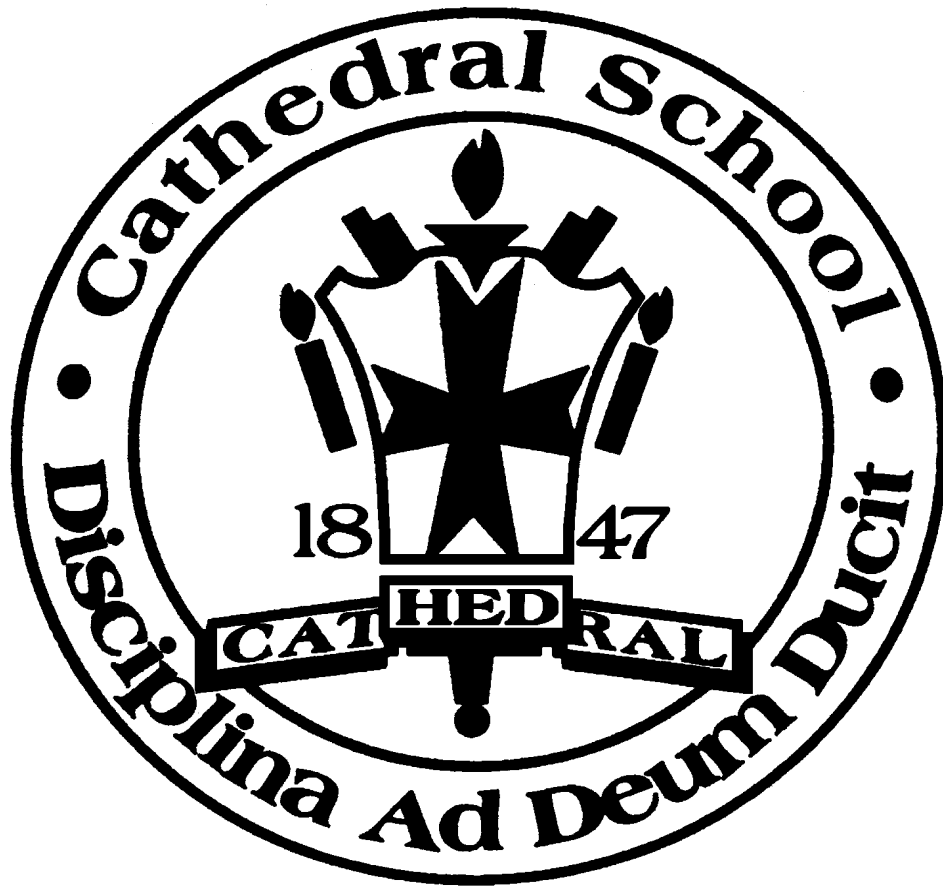


Cathedral School



Handbook 2017 - 2018

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Natchez, MS 39120
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Elementary
601-442-1988

FAX
601-442-0960 (Bus. Office)
601-442-2179 (HS Office)

Middle/High School
601-442-2531

Development Office
601-445-9844

Cathedral School is an approved member of the Southern Association of Colleges and Schools/AdvancEd, MAIS and meets Non-Public School standards set forth by the Mississippi Department of Education. Cathedral School is also a member of the National Catholic Education Association.

Catholic schools within the diocese exist because the bishop of the diocese has either approved or mandated their establishment. This follows from the bishop's responsibility and authority as the prime teacher of the diocese. Catholic schools do not exist in isolation. They are part of a diocesan system of school and shall participate in and cooperate with diocesan guidelines and programs through the Office of Diocesan Educational Services. D-1100

Therein, Cathedral School adheres to the Policies and Regulations for the Educational Institutions of the Catholic Diocese of Jackson. References to diocesan policies (example: D-1100) will be noted throughout this handbook.

*****HISTORY*****

Cathedral School was founded in 1847, just five years after the formation of the first Catholic Diocese and Catholic Church in Mississippi. It has remained in continuous operation for 170 years. The school was originally staffed by the Daughters of Charity in 1847, and they continued that same educational/spiritual mission until 2003. Throughout the years, many religious women, brothers, and priests have ministered to the youth of Natchez. In more modern times, lay personnel have added their ministry to the educational program of Cathedral as staff, teachers, and administrators.

During the 170 years of education in Natchez, Cathedral School has led the way in all aspects of life and social change. The school has produced priests, sisters, brothers, business professionals, athletes, and others. Its graduates have gone to the finest institutions of higher learning in this country and have served this country in world conflicts, political areas, and education. Currently over 25% of the staff are graduates of Cathedral.

The Cathedral family has a long and proud tradition in Catholic education. You are now part of that tradition---tomorrow's history.

MISSION STATEMENT

Our mission as a Catholic School is to develop, encourage, and support the spiritual, intellectual, aesthetic, emotional, mental, social, and physical growth of each member of our school community.

This mission is realized through educators who will impart in the students:

- Christian attitudes and virtues
- Academic skills necessary for contemporary society
- The ability to adapt to change
- An openness to progressive techniques
- The development of inquiring minds and critical thinking skills
- A reverence for themselves as well as for all peoples.

PHILOSOPHY AND OBJECTIVES

As a Catholic co-educational school, we support the teaching of the Roman Catholic Bishops of the United States in their pastoral letter, "To Teach as Jesus Did," that education of the young is fundamentally the responsibility of the home. Thus, it is the function of the school to complement, to reinforce, and to extend the Christian development begun within the home:

1. Through communication between home and school regarding the progress of students and the expectation of parents and school;
2. Through staff awareness of the obligation to remain abreast of current trends in education;
3. Through challenges which encourage students to continue their development beyond the boundaries of home and school; and
4. Through opportunities for parent continuing education.

We hold that Cathedral's first responsibility is to be an expression of a Christian community in which we strive to love one another with the love which Jesus said would be the sign of His followers. Therefore, each member of the Cathedral family hopes to create by word and example a Christian center for learning:

5. By providing an atmosphere in which faith is fostered through liturgies, religion classes, retreats, and service projects and by displaying visible signs of faith such as the crucifix and other religious symbols throughout the school.
6. By cultivating through word and example a respect for the person's rights, and properties of others, and for the religious beliefs of others; and
7. By encouraging everyone to greater love by fostering acceptance of one another, by community solidarity, and lasting friendships.

We accept that a Christian center of learning brings responsibility:

8. By meeting our individual responsibilities with a maturity that elicits trust;
9. By offering as wide a variety of choices as is consistent with our current situation;
10. By guiding individuals and groups in relating consequences to choices. Students are individuals with varying needs and learning abilities; therefore, we endeavor to offer a variety of experiences both inside and outside the classroom in order to help them realize their potential; and
11. By making available to the student a range of academic and extra-curricular choices to allow every student an opportunity for growth.

Knowing that all good work can only be successfully completed with Divine Assistance, we place our trust in God.

NON-DISCRIMINATION POLICY

Cathedral School does not discriminate on the basis of race, color, national and ethnic origin, sex, age, religion, or disability conditions, in the administration of their educational policies, admission policies, personnel policies, scholarship and loan programs, and, athletic and other school administered programs, *D-1610*.

The schools of the diocese have varied resources to assist students and employees with disabilities. Unfortunately, it is impossible for all applicants, (students and/or employees) with a disability to be accommodated by the school. On a case-by-case basis, each school will assess the demands of the applicant (student or employee), and make a determination as to whether the school has the necessary resources to implement the requested accommodation. All requests should be made at least sixty days before the enrollment or within a reasonable period of time before the start of employment.

LEARNING RESOURCE PROGRAM

Cathedral School has two full-time resource teachers available to work with students who need accommodations. Consideration and eligibility is given to students with qualifying disabilities. Documentation must support the student's placement in the resource room. Cathedral is not bound by 504 or IEP regulations. However, we feel morally obligated to help students reach their educational goals. A student must have a psycho-evaluation by a psychologist or a physician to be eligible.

The primary responsibility of the Resource Teacher is to aid the academic performance of students that have received academic accommodation plans, to serve as a school site resource person for the classroom teacher and to provide instructional support for identified students. Specifically, students in grades 2 through 12 that have academic accommodation plans may receive assistance in test preparation and test administration. Although Cathedral School is not legally bound by the 504 plan, since no federal monies are used for this program, all efforts are made to reinforce the learning of our students.

FUNDING AND FEDERAL PROGRAMS

Funding for Cathedral School includes tuition, parish subsidy, and state and federal government programs and grants. Cathedral requires pre-paid tuition. Tuition assistance is available to qualified families annually. Additional monies are raised through several coordinated fund-raisers each year by the Development Office.

Each school year Cathedral takes advantage of the Local Education Agency's (LEA-Natchez Adams School District), Federal Entitlement Programs. Cathedral receives Title I, II, and V services and funds through NASD. These federal monies help provide the extended school day tutorial program, safe and drug free schools in-service and materials for students, teachers and parents, character education and career development resources, parent and community involvement activities, student assessment supplies and materials, and professional development opportunities for faculty and staff.

CHRISTIAN VALUES AND SPIRITUALITY

Respect for all persons – their rights, beliefs and properties – is encouraged through word and action. Units of study and various experiences of service and support provide an environment where values and attitudes are discussed, analyzed, and lived. Curriculum includes instruction in the areas of self esteem, drug/alcohol abuse, human sexuality, and social peace and justice. It is the intent of Cathedral School to provide experiences which will allow students to grow in understanding and appreciation for our faith community, the Church. Therein, liturgical experiences will be enhanced through liturgies and prayer services. Daily prayer is an integral part of the school environment and thus classroom prayers are said at the beginning of each class and at lunch. During the school year, students will be required to attend school masses at both St. Mary Basilica and at the school.

On Mass days, students will report directly to the Basilica by 7:45 a.m. Parents are encouraged to drop off book bags at the school, so that the younger students do not have to carry bags with them as they walk. Attendance at Mass is part of the school day and required for all students to attend. Students are encouraged to participate and assume the liturgical roles during the mass and prayer services. After mass, students in 1st through 8th grade, walk back to school under the supervision of their teachers. During inclement weather, students will be bused back to school. Students in grade 9 – 12 will make their own arrangements in returning to school.

A preparation program for the Sacrament of First Holy Communion is provided for second grade students through their daily Religion class. Parents of Catholic students are expected to share in the preparation of their children receiving this sacrament by attending classes held at the church throughout the school year. Students in grades 2 and 3 receive on-going catechesis on the Sacrament of Reconciliation with the reception of the sacrament to be received formally in the second grade. Parents who want their children to receive the Sacrament of Reconciliation at the second grade level may do so by requesting to the pastor of their church. The children will be provided the catechesis necessary for the reception of the sacrament, and parents will be expected to shoulder a major portion of the instruction.

We believe that it is the role and responsibility of the parents to hand down the faith tradition of their family. All families are expected to participate in their church communities through weekend worship and works of service. We strive to support the parents in this important role.

THE DEVELOPMENT OFFICE

The Coordinator of Development is in charge of the operation of the Development Office, which is the professional fund-raising arm of the school. This office also deals with alumni affairs and public relations.

CATHEDRAL ADVISORY COUNCIL

Aside from policies set forth by the Catholic Diocese of Jackson and the administration of Cathedral, all major policy decisions regarding Cathedral School are made by the Advisory Council. This organization is composed of members from Assumption, Holy Family, Our Lady of Lourdes, and St. Mary parishes. The pastors of each supporting parish and the presidents (or their appointee) of the Home-School Association and the Athletic Association serve as members of the Advisory Council. The chief administrator of Cathedral School is the executive officer of the school. It is the chief administrator's responsibility to put School Board policy into practice. Monthly open meetings are held, and minutes of the meetings are available for public review. The Council operates under policies outlined in the Diocesan manual and supplemented by individual policies of Cathedral School. In the absence of policy, the administration has the power of discretionary action. **D-1300,2500.1,2502,2506,2512,2504.**

The school board meets monthly, and minutes are available for public review. Anyone wishing to address the council should contact the president or principal prior to the meeting in order to be included on the agenda. The Cathedral School Advisory members are representatives of the following:

- St. Mary Basilica (pastor + 5 members appointed by Pastor)
- Assumption Parish (pastor + 1 member appointed by pastor)
- Holy Family Church/St. Anne (pastor + 1 member appointed by pastor)
- Our Lady of Lourdes Church (pastor + 1 member appointed by pastor)
- C Club President or his/her appointee
- Cathedral Parent Organization President or his/her appointee
- Advisory Council President Appointments (limited to three)
- Ex-officio members: Cathedral Administrators

CATHEDRAL PARENT ORGANIZATION

All parents of Cathedral students are members of the Cathedral Parent Organization. This organization is the main forum through which parents can express their views and communicate with the adult members of the school community. They hold four meetings each school year. Check the school calendar or the school website for meeting dates. All meetings begin at 6:00 p.m. in the school cafeteria.

C CLUB

The C Club (Athletic Association) is composed of parents of elementary and secondary students and other interested persons of the Miss-Lou area. Its main goal is the support of the athletic-related activities within the school. The association members work athletic contests and help maintain facilities and equipment. Meetings are held and posted on the school website. The main function of the C Club is to support the administration and coaches.

SCHOOL ADMINISTRATION AND SUPPORT STAFF

Chief Administrator

The chief administrator, as executive officer of the Advisory Council, is charged with the implementation of the Diocesan and local policies. The chief administrator recruits and hires new faculty. He/she is crucial in faculty development and evaluation. He/she presides at faculty meetings, determines the areas of academic responsibilities, and is responsible for the general order that exists in the school. It is the chief administrator whose leadership gives life to concepts, goals, policies and theories.

In the absence of rules, policies, or procedure, the administrator has the power of discretionary action. From time to time, unforeseen circumstances will arise necessitating a change in the rules, policies, and procedures during the school year. The administrator will notify students and parents of any changes.

Assistant Administrator

The Assistant Administrator is directly responsible to the Chief Administrator and serves as the elementary principal.

Business Manager

The business manager is responsible directly to the Chief Administrator in all areas of the financial management of budgeted and non-budgeted funds. This will be accomplished by, but not limited to, the following:

- Annual in-service of staff and student treasurers;
- Use of the purchase order system with personnel;
- Monthly financial reports to the administration and board;
- Annual budget planning with the administration and board finance committee;
- Attendance at periodic administrative and staff development meetings, locally, and on the diocesan level.

School Secretaries

The school secretaries are directly responsible to the Chief Administrator and Assistant Administrator, respectively. The secretaries are responsible for the day-to-day clerical needs of the school and for assistance to the students with routine procedural and administrative matters. The secretaries are the first line of communication between the public and the school.

INSTRUCTIONAL STAFF & EDUCATIONAL SUPPORT STAFF

Teachers

The teachers are directly responsible to the Chief Administrator and Assistant Administrator, respectively, for the implementation of the school curriculum. Therein, they review and revise the instructional management plan when necessary and execute the plan on a daily basis. Teachers maintain discipline within the classroom and school and perform additional duties as outlined by the administration.

