

## **CODE OF CONDUCT**

The following section is a guideline used by the administration to keep Cathedral High School operating in a safe and orderly manner. Not every situation concerning proper behavior can be listed in a handbook. The school administration reserves the right to make fair and reasonable judgments based on the best interest of Cathedral High School.

### **PENALTIES**

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

#### **Detentions**

Detentions can be issued by any member of the staff, administration or faculty.

Detentions must be served before or after school on Tuesday, Wednesday and Thursday and on Fridays we will only offer a morning detention. Morning detentions will begin at 6:45 a.m. to 7:30a.m. Afternoon detentions begin at 3:15 p.m. to 4:00p.m Students will be writing during a period of 45 minutes in a teacher-supervised area. The following rules apply:

1. Students will be turned away and must find another time to serve the detention if they are late.
2. Excuses for missing detentions such as work, sports, homework, activities or tests (but not limited to these excuses) are not acceptable.
3. Detentions must be served by the end of the week the student receives the detention. Students who receive a detention on Thursday must serve the detention Thursday after school or Friday morning. Students who receive a detention on Friday must serve the detention the following week.
- 4 Detentions can not and will not be excused by the Assistant Principal of Student Conduct.
5. Postponing detentions is not an option unless there is an emergency verified by the proper adults.
6. No student may be taken from the detention area without written permission from an administrator.

#### Detention Scale

Dress Code.....	1	Disrespect .....	2
Gum .....	1	Damaging Property .....	3 plus restitution
Tardy.....	1	Skip Class .....	2 For first offense
Profanity.....	2	Fighting.....	5
Disrupting Class.....	2		

Students who do not receive a detention for the entire school year will be recognized.

#### **Out-of-School Suspension**

Parents will be notified by the Assistant Principal for Student Conduct when students are to receive an out-of-school suspension.

An out-of-school suspension may be imposed in certain situations when it is determined that an in-school suspension would not be effective. All class assignments and homework must be completed for the classes missed during the out-of-school suspension, and a grade of no higher than a 69% may be awarded for any assignment, test or quiz given.

#### **Corporal Punishment**

Corporal punishment is not practiced at Cathedral High School.

#### **Probation**

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

Social Probation - Student is not permitted to attend extracurricular activities, including games and dances, unless he or she is accompanied by and remains with a parent or legal guardian during the activity, and is not considered a team member, cast member or the like. The Assistant Principal for Student Conduct will further explain the meaning of social probation to the student at the time the penalty is issued.

Disciplinary Probation - In the event of persistent, recurring and/or serious disciplinary problems, a student may be required to attend a disciplinary hearing before the disciplinary board and may be placed on disciplinary probation.

If the student does not improve, the disciplinary board will recommend the dismissal of the student from the school.

#### **Expulsion/Dismissal**

Expulsion or dismissal is the school's ultimate censure which asserts that a student has shown that his/her objectives and spirit are alien to the school's, and that the school lacks instruments for effecting a change.

Most breaches of discipline are met by correction, advice, warning or detentions. Ordinarily, students are given ample opportunities to respond to various forms of discipline prior to expulsion. However, if a student ignores these measures, shows no willingness to amend, or becomes a source of harm to others and to the school, dismissal may be necessary.

Depending upon circumstances, expulsion may be approved for violation of probation, repeated suspensions or truancy, theft, vandalism, gross disrespect and other violations of the school rules and regulations contained in the "Code of Conduct" section.

Expulsion/dismissal is a rare punishment at Cathedral High School. The president and principal have the ultimate authority over the dismissal of any student.

### **Demerits**

Cathedral's demerit system is a way for the administration to keep track of and communicate with students who are having recurrent or habitual disciplinary problems at school. It also provides a progressive disciplinary structure that encourages parent communication with the administration.

Students are given a demerit every fourth detention they receive or for a suspension of any kind. There may be some cases where demerits are given for reasons other than detentions or suspensions. These special cases will be communicated to the students. Demerits are wiped clean at the beginning of every new semester.

