.

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

### **Parent Association**

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

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

### **Student Records**

#### Accessing Student Records

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

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

#### Buckley Amendment

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

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

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

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

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

### School Schedules

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

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

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

<b>Dons Day</b>		<b>Stations of the Cross</b>		<b>Carnival</b>	
Period 1	8-9 (60)	Period 1	8-9:10 (70)	Period 1	8-9:10 (70)
7th Period	9:05-10 (55)	7th Period	9:20-10:15 (55)	7th Period	9:20-10:05 (45)
Dons Day Activities	10-11:20 (80)	Break	10:15-10:30 (15)	Break	10:05-10:20 (15)
Break	11:20-11:40 (20)	Period 2	10:35-11:45 (70)	Period 2	10:25-11:35 (70)
Period 2	11:45-12:45 (60)	Stations of the Cross	11:45-12:30 (45)	Period 3	11:45-12:55 (70)
Lunch	12:45-1:15 (30)	Lunch	12:30-1:05 (35)	Carnival	12:55-2:20 (85)
Period 3	1:20-2:20 (60)	Period 3	1:10-2:20 (70)		

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

Throughout the school year, students may be highlighted in efforts to promote Cathedral Catholic High School activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our school through print materials, social media, digital media, broadcast media, online and other types of media. The acknowledgement form for the Cathedral Catholic High School Handbook grants Cathedral Catholic High School and its employees, representatives and authorized media organizations permission to use Cathedral Catholic High School student's likeness. Parents/guardians who do not give consent must contact Pamela Poe, Director of Communications, in writing by August 30, 2023.

### **Transfer Students**

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

- For a student to transfer to Cathedral Catholic High School, he/she must have a 2.0 GPA. He/she must have passed all required subjects and have made up any failed subjects in summer school.
- If a student transfers from a non-Catholic high school, the requirement for religion is waived for the time he/she attended the school.

- All other required courses for graduation from Cathedral Catholic High School are taken and passed.
- Weighted courses are accepted as such for transfer students.
- International students: After completing the tuition agreement and deposit, students requiring an F1 visa to attend school in the U.S. will be issued an I20 from the Office of Enrollment.
- Official transcripts must be received prior to the first day of class to verify credits.

### **Tutoring Policy**

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

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

### **Unauthorized Publications**

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

### **Visitor's Policy**

During school hours, all visitors (including alumni) must have an appointment and present a valid government ID. Government ID will be used to run a background check. Once a background check is complete, the visitor will obtain a visitor pass which must always remain visible.

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

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

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

**Work Permits**

California labor laws require any child who is between the ages of 14 and 17 to obtain a Statement of Intent to Employ Minors and Request for Work Permit. This form is available at Office Services in the Kolbe Center as well as on the website portal. The form must be filled out by the student, the prospective employer and by the student's parents/guardians. The completed form should then be scanned and emailed back to [workpermit@cathedralcatholic.org](mailto:workpermit@cathedralcatholic.org). Please allow 72 hours for a work permit to be issued.