



## CATHEDRAL CATHOLIC HIGH SCHOOL

### Student Handbook 2017 - 2018

Cathedral Catholic High School  
5555 Del Mar Heights Road  
San Diego, CA 92130  
Telephone: (858) 523-4000  
Attendance: (858) 523-4001  
Fax: (858) 523-4097

#### ADMINISTRATION

**Stevan Laaperi**

President

**Kevin Calkins**

Principal

**Margaret Mauro**

Dean of Academics

**Jeff McMurtry**

Dean of Academics

**Ashley Bascom**

Dean of Counseling and Wellness

**Alison Purpera**

Dean of Mission and Ministry

**Michael Wallace**

Dean of Students

**David Smola**

Director of Athletics

**Carolyn Sturz**

Chief Financial Officer

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

**CATHEDRAL CATHOLIC HIGH SCHOOL  
2017 - 2018 ACADEMIC YEAR**

Dear Parents/Guardians and Students,

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

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

If there are any questions, please feel free to contact the school at any time.

Sincerely,

The CCHS Administration

## **ALMA MATER**

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

## **CCHS COMMUNITY PRAYER**

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

## **FIGHT SONG**

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

# TABLE OF CONTENTS

Mission .....	7
Philosophy .....	7
Expected School – Wide Learning Results .....	8
General Information .....	9
Academics .....	12
Academic Dismissal .....	12
Academic Dishonesty/Honesty .....	12
Academic Ineligibility .....	12
Add – Drop/ Class Changes .....	13
Admissions .....	13
Advanced Placement/Honors Program .....	13
Advanced Placement Testing .....	14
Course Load .....	14
Dual Enrollment .....	14
Failures .....	14
Final Exams .....	14
Grades .....	14
Grade Point Average .....	15
Grade Progress .....	15
Grade Scale .....	15
Grades – Weighted .....	15
Graduation Participation .....	16
Graduation Requirements .....	16
Honor Roll .....	16
Off Campus Credits .....	17
Ranking Policy .....	17
Report Cards .....	17
Scheduling Procedures .....	17
Transcripts .....	17
Transfer Students .....	18
Advancement .....	18
Associations/Board .....	19
Advisory Board of Directors .....	19
Dons’ Athletic Club .....	19
Parent Association .....	19
Athletics .....	19
Athletic Clearance Card Process .....	19
Concussions Protocol .....	22
Return to Learn Accommodations .....	23
Eligibility .....	24
Sports Absence .....	24
Sports Listing .....	24
Attendance Information .....	25
Absence Definition .....	25
Absence Procedures .....	26
Passport Procedures .....	26
Excessive Absences .....	26
Tardy Policy .....	27
Tardies - Excessive .....	27
Truancy .....	27

Counseling Department.....	28
Counselors .....	28
Evaluation of Students (by outside agencies) .....	28
Standardized Tests.....	28
Work Permits .....	28
Dean of Students Office .....	28
Bullying/Cyberbullying.....	29
Campus Security.....	29
Cell Phones .....	29
Dance Guidelines .....	29
Dance – Outside Guest Policy.....	30
Detention .....	30
Detention Infractions and Consequences.....	31
Disciplinary Ineligibility.....	32
Disciplinary Probation.....	32
Drug, Alcohol and Controlled Substance.....	32
Expulsion .....	32
Harassment .....	33
Interquest Detection Canine .....	33
Parking Lot .....	33
Parking Permit .....	33
Referral/Suspension .....	34
Restricted Areas.....	35
Student Threat Policy .....	35
Suspension.....	35
Dress and Appearance.....	36
General Clothing Requirements .....	36
Specific Dress Code Attire.....	37
Uniform Enforcement Policy .....	38
Emergency Information .....	38
Mission and Ministry.....	39
Christian Service.....	39
Retreats.....	40
Financial Information.....	41
Financial Assistance .....	41
Insurance Claims.....	41
Tuition Payment Information.....	41
International Tuition Agreement and Registration.....	42
Health Policies.....	42
Health Procedures.....	42
Non-Discriminatory Policy .....	44
Student Activities .....	44
Ambassadors For Christ Corp .....	44
Associated Student Body .....	44
A.S.B. Clubs .....	45
A.S.B. Officers .....	45
California Scholarship Federation .....	45
National Honor Society.....	46
Overnight Activity Policy.....	46
Use of the Internet .....	46
What to Know	
Bicycles .....	51
Chapel.....	51
Deliveries.....	51

Library.....	51
Lockers.....	51
Student Media Consent and Release .....	51
Lost and Found.....	52
Student Store.....	52
Unauthorized Publications.....	52
Visitor's Policy .....	52
Parent/Guardian/Student Handbook Letter .....	53
Bell Schedule .....	54

## **MISSION**

We are an innovative academic community of lifelong learners grounded in the Catholic faith that prepares our graduates to live God's call and build the Kingdom.

## **PHILOSOPHY**

Cathedral Catholic High School is a leader in Catholic, college preparatory education. Our rigorous, innovative education program is offered in a nurturing community based on teachings of Jesus Christ and Traditions of the Catholic Church. Our CCHS core values — faith, knowledge, character, and responsibility — developed from our University of San Diego High School heritage guide our graduates' growth to become responsible leaders. Our program is student-centered, recognizing that each person is made in the image and likeness of God and shaped by differences in interest, ability, and background. We are a collaborative community, dedicated to learning and teaching students to assume responsibility for their own educational and spiritual growth. In partnership with parents, we form an educational ministry that is mutually supportive and committed to excellence.

# EXPECTED SCHOOL - WIDE LEARNING RESULTS

## **Cathedral Catholic High School Students are:**

### **People of Faith who:**

- Identify and explain Church teachings and practices
- Practice and reflect upon the Catholic values of charity, service, and social justice
- Participate in the sacramental life of the Church
- Contribute to a school environment that fosters love, compassion, and peace

### **Skilled Lifelong Learners who:**

- Acquire knowledge and skills that lead to intellectual inquiry
- Communicate effectively and responsibly through a variety of media
- Innovate and use 21st Century tools
- Solve problems individually and collaboratively

### **People of Character who:**

- Respect themselves and others
- Value diverse people and cultures
- Practice ethical citizenship and leadership
- Build the Kingdom by making moral choices to improve themselves and their community

### **Responsible Individuals who:**

- Demonstrate independence and initiative as learners
- Engage in the global community
- Develop a healthy lifestyle and nurturing relationships
- Apply their gifts to change the world



# GENERAL INFORMATION

## SCHOOL OFFICE

The main school office and the attendance office are open from 7:00 a.m. to 3:00 p.m. Monday through Friday. Both offices are closed on school holidays.

Main School Office: (858) 523-4000  
Attendance Office: (858) 523-4001

## PHONE CALLS

Emergency phone calls and emergency messages for students, from parents only, should be directed to the attendance office (858-523-4001). Transportation arrangements should be made prior to the start of classes.

**E-MAIL ADDRESSES** for all faculty and staff consist of first initial, last name:  
[name@cathedralcatholic.org](mailto:name@cathedralcatholic.org)

**WEB- SITE ADDRESS** is [www.cathedralcatholic.org](http://www.cathedralcatholic.org)

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

## ACADEMICS

Deans of Academics

	<b>Ext/Voice Mail</b>
Mr. Jeff McMurtry Freshman & Sophomores	1102
Ms. Margaret Mauro Juniors & Seniors	1144

## DIRECTOR OF ASSOCIATED STUDENT BODY

Mrs. Sara Rhodes	1318
------------------	------

## ADMISSIONS DIRECTOR

Ms. Elizabeth Tysor	1148
---------------------	------

## ATHLETICS

Athletic Program / Athletic Facilities

Mr. David Smola	1123
Trainers	1121

## BUSINESS OFFICE/FINANCIAL AID

Chief Financial Officer

Ms. Carolyn Sturz	1136
Other	1134,1135,1137

## **MISSION AND MINISTRY**

Dean of Mission and Ministry Ali Purpera	1180
Assistant Dean of Mission and Ministry Mr. Nicholas Hurt	1293
Assistant Dean of Mission and Ministry Mr. Jeff Gramme	1260
Chaplains	
Fr. Martin Latiff, MC	1610
Fr. Patrick Wainwright, MC	1237
Fr. Richard Castro, MC	1610
Fr. Michael Ortiz	

## **DIRECTOR OF EDUCATIONAL TECHNOLOGY**

Mrs. Kathy Garcia	1211
Assistant Director of Educational Technology Mr. Andrew Viegas	1141

## **DIRECTOR OF MARKETING & PUBLIC RELATIONS**

Mrs. Anne Majer	1120
-----------------	------

## **COUNSELING**

Dean of Counseling & Wellness Mrs. Ashley Bascom	1193
---	------

## **ADVANCEMENT OFFICE**

Alumni Events Mr. Sean Doyle	1151
Annual Fund	
Endowment	
Scholarships	
Mrs. Carin Theobald	1117
Mrs. Debby Rosenberger	1114
Grandparents' Day	
Legacy Reception Mrs. Susan Greeven	1116
Planned and Major Gifts Mr. Michael Trunzo	1115
<b>DEAN OF STUDENTS</b> Mr. Michael Wallace	1127
<b>SPECIAL EDUCATION</b> Director of Special Education Dr. Megan Burton	1215

**INFORMATION**

Appointments with Teachers	
Athletic Schedule	
School Holidays and Vacation	1000

**NURSE**

Mrs. Kate Pe, RN	1126
------------------	------

**PRESIDENT'S OFFICE**

Advancement	
Advisory Board of Directors	
Foundation/ Grants	1117

**REGISTRAR**

Mr. Andrew Viegas	1141
-------------------	------

**STUDENT STORE**

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

**TECHNOLOGY**

Director of Technology	
Mr. Dustin Nies	1153

**APPOINTMENTS WITH ADMINISTRATORS**

Mr. Stevan Laaperi	
Mrs. Carin Theobald	1117

Mr. Kevin Calkins, Principal	
Ms. Hannah Yen	1143

Ms. Margaret Mauro, Dean of Academics, Juniors/Seniors	
Mrs. Gina Armstrong	1144

Mr. Jeff McMurtry, Dean of Academics, Freshmen/Sophomores	
Mrs. Gina Armstrong	1102

Mrs. Ashley Bascom, Dean of Counseling	
Mrs. Denise Flynn	1193

Ms. Ali Purpera, Dean of Mission & Ministry	
Mrs. Mallory Sigmon	1185

Mr. David Smola, Director of Athletics	
Mrs. Maria Oliver	1123

Mr. Michael Wallace, Dean of Students	
Mr. Manuel Terzoli, Assistant Dean of Students	
Mrs. Sharalle Nunes	1127

## **ACADEMICS**

As a college preparatory high school Cathedral Catholic High School's curriculum is designed to challenge our students to become lifelong learners developing in faith, responsibility and character. Academic expectations detailed within the handbook are created to provide students guidance on their path to fulfill high levels of achievement.