#### **Demerit #1**

A letter will be sent home to parents to notify them that their son or daughter has received a demerit. A copy of the students discipline records will be sent home as well.

#### **Demerit #2**

A letter will be sent home to parents to notify them that their son or daughter has received a second demerit. A copy of the students discipline records will be sent home as well.

#### **Demerit #3**

A call will be made to parents. A meeting will be set up with the student and parents if necessary.

#### **Demerit # 4**

A notice of demerit will be handed out and parents will be called to set up a personal meeting with the Dean of Students and any other administrator deemed necessary.

#### **Demerit #5**

A disciplinary hearing will be convened at the convenience of the disciplinary board to determine if the student should continue enrollment at Cathedral High School.

### **The Disciplinary Board**

The Disciplinary Board consists of the Vice-President, Assistant Principal for Student Conduct, Vice-Principal for Academic Affairs, Vice-Principal for Student Affairs, Athletic Director, and the Director of Diversity. Its primary role in the school is to determine if a student who has committed a serious violation or violations of school policy should be allowed to continue enrollment at Cathedral High School.

### **Disciplinary Hearing**

A disciplinary board will conduct hearings as required. The board serves as an appeal committee for student appeals concerning decisions made by the school administration.

## **ATTENDANCE**

### **Absences**

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

#### **Excused Absences**

Students are granted excused absences when they are ill or are released to attend a school-promoted function or activity.

Seniors are permitted two excused absences for college visitation purposes. Juniors are permitted two excused absences during the second semester of the academic year for college visitation purposes. Students should have prior approval by their counselor in order to receive an excused absence.

For all excused absences, an excused absence form must be on file in the front office.

#### **Unexcused absences**

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

#### Policy Concerning Absenteeism

Students will be permitted 10 days absent each semester. These absences may be illness, vacations, outside functions, school functions. Student absenteeism is calculated by each period of the day. The policy reflects period by period attendance. For example a student may miss period three 10 times and face the penalty but be here for whatever reason the rest of the periods and not face any penalty. Students are permitted extra days for school retreats and college visits that fall within the guidelines as set forth by the Campus Minister and College Advising Office. Chronic illness is reviewed on an individual basis. The Penalty for missing 10 class periods is failure of the class and immediate withdrawal from that class and placement in a Resource for the remainder of the semester. Parents will be notified in writing after a student has missed five days in a class period. Parents are required to attend a meeting after 8 class periods have been missed. This will hopefully prevent removal from the class.

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

#### **Tardiness**

Tardiness is defined as being late for any class period. A student is tardy when he or she is not in the classroom at the start of the class period. All persons tardy to school must report to the main office and will automatically have detention after school on designated detention days. Students will be excused only 3 times from tardiness to period 1 by parents notifying the school. After 3 tardies a detention will be issued for every tardy.

#### **Truancy**

Truancy, i.e., skipping school, occurs when a student is absent from class or leaves the campus without a parental phone call or note, and without permission of the school administration. A student who is truant will be required to serve two detentions for each period missed. All academic work must be made up, however, a maximum grade of 69 percent will be given. A zero will be given, if the student fails to make up the work. Any student leaving the campus without permission will be suspended for one day.

#### **Leaving the Classroom**

No students may be in the halls during class time without a pass. Violation of this rule may result in a detention. If a student is asked to leave the classroom by the classroom teacher, he or she should report directly to the office of the assistant principal.

#### **Leaving the Classroom for In-School Business or Counseling**

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

#### **Leaving the School Grounds for Out-of-School Business**

Students should bring a note from their parent/guardian to the attendance office before the first period of the day, or the parent/guardian should call the attendance office before 9:30 a.m. Permission for leaving the school grounds will be given to the student by the attendance office.

#### **Leaving the School Grounds Due to Illness**

Under no circumstance is a student to leave school without permission. Students who are ill should report to the main office. This offense could result in the student being suspended from school.

#### **Skipping Class**

Students who skip class will incur the following consequences.