Guidance/Counseling Director

The guidance counselors are directly responsible to the chief administrator and assistant principal and serves as guidance counselor for the secondary and elementary schools. The high school guidance counselor coordinates the testing program of the middle/high school and serves as a consultant to high school personnel regarding guidance and counseling needs. The elementary school guidance counselor coordinates the testing program of the elementary school and serves as a consultant to elementary school personnel regarding guidance and counseling needs. Both guidance counselors are available to assist students in assessing personal strengths and limitations; making personal decisions; solving problems, both academic and personal; and planning future educational and course goals. Both guidance counselors are responsible for coordinating the following tests in the appropriate grade level:

- * ACT Aspire, Grades 3 - 10
- * American College Testing, Grades 10, 11, and 12
- * Preliminary Scholastic Aptitude Test. (qualifying test for National Merit Scholarship Competition and National Achievement) Grades 10 and 11
- *ASVAB – Armed Services Vocational Aptitude Battery, Grade 11

State and national guidelines regarding student confidentiality, student records, and the interviewing of students by other agencies are observed.

Confidentiality will be upheld to protect a student that reports an incident unless the situation warrants differently by the superintendent, administrator, and/or pastor.

Athletic Director

The athletic director is charged with all aspects of interscholastic sports for grades seven through twelve. All members of the coaching staff are directly responsible to him in whatever concerns their coaching duties. The athletic director is directly responsible to the chief administrator.

The athletic director is also responsible for ascertaining the academic eligibility of players. It is also the duty of the athletic director to maintain communications with the Cathedral C Club. The athletic director will be responsible for securing all bids in the spring for upcoming purchases for the following school year.

Librarian

The librarian is directly responsible to the chief administrator. The librarian is monitor of the Chapter II materials and any other state and federal programs which involve library and media material. The librarian provides in-service in this area to the staff and students annually, submits a budget for the school's library system, and assists and monitors students who are in the library each period of the day.

The paraprofessional library aide (elementary school) must work through the certified librarian in all areas of operation. The libraries will coordinate their actions through periodic meetings. The librarian will coordinate the activities of all assistants, both paid and volunteer (adult or student).

ALLIED SUPPORT STAFF

Cafeteria Manager

The cafeteria manager is responsible to the Chief Administrator for the total operation of the food service program. The duties of the cafeteria manager include the following:

- purchasing of foods, materials, and equipment for the cafeteria;
- managing the cafeteria personnel;
- maintaining safety and health standards of the cafeteria and its services;
- coordinating purchasing with the school's business manager;

Cafeteria Staff

The cafeteria staff is responsible to the cafeteria manager for the food preparation and kitchen maintenance. The staff assists the manager as director in the operation of the school lunch program.

Maintenance Staff

The maintenance staff is directly responsible to the Chief Administrator for all areas of school maintenance.

Volunteers

Volunteer workers are an integral part of our school. Parents and other supporters of the school give their time and talent in many ways. These individuals are responsible to the teacher, activity coordinators, or organization leader. Organization leaders, event coordinators, and teachers are responsible to the Administrators. Anyone interested in serving, as a volunteer, should contact the organizational leader, the teacher, or notify the office. All volunteers must go through the Protection of Children Training yearly.

CONDUCT OF STUDENTS

Cathedral School believes that each student is unique and that each has special talents to develop in himself/herself and use for others. The school strives to assist in the development of these talents in young persons who will be capable of exercising responsible freedom. The student is in the process of becoming a person for others, a person who will learn to fulfill his/her obligations to God, his neighbor, and to himself/herself. Cathedral School seeks to develop the potential of a student through the spiritual, academic, cultural, social, and physical opportunities afforded him/her. To achieve this end, the school must be able to rely upon the student to foster its spirit and advance its purpose and goals; therefore, Cathedral School should be the school of the student's choice. The following regulations are set down as guides to the student as he/she develops his/her potential, learns to order his/her life, and acquires a sense of cooperation with and respect for those with whom he/she must live and work. The disciplinary procedures noted herein are not exclusively a system of punishments for guilt incurred; rather, they are learning experiences that create healthy attitudes. Disciplinary sanctions are used not only to maintain proper order, but also to educate developing adolescents who are striving for the goal of self-discipline. The student's careful study of these regulations and his/her earnest efforts to fulfill them will help to create the spirit that Cathedral desires.

The regulations, policies, and rules of Cathedral School are in compliance with the regulations, policies, and rules of the Catholic Diocese of Jackson. Copies of the Diocesan Policies are available for review by parents and students at all times in both school offices and the high school library.

The Chief Administrator is the final judge in all matters of discipline.

REGISTRATION AND AGREEMENT TO COMPLY WITH RULES

Since the following rules are not intended to be comprehensive, they presuppose good will and good judgment on the part of the student and his parents in all circumstances in which they may find themselves. The registration of a student is considered an agreement on the part of the student and of his/her parents or guardian that he/she will read and be conversant with the school regulations and that he/she will comply with them, earnestly endeavoring to attain goals of Cathedral Unit School and the Catholic Diocese of Jackson.

I. Attendance

Regular attendance at school and diligent application to study are essential to a student's success at Cathedral. Parents are requested to cooperate with the school in both areas.

A. Absence from School or Class

Cathedral School will adhere to the truancy laws of the State of Mississippi and will report violations to the Truancy Officer of Adams County.

A student has a serious obligation to report to all of his/her classes. Any unforeseen absence is to be reported by the student's parent or guardian by a phone call to the office before 8:30 a.m. on the day of the absence. It is suggested that when a student has been absent, he or she should report to the office to present a note written and signed by a parent or guardian explaining the absence or bring a doctor's excuse. All notes will be placed in a student's file in the office and will be used should a conference be required if a student reaches 10 or more absences in a class. For absences due to doctor's or dental appointments, students should present notes from that particular doctor's office for particular appointments.

For the safety and security of the student, if the parent has not contacted the school on the day of the absence, the school secretary will initiate a phone call to inquire. Absences from school for whatever reason do not excuse a student from the obligation of preparing his/her class work. School related activities, such as field trips and extracurricular activities, are considered excused.

Out-of-school suspension is treated as an unexcused absence. An exception may be made in cases when a student is getting professional services, such as counseling. In such cases, the Principal will determine if the absence due to suspension is excused or unexcused.

In order for a student to be eligible to practice or participate in school activities or school sanctioned athletics for that day, he/she must be checked in and present in class by 8:30 a.m. and complete that day of classes. Doctor's appointments and attending funerals are examples of situations that qualify for exemptions. Such matters will be at the discretion of the Principal. A student may not participate or attend any school function while serving OSS. Any student who is absent from school may not participate or attend an athletic function or school activity on that

day. Violation will result in a suspension. Any student that is absent on Fridays or the day before a holiday could be ruled ineligible to play on Saturdays or anytime during a scheduled holiday at the discretion of the principal. Students who participate in athletics and miss school the day after a sporting event, may be removed from the team for a period of time at the discretion of the principal and/or coach.

In addition to disciplinary sanctions placed on students with unexcused absences (or who cut class), students with unexcused absences (or who cut class) are subject to receiving a zero for daily work missed.

The school reserves the right to refuse credit to any student who has been absent more than ten (10) days for any course in any academic semester. This policy is a policy of the Mississippi State Department of Education and, therefore, is a policy of Cathedral School. **Once a student has accumulated more than ten days absent per semester in any academic class, the parents must meet with a committee that will be convened to review his or her situation. The committee will consist of the principal and teachers that teach the individual.**

A student who fails to attend a scheduled class must report to the office to explain the circumstances of the absence.

A student who is absent from school or any class period without an excused reason will receive a zero for all work in the classes he/she misses. Missed assignments must be made up. Examples of excused absences are medical reasons, death in the family, college visits, etc. Family vacations or trips are ordinarily not considered excused absences. (The school is not obliged to provide make-up work.)

The general rule for making-up work should be within 1-3 days for a student who has missed any number of days. Extended time may be given by a teacher depending upon the circumstances. If a test is scheduled before the student is absent from class, the student is required to take the make-up test the day he/she returns. The make-up test is to be taken either before or after school as each teacher clarifies in his/her classroom procedures. The student is not to take a make-up test during class time and thus miss more classroom instruction. If a student misses several days and several tests, the tests must be made up within three days of the student's return, before or after school. The student is responsible for coordinating the make-up dates and times with the teachers involved so that he/she completes all make-up tests within the specified three-day make-up period. Failure to take a make-up test on the prescribed make-up day and time results in a zero (0) for that test grade. All make-up daily work or class work is due the day a student returns from being absent. Assignments are posted on RenWeb where students can access them. If the work is not returned according to this rule, a teacher can issue the student a zero (0) on the work.

B. Late for School

All students are expected to be on time for school with all necessary books, materials, assignments, etc. The first bell rings at 7:56 and the TARDY BELL rings at 8:00 for all grades. A student who comes to school to check out prior to 8:00 am to go to an appointment will not receive a tardy when they return. However, if they choose to go directly to the appointment without first coming to school will receive a tardy when they check in.

Any 1st – 5th grade student tardy to school will receive a detention on the fourth tardy per semester. Students in grades 1st – 3rd will have a 30 minute detention and students in grades 4th – 5th will have a one hour detention. Detentions will be served on Wednesday at 7:00 a.m. If a

student accumulates three detentions (12 tardies) for being late in a semester, then on the 13th tardy and each subsequent tardy the parent will be required to take the child back home on the day of the tardy. The student will be counted as absent on those days when sent back home.

Any 6th – 12th grade student tardy to school will receive a disciplinary referral on the fourth tardy per semester and thus will serve a four-hour Saturday detention. On each subsequent fourth tardy they again will serve a four-hour Saturday detention per semester. A student who receives nine (9) or more tardies per semester will be suspended for each tardy over eight. Any time that a student reports to school late, that student must report first to the front office to obtain a tardy/admit slip.

C. Tardy to Class

Students tardy to class, second through seventh period in the high school, will be dealt with by the individual teacher. A student who receives four tardies to an individual class may be subject to a 4 hour Saturday detention at the request of the teacher.

D. Leaving Campus

Students are not to leave campus at any time during the day once they have arrived on campus without the expressed permission of the front office. This includes prior to the start of school. Permission will not be given without a written request from a parent or guardian. A student who becomes ill during the school day will not be released without written permission from his/her parent or guardian, **and** having a parent or guardian properly complete the sign-out book in the front office. Verbal permission over the telephone is not acceptable. A fax or email will suffice when a parent cannot come to school to check the child out.

Pick up and drop off are ONLY allowed in designated areas. Students are not to be picked up or dropped off on the sidewalk in front of the schools on Dr. Martin L. King Street or on Bee Street or park across the street and walk-up to get their child. Parents must either pick up on Aldridge Street, come down Center drive, or come through the circle in front of the High School. **Students can be disciplined if parents do not follow this rule.** Please call the office if you have a question regarding picking up students after school. If a student has not been picked up prior to 3:30 p.m. in the afternoon, students are told to have the parents pick them up down Center Drive. Students are not allowed to wait in front of either school for safety reasons.

Parents are asked to make doctor appointments after school or during holidays if possible. All academic work must be made up. It is requested that students bring a doctor's note to the office when they return.

Students in need of medicine, forgotten books, forgotten uniforms, etc, will not be allowed to check out and go home to get the necessary items. A parent or designated person must bring the item to the office. Students will not be allowed to go to their car during the school day.

A senior who is free during the last period may leave campus. They are required to return to school on days that Mass, pep rally or assembly follows the last class period and they must be in school uniform.

E. Foreseen Absences

If an absence is anticipated, the front office should be consulted one week in advance by means of a note from the parent or guardian containing a request and an explanation of the absence. The Principal will give a foreseen absence form to the student, which is to be signed by the student's teachers. The student should then get his/her parent's signature and return the fully completed and signed form to the front office before the absence. Failure to follow this procedure could result in a grade of "zero" for work missed and other disciplinary sanctions, including a disciplinary referral or more. The student is responsible for making up all school work in the allotted time.

F. Perfect Attendance

In order to receive recognition for perfect attendance, a student must have no absences, no tardies and no early dismissals. The individual must be present for every class, each day, all year.

G. Phones/Messages

Important telephone messages for students or teachers will be taken by the school secretary. In order to minimize classroom interruptions, parents are expected to bring messages and/or materials for students to the front office. Help your child remember to bring all necessary books, supplies, lunches, etc., to school. The office phone is reserved for school business, but may be used by students in emergencies.

H. Field Trips

Educational field trips are encouraged at all levels as exploratory learning experiences. It is the policy of the school that class trips to appropriate sites are part of the program for both elementary and secondary students. A signed release from parents or guardian is required for off-campus field trips, in town and out of town. Class work shall prepare students for the field trip, and students will be evaluated on aspects of the trip. Transportation shall be arranged by the school.

I. Progress Reports

Cathedral School uses RenWeb, a school administrated software program, to keep our parents informed of student progress. If a parent does not have access to the internet, they can make a request to the school that a printed copy is sent home with the student. Teachers are instructed that grades must be posted in RenWeb by the following Thursday in which grades were issued.

J. Exams

At the end of each semester, examinations will be administered to 7th through 12th grade students. Exams must be taken as scheduled unless the student, notified by the teacher, receives prior permission from the principal. If a student has been exempt from any particular exam, the student is not required to report to school for that exam period. Exam schedules will be posted or given to students prior to the exams. Senior final exams may be modified slightly but seniors will be notified. First semester exam exemptions are allowed for seniors no matter the length of the class and for students in grades 9th - 11th that are taking a semester class (for example, Ms. Studies, Pre-Cal, etc). To be exempt a student must have a semester grade of a 90 or above. Second semester exam exemptions are allowed for all students in grades 7th - 12th that have a year average of 90 or above. Exam exemptions are left up to the discretion of the teacher. Teachers may require more

stringent rules for a student to be exempt but they cannot go below the above minimum. A teacher may choose not to have exemptions and thus all students in the class will be required to take the exam.

K. Religious Education

Religion classes are required of all Cathedral students, pre-school 3 year old to 12th grade. Religion classes for 9th -12th grade students carry graduating credits, which must be completed successfully. The curriculum follows the guidelines of the Diocesan Department of Education. In addition to class work, other religious activities, both on and off campus (held at St. Mary Basilica, school grounds, or elsewhere), will be required for the total spiritual development of each student, i.e., service work, liturgical preparation and retreats. Any student that fails religion may be required to complete some type of summer work in order to pass the class or they will be required to repeat the class during the upcoming school year. Please see the website for the Christian Service Learning Handbook for more specific details on required Service Hours.

L. School Masses & Prayer Services

During the school year, students will be required to attend school Masses at both St. Mary Basilica and at the school. After Masses at St. Mary Basilica, students in grades 9 through 12 will provide their own rides to school. Students below grade 9 will walk to school under the supervision of teachers and staff. In case of inclement weather, the students in grades 1 – 8, will be bused back to school. To prevent students from having to carry their book bags back while walking to school, parents are requested to drop off book bags at school before mass. Mass is a required part of Cathedral School and students must attend. It is not an option.

The Cathedral community fosters its sense of identity, among other ways, through common worship at least once a month. In order for everyone to prepare properly for the celebration of Mass and prayer services, students are expected to enter the designated worship area quietly and to preserve a spirit of quiet before and during the service.