### **ACADEMIC DISMISSAL**

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

- Students who earn 50 credits or less in a school year will be dismissed.
- Students must remediate failed courses the following summer or repeat the course the following school year.

### **ACADEMIC HONESTY**

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

### **ACADEMIC DISHONESTY**

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

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

#### Academic Dishonesty/Cheating

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

### **ACADEMIC INELIGIBILITY**

Participation in extracurricular activities is a privilege. Academically ineligible students may not hold office or campaign for office in student government, try out for Drama, or participate in ongoing extracurricular activities, including but not limited to interscholastic sports, non-CIF sports & drama. Academic Ineligibility will result in the following:

- Two “F” grades or a grade point average of less than 2.0 for a grading period. The student is ineligible until grades are posted for the next grading period and new scholastic ineligibility list is posted.

1<sup>st</sup> quarter ineligibility is determined by the previous 4<sup>th</sup> quarter grades. Students may change their 1<sup>st</sup> quarter ineligibility status by improving their grades through summer school.

The eligibility of athletes is governed by CCHS. We follow the California Interscholastic Federation guidelines (San Diego Section). If there are questions regarding athletic eligibility, the student should check with the Athletic Director.

## **ADD-DROP/CLASS 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 CCHS 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.

### First academic week of school:

Students may change class selections within the following parameters:

- Student initiated level down changes as space permits
- Teacher initiated level up changes as space permits (college prep to H/AP)
- Course elective drop to a non-academic course as space permits

### Second and third academic week of school:

Only class changes initiated by a teacher, counselor or administrator will be allowed as space permits.

### No class changes will be made after the third week of school.

## **ADMISSIONS**

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

## **ADVANCED PLACEMENT & HONORS PROGRAM**

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

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

Students seeking to enroll in Advanced, Honors, or AP courses must meet the prerequisites stated in the Curriculum Guide and follow the prescribed approval and procedures set by each department. Students

who do not meet prerequisites or follow the prescribed contracts, approval and procedures will not be enrolled in the Honors or AP course.

## **ADVANCED PLACEMENT TESTING**

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

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

## **COURSE LOAD**

Students are required to take seven (7) classes each semester. Students must enroll in required courses for graduation before elective courses may be taken. Students are required to take a minimum of five (5) academic courses each semester. Non-academic courses include PE, Learning Center, Study Hall, Academic Coaching, and Office Aide.

## **DUAL ENROLLMENT**

Cathedral Catholic High School and MiraCosta Community College (MCC) are partners in our Dual Enrollment program. Students earn credit and a grade from both CCHS and MCC Dual Enrollment courses and follow both CCHS and MCC policies including registration and add/drop policies. All Dual Enrollment courses are UC/CSU transferrable. Credit is given by private colleges at their discretion. There may be an additional fee for Dual Enrollment Courses.

## **FAILURES**

Students must remediate failed courses the following summer or repeat the course the following school year.

## **FINAL EXAMS**

- At the end of each semester, students will take mid-year and final exams.
- Final exams will be administered on the scheduled dates only. Teachers will not comply with parent or student requests to alter the dates of finals.
- AP teachers are allowed to administer their final exams previous to the scheduled final exam date at the end of the school year. Students are not required to attend the class meeting during final exam week if they have already completed their final exam.
- No exams/quizzes or major assessments will be administered the week before mid-year or final exams.
- Seniors will take their end of year final exams/assessments prior to May 29, 2018. Seniors in courses with underclassmen will take finals exams/assessments for those courses prior to May 29, 2018.

## **GRADES**

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

**Incomplete (I)** = A student has not completed the course for medical reason or family emergency. An

incomplete grade must be cleared within three weeks of the end of the grading period.

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

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

## **GRADE POINT AVERAGE**

The cumulative overall grade point average that appears on the report card is the average for the student for the entire time he/she is at CCHS. The cumulative average is based on grades received in ninth through twelfth grades and does include Physical Education. This average is based on A = 4.0; B = 3.0; C = 2.0; D = 1.0. (Honors/A.P. classes are weighted on a 5.0 scale.)

## **GRADE PROGRESS**

Aeries (Student Information System) allows parents and students to view official quarter/semester grades. Schoology allows parents and students to track academic progress during each grading period. Teachers will update the gradebook in Schoology every two weeks. Teachers are required to contact parents if the grade falls below a C- or if other issues arise. Visit [www.cathedralcatholic.org](http://www.cathedralcatholic.org) for the link to Aeries 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%-59.4%

## **GRADES - WEIGHTED**

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

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

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

## **-SUMMER SCHOOL**

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

## GRADUATION PARTICIPATION

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

## 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.

### Class of 2018 and beyond - 280 units

#### Class of 2018 - 2019

Religious Studies	40 Credits
English	40 Credits
Language	20 Credits
Mathematics	30 Credits
Science	30 Credits
Social Science	30 Credits
Visual & Performing Arts	10 Credits
Electives	Varies per Class
Physical Education (5 credits PE/Wellness)	20 Credits
Speech Communication	5 Credits

#### Class of 2020 and Beyond

Religious Studies	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

For the classes of 2018 and 2019, physical education and elective credits may be earned through participation on a CCHS athletic team or an online physical education offering. For the classes of 2020 and beyond, no more than 20 physical education credits or elective credits may be earned through participation on a CCHS athletic team or an online physical education offering.

## HONOR ROLL

An Honor Roll is published at the end of each semester. First Honors requires that a student have an "A" average or a G.P.A. of 4.0. Second Honors requires that a student have a G.P.A. between 3.60 and 3.99. The G.P.A. used to calculate the honor roll is the weighted cumulative G.P.A.



## **OFF CAMPUS CREDITS**

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

## **RANKING POLICY**

CCHS has a rigorous college preparatory program; therefore, a cumulative ranking system based on GPA does not fairly represent a student's relative achievement. For this reason, CCHS does not rank.

## **REPORT CARDS**

Report cards are issued online every grading period.

## **SCHEDULING PROCEDURES**

**Step 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.

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

**Step 3:** Students will consult the Curriculum Guide online and complete the Course Registration Form at home with their parents. Students will also register online through Aeries at this time.

**Step 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.

**Step 5:** Students and parents will finalize schedules with counselors on Aeries.

## **TRANSCRIPTS**

A transcript is the official record of a student's grades. All Student records are the property of CCHS. CCHS respects the federal legislation regarding the confidentiality of records. Information regarding a student's academic record, grades, and GPA will not be given over the phone. The student, or parent/guardian, if the student has not reached legal age, may request copies of the student transcript. You may request transcripts by using the Transcript Request Form. This form may be accessed by clicking on "Transcript Request" under "Academics" on the CCHS website ([www.cathedralcatholic.org](http://www.cathedralcatholic.org)).

CCHS cannot issue an official transcript for classes taken at other schools. Transfer students are required to submit official transcripts from previous schools to the Registrar for CCHS graduation credit inclusion. Students must contact former schools for their official transcripts.

## **-ACCESSING STUDENT RECORDS**

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

## **-BUCKLEY AMENDMENT**

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

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

## **-PROCEDURES FOR CHALLENGING THE CONTENT OF THE STUDENT'S RECORD**

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

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

## **TRANSFER STUDENTS**

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

- For a student to transfer to CCHS, he/she must have a 2.0 G.P.A. He/she must have passed all required subjects and have made up any failed subjects in summer school.
- 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 CCHS are taken and passed.
- Weighted courses are accepted as such for transfer students.
- International Students: Prior to attending the first day of class at CCHS, international students must obtain an I-20 Student Visa by contacting the Registrar by email.
- Official transcripts must be received prior to the first day of class to verify credits.

## **ADVANCEMENT**

The Advancement Office is responsible for the planning and management of all Cathedral Catholic High School Business Operations, Alumni/ae activities, Marketing, Public Relations, Communications, Cathedral Matters Annual Report Magazine, Special events, Fundraising events, Grant requests, Memorial Scholarships, Endowments, Capital Campaigns, Annual Gifts, and Planned Giving.

Please visit the Advancement section of our website or call ext. 1117 for detailed information on how you

can support the Cathedral Catholic High School community.