#### All worked missed will incur an automatic zero

1st offense 2 detentions

2nd offense Saturday school

3rd offense Out of school suspension and disciplinary board hearing

#### **Leaving School Grounds without Permission**

Leaving school ground without permission is a major liability concern for Cathedral High School. For this reason, we feel it is important to deter students from leaving school grounds in a strong way. Students should check in, under all circumstances, at the front office before leaving during school hours. This would

include leaving for scheduled appointments and illness. Students will not be allowed to leave without parent approval. Students who do not follow this procedure could face the following.

- 1st offense - 1 day suspension
- 2nd offense - 3 day suspension
- 3rd offense - dismissal from school.

### **Assignments for Absent Students**

If a student is absent for two or more days, the parent should contact the Guidance Assistant, Mrs. Kelly at ext. 326 and request assignments.

### **UNIFORM POLICY**

Cathedral's dress code has been and will continue to be an important part of our overall school climate. There are many different reasons Cathedral High School supports a uniform for our students, and it is our expectation that all students show up to school in dress code on a daily basis. **Failure to adhere to the dress code could result in a detention, removal from class until properly dressed or in blatant cases, suspension from school for the day. Class time missed due to failure to be in dress code will result in an unexcused absence. Any work missed during this time cannot be made up!**

All students must wear the Cathedral long or short sleeved logo shirts available only in the Cathedral bookstore. Only a Cathedral sweatshirt or sweater may be worn over the logo shirt. Only a **plain** white t-shirt may be worn under the Cathedral logo shirt. Colored shirts will not be permitted. Long sleeve t-shirts are not permitted. Shirts are to be tucked in at all times!

For Freshmen and Sophomores, Cathedral's uniform pants consist of **only** khaki pants that are ordered from Campus Outfitters uniform company. Juniors and Seniors may continue to wear old pants obtained from Schoolbelles uniform company. Any new pant purchases should be made from Campus Outfitters. Pants should be worn properly around the waist. Pants that are altered or cut in any way will not be acceptable. These are the only pants that Cathedral High School will accept as proper uniform pants.

A uniform khaki skort may be worn. Skorts may not be altered and the Celtic cross logo must be visible at the base of the skort. Skorts may only be purchased at Campus Outfitters uniform company.

Facial hair: Goatees and beards are not permitted and sideburns may only extend to the bottom of the earlobe. Earrings are permitted in the ears only. Tattoos must be covered.

Dress shoes or tennis shoes must be worn in school. Open toed or open heeled shoes will not be permitted. **Socks must be worn at all times.**

Hats and sunglasses are not permitted. Headbands, dew-rags and hair-picks also are not permitted to be worn in school.

**Senior Privilege:** Seniors will be allowed to wear college sweatshirts or sweaters

**Senior dress up days:** Seniors are expected to dress up in professional attire that is acceptable in the workplace. Senior dress will occur at the discretion of the administration. Girls may wear dresses or skirts of the appropriate length. Blouses or dresses should not be spaghetti strap, strapless or bare midriff. Boys may wear a dress shirt, tie or golf shirt. Senior dress-up days are considered privileges and as such may be rescinded if abused, or if students dress inappropriately. No jeans or jean skirts will be permitted.

### **Dress Code Privileges**

#### **Activity Recognition Days**

In an attempt to increase school spirit and recognize students for their extra-curricular endeavors, we are going to allow students of in-season activities to wear their respective team jersey or activity shirt.

Below are guidelines we will use for activity recognition days:

1. We will designate every Friday (or last day of week) as the activity recognition day for in-season athletic teams and organizations.
2. Only the participants of a specific organization or team may dress up on these days (it is their day to be recognized).
3. Organizations that go year round need to designate the time of year they wish to promote their program and recognize its participants for activity recognition days. To do so, see the Assistant Principal for Student Conduct.
4. A team or organization may request one day during their season to be a school wide spirit day to promote attention and or attendance for that event. Spirit days must be approved in case of scheduling conflicts.
5. Coaches may determine what attire (jersey, tee shirt, sweatshirt, etc.) the student in their organization may wear on that day. Uniform pants must be worn. All participants should be dressed similarly so they can be recognized as being on a specific team or organization.