M. New Student Probationary Status

New students are enrolled on a probationary basis for their first semester of enrollment. [D-5101, 5102, 5102#1 of 2, 1501, 1603, 6502, 6502R]. According to Diocesan policy 5106, schools may not accept students from schools or programs (including correspondence, tutorial, or home study) that are not accredited by a state or regional accrediting agency without first administering standardized achievement tests and/or teacher-made special subject tests. These tests need to determine the assignment of grade level for the elementary student or the number and validity of Carnegie Units for the secondary transfer student.

N. Teacher Classroom Policies

A handout by all teachers will be given to students at the beginning of the course. This handout will inform students of class work, class policies (including make-up work), class supplies and class structure. Students should keep these handouts available for any question they may have concerning individual classes.

O. Library

Cathedral has two attractive, well-stocked libraries in Seton Hall and in the Multi-Purpose Building with over 12,000 volumes, a large collection of videotapes and DVD's, and a wide variety of periodicals. In addition, the high school library has six computers available for research by the students. The elementary library has two computers for student use. Both libraries have a fully automated catalog and circulation system. Classes schedule visits for orientations, introduction to research strategies, and general library use. The library is open for individual student reading and research needs. The circulation period for books is two (2) weeks. At the request of faculty members, books may be placed on reserve and the checkout period may be determined at that time.

In the Middle/High School Library fines for overdue books are ten cents per school day; weekends and holidays are not included. Written notices for overdue books will be given out periodically. Failure to respond to notices regarding overdue books and or fines will result in disciplinary action. No student will be allowed to take exams or receive a final report card if books are overdue or fines have not been paid. Lost books must be paid for in full. Students will be charged current replacement costs. A copier is available in the High School Library for the copying of library materials only.

P. Activities and Clubs

School activities and clubs should be under the supervision or sponsorship of a staff member or an administratively appointed adult. All monies collected by the group or faculty-sponsored organization must be counted and turned over to the school's business office daily. The proper methods are given each year by the administration during in-service. Events should be limited so as not to conflict with academic activities. Students and parents are not allowed to barbeque or cook food items at or near Cathedral activities or events, on or off campus, without expressed permission from the principal. Whenever there is a need for voting, two or more staff members should take part in counting and certifying ballots. All ballots are to be placed in a sealed envelope and kept in a secure place for one year.

Clean up after club or organizational activities shall be immediate (no later than 24 hours after activity). If the school must clean up, then a charge will be levied against the organization at the rate of \$20.00 per hour minimum. (Janitors should not be expected to clean up after meetings, unless prior arrangements have been made with the office.)

Q. Communications

Every effort is made to keep parents informed of school happenings. Important information is communicated through a newsletter, the bulletins of participating Catholic churches, and local media. Cathedral also keeps up a web site at the following internet address:
www.cathedralgreenwave.com.

All police officers and law enforcement officers shall be obliged to deal directly with the chief administrator if an interview with a pupil is requested.

Parents are always welcome to confer with the Administrator and/or teacher for discussion of specific complaints, suggestions, and compliments. Prior arrangements must be made.

If you wish to register a complaint (academic and/or disciplinary), it should first be directed to the teacher during a conference meeting. Only after a conference meeting should the administrator be asked to intervene. Should a complaint not be resolved to the satisfaction of all parties concerned, the next step is to file a formal grievance. A grievance is a claim that there has been a violation, misinterpretation, or misapplication of any provision of any policy, rule, order, or regulation applicable to the grievance. Procedures have been outlined by the Diocese and will be furnished to the parents by the principal when requested. [D-1614]

R. Health Procedures

A current Immunization Form obtained from the Health Department is **required** of all students before admission to Cathedral School. Parents are expected to inform the school of any serious or chronic ailment(s) (physical, emotional or mental) or condition of students. Information regarding regular medications a child must take should be placed in the student's file.

If a contagious condition is suspected, ex: pink eye, head lice, chicken pox, measles, fifth disease, etc. a child will be excluded from school and a doctor's statement is required for re-entry. If a child is deemed sick enough to be sent home, parents will be called and are expected to pick the child up promptly. If a parent is not available, the person listed as the emergency contact is called. If there has been a change in emergency phone numbers, cell phone numbers or work phone numbers, please notify the office. **Children must be fever free for a continuous twenty-four (24) hour period (below 100 degrees) before returning to school.** Students under the care of a physician must bring a signed permission to return to school.

Head lice is a common occurrence among school children. There is sometimes needless, groundless, and unfortunate stigma attached to those who have head lice. It is transferred by clothing, brushes, etc. When head lice is detected, parents will be notified. If your child (or anyone in your family) has lice, all in the family should be treated. Treatment is available at all pharmacies and may be purchased without a prescription. The directions for treatment must be followed accurately for successful ridding the child of the lice. All clothing, linens, and furniture should be treated, also. Please notify the school if you know of or suspect lice. We will notify all families to check and treat as needed. Students may return to school after the treatment.

S. Medication

Prescription or non-prescription medications required by a student should be administered by a parent/guardian at home or by the student's medical provider. Parents/guardians should use every effort to have medication times set for time periods other than school hours. When this is not possible, the school personnel may assist in the administration of prescribed medication during school hours.

School personnel may only administer prescribed medications to a student with a specifically written consent form signed by both the parent and the physician. (D5600, 5602). Diocesan forms are located in both school offices. All medication must be left with designated school personnel for safekeeping in its original container. Students may not have on their person any medication whatsoever.

Minor accidents are treated by the school staff. No oral medications, including aspirin, etc., will be administered. Parents will be required to come to school to administer non-prescribed medicine. In case of illness or serious accident, a parent will be notified. To avoid discomfort for

your child and exposure of other students and staff to infection, parents are expected to keep **sick** children at home.

Please help us keep information current by reporting changes in telephone numbers, employment, and home addresses. This can be updated very easily through RenWeb.

T. Safety and Emergencies

Cathedral School is in compliance with all regulations concerning fire safety, sanitation, chemical hazards, combustible materials. Periodic drills for fire, tornado, earthquake, and other natural disasters are held, and plans/procedures for such drills are posted in each room.

Regular instruction is given in all classrooms regarding safety procedures in times of fire and severe weather conditions. Parents who are in the building during one of these drills are expected to follow the same instruction as those given to the students. **In the event of a weather emergency, Cathedral School will inform the local radio stations immediately upon making a decision to close school. Please tune in to local radio stations for this information. Do not call the school or administration. D-5600, 2609, 2611, 1609, 6700, Regulations 1401.22, 1401.1, 1401.24, 1609.R. Cathedral School will also send out an automated telephone message through School Reach should a school closing be necessary.** Parents are asked not to call the school during tornado watches and warnings. It is imperative that the phone lines remain available for calls and emergency directives from the Civil Defense Office. Students are to remain at school, even after school hours, if there is a tornado warning.

Caution! Important Notice

To the teachers, parents, students, staff, contractors, temporary workers, and affiliated organizations of Cathedral Unit School. Materials containing or suspected of containing asbestos have been identified at our school. In compliance with the requirements of AHERA (Asbestos Hazard Emergency Response Act), Cathedral has completed the required inspections and have developed the specified manual. A copy of the required documentation has been filed with the State of Mississippi and is available for review in the high school principal's office. This notice is issued in compliance with 40 CFR 763.93 (G) (4).

U. Locker Assignments, Supplies and Cell Phones

Each student is assigned a locker in grades 6 – 12 for his/her personal use. It is the responsibility of the student to keep it locked and to remember the combination to the lock. If a locker is not lockable, the student should report this fact to the office in writing. Cathedral is not responsible for stolen items. Students should not keep money or valuables in their locker. Lockers may be inspected any time by the administration. Tampering with or entering another student's locker is considered a serious offense subject to disciplinary actions. A student whose locker has been tampered with should report the incident to the Principal.

Possession of another student's property without permission of that student may be regarded as theft and subject to disciplinary action. To prevent loss of personal property, students should have their names clearly marked on all books and personal items. Lost property should be reported to the front office.

Students are not allowed to bring any electronic devices, such as radios, tape players, recorders, beepers, MP3 players, I-Pads, pagers, games, cameras, video camera, etc., to school. **CELL PHONES are to be in the off mode at all times during the school day hours (8:00 – 3:05).** All communication devices may not be displayed, and must be turned off and stowed away throughout the academic day and during school activities. Cell phones may not be carried on the student in pockets, purses, sweatshirts, etc. If a student chooses to bring his/her cell phone on campus, cell phones must be locked in their locker or book pack at all times. The school urges students to leave their phone in their vehicle. If a student chooses to have the cell phone in their possession, the phone will be taken up and given to the principal. **The student will be issued a Saturday detention along with the following.** The first offense will result in the principal keeping the phone for 30 days, the second offense will result in 60 days and the third offense will remain in possession by the principal until the last school day. Students may only use communication devices for academic purposes during school hours with the permission and monitoring of the supervising teacher. If a phone is taken away from a student, the school reserves the right to search the phone, including, but not limited to, calls, instant messaging, email, photos, Facebook, text messages, etc., on that particular phone. Once a phone is taken away, a parent can come by the school office and pay a fine in order to pick up the phone. This will offset the principal keeping the phone. It will only be issued to a parent. However, the student will still be issued a Saturday detention. On the first offense it will be \$50, second offense \$100 and on the third offense it will be kept until the end of the school year. If a student is asked by a staff member to give them their phone and they refuse to hand over the phone, then they relinquish the right to pay the fine and the phone will be kept for the above amount of time. Further consequences could be issued for refusing to turn over their phone.

E-Readers/I-Pad Usage are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, gaming, music, etc. All material on the e-Reader of I-Pad must comply with the spirit and policies of Cathedral School. They must only be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption. The student is responsible for knowing how to properly and effectively use their e-Readers or I-Pads.

Also forbidden on campus are all articles that could be considered dangerous and not approved for use in school, including, but not limited to, and by way of example only, fireworks or other explosive devices, pocket knives, weapons of any type, or controlled or illegal substances. As required by Mississippi Statute 37-11-18, students who violate this policy will be subjected to automatic expulsion. The school reserves the right to search any and all students and student possessions on school property, including lockers, book bags, and vehicles, at any time. Search dogs, under the direction of trained professionals, may be used for these searches.

V. The Campus/Visitors/Conferences

Courtesy and concern for the school requires that the campus be kept clean and free of litter. All signs, notices, or posters must be approved by the Principal before they may be displayed in the school. A student who defaces, marks, or damages school property will be subject to disciplinary action. Students should not sit on desktops, tables, window sills, book shelves or air conditioning units.

Students are allowed in the classrooms, offices, gym, cafeteria, and weight room **only** in the presence of a supervisor. If a teacher or substitute is not present for a scheduled class, students should remain in the class area while one of them reports the situation to the Principal's office.

School staff will be available to supervise students from 7:30 a.m. until 3:30 p.m. Students may not be on campus without appropriate adult supervision. Parents are not to leave their children at school prior to 7:30 a.m. and must make arrangements to have them picked up by 3:20 p.m. Cooperation from parents will be expected in this matter. Corrective action will be taken by an administrator if necessary. During school hours, all visitors must report to the front office of the building that they are in before being allowed to enter a classroom. All students and staff should immediately notify the front office of individuals who are on campus or in the building without clearance from the front office. During school hours there should be no loitering in the corridors or in front of the school or in the gym area.

Parent visits to the school to observe classroom instruction are welcome. However, it is necessary that we minimize classroom interruptions. Therefore, visits and/or conferences with teachers and/or the Principal must be arranged by contacting the school office in advance. This allows us to make the conference and/or visit worthwhile and enjoyable for all concerned. Taping or videoing classroom instruction is prohibited. Activities, such as bringing a birthday cake for your child's class, should be arranged in advance. If parents visit the school, they should check in at the office as soon as they arrive on campus. Non-Cathedral students are not allowed to visit unless permission is granted by the principal prior to their arrival. All police officers and law enforcement officers shall be obliged to deal directly with the principal if an interview with a pupil is requested. D-1401.254

Students will be monitored at all times, and thus should be in their classrooms at all times. If a student needs to go to the office or to use the restroom, they are required to have a hall pass. If a student needs to go to the other grade level building (elementary to secondary or vice versa), he/she must first have permission to leave the classroom, then check-out from the office of the building of departure, and check-in at office of the building of arrival so that secretaries know who has permission to be in or out of the building. This includes gym, library, chapel, and business office areas unless in the case of gym and library the student is regularly scheduled to be there.

W. Cafeteria & Food

It is the responsibility of the students to keep the cafeteria clean and orderly at all times. Students who plan to eat in the cafeteria should enter it in line in an orderly fashion. Students must pay cash for their food in the cafeteria or draw from a set up lunch account with a sufficient balance. They may **not** charge. The cost for a full lunch is \$3.00 for Kindergarten through 4th grade and \$3.50 for 5th – 12th grade. Parents are encouraged **not** to bring to students any food items from a restaurant or fast food establishment. If parents would like to eat lunch with their child, we ask that they eat food supplied by the cafeteria. The weekly menu is published on the school website. www.cathedralgreenwave.com

In order to show respect toward others while in the cafeteria, students are expected to speak in a quiet voice, move carefully and slowly, keep hands to him/herself, clean up any spills, clear table, push chair in after eating.

X. Cathedral Traffic Pattern and Parking Privileges

In an effort to expedite the flow of traffic and to maintain a safe campus, Cathedral has adopted the following traffic pattern and regulations. These have been implemented with the help of the Natchez Police Department. We ask your cooperation in all traffic and vehicle situations. Students leaving campus from the back of the high school and the front parking lot must do so by

exiting through the front parking lot from the north side towards the flagpole. When leaving the parking lot, a car must either go straight onto **B STREET** or turn right unto **MLK STREET**. Students or parents may **NOT** turn left onto **MLK STREET** during the morning school hours of 7:30 am-8:15 am or the afternoon hours of 3:00-3:30 on regularly scheduled days or 2:00-2:30 on Early Dismissal Wednesdays.

Students leaving campus from the top of the hill or behind the gym must either exit by the football field or go down the center driveway. Entering and exiting speed should be less than 5 mph. Parents picking up elementary students must use the left lane of the drive between the schools. Students are not allowed to be picked up or dropped off in front of the elementary school, except for late arrivals or an early check-out. For the safety of students, please do not request that your child cross either Aldridge Street or MLK Street to be picked up. The only students that should cross either one of these streets are those students that are walking home. The traffic officer will stop traffic for them to cross.

Student parking is on the side of the gym and on top of the hill. Parking will be assigned by a high school teacher. Violations of parking and driving regulations will result in detention and/or loss of parking privileges. A few parking places in the front of the school have been set aside for visitors. The faculty has assigned parking. Students may not go to their cars during the school day. Violations will result in a detention. Due to the possibility of vandalism and theft, students should be sensitive to security measures when parking.