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

Dons Annual Golf Classic (Monday, October 2, 2017, at The Santa Luz Club)

Grandparents' Day (Monday, November 27, 2017 for Freshman & Seniors)

Grandparents' Day (Monday, March 26, 2018 for Juniors & Sophomores)

Dons Club Spring Social (May 5, 2018)

## **ASSOCIATIONS/BOARD**

### **ADVISORY BOARD OF DIRECTORS**

The Advisory Board of Directors is constituted by the Bishop of the Diocese of San Diego. The purpose of the Board is to foster and promote programs and policies consistent with the Diocese of San Diego and the full expression of the mission, philosophy and goals of CCHS. The Board's responsibilities include: a) approval of the Mission and strategic planning for the school; b) approval of general policies relating to mission, finance, facilities, admissions, public relations and advances; c) to speak with one voice regarding policy through the President of the school.

### **DONS' ATHLETIC CLUB**

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

### **PARENTS ASSOCIATION**

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

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

## **ATHLETICS**

Cathedral Catholic High School offers a full complement of athletic programs, that allow 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 the California Interscholastic Federation (CIF), unless designated 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.

### **ATHLETIC CLEARANCE CARD PROCESS**

Students and parents/guardians must complete the online Athletic Packet. You will find the Athletic Packet on the Cathedral Catholic High School website (<http://www.cathedralcatholic.org/athletics/athletic-forms>). The online Athletic Packet Consists of the following forms:

- **Student Information**

Select a sport(s) that you are interested in playing. Selecting a sport does not guarantee a position on the team, nor does it require you to tryout for the team. Transfer Students must indicate on the form that they are a student that has transferred from another high school and they are seeking athletic eligibility. Transfer Students must go through CIF Eligibility protocols. The Athletic Director will work with Transfer Students during the summer on their eligibility.

- **Athletic Participation Form**

The parent/guardian must complete this form for the student to be eligible. By signing this form, the parent/guardian gives permission for their son/daughter to participate in athletics. The parent/guardian acknowledges the inherent risk of participating in an athletic activity.

- **Parent/Guardian Code of Ethics**

The parent/guardian spectator agreement must be signed digitally. It is expected that parents/guardians and their guests demonstrate appropriate behavior that Cathedral Catholic High School expects for its practices and contests. Cheer for our players, but do nothing to ridicule our opponents, coaches, or referees.

- **CIF Ethics in Sports form**

Must be signed (digitally) by parents/guardian and student. This form has information concerning expectations of CIF and the “Victory Through Honor Program” to which the CIF subscribes to. By signing the parents/guardian and student agree to abide by the CIF sportsmanship standards.

- **Athletic Emergency Information and Medical Information Form**

Must be completed and signed (digitally) by the parent/guardian. The form has alternative emergency contacts and pertinent insurance information in case the parent/guardian cannot be reached in an emergency situation. Coaches will carry these cards on their person during contests and practices. Please be sure to update information if it changes during the year.

- **Cathedral Catholic High School Concussion Information Sheet**

This informational sheet needs to be read, reviewed and signed (digitally) by the student and parent/guardian. By signing this form, students, parents/guardians acknowledge the seriousness of concussions, and understand the Cathedral Catholic High School, “Return to Play” Protocol.

- **Physical Release Form**

The Physical Form is two sided. The first side is to be completed by a licensed Physician, Doctor of Osteopathy, Physician Assistant or Nurse Practitioner, licensed in the United States. The exam must be completed after the last day of the second semester. The form must include a Physician’s Stamp or a Business Card from the doctor’s office. The form must be filled out completely with a “Cleared to Participate” or it will be considered invalid.

Side two of the form is medical history and must be completed by the parent. Be accurate with the dates and pertinent information. Parent/Guardian must sign.

Sophomores, Juniors & Seniors must complete the CCHS Athletics Packet online and must submit their physical release form to the Athletics Office during regular office hours (8AM-2PM during the summer and 7:30AM-3PM during the school year). All Freshmen and Transfer Students must complete the CCHS Athletics Packet online and submit their form to the Athletics Office if they would like to participate in a sport.

Once these forms are completed, the Athletic Office will be able to verify that the student’s online athletic packet has been completed. The Athletics Office will verify the student’s eligibility with the registrar and

verify the physicals for clearance to play. This process takes at least 24 hours, so students and families are asked to plan accordingly.

When the online eligibility forms and the Physical Release Form are submitted and verified, the Athletic Office will print a clearance card that is required to participate in a sport at Cathedral Catholic High School. The clearance card can be picked up from the CCHS Athletics Office during normal business hours (8AM-2PM during the summer and 7:30AM-3PM during the school year). This clearance card must be given to the head coach on the first day of tryouts or a prior date specified by the head coach. A student will not be allowed to participate in any tryout or practice unless he or she has been cleared by the CCHS Athletic Office and a clearance card has been printed. In addition, transfer students must have their clearance card signed by the athletic director to confirm approval by CIF to participate in athletics for every sport they intend to play. NO EXCEPTIONS.

- **Media Release Form**

The media release will allow Cathedral Catholic High School to release any photo or video taken by Cathedral Catholic High School Staff, Faculty, or coach to the local media for news purposes only.

## CONCUSSION PROTOCOL

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

## Return to Learn Accommodations for Concussion

Student's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

### **TO BE COMPLETED BY PHYSICIAN**

Diagnosis: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

This student continues to exhibit the following symptoms (*please check all that apply*):

<input type="checkbox"/>	Confusion/Feeling "foggy"	<input type="checkbox"/>	Concentration/Memory problems
<input type="checkbox"/>	Headache	<input type="checkbox"/>	Light or noise sensitivity
<input type="checkbox"/>	Dizziness	<input type="checkbox"/>	Irritability or personality change
<input type="checkbox"/>	Fatigue	<input type="checkbox"/>	Delayed response to questions

Other: \_\_\_\_\_

#### Accommodations provided at Cathedral Catholic include:

Alternative testing environment

Preferential seating

Checks for understanding

Subtle cues for attention/focus

Extended time on tests, quizzes and on-demand writing assignments

Supplemental notes upon student request

Paper test instead of electronic format when possible

Breaks when necessary upon student request

Student can write on test/assistance with scantron

**Above accommodations are appropriate (please circle): *yes/no***

Physician's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### **TO BE COMPLETED BY PARENT**

I, \_\_\_\_\_, give permission for my physician to share the following information with my child's school, and for communication to occur between the school and my physician for changes to this plan.

Parent's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

*If symptoms persist, student will need to be reassessed in 4 weeks. Our accommodations are allowed for a maximum of 6 weeks before alternative options are discussed.*

## **ELIGIBILITY TO PARTICIPATE**

The student must be academically eligible to participate. If a student fails to meet this requirement, the student cannot participate in practices and/or contests with the team until they meet the minimum standard at the next grading period.

The student must also meet minimum standards of behavior for Cathedral Catholic High School. If a student falls below the standard, the student will not be eligible for extracurricular activities. Please refer to the section on disciplinary ineligibility of the Student Handbook.

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

## **SPORT ABSENCE**

A student that is absent more than half the day may not participate in practice and/or contests. Extenuating circumstances may arise and the athletic director has the discretion to allow a student to participate.

Early dismissals allow students to be excused from class due to contest scheduling. The Athletic Office will approve release of the students for these activities. Notification of early dismissal will be through the web site and daily bulletin. Any violation of the early dismissal policy may affect the student's eligibility status and future participation at Cathedral Catholic High School in extra-curricular activities.

### **Cathedral Catholic High School 2017-2018 List of Sports Teams**

<b>FALL SPORTS</b>	<b>GENDER</b>	<b>LEVEL</b>
Cross Country	Boys' & Girls'	Varsity/JV
Equestrian	Coed, Non-CIF	Varsity/JV
Field Hockey	Girls'	Varsity/JV
Football	Boys'	Varsity/JV/Freshman (2)
Golf	Girls'	Varsity/JV
Sailing	Coed, Non-CIF	Varsity
Sand Volleyball	Boys', Non-CIF	Varsity
Tennis	Girls'	Varsity/JV (2)
Volleyball	Girls'	Varsity/JV/Freshman
Water Polo	Boys'	Varsity/JV/Novice
<b>WINTER SPORTS</b>	<b>GENDER</b>	<b>LEVEL</b>
Basketball	Boys'	Varsity/JV/Freshman (2)
Basketball	Girls'	Varsity/JV/Freshman
Crew	Coed, Non-CIF	Varsity/JV
Equestrian	Coed, Non-CIF	Varsity
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
Surfing	Coed, Non-CIF	Varsity
Team Tennis	Coed, Non-CIF	Varsity
Water Polo	Girls'	Varsity/JV/Novice
Wrestling	Boys'	Varsity/JV
Wrestling	Girls'	Varsity/JV
SPRING SPORTS	GENDER	LEVEL
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 and Field	Coed	Varsity/JV/Freshman
Volleyball	Boys'	Varsity/JV/Freshman
Non-Seasonal		
Cheer	Girl's	Varsity/JV
Dance	Girl's	Varsity/JV

## ATTENDANCE INFORMATION

### Attendance Office

**24–Hour Voicemail 858-523-4001**

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

In accordance with our mission, regular classroom attendance is required to support the learning process. Please consider the academic consequences when planning college trips, family vacations, etc. as this may directly affect the student's academic standing. The Administration reserves the right to decide which absences will be excused. Approval for an absence that is not defined as "Excused" or absences that exceed "Excessive Absences" limits, require an email request to our dean of students one month prior to the planned absence.

### ABSENCE DEFINITION

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

### Excused Absences

Absences due to school-related activities (e.g., athletics, CIF competitions, band and/or choir concerts, field trips, school-related retreats, college representatives, counselor meetings, service related meetings) are excused absences. Absences due to illness, doctors' appointments, college visits, planned surgeries, funerals, weddings, and family emergencies are considered "personal absences" and are excused.