6. Moderators or coaches must turn in a list of who is allowed to dress up on activity recognition days to the Assistant Principal for Student Conduct. If no list is turned in, that organization will not have the privilege of wearing their respective activity jerseys or shirts.
7. If abused, activity recognition days may be discontinued. Students who dress inappropriately may be sent home.

### **SPIRIT DAYS**

Any sport or organization may request a date for a school wide spirit day. A school spirit day is a day that all of our students may dress in Cathedral colors to promote a specific event on that day. Because of the number of organizations and teams here at Cathedral, all requests must be approved by the administration. The specifics of appropriate dress code on these days will be announced prior to the spirit day. All spirit days will be placed on the school calendar.

To request a spirit day, you must see the Assistant Principal for Student Conduct so it may be put on our school calendar.

**All dress code issues are at the discretion of the Assistant Principal for Student Conduct.**

**Dress code will be checked first period every day and other periods as needed.**

### **DRUGS AND ALCOHOL POLICY**

Drugs and alcohol are illegal substances for students attending Cathedral High School. The presence of such in the possession of students will not be tolerated on the campus. Furthermore, a site of an event sponsored by Cathedral, or in which Cathedral is an official participant, is regarded as an extension of the campus. Therefore, the possession, usage or selling of these substances on campus or allied sites by any student(s) will be regarded as a grave offense.

Cathedral cannot be responsible for the off-campus activities of its students. Neither will it actively seek out examples of wayward behavior. However, off-campus activities that reflect negatively upon the school must be addressed appropriately. Anonymous reports or hearsay information will not be honored as proof. Cathedral High School will investigate any verifiable and specific reports of student misconduct off campus.

Responsibility for the severity of the discipline imposed for violations will rest with the Discipline Board. Penalties will vary because of the circumstances of any infraction. However, the following will govern disposition of each case.

#### Consequences for use of illegal substances

1. Any student(s) involved with the sale or distribution of illegal substances on campus or an allied site will be immediately expelled from Cathedral High School. Law enforcement may be contacted.
2. Any student(s) involved in the use or possession of illegal substances on campus or an allied site will be immediately suspended until a discipline hearing has been convened to determine an appropriate disposition in the matter. Law enforcement may be contacted.

Penalties will include:

- a. Expulsion, if warranted,
  - b. Suspension of up to one semester, if warranted.
  - c. Substance abuse evaluation will be required by a school approved counselor, to be followed by counseling as recommended.
  - d. 30 hours of community service (to be determined by Cathedral High School).
  - e. Attendance at an AA or NA meeting 3 times a week during time of suspension.
  - f. The student(s) will be placed on disciplinary probation, duration to be determined.
  - g. Any student(s) participation in extra-curricular activities, e.g., athletics, drama, music, shall forfeit participation for 25% of their next extracurricular in season events. A second offense will result in a suspension from all of the above-mentioned activities for a period of no less than one year.
  - h. Driving privileges may be suspended.
3. Any student(s) coming to school (or a school-related event) after using drugs or alcohol will be immediately suspended until a discipline hearing has been convened to determine an appropriate disposition in the matter:
    - a. Suspension from school for a minimum of one week.
    - b. Substance abuse evaluation will be required by a school approved counselor, to be followed by counseling as recommended.
    - c. The student(s) will be placed on disciplinary probation, duration to be determined.