Y. Deliveries.

The delivery to students of flowers, balloons, food, or other such gifts, whether by individuals or businesses, shall be prohibited. **Party invitations may only be issued at school when the invitations are given to the teacher and includes everyone in the class.**

Occasionally, students may forget something at home that they may need for school or class. Parents may bring those items to the front office, but the school will not deliver or notify the student of the delivery. It is the responsibility of the student to check with the front office during his or her break or lunch to see if that particular forgotten item has been brought to school. Parents or friends may not go directly to the classroom to deliver personally.

Z. Fundraising

Our Cathedral School family has a great reputation for being good stewards in the community and supporting efforts that are in-line with the mission of our school. Cathedral School has an organized Development Committee that meets monthly to discuss opportunities for generating funds for our school and that support the mission of our school. Part of the Committee's responsibility is to approve fundraisers conducted by our school, our student organizations and any outside organization conducting a fundraiser to support Cathedral or in Cathedral's name.

All requests to host a fundraiser at Cathedral School or to benefit Cathedral School must be submitted in writing to the Development Office. All groups raising monies in the name of Cathedral School must send in a request to the committee. Requests will be considered monthly at the Development Committee meeting. If you are a sponsor of a student group, athletic team or community organization that wishes to organize a

fundraiser on-campus or that supports Cathedral School, please send a detailed request to the Development Office that includes the nature of the event/fundraiser, the goal of the fundraiser, the beneficiary of the fundraiser, and the dates/duration of the fundraiser. This procedure will apply to all fundraising efforts including that that exist presently. Please plan ahead for your events so that your request can be submitted and considered at the scheduled Committee meetings which are held on the first Wednesday of each month.

AA. Day Care

After school care is available for students enrolled in preschool through grade 4 until 5:15 p.m. These students receive an afternoon snack furnished by the cafeteria and are supervised. Older students may use this time to complete homework. Parents must register for these services in the elementary school office. Fees are published and may be obtained from the school or business office. Payment is due on a monthly basis. If payment is delinquent, then the student will not be allowed to attend after school care. Contact the elementary school office for more information.

BB. Parental Custody and Other Legal Issues

The custodial parent has the responsibility to provide the administrator with all official court orders that affect the well-being of the student when he/she is in the care of the educational institution. Non-custodial parents will not be permitted to use the school/center for child visitation. Upon written request, from the custodial parent, the school will not, however, refuse to allow the non-custodial parent to pick up a child at the end of the day, unless a court order has been issued stating otherwise.

Schools in the Diocese of Jackson abide by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders modifying Buckley Amendment rights.

If a teacher (or other school employee) is subpoenaed to testify in a child custody case or other legal proceeding, or if the school or school employee is required to provide documents pursuant to a subpoena, request for production of documents, or court or administrative order, the school will assess the subpoenaing parent the cost of substitute teacher and all costs and attorneys' fees incurred by the school or employee in producing documents and/or appearing in court.

II. Student Requirements

A. The Dress Code

Cathedral students are required to observe the school's uniform dress code.

The decision to attend Cathedral School is a personal choice made by students and parents or guardians. As a result, the school assumes that students, parents or guardians, cooperating with faculty and staff, will seek to benefit from all efforts of the school. As such, a dress code prepares students for future life experiences. The school recognizes that no dress code can anticipate every possible situation. **The administration reserves the right to make final decisions about appropriateness of any student's appearance.**

Uniforms are a visible sign to everyone that a student is a representative of Cathedral School. These uniforms should be worn in a manner that demonstrates pride in school and in self. Dirty, torn, or otherwise incomplete uniforms, as well as those worn in a sloppy manner, will not be tolerated. Uniform must worn with no holes, no frayed edges, no additional elements or coloring. Students who fail to comply with Cathedral's dress code may be issued a disciplinary infraction and possibly sent home. The uniform must be worn each day, unless otherwise notified by the administration. In the interest of good grooming, a student is to have neat, clean, properly combed hair of moderate length and style. **Extremes of any kind, such as wedge cuts, mohawks, or feathers will not be allowed.** The face is to be clean-shaven, free from facial hair each day. **Permanent or temporary tattoos are not acceptable.**

Students will **not** be allowed to wear their trousers below their waists. Jumpers must be no shorter than three (3) inches above the floor **all around** while the students are kneeling. Elder Brand Pants are the only allowable brand to wear. Students must leave their hats (caps) in their vehicles or in their book bags. They are not allowed to wear or carry them during the school day.

Game Day/Retreat team members may wear an approved team uniform for game days/retreat days. This team uniform must meet the approval of the principal. Coaches or sponsors must have the team uniform approved before the first game or retreat. The principal will appoint a committee to hear from the coaches or sponsors regarding game day dress. It is the responsibility of the coach or sponsor to monitor this each day they wear this team uniform to school on days of their events. If the students do not abide by the team uniform chosen, the specific team will not be allowed to wear their team uniform for future events. The coaches will post specifics of their team uniform in the lounge for teachers to help monitor. No sport issued jackets or sweatshirts, except school issued letter jackets, can be worn to school. Scouts (grades K – 6th) may wear uniforms on meeting days; and if so, the complete uniform must be worn. All parts of the Game Day Uniform must be in good repair with no holes, tears, and/or frayed edges, no tape allowed, and no graffiti/design/embellishment added of any kind.

On Non-Uniform Day, students should dress appropriately. T-shirts that carry inappropriate slogans or messages may not be worn. Body-hugging clothing, extremely loose clothing, short skirts or shorts, midriff or tank tops may not be worn. No sweat pants, shorts, or warm-up style pants are allowed on non-uniform days. The rule for hair, jewelry and fingernail polish on non-uniform days is the same as every school day. Students who fail to conform to the school's standards on out-of-uniform school days may, at the direction of the homeroom teacher and/or Principal, be given a detention and sent home or held out of special activities.

Students will not be allowed to wear anything or groom themselves in any way that will attract undue attention to themselves. Students are not allowed to have in their possession hats/caps during school hours (8:00 a.m. until 3:15 p.m.). If a student brings a hat/cap out of their vehicle, the hat/cap will be taken from the child and sent to the office and kept until the end of the school year. Students are not allowed to bring blankets on campus.

The principal is the final judge in all matters concerning uniform and dress code.

Students will be subjected to disciplinary action and/or may be sent home if they are not dressed appropriately with the possibility of receiving a zero for all work missed.

- **Jewelry --Girls**

Jewelry may not call undue attention to itself or the wearer. Jewelry may be worn to school in accordance with the following specifications: Girls may wear (if they desire) **one** (and only one) **small** “stud” earring in each ear lobe. No dangling or hoop earrings are allowed. A maximum of one (1) finger ring is acceptable for grades 3 and up. A single, simple bracelet and one plain watch may be worn by students in grades 6 – 12. Students in PreK-3 year old to 5th grade may not wear any type bracelet. Heavy, thick, or large gauge necklaces are not allowed. No pendants, with the exception of a cross or religious medal, are allowed. Girls can wear a plain watch in grades 3 and up. No student is allowed to wear a Smartwatch.

Boys

Jewelry for boys is not permitted with the exception of one plain watch (beginning in the 3rd grade) and one finger ring. No student is allowed to wear a Smartwatch. Heavy, thick, or large gauge necklaces are not allowed. No pendants, with the exception of a cross or religious medal, are allowed. Boys can wear a plain watch in grades 3 and up.

- **Hairstyles --Girls/Boys**

Hair cut or styled (including coloring) in a manner that draws undue attention to itself is not allowed. (The student may be sent home with the possibility of receiving a “0” for all work missed, if hairstyle is deemed inappropriate.) Boy’s hair must not touch eyebrows or collar or cover the top of the ears when combed straight down. Sideburns must not be longer than the middle of the ear. No coloring of hair for elementary school students. Head accessories may be worn by girls. Hair bows, headbands, barrettes, etc. Any combination of school colors, or materials are acceptable (glitter, polk-a-dot, sequin, chevron, etc..)

The Principal is the final judge in matters of hair.

- **Cosmetics**

No make up is to be worn in the elementary school (Pre-School – 6th grade). Cosmetics including eye shadow and eyeliner may be moderately worn by students in grades 7th – 12th. It must not draw attention to the student. **No fingernail polish may be worn by any student.** No fake fingernails allowed.

- **Uniforms**

The school uniform consists of the following. Any clothing items that do not meet the following specifications should **not** be worn. A mandatory uniform check will be conducted by first period teachers each morning following the Pledge and Prayer.

UNIFORM for Grades 6-12

GIRLS

Jumper: Cathedral school plaid with drop waist-length three inches all around, measured from the ground when kneeling

Blouse: plain, solid white, oxford cloth, button down collar-short or long sleeve, white buttons, no name brand tags, Girls may have their initials monogrammed on the left collar A girl's shirt/blouse/top must have at least a full one-inch above cleavage coverage at all times, must have a complete short sleeve or longer, must have coverage across the back from the top of the shoulder blades and down, and must be long enough that it covers all front and back mid-torso skin area (rib cage to hip bones), that is, covering the skirt or pants option chosen at all times – standing, reaching, sitting, etc.

Socks: plain, solid white **CREW** style socks or plain, solid navy blue, black or white tights, no name brand tags **No ankle socks or tennis socks allowed.**

Shoes: plain, chocolate brown, low or mid quarter or ankle length, lace-up shoes with regular size sole, no stacked heel and heel subdued neutral color for sole and heel. **Shoes must be worn properly. NO BOOTS!!!**

BOYS

Trousers: The only brand that students may wear are Elder Mark Twain and Elder K-12 Labels #1260 (Khaki in color) Pants must be worn above or across the top of the hip-bone. Pants may not be baggy.

Shirt: plain, solid white polo style knit shirt, one green Cathedral crest on upper left chest-long or short sleeve, no name brand tags Boy's shirts must be long enough to cover all their skin standing, sitting, etc.

Belt: chocolate brown leather, plain smooth or braided strap, plain belt buckle, no name brand tags. **No sports or collegiate logos!!**

Socks: solid white, solid black or solid blue (with long pants) socks-plain, **CREW** style, no name brand tags **No ankle socks or tennis socks allowed.**

Shoes: plain, chocolate brown, low or mid quarter or ankle length, lace-up shoe with regular size sole, no stacked heel, subdued neutral color for sole and heel. Shoes must be worn properly. **NO BOOTS!!!**

OPTIONS for 6th - 8th Grade: (not to be worn on Mass days or other days specified by school)

Wrinkle free, scotch guarded, straight leg, no cuff, standard khaki in color, plain, Walking length (5 inches above the knee, measured from the ground when kneeling), no name brand tags, no cargo pockets. Uniform belt and socks must be worn with shorts. Students in 6th & 8th grade may wear white, gray, black, brown or navy blue athletic shoes, leather, solid brown Sperry or boat shoe or canvass or shoes as listed above.

BOTH BOYS AND GIRLS - 6th – 12th Grade

Sweatshirt: solid navy blue crewneck, long sleeve, with one white Cathedral crest on the upper left chest, no name brand tags, no individual team sweatshirt can be worn during the school day

Jacket: Solid black or navy blue fleece or nylon with lining, full front zipper, long sleeve, with no visible logo. **No hooded zip up sweatshirt jackets.** Cathedral letter jacket may be worn, but no individual team jacket can be worn during the school day. **NO OTHER JACKET MAY BE WORN! Rain jackets that do not meet the above requirements cannot be worn in the buildings.**

Undershirts: plain, solid white, crewneck or turtleneck. **No under armor or other brand name undershirts may be worn!**

UNIFORM for Grades Pre-Kindergarten – 5th grade

GIRLS

Jumper: Cathedral school plaid with drop waist-length three inches all around, measured from the ground when kneeling (Solid navy/green/black shorts should be worn under jumper for outdoor play.)

Blouse: plain, solid white, Peter Pan collar-short sleeve, white buttons, no name brand tags – a plain white turtle neck may be worn as well, Girls may have their initials monogrammed on the left collar **in Navy, Green or Black thread.**

Socks: plain, solid white **CREW OR BOBBIE** socks, navy blue, black or white tights, no name brand tags **No ankle socks or tennis socks allowed.** Girls may wear leggings as long as they fit tight and worn under their socks. Please do not send your child to school with holes in their tights. This is considered a uniform violation.

Shoes: Tennis or canvass athletic shoes – white, gray, black, navy blue, brown or combination of these colors – no other colors on the sole, no colored shoe strings, no high-top shoes. Mary Janes may not be worn. These are not appropriate for the gym floors. **Shoes must be worn properly. NO BOOTS!!!**

BOYS

Trousers: The only brand that students may wear are Elder Mark Twain and Elder K-12 Labels #6546 or #6545 (blue in color) or Elder # 1260 in Navy Pants

Shirt: plain, solid white with collar, one green Cathedral crest on upper left chest-long or short sleeve -- no name brand tags

Belt: plain, solid navy blue, brown, or black -- no name brand tags. **No sports or collegiate logos!! (It is encouraged that Pre-Kindergarten students not wear a belt but have pants that have an elastic waist).**

Socks: solid white socks-plain, **CREW** style -- no name brand tags **No ankle socks or tennis socks allowed.**

Shoes: Tennis or canvass athletic shoes – white, gray, black, navy blue, brown or combination of these colors – no other colors on the sole, no colored shoe strings, no high-top shoes. **Shoes must be worn properly. NO BOOTS!!!**

OPTIONS for Pre-Kindergarten through 5th grade:

(Not to be worn on Mass days or other days as specified by administration.)

*navy blue poly-cotton, or scotch guarded cotton, tailored, walking length shorts; Elder Brand #6446 or #6447 - belts must be worn

*navy blue poly-cotton long pants may be worn by girls; belts must be worn with the long pants- girls must wear solid, white knit shirt with collar and green Cathedral crest, short or long sleeve are permissible. (This shirt may not be worn with jumper.)

*When the weather is exceptionally cold, students are **NOT** permitted to wear a heavier jacket over their uniforms. The outerwear must be the Navy uniform jacket; Navy Zip-up fleece or nylon jacket, or uniform sweatshirt. Students may wear the Black Fleece that is sold by the "C" Club. **NO OTHER JACKET MAY BE WORN!**

*PreK-3 and PreK-4 Year Old may wear navy sweat pants in cold weather. These will go with their navy sweat shirts. These may not be worn under their jumper.

BOTH BOYS AND GIRLS

Trousers: The only brand that students may wear are Elder Mark Twain and Elder K-12 Labels (Blue in color) Pre-K three and four-year old may wear navy blue sweatpants during the cooler months. These must be worn with the white uniform shirt and sweatshirt. **No name brand tags.**

Sweatshirt: solid navy blue crewneck, long sleeve, with one white Cathedral crest on upper left chest, no name brand tags, no individual team sweatshirt can be worn during the school day

Jacket: Solid black or navy blue fleece or nylon with lining, full front zipper, long sleeve, no name brand tags, Cathedral letter jacket, no individual team jacket can be worn during the school day **NO OTHER JACKET MAY BE WORN!**
Rain jackets that do not meet the above requirements cannot be worn in the buildings.

Undershirts: plain, solid white, crewneck or turtleneck. No under armor or any other name brand shirts.