### Make Up Policy for Excused Absences

To the degree possible, it is the responsibility of the student to meet with their teachers before an anticipated absence to establish a plan for missed work.

Projects, papers, known homework assignments, or other large assessments need to be completed and turned in before an anticipated absence or no later than the due date.

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

## **Unexcused Absences**

Absences for which there is no parental and/or medical timely follow-up within 48 hours are unexcused. Unexcused absences include absence from school without the knowledge and approval of parents and personal absences not supported by proper and timely documentation. Truancy also results in disciplinary action.

## **Unexcused Absence Consequences**

For all academic classes, unexcused absences are treated as follows:

- No credit is given for homework, quizzes, or other daily assignments missed.
- For major assignments and examinations, the student may only receive up to 75% credit.
- It is the responsibility of the student to research and learn about the material they missed during their absence.

## **ABSENCE PROCEDURES:**

- Only a parent or guardian may phone the Attendance Office (858) 523-4001 in the event of an absence
- Parent calls must be received within 48-hours of the students absence
- Students who are absent without parent verification will be considered truant (see Truancy Policy)

## **PASSPORT PROCEDURES:**

When students need to leave campus during the school day, parents must call the Attendance Office passport line the morning that the scheduled early release is needed. Please follow voicemail prompt and leave a message with all the required information. The passport line is checked continuously throughout the day. Once the passport request is received for an early release, the Attendance Office will deliver the student's passport to the classroom. The student will be released from class at the time the parent has requested. Every effort should be made to schedule appointments outside of school hours. CCHS reserves the right to verify any passport request with a parent/guardian. Students may not leave the school campus without a passport from the Attendance Office. Students will be released only when the Attendance Office has received a parent/guardian request. Failure to follow this policy may result in truancy from school.

## **EXCESSIVE ABSENCES:**

These absences can be either excused or unexcused. Parents are encouraged to monitor attendance in AERIES.

While work completion and masterful performance on assessments are crucial elements of receiving official credit for courses, they are not a substitute for regular classroom seat-time and participation. Daily classroom participation is an irreplaceable element to achieving our school mission of forming life-long learners. 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. CCHS school

activities including: athletics, service, field trips, etc. do not count towards the excessive absence policy. The following policy will be enforced for students with excessive absences.

### **Period 1-6 classes:**

- Upon the 5<sup>th</sup> absence in a semester to a particular class, a courtesy letter will be emailed. The courtesy letter is sent to help families make informed decisions when scheduling medical or other necessary appointments and/or absences.
- At the 10th absence to a particular class, the student may be disqualified from receiving credit for the course. Administration reserves the right to review a specific student's case to determine if an exemption will be made.

### **Period 7 classes:**

- Upon the 5<sup>th</sup> absence in a semester to a particular class, a courtesy letter will be emailed. The courtesy letter is sent to help families make informed decisions when scheduling medical or other necessary appointments and/or absences.
- At the 16th absence to a particular class, the student may be disqualified from receiving credit for the course. Administration reserves the right to review a specific student's case to determine if an exemption will be made.

When a student is absent for an excessive amount of time for any reason, Cathedral Catholic High School may not be able to meet the educational needs of the student. A student who misses 15 school days within a 4 week period will have the counselor and the Dean of Students available to work with the family in helping to locate alternative educational options.

### **TARDY POLICY:**

Any student who arrives late to campus must report to the Attendance Office upon arrival. A tardy is defined as being up to 20 minutes late to class. Students who are more than 20 minutes late will be given an absence for that period, and a parent call to verify the absence is required. Excused and unexcused tardies are counted toward the Excessive Tardy policy. Excused tardies for a doctor's appointment requires a medical note/receipt from the visit along with a parent call. The Attendance Office reserves the right to determine whether a student is excused or unexcused in their tardiness.

### **TARDIES - EXCESSIVE:**

- (9) tardies in a semester = Two-Hour Saturday Detention
- (12) tardies in a semester = Two-Hour Saturday Detention
- (15) tardies in a semester = Four-Hour Saturday Detention, One-week of ineligibility and a Disciplinary Referral
- (18) tardies in a semester = Meeting with the Principal and Dean of Students.

### **TRUANCY:**

Truancy is defined as an absence from class or school at anytime without permission of school authorities and/or without prior parental knowledge. Truancy is considered an unexcused absence. Cathedral Catholic High School does not condone ditching or cutting class for any reason or under any circumstance. There is NOT an approved Senior Ditch Day. Students who are truant are subject to a written referral and the following consequences.

- First Truancy: One-day suspension, one-week of ineligibility and a disciplinary referral. Hours missed will be made up in Saturday detention.
- Second Truancy: Two-day suspension, two-weeks of ineligibility, a disciplinary referral,

disciplinary probation, and a parent conference with the dean of students. Hours missed will be made up in Saturday detention.

- Third Truancy: Meeting with the principal and dean of students.

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 without a valid hall pass are considered truant.

## **COUNSELING DEPARTMENT**

The vision for the counseling office is to offer academic, college/career and social emotional support based on grade specific needs. Students will have a school counselor for freshmen year through fall of junior year to focus on their transition to high school, academic performance, social needs and college exploration. In the spring of junior year, students will transition to their college counselor to finalize and execute their post-high school plan. While all students will meet individually with their counselor, we encourage students to make individual appointments with their counselor as needed.

Cathedral Catholic High School has a non-disclosure policy regarding college applications and counselors will not share information with colleges regarding a student's disciplinary records. Cathedral Catholic High School does encourage students, however, to answer questions about their discipline record openly and honestly, and school counselors will assist families in developing a personal statement to help contextualize discipline situations and will do their best to support students in their college search.

### **COUNSELORS**

Students are assigned to counselors according to last name.

### **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. We require that at least 48-hour notice be given when requesting permission to be on our campus.

### **STANDARDIZED TESTS**

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

### **WORK PERMITS**

Students may obtain work permits in the Counseling Office.

## **DEAN OF STUDENTS OFFICE**

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

## **BULLYING/CYBERBULLYING**

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

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

## **CAMPUS SECURITY**

Cathedral Catholic is a closed campus. Once students arrive on campus, they may not leave the campus without a passport. Please contact the Attendance Office in advance if you need your student to leave early on a passport.

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

## **CELL PHONES**

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

## **DANCE GUIDELINES**

The purpose for these guidelines is to promote a safe, clean, and fun environment at dances. All students and their guests must have proper I.D. in order to attend any dance. Be prepared to show I.D. when buying tickets and/or entering the dance. Dress attire will be announced two weeks prior to an event. Please check the website for information on dress attire for specific dances or contact the Dean of Students Office with any questions about attire.

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

**First Offense** - A warning will be given and the student will be asked to leave the dance floor and will be

chaperoned for a period of 10 minutes.

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

## **DANCE – OUTSIDE GUEST POLICY**

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

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

- A guest pass must be obtained prior to the event, by the CCHS student who wishes to bring the guest. A Dance/Event application may be required in order for the guest to be permitted to attend the function.
- Any CCHS student or off-campus date submitting false or forged information on the dance application form will result in a referral and forfeit of dance event for the CCHS student. In addition, CCHS student will not be allowed to bring an off-campus date to future dances.
- The guest must present a valid ASB card, guest pass, and/or ticket and be accompanied by the student who obtained the pass.
- The CCHS student must inform the guest of the regulations, which govern the event. He/she is responsible for the conduct of the guest.

## **DETENTION**

Any administrator, counselor, faculty, or staff member can assign a detention. A copy of the detention is given to the student. All detention information can be found in student's Aeries account. It is the responsibility of the student to notify his/her parent/guardian about the detention. An assignment of detention takes priority over any other school activity, including sports. All detentions must be served in a timely manner or further consequences, including suspension, may be issued.

### **After School Detention:**

- Detention meets Tuesday – Friday from 2:25 p.m.- 3:10 p.m.
- Students must be in school uniform when serving a detention. Failure to be in proper dress code will result in the student being dismissed from detention, and the student will not receive credit for serving the detention.
- Students must arrive on time to the detention room. Failure to arrive on time will result in the student being dismissed from detention, and the student will not receive credit for serving the detention.
- The entire detention must be served. No partial credit will be issued.
- Students may reschedule the assigned detention once without penalty by seeing the Dean of Student's Office. Further rescheduling will result in the detention becoming a two-hour Saturday detention. If a student has not served the detention after the second reschedule, other consequences may be issued for failure to comply with policy.

### **Saturday Detention**

Two-hour Saturday detention meets from 8:00 a.m. - 10:00 a.m. Four-hour Saturday detention meets from 8:00 a.m. – 12:00 p.m. Students must be in regular day dress code. Students must arrive on time and meet at the main gates. Students are allowed to read during their detention. Saturday detentions

must be served in its entirety; students may not split the detention time. Students may reschedule the assigned detention once without penalty by coming into the Dean of Student's Office and requesting a new date. Further rescheduling doubles the consequence. If a student has not served the detention after the second reschedule, additional consequences may be issued for failure to comply with school policy.