- d. 30 hours of community service (to be determined by Cathedral High School).
  - e. Any student(s) participation in extra-curricular activities, e.g., athletics, drama, music, shall forfeit participation for 25% of their next extracurricular in season events. A second offense will result in a suspension from all of the above-mentioned activities for a period of no less than one year.
  - f. Driving privileges may be suspended.
4. Cathedral cannot be responsible for the off-campus activities of its students. Neither will it actively seek out examples of wayward behavior. However, off-campus activities that reflect negatively upon the school will be addressed appropriately. Anonymous reports or hearsay information will not be honored as proof. Cathedral High School will investigate any verifiable and specific reports of student misconduct off campus. Any student(s) brought to the school's attention by substantiated and verifiable reports of involvement with drugs or alcohol off campus will be dealt with as follows.
- a. Parents will be contacted.
  - b. Substance abuse evaluation will be required by a school approved counselor, to be followed by counseling as recommended.
  - c. The student(s) will be placed on disciplinary probation, duration to be determined.
  - d. In extreme cases or if the behavior has been recurrent, suspension or expulsion may be warranted.
  - e. Any student(s) participation in extra-curricular activities, e.g., athletics, drama, music, shall forfeit participation for 25% of their next extracurricular in season events. A second offense will result in a suspension from all of the above-mentioned activities for a period of no less than one year.
  - f. Driving privileges may be suspended.

### **Smoking/Tobacco**

Students using any tobacco or tobacco appearing product will be issued the following punishment:

First offense: Fine in the amount of \$25.00 payable to the American Cancer Society.

Three-day suspension (if caught smoking or chewing tobacco on campus) - or 15 hours of community service.

Extracurricular suspension for 25% their next scheduled events.

Second offense: Fine in the amount of \$25.00 payable to the American Cancer Society.

Three-day suspension (if caught smoking or chewing tobacco on campus).

Social probation for up to six months.

Extracurricular suspension for one year.

Third offense: Disciplinary hearing.

### **Student Assistance Referral Program (SARP)**

Cathedral High School believes it is important that our students have the opportunity to seek information, guidance, counseling and /or assessment concerning drug and alcohol use and abuse. The student, his/her immediate family of another concerned student with reliable knowledge of the student's involvement with drugs of alcohol may make referrals. Referrals may be made to Cathedral's Drug Education Specialist, Addiction Counselor or the Vice Principal for Student Affairs. The student must participate in the assessment process, and treatment must ensue according to the recommendation made (all costs are the responsibility of the parent or guardian).

A student that has voluntarily referred him or herself, or if the student enters SARP due to the referral of another student in a proactive manner, he or she will be immune from punitive action by Cathedral High School for past involvement with drugs or alcohol. Students that refer themselves after an incident that the school could obtain knowledge of, to avoid punishment, will not be immune from consequences. If a student violates school policy in regard to drug or alcohol while in SARP, he or she will be subject to all consequences related to that offense.

### **Student's Responsibility:**

All students are responsible for understanding the drug and alcohol policy and the counseling service available to them.

### **Parent' Responsibility:**

Cathedral High School recognizes that parents are primarily responsible for their children. The link between school and parents is the child. The effectiveness of this policy will be assisted by the cooperative effort of the family, the school official and the Board.

## **GENERAL RULES AND REGULATIONS**

Violation of the rules and regulations will result in disciplinary action.

### **Assemblies**

During the school year, numerous assemblies of the entire student body will be called for academic, cultural, and/or religious purposes. Students are reminded that assemblies are not a rally and that appropriate behavior is expected. Students are to take their assigned places in an orderly manner when called.

### **Bookstore**

Location: Cafeteria

Bookstore hours: Regular school days, 7:15am to 1:15pm (Special schedules may affect bookstore hours.)

Manager: Judy Gawlik

Direct Phone: 968-7388

Email address: [jgawlik@cathedral-irish.org](mailto:jgawlik@cathedral-irish.org)

The bookstore closes the last day of final exams and opens the first day for the drop-add period in early August.

Items available for sale in the bookstore:

Uniform shirts (uniform pants/skorts are available at Campus Outfitters)

Spirit Wear

School Supplies

Paperback English novels required by the English department. (Not summer reading novels.) Textbooks are no longer being sold through the bookstore. New and used textbooks may be purchased online at [campusoutfitters.com](http://campusoutfitters.com) starting mid-July or at the August book sale, which will be held at the Campus Outfitters store. Students may sell their used textbooks during the last days of the school year.