B. School Functions

Honorable and respectful conduct is expected of Cathedral students at all times. The use of vulgar, profane, or abusive language or behavior that is disrespectful or discourteous will not be tolerated on or off campus, and, if performed, the student may be subject to disciplinary action. The honorable and respectful conduct must be observed at all times including at athletic contests, pep rallies, and other school activities. Applicable dress code regulations are enforced at all school functions.

During the school year, Cathedral sponsors dances for 7th – 12th grade students for the enjoyment and social growth of the students. **Appropriate behavior** and **dress** are always expected of each student. Specific regulations for particular dances will be announced by the Principal, especially

the times of arrival and departure. Once a student and/or his/her date leave a dance, he/she will not be readmitted.

C. Derogatory Words or Actions

The good name, reputation, and personal safety of each student, faculty and staff member as well as the good name of each Catholic school in the Diocese of Jackson, are vitally important. In order to protect students, employees, and the institution itself, each student, employee and parent or other family member is expected to treat the good name and reputation of each of the above with dignity and respect.

Derogatory words and/or actions against any of the above by a student, a parent or other family member, or an employee will be seen as an extremely serious matter, whether this is done orally, in writing, via e-mail or on the web, and whether it is done on a mobile device or school or home computer, or by remote access during school time or after-hours. Examples include, but are not limited to, text messages, instant messaging, email, blogs, Facebook or other social media, images or other types of pictures, etc.

Any individual found to be participating in any derogatory activity will be subject to disciplinary action, up to and including expulsion/termination, by the school.

Likewise, because of the issue of copyright infringement, any unauthorized use of the school name or logo, the school website, pictures of school buildings, activities or other students is prohibited whether done in the printed word, through technology, or by any other communication format.

The school is not charged with monitoring a student's use of the Internet, e-mails, text messaging, or similar communications. However, if a student's inappropriate use of these communication formats is brought to the school's attention, or if the school becomes aware of communications that reveal personal information of a student, the school will take appropriate action and notify the parents/guardians of its concern.

D. Alcohol and Drugs

Cathedral does not tolerate possession, consumption, or dissemination of alcoholic beverages, tobacco products or drugs by students on campus or at any school-related activity, nor does it tolerate a student judged to be under the influence of alcohol or drugs to attend school or school-related functions. Such activity is a grave violation of school policy and will result in immediate and serious disciplinary action. **(D-5405) See Mississippi State Legal Code 37-11-18.**

In order to maintain a safe learning environment, Cathedral School retains the right to search students, school property and/or vehicles for illegal substances or missing property. Drug/Search dogs may be used for the purpose of searching student possessions. Reasonable suspicion drug testing of students is a policy of Cathedral School and the Catholic Diocese of Jackson. **[D5607-D5607R(e)]**

The purposes of the Diocesan policy on substance abuse are: a) to maintain a safe, healthy learning environment for all students; b) to provide the highest quality education for our students

by ensuring that no students are users of illegal drugs or under the influence of drugs, chemicals or alcohol; c) to reduce the number of accidental injuries to person or property; d) to reduce injury to participants of school extracurricular activities; e) to prevent injury to those who drive vehicles; f) to prevent injury to those who participate in work/study programs; g) to reduce absenteeism and tardiness; and h) to improve the learning environment.

The use, possession, transportation, or sale of illegal or non-prescribed drugs, chemicals, and/or alcohol is prohibited on school/parish property or at school-sponsored functions. It is also a violation to be under the influence of illegal or non-prescribed drugs, chemicals, and/or alcohol. This policy applies to all students on school property, all students in school vehicles, and all students off school property, but attending a school function.

If a school reasonably suspects that a student is under the influence of drugs, chemicals, or alcohol either on the premises or at school-sponsored functions, it may require students to submit to a drug, chemical and/or alcohol test (see 5607R(b)). For more information see **Diocesan Policy 5607 & 5607R (a-e)**.

Cathedral School will generally operate under the policy of reasonable suspicion, but also reserves the right to administer random drug testing. The procedures and guidelines will be followed as set forth in the Mississippi Drug and Alcohol Testing Law. Miss. Code Ann. 71-7-1, *et seq.* Randomly testing will be enforced uniformly with respect to all students in grades seven through twelve. The random selection process has been confirmed with the Superintendent of School and with an outside laboratory.

As a guideline to be used in testing of students, the Educational Institutions of the Diocese of Jackson adopt and incorporate pertinent procedures and guidelines set forth in the Mississippi Drug and Alcohol Testing law and the Department of Health (“DHS”) regulations used to regulate employee drug and alcohol testing in the workplace. However, if there is a conflict between the language of this policy and the Mississippi Drug and Alcohol Testing law or the DHS regulations, the diocesan policy and procedures will control.

All students in grades 7th – 12th will be subject to random alcohol and drug testing. The random testing procedures will be enforced uniformly with respect to all students. The Superintendent of Schools will confirm the random selection process used by each school for random drug and/or alcohol testing. Under the random testing procedures each student shall have an equal chance of being tested each time selections are made. By its very nature, random testing of students does not require specific cause or reasonable suspicion before testing will occur.

As a condition of enrollment and continued enrollment, students must consent to random drug and alcohol testing. The students selected shall be notified and tested the same day. Their parents/guardians will be informed that the testing has occurred. Students who refuse to be tested, deliberately avoid testing, alter their test, or have positive test results, will be in violation of the substance abuse policy and will be subject to disciplinary action up to and including immediate expulsion.

Implementation of testing Program

1. All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the school through its drug and alcohol testing program are confidential communications, and will not be released except under circumstances allowed pursuant to the aforementioned drug and alcohol testing law.

2. Before testing, a student will be allowed to provide notice to the school of any current or recent use of prescription or nonprescription drugs.
3. The following include some types of drugs or chemicals for which the school might test: Amphetamines, Barbiturates, Cannabinoids (Marijuana), Cocaine, Opiates, Phencyclidine (PCP), Methadone, Methaqualone, Propoxyphene, Benzodiazepines, and other drugs/chemicals that the student is suspect of using.
4. All initial positive drug test results will be confirmed by a gas chromatography/mass spectrometry test of the same sample originally tested. All initial alcohol tests will use breath analysis. Confirmatory alcohol testing can be reconfirmed by blood sample analysis.
5. Any student who receives a positive confirmed drug chemical and/or alcohol test result may contest the accuracy of the result or explain the results within ten (10) days of the date of such result by filing a written statement with the Superintendent of Schools. A student, at his or her own cost, may request that the specimen be retested at a certified laboratory.
6. Any student who receives a positive confirmed test result and who fails to present a satisfactory explanation for the result, or who fails to present a contrary result from a certified laboratory of the student's choosing, will be subject to the following discipline, including the possibility of expulsion.

Action Taken For A Positive Result:

1st Positive Parent is notified, and the parent and student will be required to submit to substance abuse counseling at the parent's expense. The counselor must be approved by the Administration and the counseling must be documented. The counselor in conjunction with the Administration will determine the length of time such counseling shall be required on a case by case basis. The student will receive three days out-of-school suspension and will be on probation.

2nd Positive The student shall be suspended immediately until completion of an alcohol and drug treatment program approved by the Cathedral School Administration and the Superintendent of Catholic Schools. The length of suspension (OSS) will be a minimum of five days.

3rd Positive The student shall be expelled.

The refusal to participate in any required counseling or treatment program shall result in expulsion. A positive test shall also result in periodic, unannounced retesting done throughout the school year at the parent's cost. The student will remain on probation for a period of twelve (12) months from the date of the last positive test result.

In matters for which the local Advisory Council has not provided policy, the Chief Administrator may act, but the Advisory Council should be notified of the action taken and the need for policy. If addition or changes are needed to any diocesan policy, these should be requested to the Department of Catholic Schools by the local Administrator. In the absence of policy, the administrator has the power of discretionary action, **D-2504**.

D. Violence in Schools Act

Cathedral school adheres to the regulations set forth by the Violence in Schools Act, Mississippi State Legal Code 37-11-18. Therein, weapons are prohibited and all acts of violence that result in the injury of an individual will be reported to the local law enforcement agency. Accordingly, any student who is found to have anything that is defined as a weapon (knife, handgun, or other

firearm, or any instrument considered to be dangerous and capable of causing bodily harm) on his/her person or among his/her personal belongings, including his/her car, or who commits a violent act on educational property as defined in Section 97-37-17 of the Mississippi State Legal Code of 1972, shall be subject to **automatic expulsion for a calendar year by the superintendent. An appeal of the time period of the 12-month expulsion can be made to the Superintendent by the parents of the student.**

When students report violence or threats of violence to the teacher or administrator, their confidentiality will be upheld.

E. Sexual Harassment

Documented sexual harassment between or among students and/or staff will not be tolerated. Disciplinary actions will be taken in accordance with Diocesan Policy #5503-5503R.

“Sexual Harassment” means unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical conduct of a sexual nature” includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, display of pornographic materials.

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to catholic tradition. It is vital that each school maintain a learning and working environment free of any form of sexual harassment or intimidation toward students. Students who feel like they have been sexually harassed should use the following Complaint Procedure:

Student-to-Student Harassment: Any student who feels she/he has been subjected to sexual harassment by another student should contact an on-site supervisor (teacher or administrator). Each school’s Student Handbook shall clearly address the investigation of harassment allegations and student discipline procedures for sexual harassment. If the problem cannot be resolved at the local level, the Superintendent of Schools should be informed.

Adult-to-Student Harassment: In the case of sexual harassment of a student by an adult, the student should inform the administrator. The administrator should refer to the Policy Against Sexual Misconduct by Lay Church Personnel/Religious Personnel issued by the Diocese of Jackson (January, 1994) and the necessary individuals, including the Superintendent, should be informed.

F. Bullying/Harassment

Cathedral School needs to be havens where Gospel respect is paramount in the learning environment. Our school needs to be a place where students and employees feel safe and valued. **Cathedral School has a zero tolerance policy for bullying/harassment of any kind in its school.**

Harassment includes any physical and/or psychological (including threats of extortion) or verbal action reflecting a lack of respect for another. Because harassment oftentimes can be construed as creating a hostile environment for another person or group, it will not be tolerated in a Catholic school where respect for the human dignity of each person is a basic value.

Bullying is another form of harassment. It occurs when an individual tries to take advantage of, mentally or physically abuses./threatens, makes fun of, or ridicules, another person. The bully perceives this individual as vulnerable, and by any of the actions noted above, seeks to gain control over his/her victim. **Bullying will not be tolerated.**

Bullying/harassment complaints will be investigated immediately by the appropriate adult and referred to the school administrator. Individuals, including but not limited to, students and their families, and employees, engaging in such conduct and/or making threats,- seriously or in jest,- either physically, orally, in writing, via email or on the web, and whether it is done on a mobile device, school or home computer, or by remote access during school time or after hours, including, but are not limited to, text messages, emails, blogs, Facebook or other social media, images or other types of pictures, etc. will be subject to immediate disciplinary action, up to and including expulsion or termination.

G. Parental Cooperation

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration at Cathedral School is an agreement by the parent/guardian to accept and abide by the rules and regulations of this institution and to support its philosophy of education.

A cooperative relationship between Cathedral personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian. If a parent/guardian refuses to abide by the rules and regulations of Cathedral or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under Cathedral or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from the school community.

Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students. (5102.1)

III. Discipline Code

Each year, the Cathedral faculty and administration review the discipline code of the school to see if it has been effective in carrying out the philosophy of our school and if it provides an environment conducive to learning for all.

One of the main attributes of a Cathedral student is to be self-motivated and self-disciplined. For this reason, we feel that our code should be general enough to provide an environment for learning and socializing and yet specific enough to address discipline problems of students. Our code is cumulative, meaning that the offenses can build up to a point where, if not corrected, a student could be separated from the Cathedral family. There is ample time before this happens for the parents and school to remedy the problem if they work together.

This code will spell out the school's expectations, but will not attempt to list or identify every infraction. Enough examples will be listed to clarify a category. The remainder will be left to the administration and/or faculty committee to be determined in a consistent and Christian manner.

The Principal is the final judge in all matters of discipline.

The goal of the Cathedral discipline code is to reinforce appropriate behavior and to change behavior that is not appropriate. What follows is a code of expectations for all students attending Cathedral. **It is to be noted that the behavior of students, when they are not at school, can have grave effects on the school and its student body. For this reason, actions that so effect the school will be dealt with by the school in order to protect all its members. This may result in a student being asked to leave Cathedral D-5405.**

In the absence of rules, policies, or procedure, the administrator has the power of discretionary action. From time to time, unforeseen circumstances will arise necessitating a change in the rules, policies, and procedures during the school year. The administrator will notify students and parents of any changes.

A. Three General Rules

1. Students will respect one another's personal property and right to learn.
2. Students will be at school on time for all required activities from their beginning to their end, with all proper materials.
3. Students will observe the order necessary for learning as prescribed by the faculty and staff of the school.

Failure to abide by these regulations will result in the appropriate disciplinary consequence.

B. Classroom Discipline

The teacher of each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with whatever regulation or disciplinary measures that the teacher or administrators may impose. Faculty and staff must always be addressed in a polite and respectful manner.

C. Academic Dishonesty

It is expected that Cathedral students will be honest. It is expected that Cathedral students of all ages will not lie, cheat, or steal. Cheating is morally wrong and is considered to be a serious offense at Cathedral. Cheating is the **improper acquisition or distribution** of information pertinent to a homework assignment, quiz, test, project, or exam.

Testing procedures must be observed as preventive measures. During a quiz, test, or exam, a student may not have in his/her possession or in the vicinity of his/her desk any books, notebooks, or materials proscribed by the teacher or proctor, nor make any audible sounds, nor look in any direction that could be construed as a violation of testing procedures, nor may he/she communicate in anyway with another student without specific permission.

The following examples are the most noteworthy violations of the above:

1. Open notebooks, texts, or other course-related material during a quiz, test, or exam without the explicit permission of the teacher or proctor.
2. Concealed notes during a quiz, test, or exam.

3. Communication with another person during a quiz, test, or exam without the explicit permission of the teacher or proctor.
4. Use of unauthorized test aids such as calculators, tables, formulas, etc., during a quiz, test, or exam with the explicit permission of the teacher or proctor.
5. Giving or copying of homework assignments.

Students who are found guilty of a cheating offense or who have violated an evaluation procedure (homework, quiz, test, exam, project) will receive a zero for the work in question. Ordinarily a first offense for students in 1st – 5th grade will be punishable with a detention and for students in grades 6th – 12th will be punishable with a four-hour Saturday detention. Additional offenses will merit more serious penalties that may include suspension or dismissal. A record of cheating offenses and violations or evaluation procedures will be maintained in the student's file and the teacher will notify his/her parents of the offense. Plagiarism is a form of cheating. For a student who plagiarizes (use of someone else's work as their own) can be issued a zero for each offense and the parent will be notified by the teacher. Cheating by students in the elementary school may be adjusted from above with an agreement between the teacher and principal.

D. Disciplinary Sanctions for 1st – 6th Grade

Consequences may differ from grade to grade, but will be applied consistently to all students within the specified grade level.