## **DETENTION INFRACTIONS AND CONSEQUENCES**

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

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

- Campus misconduct, running, pushing, general rowdiness
- Chewing gum on campus
- Disobedience/Disrespect
- Disturbing class
- Ear buds, earphones, etc., are not permitted unless otherwise directed by your teacher during class time only
- Eating/drinking in classroom
- Excessive speed/unsafe
- Excessive talking in class
- Excessive tardies
- Failure to have absence cleared according to policy
- Failure to observe parking rules
- Failure to observe rules on campus and in the parking lot
- Inappropriate attire/Failure to comply with the dress code
- Infractions during detention
- Leaving items in unsecured areas
- Leaving class without a pass
- Littering
- Mischief
- Poor attitude
- Presence in restricted areas and parking in unauthorized areas (see parking)
- Removal from class (Students removed from class must go directly to the Dean of Student's Office immediately.)
- Riding a bike, skateboard or any other vehicle on campus
- Throwing, pitching or shooting objects
- Trespassing
- Truancy
- Unauthorized use of cell phones or any electronic audio/visual device during school hours
- Unsecured iPad
- Use of vulgar/inappropriate language
- Vehicle present in unauthorized parking areas

\*\*Cell Phones and iPods must be turned off and stored in lockers or book bags during the school day. CCHS is not responsible for lost or stolen electronic devices that students choose to bring on campus. Any of these items that are visible, or in use, during the school day will be confiscated and turned into the Dean of Students Office. Student must pick up device after school in the Attendance Office. CCHS is not responsible for items left overnight. A system of graduated consequences will be enforced.

- 1<sup>st</sup> and 2<sup>nd</sup> Offense: 45-minute after school detention.
- 3<sup>rd</sup> Offense: Meeting with the dean of students and appropriate consequences issued.
- 4<sup>th</sup> Offense: Meeting with the dean of students and principal and appropriate consequences issued.

## **DISCIPLINARY INELIGIBILITY**

A student who receives a suspension will be ineligible for a total of one week per day of suspension, or any amount of time deemed appropriate by the dean of students.

A student who receives a referral may also be subject to a period of disciplinary ineligibility determined by the dean of students.

Students placed on disciplinary ineligibility are not eligible to tryout or participate in athletics or any other extra-curricular activities (including drama and clubs). Any student that violates these restrictions will be suspended from school immediately and face additional disciplinary measures.

## **DISCIPLINARY PROBATION**

A student may be placed on disciplinary probation as a result of a suspension or for a lack of cooperation with school authorities as evidenced by infractions of general school guidelines or as evidenced by teacher evaluations and comments made to disciplinary concerns. The status of disciplinary probation signifies that the continued presence of the student at Cathedral Catholic High School is in serious doubt. The student must realize this and see to it that, during his/her remaining years at Cathedral Catholic High School, his/her conduct and attitudes are such that they do not place him/her in further jeopardy. A student placed on disciplinary probation will have specific behavioral expectations, requirements, and consequences for the duration of their disciplinary probation.

## **DRUG, ALCOHOL AND CONTROLLED SUBSTANCE POLICY**

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

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

## **EXPULSION**

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

- Possession of drugs, or drug paraphernalia, or alcohol or associating with those who are in violation
- Alcohol and/or drug possession/consumption prior, during or after a school event
- Malicious and willful damage of real/personal property
- Belligerent/defiant behavior toward a school official or the school's authority
- Theft, extortion, arson
- Possession of any weapon
- Association with, or membership in a gang



- Fighting/assault
- Threatening school personnel or students
- Inappropriate behavior on campus
- Inappropriate behavior during off-campus activities, including traveling to and from school
- Sexual harassment, assault or battery
- Any offense considered detrimental to the school, its officials or its students.
- Inappropriate displays of affection

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, or which is detrimental to the common good, or which is harmful or offensive to any member of the school community.

## **HARASSMENT**

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

## **INTERQUEST DETECTION CANINE**

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

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

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

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

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

## **PARKING LOT:**

- The parking lot is off-limits during the school day.
- You must communicate with security if you are leaving your car on campus overnight.
- Students are never allowed to park on neighboring streets during school hours.

## **PARKING PERMIT:**

Applications for parking spaces may be requested from the Attendance Office. The fee for student parking is \$100.00 if purchased April - December and \$75.00 if purchased in January to the end of the school year. The fee includes 1 parking permit sticker and an assigned parking spot. Parking on campus is a privilege. The privilege may be revoked as a result 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 any and all liability in cases of violation of the above. Consequences will be issued for failure to follow the parking rules:

- On school days, park your vehicle/motorcycle in the space assigned to you (5:30 a.m. to 2:20 p.m.).
- Do not back your car into your space.
- The parking permit sticker must be peeled and attached to the outside back window on the lower left (driver's side).
- A permit sticker must be on each vehicle/motorcycle driven to school. If an additional permit sticker or a replacement sticker is needed, see the Attendance Office. The cost is \$5.
- If you are using a car without a permit sticker for a single day use, you MUST notify security or the Dean of Students Office immediately upon arriving to school.
- Any fraudulent use of the permit stickers will result in loss of parking privilege.
- If at any time there is a change in vehicle or carpool, the Dean of Students Office must be notified immediately.
- If another vehicle is parked in your space, report the license number of the vehicle to security and they will guide you to a parking space for the day.
- All students must park on campus. There is no off-campus parking allowed for any student.
- Unauthorized areas for student parking:
  - Faculty/staff parking lots
  - Visitor parking
  - All driveways and entrances to the school campus, loading docks and red curbs.
- Speed limit will be enforced and you must practice safe driving.
- Please respect the security personnel, as they will direct traffic as needed.
- Report any other problems you observe to security.
- Students shall not loiter around or enter a parked car, even their own, until school is dismissed.
- Use of phone or electronic device is never allowed while driving.

## **REFERRAL AND SUSPENSION**

A referral will be issued for serious infractions of the rules. Referrals will remain in the student's disciplinary file. The consequences for receiving a referral may include one or more of the following: Saturday detention (2 or 4 hours), suspension, community service, counseling, ineligibility, and a conference with the student's parent/guardian. Offenses that make the student liable for consequences include, but are not limited to, the following:

- Each time a student receives eight (8) detentions
- Excessive tardies and dress code infractions
- Disrespect to school personnel, students or to property
- Presence in an unauthorized area
- Plagiarism, cheating on quizzes, tests, homework or any other assignment (Refer to Academic Dishonesty for examples and consequences)
- Possession of pornography
- Possession of tobacco products (e.g. electronic cigarette and personal vaporizer)
- Unauthorized leaving of campus/truancy
- Smoking/Vaping on or near campus
- Lying or forgery

- Gambling
- Defacing property
- Hazing
- Fighting/Assault should be reported to the Dean of Students Office
- Use of racial slurs or sexist comments
- Inappropriate use of electronic devices
- Attempted truancy
- Stealing/Theft
- Inappropriate behavior during off-campus activities as well as traveling to and from school
- Bullying/Cyberbullying
- Unauthorized recording of others
- Construction and use of websites that defame students, school personnel, or other entities as deemed inappropriate by CCHS Administration
- Violation of internet, technology, and/or iPad Responsible Use Policy
- Major disregard of student regulations
- Chronic failure to complete assigned consequence(s)
- Parking off campus
- Defiance
- Threatening to fight or harm a person (See Student Threat Policy)

## **RESTRICTED AREAS**

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

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

## **STUDENT THREAT POLICY**

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

## **SUSPENSION**

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

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

## **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 CCHS'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.

For the 2017-2018 school year, all grade levels must purchase their official CCHS Polo Shirts at the school's Student Store or one of the school uniform recycle events. Previously purchased Dennis Uniforms may be worn as long as they still adhere to the new dress code guidelines. All other portions of the uniform may be purchased at the family's store of choice but must adhere to the following Dress Code Guidelines:

## **GENERAL CLOTHING REQUIREMENTS**

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

- All clothing must be neat, clean, and free from tears, cuts, and holes
- Shirts and pants should fit comfortably without being form fitting or too baggy
- Shirts must be long enough to cover midriff, even when arms are raised above student's head
- Undershirts may not have brands, logos, or a design deemed inappropriate by administration
- Proper undergarments must be worn at all times
- Altering of any garment that detracts from the original integrity of the garment is not allowed (e.g. hemming skirts to inappropriate lengths or cutting/tearing clothes)
- Students must wear authorized attire during P.E. The P.E. attire cannot be worn as Spirit Attire
- A CCHS polo must be worn under all outerwear
- Boys may not wear makeup or earrings during any time they are on campus
- Visible tattoos are not allowed

Unacceptable dress code items will be confiscated and turned in to the Dean's Office and consequences will be issued. The item(s) must be picked up by the student by the end of the business day. CCHS is not responsible for any items left overnight. Items not picked up by the end of the quarter will be donated to charity.

**Pants/Shorts-** Boys and Girls may choose the brand of khaki pants/shorts as long as they meet the following guidelines: Maximum of two pockets in front and back, no side/cargo/or hidden pockets, only khaki color allowed, must be worn at the waistline, and shorts must touch the knee when standing. Additionally, all shorts and pants must have a button or snap enclosure as well as belt loops. No drawstring, sweats, or jeggings allowed.

**Skirts/Skorts-** Girls may choose the brand of skirt/skort of her choice as long as it meets the following guidelines: Not excessively tight or form fitting and can be no shorter than 3" from the top of the kneecap while standing upright. Student may wear solid black hosiery/leggings underneath. Skirts/Skorts MUST be A-line in shape and made of cotton, polyester, cotton/poly blend, or wool only. Skirts/Skorts must be solid khaki, black, navy blue, or gray in color only.

**Outerwear** - All outerwear is considered part of the uniform. The only sweaters, sweatshirts, and jackets allowed on campus at any time must be purchased at the CCHS student store or as part of authorized spirit wear provided in participation on an athletic/academic team or club.

**Shoes** - Only leather or leather-like closed-toe dress shoes or tennis shoes are acceptable. Heels must be no longer than 2". All shoes must have a back strap. Please note specific shoe requirement for dress-up days.

**Socks** - Students must wear socks at all times. Girls may wear hosiery as an alternative to socks but they must be a solid material and solid color with no pattern. Hosiery may not be bright or fluorescent colored, sparkling, or fishnet. All socks must be a matching pair.