The booklist may be found on Cathedral's website, [cathedral-irish.org](http://cathedral-irish.org) under Bookstore Information. Booklist updates and changes occur well into the summer. More text book information can be found in the April, May and June *Insights*

### **Bus Regulations**

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

### **Cafeteria**

Tables and chairs are arranged in the cafeteria and are not to be moved. All eating is to be done at the cafeteria tables. Food, drinks, ice, paper, etc. are not to be thrown in the cafeteria. Students are to clear the trash from their table and place it in the proper container before leaving the cafeteria. Trays are to be taken to the designated collection center. Any student wishing to leave the cafeteria before the lunch period is over must first gain permission from the teacher on duty. Any student who abuses a cafeteria rule will be removed from the cafeteria for a period of not less than one week.

### **Cheating**

Any student caught cheating will receive an automatic "F" for the test, project, assignment, quiz, etc. on which he or she has cheated. Any student who steals or is caught in possession of a test or quiz will receive an automatic "F" for the quarter. If the test is a semester test, the student will receive an "F" for the test and for the semester. A test found in a student's purse, book bag, locker, etc., is considered to be a form of possession. Parents will be notified immediately. Academic dishonesty is a serious offense. Violations will be documented in the student's discipline record. Repeat offenses could result in suspensions and/or expulsions.

### **Plagiarism**

Plagiarism is a serious offense and will be considered cheating. See Cheating for consequences.

### **Collections/Sales**

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

### **Computer Labs**

See Technology Acceptable Use Policy.

### **Dances**

Dances are considered school activities and generally take place in the gymnasium or cafeteria. Students are permitted one pre-registered guest per dance. Guests and former students wishing to attend a school dance must have the prior permission of the Vice-Principal for Student Affairs.

The following rules must be observed:

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

### **Defacement of School Property**

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

Any defacement of school property will result in severe disciplinary action and in restitution for the damages. If the defacement involves the use of "class numbers," restitution will be made by the individual responsible and/or the entire class. If no individual or class member comes forward to take responsibility for the damage, then all class treasuries will share in the cost to repair the damage.

Students found damaging school property, using stolen property or defacing property will face severe disciplinary action. Students or classes, which in the name of school spirit inappropriately decorate the campus, the parking lot, on or in the buildings or on the commons could face disciplinary action and the loss of class privileges.

### **DEPORTMENT**

1. Proper school behavior should begin upon entering the campus.
2. Students may enter the building through any designated entrance other than the school's main entrance.
3. Upon entering the building, students should remove hats, sunglasses, etc.
4. Students waiting inside the building to leave the school grounds should wait in the Student Life Center entrances after 4:30 p.m.

### **Driving**

All drivers on campus are to abide by the posted campus speed limit signs, and adjust speed downward according to any unusual conditions present. One way designations must be obeyed. Driving recklessly on campus is prohibited. Passengers must be inside moving vehicles at all times. Drivers will be held responsible for any violations involving their vehicles. Violation of campus driving could result in a fine of \$30.00 and/or disciplinary action, including the loss of the student's school driving privilege.

### **Parking Policy**

All senior and junior students who successfully complete the registration process and employees of the school will be allowed to drive and park on campus. While we do not anticipate a large number of additional parking spaces remaining after accommodating seniors, juniors and employees, we will allow sophomores, who successfully complete the application process, to submit their names for some form of lottery system in order to determine who will be assigned any remaining parking spaces. The details of the lottery system will be decided as we move forward in determining space availability.

Students with valid drivers' licenses are permitted to drive to school. Parking of student vehicles is restricted to the designated areas of the parking lots. Parking is prohibited in the fire lanes.

Students are required to register their vehicles with the Assistant Principal for Student Affairs who will issue parking permits. The parking permit should be properly displayed. Registered students' vehicles without displayed permits will be given a detention and repeat offenders may be towed. Vehicles blocking traffic may be towed.