Procedures for 1st – 4th Grade

Step 1: Warnings, Time-out, Denial of Privileges, Special Assignments

Classroom Disturbances ... not following the classroom rules
 Playground Disturbances ... not following the playground rules
 Cafeteria Disturbances ... not following the cafeteria rules
 Uniform Violations
 Gum Chewing
 Rude, Discourteous, Disrespectful to Classmates or Staff
 Disrespectful of School Property
 Disruptive and/or Uncooperative Behavior

Step 2: Early Morning Detention

Cheating/Enabling one to cheat
 Severe Verbal Abuse
 Stealing
 Excessive Tardiness
 Inappropriate Language
 Destruction of School or Personal Property

Step 3: Disciplinary Hearing -- Accumulation of 3 (Step 2) offenses in a 9 Weeks Period
 Discipline committee (principal, counselor, and grade level teachers) will meet to develop a *Discipline Plan of Improvement*. Parent conference will be requested to discuss this plan with the parent and student.

Step 4: Out of School Suspension

Fighting

Use/possession of Tobacco Products on Campus or at a School Sponsored Event off campus

Failure to Adhere to Stipulations of Discipline Plan of Improvement

Step 5: Expulsion (Removal from School)

Violation of Probationary Enrollment/Discipline Plan

Use, Possession, or Transfer of any Alcohol, Drug or Chemical Substance

Possession or Use of Weapon

Procedures for 5th - 6th Grade

Step 1: Warnings, Time-Out, Denial of Privileges, Special Assignments

Level 1 – Responsibility Violations

Uniform violations

Homework not completed

Signed papers not returned

Tardies

*4 violations of Level 1 equal an early morning detention (7:00 am – 7:45 am)

Level 2 – Behavioral Violations

Classroom Disturbances... Not following the classroom rules

Playground Disturbances... Not following the playground rules

Cafeteria Disturbances... Not following the Cafeteria rules

Rude, Discourteous, Disrespectful to Classmates or Staff

Disrespectful of School Property

Disruptive and/or Uncooperative Behavior

Gum Chewing

*2 violations of Level 2 equal an early morning detention (7:00 am – 7:45 am)

Step 2: Early Morning Detention

Cheating/Enabling one to cheat

Severe Verbal Abuse

Stealing

Excessive Tardiness

Destruction of School or Personal Property

*Violations of Step 1 (Level 1 and/or 2)

Step 3: Disciplinary Hearing – Accumulation of 3 (Step 2) offenses in a 9 weeks period
Disciplinary Hearing Committee (principal, counselor, and grade level teachers) will meet to develop a *Discipline Plan of Improvement*. Parent conference will be requested to discuss this plan with the parent and student.

Step 4: Out-of-School Suspension

Fighting

Use/Possession of Tobacco Products on Campus or at a School Sponsored Event off campus

Failure to Adhere to Stipulations of *Discipline Plan of Improvement*

Step 5: Expulsion (Removal from School)

Violation of Probationary Enrollment/Disciplinary Plan

Use, Possession, or Transfer of any Alcohol, Drug, or Chemical Substance

Possession or Use of Weapon

Parents will be contacted by phone or in writing when a student receives a disciplinary referral. Parent conferences will be requested for serious or repeated disciplinary violations. The administration and faculty may invoke consequences for infractions not listed as determined to be appropriate and in keeping with the spirit of this code. The administration may require that the parents seek outside counseling or other professional services for behavior change. Revisions to this code at the recommendation of the discipline committee may be made by the administration.

E. Disciplinary Sanctions for 7th – 12th Grade

In many instances, students involved in misconduct will be assigned to serve specified amounts of time in detention. **Detention is held Wednesday mornings from 7:00 a.m. until 7:50 a.m.** A student who is assigned Wednesday detention repeatedly for the same offense or a similar offense may be subject to more serious disciplinary action. Staff members may choose to issue a teacher detention before they issue a Wednesday detention. If a student is issued a teacher detention, the student must serve the detention or face further consequences.

Procedures for 7th – 12th Grade

1. When a faculty member issues a disciplinary referral (detention), the student must have his/her parent sign one copy to return to the teacher the following day. Failure to do so will necessitate the teacher issuing another detention. When a referral is given, the teacher will give one copy to the student to be signed and returned to the teacher, the teacher keeps one copy and one copy is sent to the office.
2. Disciplinary Referrals (Detentions) will not be used for academic problems. Please note, some of the effects of disciplinary action may result in academic problems; i.e., lower grades for work missed when a student is sent out of class.
3. The normal progressive order of disciplinary procedures at Cathedral (**6th – 12th grade**) is the following:
 - a) Wednesday Detention
 - b) Saturday School
 - c) Suspension
 - d) Probation (Probation status normally accompanies suspension.)
 - e) Expulsion

For more details, see Diocesan policies 5403-5403R(b).

• ***Wednesday Detention, accumulates:***

3 Wednesday Detentions per semester results in a Saturday School (9th – 12th grade)

3 Wednesday Detentions per 9 weeks results in a Saturday School (6th – 8th grade)

• ***Saturday School, accumulates:***

2 Saturday Schools per year results in a suspension. (Probation status normally accompanies suspension.)

• ***Suspension, accumulates:***

3 Suspensions per school year could result in expulsion

Examples of Offenses and Their Minimal Consequences:

*Wednesday Detention: Food violation, gum, 3 tardies, 1st uniform violation.

*Wednesday Detention status normally does not progress to Saturday School status but it may be served in Saturday School. Constant or flagrant violations, such as the above, may progress to Saturday School status.

Wednesday Detention: Disruption, disrespect, uncooperative behavior, minor infraction, One minute late for detention (must finishing serving detention that day in addition to another one being issued), etc.

Saturday School: Serious school disruption, major infractions such as cutting class, 1st offense cheating, three detentions per semester, 15 or more minutes late for Wednesday Detention (must still serve the Wednesday detention).

Suspension: Fighting, cutting class, stealing, cheating (second offense), smoking, use of (or enabling others to use) any tobacco products, illegal or controlled substances, or alcohol while engaged in a school sponsored function; major verbal abuse of others; bullying/harassment; destruction of school, staff, or student property on or off campus; two (2) Saturday Schools; missing Saturday School; or the use possession, transfer of any alcohol during a school sponsored function.

Expulsion: Violation of a probationary enrollment; use, possession or transfer of any drug-related substance on school property (see Mississippi Code 37-11-18); severe violent behavior; possession or use of a weapon; severe damage to staff, school, or student property, and other serious behavioral problems; bullying/harassment; three (3) suspensions per school year; cheating (3rd offense). D-5403

Students expelled from other schools will not be allowed to enroll at Cathedral during the time of expulsion. Students may be admitted on probation following the expulsion period.

F. Explanation of Serious Sanctions:

• Suspension: It is intended to serve as a warning to the student that further violations of school regulations may result in dismissal.

The period of suspension may constitute one or more days. During the period of suspension, the student may not attend classes, nor participate or attend any school activity from the time the suspension is issued until the student has served one full day back in regular classes. However, the student will be responsible to complete all work missed. The student will serve his suspension in a manner determined by the Principal. There will be no deductions from the student's grade if all assignments are turned in complete.

- Probation: A student may be placed on probation preceding or following a suspension. Serious misconduct by a student who is on probation constitutes ground for expulsion. Ordinarily a student will not be placed in a third probationary status.

- Expulsion: A student is asked to leave Cathedral School. Prior to the sanction of expulsion being imposed, a student will have the right to an informal hearing to be conducted by the Principal, notice of which will be provided to the student at least 24 hours in advance. At this informal hearing, the student is entitled to be accompanied by either or both of his/her parent or a guardian. The student will be allowed to explain his position on the offense of which he/she is accused and, if desired, call witnesses on his/her behalf. Following this informal hearing, the Administrator shall make the final recommendation.

Cathedral reserves the right to impose more extensive discipline for any of the foregoing offenses depending on the nature and circumstances of the offense(s) or any combination thereof.

*Expulsions can effect one's future enrollment at Cathedral. Probationary enrollment means a student is admitted to Cathedral School but will not follow the ordinary progression because of the history of previous probation. Dismissal may come after the **First Offense**.*

G. Expulsion of Student Possessing Controlled Substance or Weapon, or Committing Violent Act on School Property

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject, in the case of a Catholic School, to the student's right to appeal to the Superintendent of Schools. **See Mississippi State Legal code 37-11-18**

H. Technology Use Policy

Access to computer hardware, software, operating systems, networks or services (technology) at Cathedral School is provided to students, faculty, and staff in support of the school's curriculum and administration. Use of technology will be granted to those students who have agreed to and signed the Telecommunications Use Agreement (see back of handbook). The school views the use of technology as a privilege, not a right. All students currently enrolled at Cathedral who wish to have access to technology facilities or services, such as computer labs, online services, Internet, etc., must sign personally and have their parent sign the Telecommunication Use Agreement (located in the back of this handbook). A signature indicates an understanding and agreement with the following:

- General Use
 - a. Students will use Cathedral technology resources in an appropriate, ethical and lawful manner.
 - b. Students may only use Cathedral technology resources under faculty supervision.
 - c. Cathedral technology resources should not be used for personal use not related to Cathedral activities.

- d. Cathedral technology resources should not be used for commercial or political purposes.
 - e. Absolutely no program will be installed on any Cathedral computer without proper authorization. This includes but is not limited to downloaded games, screen savers or any “free” software available on the Internet.
 - f. All Instant Messenger (IM) applications are prohibited. This includes but is not limited to AIM, Windows Messenger, and Yahoo Messenger, Facebook, Twitter, etc.
 - g. All file sharing applications are prohibited. This includes but is not limited to ARES, Kazaa, WinMX, Satellite. (No downloading of music)
 - h. Technology users will not participate in Online chats unless with proper authorization and supervision.
- Copyright
 - a. Technology users must respect copyrights and licenses to software, entertainment materials, published and unpublished documents, and any other legally protected digital information.
 - b. Any material protected by copyright must not be copied except as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law.
 - c. All copyrighted information (text, images, icons, programs, video, audio, etc.) retrieved from technology sources must be used in conformance with applicable copyright laws.
 - d. Plagiarism of digital information is subject to the same disciplinary action as plagiarism in any other media.
- Internet and Email
 - a. If granted access to the Internet, users must not attempt to access any inappropriate web site. This includes but is not limited to sites containing pornographic, violent, graphically disturbing, or harassing content.
 - b. Use of streaming video or audio from the Internet is prohibited unless used as part of the curriculum. (No watching Internet TV or listening to Internet radio. This creates a significant drain on Internet bandwidth.)
 - c. Subscribing to a listserv list or automatic email distribution list is prohibited unless proper authorization is given.
- Technology Resource Integrity
 - a. Technology users must not attempt to modify or remove computer hardware, software, or peripherals without proper authorization.
 - b. Technology users must refrain from seeking to gain unauthorized access to information resources or enabling unauthorized access.
 - c. A technology user who has been authorized to use a password or otherwise protected account must not make that available to others without proper authorization.
 - d. All technology users should Log Off or Lock the computer in use when he/she is done. Ask your teacher how to do so if you do not know.
 - e. Attempting to disable virus scan, content filtering, or any system protection software is prohibited.
 - f. No technology user will engage in cyber-bullying, impersonating another user or post another student’s information online, or post any harmful or untruthful information online.

- Enforcement
 - a. Any violation of this policy should be reported to the proper authority (teacher/administrator).
 - b. Appropriate disciplinary action will be dispensed by the administrator.

****CURRICULUM & INSTRUCTION****

The elementary division includes programs for students in preschool through grade 5. The early childhood program is designed to meet developmental needs of students in preschool and kindergarten with emphasis on skills development, creative growth, and social interaction. The primary grades 1-2 and intermediate grades 3-5 follow a prescribed curriculum as determined by the Catholic Diocese of Jackson. This curriculum includes but is not limited to the skills specified by the State Department of Education.

Concerned with the academic progress of students, the faculty participates in an ongoing process for the development of programs which will provide for the needs of all students. The academic curriculum includes: Reading, Math, Language Arts (English, Spelling, Listening, Writing), Science, Social Studies, and Religion. The skills in these areas meet and exceed those that are required by the Mississippi Dept. of Education. The objectives, teaching strategies, and evaluation criteria are specified in an Instructional Management Plan.

Accelerated Reader is a reading incentive program that utilizes computerized tests to insure reading comprehension with tangible rewards as an incentive. It is used with students in grades 2-8. Increase in school achievement in reading has been attributed to the use of this program.

All students through grade 8 take non-academic classes to enhance their growth aesthetically and physically. Classes are taught in the following areas: Art, Library, Music, and Physical Education. The number of times the students meet in these classes per week varies by grade level.

Grading System

Cathedral School adheres to the Diocesan Department of Education approved grading system. Parents of students in preschool three year-old program are issued progress reports each nine weeks. In 2005 the Diocese changed to a Standards-Based Report Card in **grades Pre-K4 – 2nd**. Standard-based reporting gives a clear message to parents about what their children know, what they are able to do, and what they need to learn by the end of the year.

3-meets grade-level standard

2-beginning to show progress toward the grade-level standard

1-does not meet or experiences considerable difficulty with grade-level standard

Cathedral adheres to the Diocesan Grading Scale for our numerical grading system for **3rd – 12th grade**. Progress reports and report cards are posted and made available to parents on Ren-Web. If parents do not have access to the internet, they may call the school to have a printed copy of the report sent home with the student.

1. Numerical grades will be listed on report cards and on permanent records.
2. Semester grades will be determined on a numerical average.
3. Exams will count 20% of the semester grade for 9th – 12th grade students, and

15% for 7th & 8th grade students. No exams are given in the elementary school, including the 6th grade.

4. The grading scale is as follows:

A - 90-100	B - 80-89	C - 75-79
D - 70-74	F - below 70	

The scale listed below will be used in determining the GPA for 9th – 12th grade students. This scale will also be used in reporting to certain colleges.

Regular Courses	Advanced or AP Courses
A - 4 points	A - 5 points
B - 3 points	B - 4 points
C - 2 points	C - 3 points
D - 1 point	D - 2 points
F - 0 points	F - 0 points

A numerical average is used to determine the class rank and to select the valedictorian and salutatorian. To be eligible for valedictorian and salutatorian, a student must have taken the last four (4) semesters of work at Cathedral.

For Honor Roll determination and for Class Rank purposes **only**, a sum of six (6) points will be added to each advanced course grade, and a sum of ten (10) points will be added to each Advanced Placement Course grade before averaging. These additional points will not be recorded on the report card.

Cathedral Middle School and High School Honor Roll

Principal's Honor Roll	(all A's)
A Honor Roll	(90 & above average)
B+ Honor Roll	(87 - 89 average)
B Honor Roll	(80-86 average)

Honor Roll shall be determined by quarter grades and announced quarterly. To qualify for High Honors and receive a stole for graduation, a student must have a 90 or above average (Cathedral does not round up) for all work where a Carnegie Unit was earned. For Honors, the average must be 87 and above (Cathedral does not round up).

Please note: A student with one (1) F in any subject is not eligible for the honor roll. Being in the National Honor Society does not necessarily qualify a student for being on the Cathedral Honor Roll.