**Hair** - Hair must be neat and well groomed. No radical cut, style, or color is acceptable. For boys, hair may not extend below the top of the collar, below the eyebrows, or more than 2" out from the scalp. Boys may not have ponytails, braids, or hair accessories. No facial hair is allowed. If students are unshaven, they will be required to shave immediately, and consequences will be issued.

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

**Jewelry** - Students may wear up to two appropriately placed modest necklaces and two rings per hand. Girls may wear up to 3 earrings per ear. No other jewelry is allowed on campus.

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

**Rainy Day Attire** - On rainy days only, students may wear water-resistant raincoats and water resistant boots. Flannel jackets, ponchos, or other jackets or non-CCHS sweatshirts are not allowed.

## **SPECIFIC DRESS CODE ATTIRE**

### **Regular Dress Attire**

**Boys:** Approved CCHS polo shirt, Khaki pants or Khaki shorts and socks. All uniforms must meet above general guidelines. Tennis shoes and leather or leather-like dress shoes are the ONLY acceptable footwear. Sweatshirts and outerwear must be CCHS sponsored.

**Girls:** Approved CCHS polo shirt, skirt, skort, Khaki pants or Khaki shorts only. All uniforms must meet above general guidelines. Tennis shoes and leather or leather-like closed-toe dress shoes are the ONLY acceptable footwear. Sweatshirts and outerwear must be CCHS sponsored.

### **Dress-up Day Attire**

Cathedral Catholic High School has implemented Dress-Up Attire for Liturgies and special events. During the Liturgy/event students may not wear jackets or sweatshirts of any kind unless given specific administrative approval for occasions such as rain. Required dress for these days will consist of the following:

**Boys:** Solid white, button-down, collared dress shirt with tie the entire school day. Shirt must be without decor of any kind and MUST remain tucked in for the entire school day. Undershirts worn must be white and may not have any logo, design, or writing of any kind. School approved pants are to be worn on dress-up days, as well as socks and a belt. Dress shoes must be Black or Brown leather or leather like material and they must have a dress sole. Tennis shoes and canvas/suede material shoes are unacceptable, e.g., Tom's, Sanuk's, and moccasin/slipper type shoes. Any other attire not deemed to be appropriate for Liturgy is not acceptable.

**Girls:** Solid white, button-down, collared dress shirt. Shirt must be without decor of any kind. Undershirts worn must be white or skin-tone and may not have any logo, design, or writing of any kind. School approved pants, skirts, or skorts must be worn. Leather or leather-like closed-toe dress shoes with a dress sole are required, and they must have a heel strap. Tennis shoes and canvas/suede material shoes are unacceptable, e.g., Tom's, Sanuk's, and moccasin/slipper type shoes. Any other attire not deemed to

be appropriate for Liturgy is not acceptable.

## **Spirit Dress Attire**

Spirit Dress is allowed on the last day of the week (except if the last day of the week is a liturgy day) and on designated days to bolster school spirit. Students may wear the regular uniform or spirit day dress attire. Spirit day attire consists of a CCHS-sponsored T-shirt or polo shirt and solid blue/black jeans. No other color jeans are acceptable and jean shorts may not be worn. Additionally, students may not wear jeggings, overalls, coveralls, cargo pants, sweatpants, or denim skirts/shorts.

## **UNIFORM ENFORCEMENT POLICY**

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

- Student is sent to the Dean's Office.
- Parents/Guardians may be called to bring proper garments.
- The following consequences will be issued:
  - 1<sup>st</sup> and 2<sup>nd</sup> Offense: 45-minute after school detention
  - 3<sup>rd</sup> Offense: 4-hour Saturday Detention.
  - 4<sup>th</sup> Offense: Meet with the Dean of Students and additional consequences may be given.
  - 5<sup>th</sup> Offense: Meet with the Principal and additional consequences may be given.

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

## **EMERGENCY INFORMATION**

### **CRISIS PROCEDURE**

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

### **EMERGENCY DRILLS**

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

### **GENERAL RULES**

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

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

# **MISSION AND MINISTRY**

## **CHRISTIAN SERVICE**

Cathedral Catholic High School students learn the importance of faith in action, and this is supported through the CCHS service program. The service program is a fully communal approach to service; the entire CCHS school community works together in order to serve communities near and far, build community at school and beyond, foster awareness for justice in the world, and awaken a sense of social responsibility. This is accomplished by placing the focus on providing meaningful service experiences for our all of our students. These structured experiences encourage students to serve with their peers and LIGHT groups in different areas of need during all years of high school.

### **Inspiration Behind the Service Program**

The CCHS Christian Service Program aims to form conscience, build community, and develop faith-filled leaders for the future by capitalizing on students' God-given talents. The Christian Service Program allows students to experience Christianity in a dynamic way by actively participating in a wide variety of service and reflection opportunities.

The CCHS Christian Service Program is motivated by the Gospel of Jesus Christ, specifically Jesus' request to his disciples in the fourth chapter of Mark where he says to his disciples, "Let us go over to the other side" (Mk 4:35). In going to "the other side" of the Sea of Galilee, two important things occur. First, Jesus asks to go to "the other side" because it is there that he encounters the outcast, the sick, and the dying. Second, while crossing the Sea of Galilee Jesus and his disciples are almost overcome by a storm on the sea. The waves of the storm cause the disciples to have great fear until Jesus is able to calm the storm.

For the CCHS service program, we ask our students to "go to the other side" so that they can have encounters with people and places that they otherwise might not have. Further, we believe that truly powerful and fruitful service encounters happen when students go beyond their comfort zone. We recognize that serving outside of a student's comfort zone can prove to be a source of fear just as the disciples were fearful of the storm. However, these service encounters can challenge a student's perceptions, thoughts, actions, and even their own lifestyles. Aiding the students to think critically about these questions will help deepen their own faith, and will also help them to realize, just as the disciples, that as long as they have faith in Jesus' message of love and outreach, there is nothing to fear—not the waves nor what lies on "the other side."

### **How the CCHS Community Will Serve**

To help guide students "to the other side," all Cathedral Catholic students will take part in a comprehensive school service program run through the LIGHT Program. During school hours, students will serve in two ways with the LIGHT Group. Throughout the school year, all freshmen, sophomore, and junior students will go out and serve in the community. Each grade level has specific areas of focus outlined in the following chart. Additionally, students will meet throughout the year in their LIGHT group sessions as part of the service experience. In these group sessions, students will learn more about their particular service area, work together to create supporting materials for their service experiences, and meet to support school wide drives, such as the Advent and Lent Drives.

The LIGHT Group period will be the Red 1 class period. For the LIGHT Group service trips, each student will be asked to sign-up for a day of service. The office of Mission and Ministry will work to make sure all students sign-up for a trip and work to make sure all transferring students are placed on a LIGHT Group

service trip. These service trips will be chaperoned by a teacher, parent volunteers, and will be led by students from the Campus Ministry classes.

Due to scheduling concerns, it is not possible for many whole LIGHT Groups to serve together on the school trips. However, we strongly encourage each LIGHT group to serve together outside of school by supporting, for example, an area benefit walk or run, a beach clean-up, or even creating their own service experience. This is especially encouraged for LIGHT groups with a majority of seniors in the group.

Outside of school hours, students will be encouraged to go on school sponsored service trips and immersion programs to continue to deepen their understanding of the world, Catholic Social teaching, and their own faith experience. These trips are optional but highly encouraged. They range from day trips, such as beach clean-ups, to week-long international immersion trips, such as the Nicaragua Amigos for Christ trip.

### **Areas of Service**

<p><b>Freshman Students and LIGHT Group Classes:</b> Immersion with the Poor/Disadvantaged/Hungry</p>	<p><b>Service:</b> St. Vincent de Paul Kitchen/Fr. Joe's Villages</p> <p><b>LIGHT Group Support:</b> Collect socks and blankets for the homeless community.</p>
<p><b>Sophomore Students and LIGHT Group Classes:</b> Immersion with Children, and Education</p>	<p><b>Service:</b> St. Rita's, Our Lady's, Our Lady of the Sacred Heart, Holy Family, and Nativity Prep</p> <p><b>LIGHT Group Support:</b> Collect school supplies</p>
<p><b>Junior Students and LIGHT Group Classes:</b> Immersion with Sick/Elderly/Disabled</p>	<p><b>Service:</b> Nazareth House, Belmont Retirement Village, Gary and Mary West Center</p> <p><b>LIGHT Group Support:</b> Care packages for residents of retirement homes.</p>
<p><b>Mixed Grade LIGHT Group Classes:</b> <i>4-year cycle</i></p> <ul style="list-style-type: none"> <li>• Service with Refugees</li> <li>• Service with Dignity of Women</li> <li>• Service with Hunger</li> <li>• Service with Immigration</li> </ul>	<p><b>LIGHT Group Support:</b> Donations and Drives to benefit the work of San Diego Catholic Charities in these areas.</p>

### **Service Hours Database and Caritas Award**

Students wishing to apply for the Caritas Award must submit their hours through the database in order to verify the award. All students, regardless if they are applying for the Caritas Award, will still have access to the service hour database if they wish so that they can log their hours of service for college applications or other awards.

### **RETREATS**

The CCHS retreat program embodies the CCHS Community Prayer for grades 9-12. The freshman day retreat thematically expresses "Let My Gifts Change the World," where students focus on the gifts God granted them and how to use them to enrich other's lives and their own. The girls' and boys' sophomore day retreat's theme "Help Me Live the Call," concentrates each student's attention towards his or her personal call to be in a loving relationship with God. The junior overnight retreats' theme "Build the Kingdom" allows students to ignite their vocation to building God's Kingdom. Lastly, the senior retreat will



be modeled after the three day Kairos retreat, where students may sign up to reflect on the past four years as part of the CCHS Community and how to live a faith filled life after.