Vehicles should be locked at all times to protect valuables. Students are not permitted to go to their parked vehicles during the school day without the permission of the Assistant Principal for Student Affairs. Cathedral High School reserves the right to search parked vehicles on the school property at any time

deemed necessary by the school administration.

If the tag is lost the student may get a replacement at the front office.

### **Electronic Devices**

Beepers, Headsets, Radios, Tape Recorders, cell phones, Etc. Any electronic devices.

Students are not allowed to use any of these items or other electronic devices during the day without the permission of the school administration. The electronic device will be confiscated and given to the Assistant Principal for Student Affairs if it is found being used during the school day.

### **Fighting**

Fighting on school property or vicinity or at any Cathedral-related function will not be tolerated. Fighting will result in immediate suspension. A second fight may result in expulsion from school.

### **Harassment**

Any unwanted or unsolicited verbal or physical abuse or improper touching is considered harassment. Any student found to be harassing another student or adult in any manner will be immediately suspended from school.

### **Firecrackers**

Possession and/or use of firecrackers or any other explosive device on the school property or vicinity, or at any Cathedral-related function, is prohibited.

### **Fire Drills, Severe Weather Drills, Etc.**

Upon sounding of the alarm, all students are to follow immediately the directions of the teacher to designated areas. Drills are to be taken seriously by everyone. Students are to return to class promptly and orderly when recalled.

### **Gambling**

There is no gambling permitted on school property.

### **Gum**

Gum is not permitted anywhere on campus.

### **Library Regulations**

A quiet atmosphere for study must be maintained at all times in the library. Reserved books may be taken from the library for one night with the permission of the librarian. Reference books may not be taken from the library. Books removed from shelves should be left on the table and not put back on the shelf — a misplaced book is a lost book. Students may check out books for a two week, renewable, period. All books must be checked out at the desk.

Library fines will be charged for overdue or damaged books. If a book is lost, the purchase price of a new replacement book plus a \$5.00 fee will be charged. Students who owe library fines will not be allowed to check-out books from the library. The final report card of students may be held for overdue books or fees owed the library.

### **Lockers**

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

### **Lost Items**

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

### **Medications**

Any student requiring medication must place the medication in the office of the Asst. to the Vice Principal for Student Affairs. All medications must be in the proper container. Medications are tracked. No student may be administered Advil, Tylenol or Aspirin or any fever or pain reducing medication without the immediate consent of the parent.

### **Outside Activities**

Although Cathedral High School cannot take responsibility for students' actions outside of school, in certain circumstances it may be necessary for the school administration to take action in order to safeguard

Cathedral High School's good name and reputation.

### **Physical Testing**

Working through the Health Department Auditory Testing and Scoliosis testing are administered annually to those students scheduled to receive these services.

### **Rallies**

Athletic pep rallies are scheduled periodically throughout the school year for the purpose of enhancing a spirit of unity and fellowship, and developing school spirit and enthusiasm. A rally is, by nature, meant to encourage school spirit, and misbehavior of any kind will not be tolerated.

### **Roller Blades**

Roller blades are not permitted on campus.

### **Running, Shoving and Horseplay**

These activities present a danger to others and to property, and will not be tolerated.

### **School Grounds**

During the school day students are restricted to the school grounds and areas designated for classes and class activities. Late Arrival seniors must report to the Media Center if arriving before period 2. Early dismissal students must leave the campus or remain in the Commons or Media Center.

### **Sporting Events, Drama Productions, Etc.**

These activities and others like them are considered school activities. All rules and regulations contained in the "Code of Conduct" are applicable.

### **Stealing/Dishonesty**

Stealing and dishonesty are serious offenses and will be handled accordingly.

### **Telephones**

Telephone calls are not to be made by students during class time. Practices following school are considered the same as class time. All necessary arrangements should be made by the student before arriving at school. Pay phones are located by the cafeteria and gym entrances for use at appropriate times. In addition, a school telephone is available for use in the main office.

### **Bus Regulations**

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

### **Threats**

Any student threatening harm to another student will be immediately suspended.