Cathedral School accepts all grades and credits issued by an accredited school as shown on that school's transcript. For a transfer student who earns letter grades at a previous school, Cathedral School contacts the counselor's office and requests a letter/numerical conversion from the school. If none is available, Cathedral uses the numerical mid-point of their grading scale. Cathedral cannot add or subtract from a grade received from another school, including Honor (Advanced) courses unless otherwise indicated on the forwarded transcript. Correspondence course grades are **NOT** included in GPA.

Cathedral Elementary School End-of-the-Year Honor Roll

Elementary School Honor Roll will be determined in grades 3 – 5. There will be a Principal's List (all A's), A Honor Roll (90 or above average), and B Honor Roll (80 to

89 average). A student with a C in any subject during any grading period is not eligible for the A honor roll. A student with a D or F in any subject during any grading period is not eligible for A or B honor roll.

Promotion and Retention for PreK-3 Yr Old – 2nd Grade

A student will be promoted if they have met the standards listed on the report card to be successful in the next grade. If a student is having difficulty showing progress towards mastery of the grade level standards listed on the report card then the teacher, parents and administrator will meet to discuss interventions that can be implemented to help remediate the student. The teacher, administrator, and a parent will have on-going dialogue on the student's performance. The teacher and administrator will recommend retention if the teacher has demonstrated that the child has not met the standards needed to be successful in the next grade.

Promotion and Retention for 3rd – 8th Grade

Math and Language Arts (Reading/Literature and English) are two CORE academic subjects and the three non-CORE subjects are Religion, Science, and Social Studies. Promotion is contingent upon **mastery** of the Core and non-Core subjects. Students who fail to master a required subject during the school year may be recommended for retention and/or recommended for remedial summer work. Students failing more than two subjects are not eligible for summer work and will be retained. Students failing both CORE subjects are not eligible for summer work and will be retained.

Promotion and Retention for 9th – 12th Grade

A student graduating from Cathedral must have 24 unit credits. The minimal progression rate toward classification will be as follows:

- Sophomore classification 5 1/2 unit credits
- Junior classification 11 unit credits
- Senior classification 17 unit credits

If a student does not meet the minimal progression rate for each year and cannot meet the progression rate with summer school, the student is not invited to return to Cathedral for the upcoming school year. Under no circumstances can a student “skip” a classification level regardless of the number of credits. Due to the consecutive nature of the course, a student can take only one English course during the school year. It is strongly recommended that a student failing English attend summer school following the failing year. A student must successfully complete the prerequisite course before scheduling the next course in any particular subject.

CATHEDRAL HIGH SCHOOL GRADUATION REQUIREMENTS ARE AS FOLLOWS

ENGLISH	4	(I, II, III, IV)
MATH	4	(1 must be Algebra I)
SCIENCE	4	(1 must be Biology I)
SOCIAL STUDIES	4	

½ Mississippi Studies	½ World Geography
1 World History	1 U.S. History
½ U.S. Government	½ Economics
BUSINESS AND TECHNOLOGY	1
	½ Computer Applications
	½ Keyboarding
THE ARTS	1
HEALTH	½
FOREIGN LANGUAGE	1
ELECTIVES	(2 credits required for those going to college) (the amount needed to equal 24 Carnegie units)

A unit of Religion is required for each year of attendance

TOTAL UNITS REQUIRED 24

Cathedral School Policy (#2160.23) states that Carnegie Units earned toward graduation shall be limited to four (4) units earned during summer school and one unit earned through correspondence courses. Correspondence courses must be approved by the Principal through an approved university. Each graduating student shall have earned at least two (2) of the last four (4) Carnegie Units at Cathedral. Students who have not completed the minimum graduating requirements of the State of Mississippi and Cathedral School may not participate in any formal graduation exercise.

HOMEWORK

Homework assignments provide the student with an opportunity to review class work, reinforce skills already taught, and supplement learning. Care will be taken by the teachers to provide meaningful, needed assignments. In the primary grades, assignments are minimal and generally relate to practicing basic skills. The time required to complete homework in the other grades varies. It is dependent upon the age of the student and the individual student’s rate of learning. Parents should make every effort to review homework assignments with their child and provide assistance when needed. Assignments will be available on Ren-Web. Students are expected to complete and return assignments according to the teacher’s requirement. Failure to do so can result in a grade of zero.

MAKE-UP WORK

See Page 12 of this Handbook. (The general rule for making-up work).

STUDENT PLANNERS

Students in grades 2 – 8 receive student planners at the beginning of the school year. While parents of 1st, 2nd, and 3rd grade children are expected to help and train children on how to maintain and use their planners correctly, students in grades 4 – 8 should have reached the level of maturity which dictates their maintaining their planning with little or no help from parents or teachers. Students are to copy or write assignments, target dates for projects, copy special directions, etc., in their planners. They must write legibly enough to be re-read once students are home and ready to do homework. The student planner is a student tool designed to assist the student in becoming a better organized learner and to begin to prepare for the added challenges of middle school and high school. Planners may also be used by middle school or high school

students; however, Ren-Web will have assignments posted and should be a tool which both parents and students can find assignments and plan work.

STUDENT SUPPLIES

Classroom and art supplies are required. These are to be furnished by the parent. A list is published annually and disseminated to all parents and is available on the website. There is also a program of prepackaged supplies for pre-school – 8th grade. Information regarding the prepackaged supplies will be distributed in May.

SUPPORT SERVICES

Support services are provided in the areas of reading, math and language arts for **eligible students** (guidelines are set in conjunction with the Public School Office) in elementary school through a Title 1 Grant in conjunction with the Natchez-Adams Public School District. Eligible students may attend the after-school tutorial program, extended school day throughout the school year, or the extended-school-year program in June. State and national guidelines regarding student confidentiality, student records, and interviews of students by other agencies are observed. (See Learning Resource Program on Page 5 for additional information.)

TEXTBOOKS

A number of textbooks are furnished by the State of Mississippi and are issued at the beginning of the school year. Students who lose or damage a book(s) will be expected to pay a fine to replace the damaged or lost book(s). In order to protect and preserve our textbooks, all textbooks must be covered. Students should have a book bag in which to carry books to and from school.

ATHLETICS

Mission Statement

Good sportsmanship is viewed by the National Federation as a commitment to fair play, ethical behavior, and integrity. In perception and practice, sportsmanship is defined as those qualities which are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all activity disciplines including PE class. Individuals, regardless of their roles in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship.

Athletic Eligibility

Academic requirements affecting student eligibility to participate in athletics, cheerleading, and drill team at Cathedral are as follows:

1. End of the First Semester and Year (Yearly average is used for a year course and semester average is used for a second semester course.)

To be eligible for athletics and activities, a student must have an overall average at the end of each semester of a 75/2.0 GPA (C) or higher and be passing six subjects at the end of the year. If a student is ruled ineligible then they are required to sit out of all sports until the end of the following semester.

An ineligible student athlete may earn eligibility again only once during his/her high school career. To do so he/she must pass six units with a 75 average during the first semester of the following year.

2. End of 1st Quarter, End of 3rd Quarter:

A student who is failing two or more subjects at the end of the quarter 1st or 3rd quarter will be removed from all sports (including cheerleading and drill team) for the following quarter. During the first three weeks of the new quarter, he/she may neither practice nor play. If at the end of the three-week period (minimum), the student's grades are **all** passing, he/she may resume full participation. If at the end of the three-week period, the student is not passing in all subjects, he/she will be dropped from the roster for the remainder of the quarter.

DIOCESE OF JACKSON/CATHEDRAL SCHOOL
Athletic Participation Agreement

I understand that the advancement of the Gospel mission of Catholic education is the key purpose of all programs, including athletics, at Cathedral School. Dignity and respect for each individual are some of the basic Gospel values taught throughout the curriculum. Athletics in a Catholic school is an important way of teaching and training young men and women to cope with life in competitive circumstances and also reflect the Gospel values of Jesus Christ and the mission of the school.

I hereby request Cathedral School to grant permission for my son/daughter to participate in Cathedral School athletics. I understand that I am entering into a voluntary contract between myself, the parent/guardian of a Cathedral School student, and Cathedral School for participation in school-sponsored athletic activities.

I agree to cooperate with and support the rules and regulations of the Diocese of Jackson, the Mississippi High School Activities Association, and Cathedral School and to be governed by these rules and regulations as announced to me by the principal of Cathedral School, as published in the Parent-Student Handbook, and as announced or published in other places by the administration. I understand that I must be familiar with and accountable for these rules and regulations and the policies and procedures which govern participation in athletics representing Cathedral School.

As a player, my son/daughter understands that he/she must fulfill all religious and academic responsibilities to Cathedral School and conduct himself/herself as a committed Christian in school, outside of school, and in particular at any activity involving athletic competition representing Cathedral School. My son/daughter agrees to be bound by the rules and regulations regarding athletics and to submit himself/herself voluntarily to the application of the rules.

As a parent/guardian of a Cathedral School athletic participant, I understand my responsibility and obligation to see that my son/daughter fulfills his/her religious and academic responsibilities including school work and homework assignments and complies with the rules and regulations for participation in Cathedral School athletics.

I further agree that as an adult I will conduct myself in a responsible and mature Christian manner at all times during all practices and games, that I will show respect for authority, and will engage in no activity or conduct which in any way is disrespectful, combative or confrontational, or questions the jurisdiction of the school principal, coach, officials, or anyone connected with the conduct of Cathedral School athletics.

As player and parent/guardian, we acknowledge that a violation of any of these rules and regulations may result in forfeiture of ability to participate in athletics or attend athletic events representing Cathedral School.

I further understand that Cathedral School does not provide any medical insurance on students participating in school athletics. As a requirement to participate in school athletics, a student must show proof of medical insurance. Cathedral School does offer a 24-hour accident policy that parents may purchase should they so choose.

I hereby authorize and give permission for emergency medical treatment to be rendered for and on my behalf of my child, when I am not present, for any injury received while participating in any supervised school related sports activity. I hereby release all Cathedral School personnel for any and all liability associated with such necessary treatment. In addition, I assume any expenses for liability not covered by **my family** insurance for injury received by my child while participating in sports at Cathedral School. I accept full responsibility for medical and hospital expenses, including transportation by ambulance, if any, and any other related expenses and do hereby hold harmless Cathedral School and its employees, of responsibility for any such injury or expenses and waive any and all claims which may arise against them.

Registration Procedure

Registration for enrollment each school year begins with the pre-registration of currently enrolled students and their siblings not already enrolled. There is a \$200 pre-registration fee per family for returning students. Parents who fail to pre-register their children by a certain date risk forfeiting their place in the enrollment process. They also will be charged a late payment fee for not meeting the pre-registration date. Parents registering siblings not already enrolled will need to contact the school office and complete the registration process. There is a \$200 registration fee for all new students. The following documents and information are required at the time of registration: certified birth certificate, social security card, certificate of Mississippi immunization compliance, and a copy of previous school records and standardized test scores. All new Catholic students must present a Baptismal Certificate for verification before being admitted.

Admission to Cathedral School is based on priority considerations set forth by the Catholic Diocese of Jackson. Therein, the admission of students will be given to criteria in the following order: a) To children currently enrolled; b) To children of families with siblings currently enrolled; c) To children of participating Catholic parishioners (as determined by the pastor); d) To children of other Catholic parishes; and e) To children of other religious affiliation.

Age Requirement

In accordance with the state, students enrolled in kindergarten must be 5 years old and those in 1st grade must be 6 years old on or before September 1. Exceptions for out-of-state transfers must meet the Mississippi Code 37-15-9 criteria. D-5104 In keeping with these regulations, children should be 3 or 4 years old by September 1 for placement in the preschool program.

Tuition Refund Policy

If a student withdraws prior to the first day of school as designated on the school calendar but after tuition has been paid, 75% of tuition will be refunded. If a student withdraws after attending any part of one or more days of school, no refund will be made.

Late Tuition Fee

Tuition is due to the school in full on the first working day in July each year. Fines will be assessed for late payment: \$25 fine from the second working day in July through July 15, \$50 fine from July 16 through July 31, \$75 fine from August 1 until the beginning of school for students.

If the tuition has not been paid in full before the beginning of school for students, then students will not be allowed to attend Cathedral.

Cathedral allows its parents to participate in a loan program which is bid upon each year by the local banks. The bank with the lowest interest rate receives the bid. Cathedral School does serve as the guarantee for each loan. Should Cathedral School be notified that the loan is past due, Cathedral School will pay the loan off and the parent will be forced to pay Cathedral the amount of the payoff before their child will be allowed to return to school. If the parent is unable to repay the school for the payoff amount, the parent will need to withdraw the child/children immediately.

Protection of Children

In a pastoral effort to respond to a heightened need for the protection of our children, the Diocese of Jackson is requiring a catechesis be given to children in all grades of our Catholic Schools and Parish Education Programs. The catechesis is required to be completed during Respect Life Week, the first week in October each school year. Principles for Child Protection Catechesis, Teaching Objectives for Parents and Teachers and Learning Objectives for Students form the foundation for lessons to be taught in the classroom to support parents in providing the education and guidance children need to be safe.

All priests, deacons, school and early childhood center administrators, teachers, youth ministers, parish catechists, support personnel, coaches and volunteers will be required to attend training in the prevention and recognition of all forms of abuse against guidance needed to be safe. Finally, all persons who work with children in the Diocese of Jackson will be required to have background checks.

Grievance Procedure Policy {D-5401Rc}

An appeal of a disciplinary action shall be addressed at the lowest level possible. Appeal to the next level will not be considered unless the complaint has been addressed on the previous level.

Level I

Concerns/appeals shall be addressed to the particular teacher or staff member involved. A meeting shall take place between the parties and an attempt made to informally resolve the situation.

Level II

If no satisfactory resolution is reached, an appeal may be made to the administrator or his/her designee (e.g. vice-principal, dean of students, etc.). A meeting shall be held in an attempt to resolve the concern/appeal.

The administrator or designee will consider the concerns of the parent/guardian as well as review the policies and regulations of the school/center and Diocese in reference to the specific situation. After a thorough investigation and review, the administrator or designee will make a decision regarding the disciplinary action. Written records shall be kept of all meetings.

In the case that a designee of the administrator has handled this appeal, a parent/guardian may also appeal this decision to the administrator.

Level III

After all previous levels have been completed; a parent/guardian may appeal to the Superintendent of Schools. The Superintendent shall review all written documentation and records of previous meetings. Interviews may be conducted if additional information is desired by the Superintendent. A final attempt will be made to resolve the appeal.

The Superintendent's review will be for the purpose of assuring that the student was given a fair opportunity to present his/her defense to the incidents at issue. The Superintendent shall issue a decision on the appeal. This decision is final.

**Medication Consent Form
Catholic Diocese of Jackson**

Cathedral School

Student Name _____

I *Physician's Order For Prescription Medication Administration*

Name of Medication _____

Dosage _____

Times to be given _____

The physician must be notified immediately if the following conditions or circumstances arise in connection with the administration of this medication.

Physician's Signature

Date

I *Parent Request and Authorization*

I authorize the school to administer the above medication and release the school/center and its employees from any liability in administering this non-prescription medication according to the stated dosage and times.