The freshman and sophomore day retreats are mandatory and scheduled on a school day. On the day of their scheduled retreat, students are allowed to wear spirit dress. The junior and senior retreats are optional. There will be multiple junior and senior retreats scheduled to allow all students to participate, although each individual retreat has a maximum number of students allowed. Please see the Mission and Ministry webpage for more details on the retreats including the dates of each.

## **FINANCIAL INFORMATION**

### **FINANCIAL ASSISTANCE**

Cathedral Catholic high school provides a financial assistance program that is funded through the school's annual budget. The purpose of the program is to 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. Application is made in January/February, (fall for incoming freshman), preceding the following school year. Financial assistance, if granted, is for the entire year and if a student withdraws, the assistance is pro-rated accordingly. For further information on the CCHS financial assistance program, please contact the Business Office.

### **INSURANCE CLAIMS**

All students participate in group insurance via Catholic Mutual Group. This insurance provides benefits for anyone injured while on campus or participating in a school sponsored event. Questions regarding insurance coverage should be referred to the Business Office or the insurance company.

The school insurance is designed to help cover those charges, that your primary insurance will not cover. There are definite exclusions to this secondary coverage and strict time frames for filing claims. Insurance claim forms are obtained in the nurse's office. After school hours, claim forms may be obtained from the athletic director or trainer. Parents should follow the instructions on the claim form. If the parents have a question regarding the payment of their claim, they are to contact the CCHS business office.

### **TUITION PAYMENT INFORMATION**

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<sup>st</sup>, 2017.

Semi-Annual Tuition Option: One-half of total amount due paid on or before July 1<sup>st</sup>, 2017, and one-half of total amount due paid on or before January 1<sup>st</sup>, 2018.

Monthly Tuition Option: Total amount due paid in 12 monthly installments on or before the 1<sup>st</sup> of each month beginning in July.

A 2.5% late charge will apply to past due balances.

An account that is over 30 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,
- student will not be permitted to take semester exams, and

- if a senior, student will not be permitted to take semester exams and graduation privileges will 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, 2017, only the non-refundable tuition deposit and one twelfth of the yearly tuition will be charged.

## **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, 2018. Please note that international deposits and tuition are non-refundable.

## **HEALTH POLICIES**

**Health and Emergency Contact Forms:** Health and emergency contact forms must be completed annually by each student and submitted by the 1<sup>st</sup> day of school. These forms can be accessed on the website. Changes to the emergency information can be made by calling the Nurse at 858-523-4000 ext. 1126.

## **HEALTH PROCEDURES**

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

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

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

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

**Injuries - Foot:** Students are not allowed to wear flip-flops or slippers under any conditions. In the

event of a student injuring a foot or toe, please use either a medical boot on the affected foot and a regular shoe on the unaffected foot, or a student can wear sandals with a back strap.

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

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

**Medication & the Emergency Health Information Card:** Students are not allowed to carry or store medicine of any kind in their backpacks or lockers. Students who will be taking over-the-counter or prescription medications during the school day must have the "Authorization for Medications" form completed and on file in the Health office. This form is available on our website. Medications must be left/sent into the Health office in the original container, clearly labeled with the student's name. If your child has asthma and uses an inhaler, please have the physician fill in the comment section stating that your child will have an inhaler and will keep it on his/her person for use as prescribed. (Some students keep a backup inhaler in the nurse's office because they don't always remember to take their inhaler to school.) If your child has allergies and has a prescription for an EpiPen, please complete and return the form and speak with the nurse at the beginning of the school year. All medications are kept in a locked cabinet in the nurse's office; students are not allowed to carry any medications, this includes over-the-counter medications, with the exception of a prescription inhaler or EpiPen.

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

**Prescription Medications:** Students are not allowed to carry or store medications in their backpacks or lockers, except for inhalers, insulin or Epi-Pens. Students requiring prescription medications to be dispensed during the school will need to have an "Authorization for Medications" form completed by their physician and on file in the Health Office. Students carrying an inhaler, insulin, or an Epi-Pen will also need to have an "Authorization for Medications" form completed by their physician and on file in the Health Office.

**Over-the-Counter Medications:** The Health Office does supply Acetaminophen, Ibuprofen, TUMS, Benadryl, and Neosporin ointment for students. A parent/guardian may check off for these medications to be dispensed by the School Nurse via the electronic Health Forms, completed at the beginning of each school year. If you would like your student to take an over-the-counter medication not listed above, please complete the "Authorization for Medications" form along and return to the Health Office with a new bottle of the medication, clearly labeled with your student's name.

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

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

## **NON-DISCRIMINATORY POLICY**

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

## **STUDENT ACTIVITIES**

Cathedral Catholic High School offers our students many opportunities to be involved in our school community through co-curricular and extracurricular activities. Activities are further defined as religious, cultural, athletic and non-athletic. Participation in activities and various student-leadership roles on campus fosters growth in individual students' intellectual, athletic and artistic talents. Activities also provide the opportunity to build community, spirit and unity within the Dons' family.

## **AMBASSADORS FOR CHRIST CORPS**

The Cathedral Catholic High School Ambassador for Christ Corps was founded in 1993 as a community service/public relations outreach for high school students' organization. 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, although some Ambassadors may be ASB representatives. Current 9th, 10th, and 11th graders are eligible to become Ambassadors. The Ambassadors, though not restricted to Catholic youth, pledge to follow the Ten Commandments and accept Jesus Christ as their role model, both on and off campus. Ambassadors receive training to prepare for service. Interested students must submit an application to become a member of the Corps, and participate in an interview with the Corps moderator(s). Considerations for nominees may include: spirituality, responsibility, academics, willingness to participate, time commitment, and extracurricular activities. Current Ambassadors are not guaranteed membership to the Corps for the following year. Returning Ambassadors must also submit an application and participate in the interview process.

## **A.S.B. (ASSOCIATED STUDENT BODY)**

Cathedral Catholic High School Associated Student Body is an important student-leadership organization committed to encouraging a positive relational environment that strengthens the Catholic faith filled community of CCHS through spirit, service, and integrity. Students may serve in an ASB office position at any grade level. Ninth and Tenth graders are elected into class officer positions. Juniors and Seniors may be elected into class office or apply for an appointed commissioner position. Junior and Senior officers and commissioners are enrolled in the Leadership Education and Development course.

## **A.S.B. CLUBS**

The Associated Student Body of Cathedral Catholic High School sponsors a variety of clubs. Each club exists to give students an opportunity to participate fully in the academic, spiritual, and social life of the school. Please see a complete listing of clubs under ASB on our website.

### **2017-2018 ASSOCIATED STUDENT BODY OFFICERS**

President.....	Keely Carney
Vice President.....	Daniella Brunetto
Secretary.....	Jerell Nery
Treasurer.....	Kris Pua
Commissioner of Activities.....	Audrey Le, Sofia Torres
Commissioner of Athletics.....	Francis Goonan, Maggie Tomcho
Commissioner of Audio/Visual.....	Matthew Hall, Mia Bautista
Commissioner of Clubs.....	Garrett Collins, Nicole Barno
Commissioner of Production.....	Lucy O'Donnell
Commissioner of Public Relations.....	Sierra Singleton, Thomas Gruwell
Commissioner of Spirit.....	Audrey Taylor, Andrew Becerra
Commissioner of Visual Arts.....	Alyssa Roche, Ashley Shafer

### **SENIOR CLASS**

President.....	Anthony Adessa
Vice President.....	Steele Helbock
Secretary.....	Alexis Stebel
Treasurer.....	Hunter Csathy

### **JUNIOR CLASS**

President.....	Lauren Munro
Vice President.....	Roberto Cano
Secretary.....	Justin Lee
Treasurer.....	Gabrielle Dale

### **SOPHOMORE CLASS**

President.....	Bella Oliff
Vice President.....	Jack Bacinett
Secretary.....	Lauren Lee
Sophomore Class Historian.....	Olivia Schleicher

### **CALIFORNIA SCHOLARSHIP FEDERATION (CSF)**

CSF is the oldest honor society in California for high school students. This statewide organization recognizes students who achieve high standards of scholarship during their sophomore through senior years. Membership is not automatic, and it is the student's responsibility to apply for membership in person with the CSF Moderator each semester during the published dates for registration. Late or retroactive registration is prohibited, as specified by state CSF by-laws. Registration occurs early in the semester; dates for applying will be published online in The Dons Weekly Newsletter and the Daily Bulletin, and read in the morning announcements. There is a membership fee per semester.

To be eligible, students must earn a minimum of 10 CSF points. To calculate points: Use only 5 courses per semester for the total; 7 of the 10 points must come from core curriculum. PE, Learning Center,

Office Assistant , Options Aide, Study Hall classes may not be used. An A = 3 points, B = 1 point, any D or F is automatic disqualification. As a bonus, an A in an AP or Honors class is worth 4 points; a B in such classes is 2 points (but only 2 bonus points allowed per semester).

Students who achieve 4 semesters of CSF membership (at least 1 must be in senior year) become "Life Members" and will be awarded a gold stole to be worn with their caps and gowns at graduation.

## **NATIONAL HONOR SOCIETY**

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

## **OVERNIGHT ACTIVITY POLICY**

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

## **USE OF THE INTERNET**

### **COMPUTER NETWORK AND INTERNET ACCESS**

#### **Disclaimer**

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

#### **Permitted Use of Internet and CCHS Computer Network**

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

### **COMPUTER NETWORK USE LIMITATIONS**

#### **Prohibited Activities**

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

### **Illegal Copying**

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

### **Communication of Trade Secrets**

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

### **Duty Not to Waste or Damage Computer Resources**

#### **Accessing the Internet**

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

#### **Frivolous Use**

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

#### **No Expectation of Privacy**

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

#### **Waiver of privacy rights**

User expressly waives any right of privacy in anything they create, store, send or receive using CCHS's computer equipment or Internet access. User consents to allow CCHS personnel access to and review of all materials created, stored, sent or received by User through any CCHS network or Internet connection. Monitoring of computer and Internet usage. CCHS has the right to monitor and log any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

## **Blocking sites with inappropriate content**

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

## **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 Responsible Use Policy includes all forms of technology, such as, but not limited to: iPad, laptops, cameras, cell phones, texting, messaging, email, chat, instant-messaging, gaming, and social networking sites. Due to continuous advancement in technology, CCHS reserves the right to add to the policy throughout the school year as deemed necessary.

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

## **PRIVACY AND ON-LINE BEHAVIOR**

- Students will not share passwords or use anyone else's passwords.
- Students will not impersonate another's identity.
- Students will be ethical and respect the privacy of others.
- Students understand that CCHS has the right to look at any data, email, logs, or files that exist on the network or on an individual device without the prior consent of the systems user. In addition, CCHS reserves the right to confiscate and search a student's electronic device to ensure compliance with the Responsible Use Policy and school policy as outlined in the Student Handbook.
- Students will not submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Students will not encourage the use of a controlled substance, alcohol, or tobacco.

## **RECORDING SOUND / TAKING PICTURES**

Students will not make and/or post photo, audio, or video recordings of another student or CCHS 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.

## **UNACCEPTABLE USES OF ELECTRONIC DEVICES THROUGH NETWORK OR INTERNET**



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:

- Criminal activities that can be punished under law
- Selling or purchasing illegal items or substances
- Spamming; spreading viruses

Causing harm to other or damage to their property, such as:

- 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.

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.

## **CATHEDRAL CATHOLIC HIGH SCHOOL RESPONSIBLE USE POLICY FOR TECHNOLOGY**

### **General Purpose and Intent of the iPad Responsible Use Policy**

Members of the Cathedral Catholic community will use iPads, along with all other electronic communication and computing devices, in a responsible, ethical, and legal manner at all times. Technological resources, including iPads, at Cathedral Catholic are provided for the purpose of supporting the mission and holistic educational experience of the school. Cathedral Catholic's goal in providing these resources is to promote educational excellence by facilitating learning through creative thinking, resource sharing, scholarship, research, and communication. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Parent/Student Handbook.

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

- Any viewing, sharing or transmission of iPad material containing inappropriate content, offensive language, derogatory rumors/gossip, or other content not in keeping with Cathedral Catholic's mission or philosophy is strictly prohibited.
- Any iPad use, whether or not utilizing the Cathedral Catholic network, which could pose a risk of physical or mental harm to anyone is prohibited.
- Any iPad use, whether or not utilizing the Cathedral Catholic network, which could pose a risk of property loss is also prohibited.
- While on the CCHS campus, iPad may only be connected to the internet using access provided by CCHS.
- Students will not share their passwords, addresses, or other personal information on the Internet without the authorization of a parent or Cathedral Catholic representative.
- Students have no privacy rights in the use of their iPads. All iPad activity, including communications, internet history, or other uses, are subject to monitoring by Cathedral Catholic.

Cathedral Catholic representatives may inspect and, if they deem necessary, confiscate, any student's iPad.

- Certain internet materials may not be copied or reproduced without the permission of the author or copyright holder. It is the student's responsibility to respect and adhere to all copyright, trademark, and other intellectual rights and trade secrets laws.
- The Cathedral Catholic network may not be accessed without authorization. This includes, but is not limited to, accessing the network using any account other than a student's own.
- 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 students and parents. Students must immediately report damage or loss, including theft, to Cathedral Catholic. Students are not permitted to repair, alter, modify or replace iPads without express authorization from Cathedral Catholic.
- In consideration for receiving the iPad from Cathedral Catholic, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Cathedral Catholic High School and the Catholic Diocese of San Diego, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the iPad furnished by Cathedral Catholic to the student.
- This iPad Responsible Use Policy applies to Cathedral Catholic students at all times, whether or not the students are on campus, as Cathedral Catholic students are school representatives at all times.
- When using their iPads, Cathedral Catholic strongly encourages students to consider whether their electronic communications and other iPad uses may be regarded as offensive, hurtful, or otherwise inappropriate by others.
- Violations of any portion of this iPad Responsible Use Policy may result in disciplinary measure against the student up to and including expulsion.
- The use of the iPad is for educational purposes. Students are responsible for making sure that space is available on their iPad for this purpose. Any non essential apps, video, etc can be deleted to make space for classroom use.
- The iPad used as a FaceTime, video camera, still camera, or audio recording can only be done with the permission of the instructor.

## **WHAT TO KNOW**

### **BICYCLES**

Bicycles must be parked in the racks furnished. You must provide your own lock.

### **CHAPEL**

St. Thérèse of Lisieux Chapel is located on the east side of the quad. Daily Mass is at 7:15 am.

### **DELIVERIES**

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

### **LIBRARY**

The Library is open each school day from 6:30 a.m. until 5:00 p.m. Monday through Thursday and 6:30 a.m. until 4:00 p.m. on Friday. Students may use the library before and after school and during their lunch period for academic needs. Students are expected to follow all rules and procedures for Cathedral Catholic High School library. Eating, drinking and socializing in the library are not allowed. Library rules concerning use and conduct are posted in the library.

### **LOCKERS**

Every student is assigned a locker for personal belongings. The school sells a lock to each student on Orientation Day or in the student store. Only CCHS locks may be used. CCHS reserves the right to remove any other lock. 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 the day the lock is placed on the locker. CCHS is not responsible for items left in an unlocked locker or one with an unauthorized lock. Students may not change lockers without permission of the dean of students. CCHS is not responsible for loss or theft of personal items. 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.

### **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 acknowledge form for the Cathedral Catholic High School Student/Parent/Guardian Handbook gives Cathedral Catholic High School and its employees, representatives, and authorized media organizations permission to use Cathedral Catholic High School student's likeness.

If you do not give consent please contact our director of communications, Mrs. Anne Majer in writing at [amajer@cathedralcatholic.org](mailto:amajer@cathedralcatholic.org) by August 25, 2017.

## **LOST AND FOUND**

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

## **STUDENT STORE**

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

## **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**

To insure the safety of our students and staff, Cathedral Catholic High School has a closed campus. All visitors must sign in with the receptionist or in the Dean's Office and receive a visitor's pass before entering campus.

**Acknowledgement of the Cathedral Catholic High School 2017-2018**  
**Student/Parent/Guardian Handbook Letter**

I acknowledge that I have completely read and agree to abide by the entire contents contained in the Cathedral Catholic High School Student/Parent/Guardian Handbook. Your signature indicates that the student/parent(s)/ guardian(s) have read and accept all rules contained in this handbook. I am aware that Cathedral Catholic High School has the right to amend this handbook at any time. Parents will be given prompt notice of any revisions.

This acknowledgement form must be completed and returned by August 25, 2017. Any student who has an incomplete acknowledgment form by August 25, 2017 will not be allowed to continue attending classes and/or participate in extra-curricular activities.

Student Name: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Mother's/Guardian's Name: \_\_\_\_\_

Mother's/Guardian's Signature: \_\_\_\_\_

Father's/Guardian's Name: \_\_\_\_\_

Father's Guardian's Signature: \_\_\_\_\_

Custodial Parent(s) need to sign.

# CCHS Class Schedule

## Red/Gold Schedule (Tues-Fri)

Period 1:	8:00 – 9:25	(85)
Passing:	9:25 – 9:35	(10)
7 <sup>th</sup> Period:	9:35 – 10:30	(55)
Break:	10:30 – 10:45	(15)
Period 2:	10:50 – 12:15	(85)
Lunch:	12:15 – 12:50	(35)
Period 3:	12:55 – 2:20	(85)

## Monday Schedule

Period 1:	8:00 – 9:25	(85)
Break:	9:25 – 9:40	(15)
Period 2:	9:45 – 11:10	(85)
Lunch:	11:10 – 11:45	(35)
Period 3:	11:50 – 1:15	(85)
Meeting:	1:30 – 2:45	

## Liturgy/Assembly

Period 1:	8:00 – 9:00	(60)
Liturgy/Assembly	9:05 – 10:25	(80)
Break:	10:25 – 10:40	(15)
7 <sup>th</sup> Period	10:45 – 11:40	(55)
Lunch:	11:40 – 12:10	(30)
Period 2:	12:15 – 1:15	(60)
Period 3:	1:20 – 2:20	(60)

## \*Light Group

Period 1:	8:00 – 9:15	(75)
Light Group:	9:15 – 9:45	(30)
Passing:	9:45 – 9:55	(10)
7 <sup>th</sup> Period:	9:55 – 10:50	(55)
Break:	10:50 – 11:05	(15)
Period 2:	11:10 – 12:25	(75)
Lunch:	12:30 – 1:00	(30)
Period 3:	1:05 – 2:20	(75)

\*Living in God's House Together

## ROTATION SCHEDULE

<u>RED 1</u>	<u>GOLD 4</u>	<u>RED 2</u>	<u>GOLD 5</u>	<u>RED 3</u>	<u>GOLD 6</u>
1	4	2	5	3	6
7	7	7	7	7	7
2	5	3	6	1	4
3	6	1	4	2	5

REV 6/17