Parent's Signature

Date

Family Handbook Signature Pages

NOTICE TO PARENTS

**The Parent-Student Handbook will be available on-line at the school website
(www.cathedralgreenwave.com)**

The Diocese of Jackson has reviewed the entire legal aspects of its diocesan schools and parishes. The school administration has been given a comprehensive Diocesan Policy Manual for operating a catholic School under our current state and national constitutions. The Diocesan Policy Manual is available for parental reference in the offices of both principals and the office of the pastor of St. Mary Basilica, and in the high school and elementary school libraries. Specific policies relating to day-to-day parent, student, and school procedures are included in this handbook. Following diocesan policy, problems that occur regarding regulations may be addressed through a grievance procedure as outlined in the manual and the parent-student handbooks. A number such as “D-1234” following a given statement in the parent-student handbook refers to the corresponding diocesan policy. Other changes are effective as they are disseminated to parents throughout the year and will be added to this current amended handbook.

The parent-student handbook has the force of a printed contract between the parents of the minor students and the school or between the adult students and the school. D-5706

Cathedral will continue to operate a Catholic educational institution of the highest quality and safest environment. Any changes made will be done with this philosophy in mind. We thank you for selecting Cathedral, and we ask your support and input for our school.

In order to ensure that all Cathedral School students and their parents understand Cathedral’s policies, we ask that the parent or guardian read the handbook **online** and sign the statement at the end of this agreement which states that the parent or guardian is aware of and is willing to adhere to the policies and programs of Cathedral.

Cathedral School has a prescription medicine policy. This policy can be found in the parent-student handbook. Please consult this for further information. Cathedral School no longer allows school personnel to dispense non-prescription medications. A parent or guardian must come to school to administer non-prescription medicine.

PHOTOGRAPH, TELEVISION, RADIO INTERVIEW PERMISSION FORM

I grant permission to Cathedral School to allow my child(ren) to be photographed, to appear on television, to be interviewed for publicity, academic or other educational purposes. Cathedral School has the right to use my child’s photograph, tape, or interview for advertising or educational purposes. This permission is granted for 2015-2016 school year.

If you do not wish your child to be photographed, interviewed, or televised, please notify the administration immediately. This will include the omission of your child’s picture in the school yearbook.

INTERNET USE PERMISSION FORM

The use of the internet is a privilege. We ask that you review the rules listed below and discuss them with your child(ren). Inappropriate use of the Internet will result in the cancellation of the privilege of using the Internet. We ask that you indicate your desire for your child to use the Internet by completing the form below. Please read the Technology Use Policy in the Family Handbook for more precise rules, regulations and enforcement.

Internet/E-Mail Guidelines

1. To use the Internet, sign the internet register. No student will be allowed to register under another student's name. Students must keep their password private.
2. Students will not be allowed to participate in a chat room unless with proper supervision.
3. E-mail activities will be structured assignments.
4. Teacher(s) will randomly check students' E-mail in boxes.
5. All WWW sites will be pre-approved by teacher(s).
6. No student is to supply personal data (name, age, Social Security #, etc.) about himself/herself, when using the Internet, unless authorized by the teacher(s).

If a student does not abide by the school's or the computer lab's guidelines, he/she will be denied the opportunity to use the internet and will face appropriate disciplinary action.

If you do not wish for your child to have access to the internet or email, please notify the administration immediately.

Name of Student (s) _____

___ I have read the Cathedral Handbook online for my student(s) and agree to support the policies and programs of Cathedral. I understand that my signature so states this support.

___ I permit my child to be photographed as stated above.

___ I request the administration and faculty of Cathedral to allow my child to use the internet and e-mail while at school. My child will follow the instructions outlined by each of his/her teachers or other staff members.

Signature of Parent/Guardian

Date

**Parent/Guardian Authorization for
Release of Student Education Information
Consent, Waiver of Rights, and Release of Liability**

In consideration of providing an exception to its no disclosure policy, the parents/guardian of _____ hereby authorize the _____ School/Learning Center and the Catholic Diocese of Jackson (collectively "Church") to respond to all inquiries relating to requests by schools, school officials, counselors, physicians, psychiatrists, psychologists or other medical providers concerning grades or other educational and behavioral information.

We agree not to assert any claims or causes of action of any kind against the Church, its agents, its employees, or any individual contacted by the Church, arising out of the response of the Church to a company's investigation. We further release and forever discharge the Church, its agents, its employees, and any individual contacted by the Church, from any and all claims, demands, damages, actions, causes of action, or suits of any kind or nature whatsoever arising from the Church's response to another school's inquiries into my child's education and behavioral information. In consideration of providing a response, we agree to indemnify and defend the Church from any claims, demands, damages, actions, causes of action, or suits of any kind or nature whatsoever arising out of the communication of any information relating to my child's education and behavior.

We have read this Agreement, and I understand all of its terms. We enter into and sign this agreement knowingly and voluntarily with full knowledge of what it means. WE HAVE BEEN ADVISED OF MY RIGHT TO CONSULT AN ATTORNEY OR OTHER ADVISOR BEFORE ENTERING INTO THIS AGREEMENT, AND WE DO SO KNOWINGLY, VOLUNTARILY, AND WITH SUCH CONSULTATION AS WE DEEM APPROPRIATE.

Parent/Guardian Name (Please Print): _____

Telecommunication Use Agreement

As a computer user, I agree to follow the rules and code of ethics in all my work with computers:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. I will work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink when using school computers.
2. I recognize that software is protected by copyright laws: therefore, I will not make unauthorized copies of software and I will not give, lend or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable, therefore, I will protect privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Individuals using network or computing resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U. S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parent must realize that their student may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administrator of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

**Acknowledgment of Substance Abuse Policy &
Ms. Statue 37-11-18 (Weapons)
for Catholic Schools**

The undersigned do hereby agree that they have reviewed the Diocesan school policy & Ms. Statue (on back) relating to substance abuse and possessing a weapon provided in the student handbook. They confirm that they understand its terms and agree to abide by the policy and its procedures.

The undersigned agree that the undersigned student will not attend school or any school function possessing a weapon and/or under the influence of illegal drugs, controlled substances, non-prescribed drugs, alcohol or other chemicals. The undersigned recognize that the school has reserved the right to conduct testing at all school functions including dances, sporting events, and other extracurricular activities (“school event”). The undersigned agree and understand that in accordance with the aforementioned policies and procedures, the school may require before, during, or while leaving a school event that a student submit to a test to determine if he/she is under the influence or has consumed alcohol and/or illegal drugs.

The undersigned agree that as a condition for attending or participating in a school event they agree to submit to testing including, but not limited to, an initial breath test for alcohol. Further, the undersigned student agrees that his/her non-student guest(s) will be subjected to the Diocesan school substance abuse policy, Ms. Statue 37-11-18 and its procedures as a condition for admittance to the school event.

This the _____ day of _____, ____.

Student Name(s) (Please Print) 7th – 12th grade only

Parent’s Signature

WAIVER AND RELEASE BY PARENT OF MINOR CHILD

I, _____, on behalf of _____
_____ (hereinafter referred to as “Child”), hereby waive and release, indemnify, hold harmless, and forever discharge St. Mary Basilica Catholic Church and Cathedral School, its agents, employees, officers, directors, affiliates, successors, managers, members, and assigns, of and from any and all claims, demands, debts, contracts, expenses, causes of action, lawsuits, damages, and liabilities, of every kind and nature, whether known or unknown, in law or equity, that I or Child ever had or may have, arising from or in any way related to Child’s participation in any of the events or activities sponsored by, conducted by, on the premises of, or for the benefit of, St. Mary Basilica Catholic Church and Cathedral School, provided that this waiver of liability does not apply to any acts of gross negligence, or intentional willful, or wanton misconduct.

I understand that the activities and functions that said Child will participate in may be inherently dangerous and may cause serious or grievous injuries, including bodily injury, damage to personal property, and/or death. On behalf of myself, Child, my heirs, assigns, and next of kin, I and said Child waive all claims for damages, injuries, and death sustained to me or my property, that I or said Child may have against the aforementioned released party to such activity.

Child has the necessary and requisite skills to participate in the requested activities, and Child's only limitations or activities from which said Child is prohibited are noted below. The nature of the activities has been fully disclosed, and any flyer, advertisement, or brochure relating to the participating activities is expressly made a part of this Waiver and Release.

By this Waiver, I, on behalf of said Child, assume any risk, and take full responsibility and waive and relinquish any and all claims of any sort, whether in tort, contract, equity, or otherwise, including any claims of personal injury, death, or damage to personal property associated with Cathedral School activities conducted during the 2016-2017 school year that require student volunteers, including, but not limited to the participation in any volunteer activities, being transported to and from the volunteer site, consuming food, recreational activities, or otherwise, or using the church and school facilities and/or surrounding grounds or buildings, and its equipment, or other related activities on and off the premises.

This Waiver and Release contains the entire agreement between the parties, and supersedes any prior written or oral agreements between them concerning the subject matter of this Waiver and Release. The provisions of this Waiver and Release may be waived, altered, amended, or repealed, in whole or in part, only upon the prior written consent of all parties.

The provision of this Waiver and Release will continue in full force and effect even after the termination of the activities conducted by, on the premises of, or for the benefit of St. Mary Basilica Catholic Church and/or Cathedral School, whether by agreement, by operation of law, or otherwise.

I have read, understand, and fully agree to the terms of this Waiver and Release. I understand and confirm that by signing this Waiver and Release said Child and I have given up considerable future legal rights. I have signed this Agreement freely, voluntarily, under no duress or threat of duress, without inducement, promise, or guarantee being communicated to me. My signature is proof of my intention to execute a complete and unconditional Waiver and Release of all liability to the fullest extent of the law.

Medical Conditions. Child is subject to the following allergies or medical conditions, and I authorize the facility to disclose these conditions to a physician or other medical professional in the event said Child should require medical care:

Prohibited Activities. As a result of the above-mentioned medical conditions, I, on behalf of said Child, am prohibiting involvements in the following specific activities:

2016 - 2017 HIGH SCHOOL BELL SCHEDULES

REGULAR

7:56	Warning Bell
8:00 – 8:53	1 st Period
8:57 – 9:48	2 nd Period
9:48 – 10:01	Break
10:06 – 10:57	3 rd Period
11:01 – 11:52	4 th Period
11:56 – 12:47	5 th Period
12:47 – 1:14	Lunch
1:19 – 2:10	6 th Period
2:14 – 3:05	7 th Period

9:30 MORNING PROGRAM

7:56	Warning Bell
8:00 – 8:43	1 st Period
8:47 – 9:29	2 nd Period
9:29 – 10:31	Program
10:31 – 10:45	Break
10:50– 11:32	3 rd Period
11:36 – 12:18	4 th Period
12:22 – 1:04	5 th Period
1:04 – 1:31	Lunch
1:36 – 2:18	6 th Period
2:22 – 3:05	7 th Period

WEDNESDAY (Early Dismissal)

7:57	Warning Bell
8:00 – 8:43	1 st Period
8:47 – 9:29	2 nd Period
9:33 – 10:15	3 rd Period
10:15 – 10:29	Break
10:34 – 11:17	4 th Period
11:21 – 12:03	5 th Period
12:07 – 12:49	6 th Period
12:49 – 1:17	Lunch
1:22 – 2:05	7 th Period

MASS SCHEDULE

8:00 a.m.	Mass
9:35 – 10:13	1 st Period
10:13 – 10:29	Break
10:34 – 11:11	2 nd Period
11:15 – 11:52	3 rd Period
11:56 – 12:33	4 th Period
12:37 – 1:14	5 th Period
1:14 – 1:42	Lunch
1:47 – 2:24	6 th Period
2:28 – 3:05	7 th Period

PEP RALLY

7:56	Warning Bell
8:00 – 8:48	1 st Period
8:52 – 9:38	2 nd Period
9:42 – 10:28	3 rd Period
10:28 – 10:42	Break
10:47 – 11:33	4 th Period
11:37 – 12:23	5 th Period
12:27 – 1:13	6 th Period
1:13 – 1:41	Lunch
1:46 – 2:32	7 th Period
2:32 – 3:05	Pep Rally

WEDNESDAY with MASS

8:00	Mass
9:30 – 10:00	1 st Period
10:00 – 10:14	Break
10:19 – 10:49	2 nd Period
10:53 – 11:23	3 rd Period
11:27 – 11:57	4 th Period
12:01 – 12:31	5 th Period
12:35 – 1:05	6 th Period
1:05 – 1:31	Lunch
1:35 – 2:05	7 th Period

2016 - 2017 MIDDLE SCHOOL BELL SCHEDULES

REGULAR

7:56	Warning Bell
8:00 – 8:53	1 st Period
8:53 – 9:06	Break
9:11 – 10:02	2 nd Period
10:06 – 10:57	3 rd Period
11:01 – 11:52	4 th Period
11:52 – 12:18	Lunch
12:23 – 1:14	5 th Period
1:19 – 2:10	6 th Period
2:14 – 3:05	7 th Period

WEDNESDAY (Early Dismissal)

7:56	Warning Bell
8:00 – 8:43	1 st Period
8:47 – 9:29	2 nd Period
9:29 – 9:42	Break
9:47 – 10:29	3 rd Period
10:34 – 11:17	4 th Period
11:21 – 12:03	5 th Period
12:03 – 12:30	Lunch
12:35 – 1:17	6 th Period
1:22 – 2:05	7 th Period

PEP RALLY

7:56	Warning Bell
8:00 – 8:48	1 st Period
8:52 – 9:38	2 nd Period
9:38 – 9:52	Break
9:57 – 10:42	3 rd Period
10:47 – 11:33	4 th Period
11:37 – 12:23	5 th Period
12:23 – 12:51	Lunch
12:56 – 1:41	6 th Period
1:46 – 2:32	7 th Period
2:32 – 3:05	Pep Rally

MASS SCHEDULE

8:00	Mass
9:30 – 9:45	Break
9:50 – 10:28	1 st Period
10:33 – 11:10	2 nd Period
11:14 – 11:52	3 rd Period
11:56 – 12:33	4 th Period
12:33 – 1:01	Lunch
1:05 – 1:42	5 th Period
1:47 – 2:24	6 th Period
2:28 – 3:05	7 th Period

9:30 - MORNING PROGRAM

7:56	Warning Bell
8:00 – 8:43	1 st Period
8:47 – 9:29	2 nd Period
9:29 – 10:31	Program
10:31 – 10:45	Break (with HS)
10:50 – 11:32	3 rd Period
11:36 – 12:18	4 th Period
12:18 – 12:44	Lunch
12:49 – 1:31	5 th Period
1:36 – 2:18	6 th Period
2:22 – 3:05	7 th Period

WEDNESDAY with MASS

8:00	Mass
9:30 – 9:40	Break
9:44 – 10:14	1 st Period
10:19 – 10:49	2 nd Period
10:53 – 11:23	3 rd Period
11:27 – 11:57	4 th Period
12:01 – 12:31	5 th Period
12:31 – 12:57	Lunch
1:01 – 1:31	6 th Period
1:35 – 2:05	7 th Period