



***Student Handbook  
2017 – 2018***

***Cathedral High School***

***“Empowering Young Women Through Education”***

*Cathedral High School  
350 East 56 Street  
New York, New York 10022  
(212) 688-1545  
Fax: (212) 754-2024  
Web Site: [www.cathedralhs.org](http://www.cathedralhs.org)*

*College Code: 333520*

*This Agenda belongs to:*

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

Homeroom: \_\_\_\_\_ Student Number: \_\_\_\_\_

## **THE CATHEDRAL STORY**

Cathedral High School (CHS) was founded in 1905 to serve the daughters of the city's immigrant population. Today we serve more than 650 young women who come from more than 70 nations. Cathedral students receive a high quality education, gain self-confidence, and are prepared for a life as productive, moral adults.

After 111 years, CHS continues its tradition of excellence in academics and our challenging curriculum remains rooted in our Catholic tradition. Students are helped to develop their own unique gifts while they are taught the skills needed to compete in a vast and ever changing global economy.

Volunteerism continues as an important value at Cathedral. Students learn the importance of service by volunteering and making important contributions to the city.

At graduation the CHS student leaves as a highly skilled, literate young woman who is ready to attend a competitive college and who possesses the moral strength to meet the challenges of the 21<sup>st</sup> Century.

### **MISSION STATEMENT**

Cathedral High School, a Catholic College Preparatory school in the Archdiocese of New York located in the heart of Manhattan, welcomes young women of all faiths and cultures. We are a community of students, teachers, staff, parents and alumnae committed to achieving excellence in education. We continually challenge our students to become productive members of society who will conduct themselves with religious and moral integrity in the pursuit of social justice.

### **BELIEF STATEMENTS**

We Believe That:

We form a community of faith and shared values by celebrating the Good News of Jesus Christ.

We respect diversity within our school community by recognizing God's presence in all creation promoting that recognition.

We recognize and nurture the God-given talents of each student to reach her full academic potential.

We are part of a global community, and we empower our young women to respond with integrity to the needs of our times.

Roman Catholic Schools of the Archdiocese of New York base not only their educational purposes, but all their activities on the Christian teaching of the essential equality of all men as rooted in the fatherhood of God, Christ's love, and man's supernatural destiny. Thus with discrimination so repugnant to their nature and mission, Catholic schools in this Archdiocese have not and shall not discriminate on the basis of race, color, natural and ethnic origin in policies, scholarships and loan programs, and athletic and other school administered programs.

## SCHOOL INFORMATION

### Principal

Ms. Maria Spagnuolo  
ext. 242  
[mspagnuolo@cathedralhs.org](mailto:mspagnuolo@cathedralhs.org)

### Tuition Office

Ms. Yvonne Graham  
ext. 205  
[ygraham@cathedralhs.org](mailto:ygraham@cathedralhs.org)

### Assistant Principal – Academics

Ms. Rosemary Eivers  
ext. 219  
[reivers@cathedralhs.org](mailto:reivers@cathedralhs.org)

Ms. Arlene Jover  
ext. 204  
[ajover@cathedralhs.org](mailto:ajover@cathedralhs.org)

### Assistant Principal – Student Life

Mrs. Elizabeth Lawlor  
ext. 226  
[elawlor@cathedralhs.org](mailto:elawlor@cathedralhs.org)  
ext. 246

### Athletic Director & Director of Co-Curricular Activities

Mr Andrew Pipchinski  
ext. 245  
[apipchinski@cathedralhs.org](mailto:apipchinski@cathedralhs.org)

### Deans' Office

Ms. Christine Civitano  
Dean of Students  
ext. 231  
[ccivitano@cathedralhs.org](mailto:ccivitano@cathedralhs.org)

### Nurse

ext. 215  
[nurse@cathedralhs.org](mailto:nurse@cathedralhs.org)

## GUIDANCE SERVICES

The Guidance Office is opened from 7:30 a.m. until 3:15 p.m. during the school year. All students are seen by counselors for both individual and group counseling during the school year. Students may request an appointment with a guidance counselor at any time.

Parents are encouraged to contact their daughter's guidance counselor whenever the need arises.

To make an appointment or to speak to a counselor, parents may call 212 688-1545 (extensions listed below).

Counselor: Mr. Joel Ildefonso ext. 206  
[jildefonso@cathedralhs.org](mailto:jildefonso@cathedralhs.org)

Chair: Ms. Danielle Tourdo ext. 207  
[dtourdo@cathedralhs.org](mailto:dtourdo@cathedralhs.org)

Counselor/Social Worker: Sr. Patricia Deasy ext. 210  
[pdeasy@cathedralhs.org](mailto:pdeasy@cathedralhs.org)

Counselor/Social Worker: Sr. Eileen O'Carroll ext. 227  
[eocarrol@cathedralhs.org](mailto:eocarrol@cathedralhs.org)

## STUDENT RIGHTS AND RESPONSIBILITIES

In order to protect its standards of scholarship, discipline and character, Cathedral High School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient at the sole discretion of the school and its administrators. By the student's attendance at the school, a student and her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending Cathedral High School relinquish certain rights they might otherwise be entitled to if they are attending a public school. For example, a student's freedom of speech is limited in many important respects here at our school.

Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school.

Another important right all students at Cathedral High School surrender involves searches and seizures. School administrators may search a student's person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and student to whom the desk or locker is assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and her parents or guardians give up when they decide to have student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the members of the board of directors, school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and her parents or guardians, by their acceptance of enrollment at Cathedral High School agree to and accept the school's rule and policy that students, parents or guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decisions relating to a student's enrollment at the school or termination of that enrollment.

While any student and her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the “Discipline Codes” section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

## **PARENTS AS PARTNERS**

Just as parents look to the school to provide the facilities and the trained personnel that are essential to their daughter’s proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their daughters.

Parents are asked to take an active role in their daughter’s education by:

- ❖ Assisting their child in her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study, and reinforcing school policies.
- ❖ Explaining and reviewing periodically the school behavior code with their daughter. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- ❖ Recognizing their daughter’s talents and interests so they may be developed in cooperation with the classroom teachers.
- ❖ Seeing that the dress code, including gym uniform, is enforced, and insisting that their daughter dress according to Christian virtue.
- ❖ Insisting on their daughter’s regular school attendance and punctuality and on complying with attendance rules and procedures.
- ❖ Making all tuition payments on time, and participating in all fund-raising activities.
- ❖ Providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or the viewing of such in videos, movies, song lyrics, and on the Internet.
- ❖ Teaching their daughter respect for the law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- ❖ Working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- ❖ Attending all Parent-Teacher Conferences.
- ❖ Interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your daughter being required to withdraw from the school immediately or not being allowed to re-register for the following year.

- ❖ The education of a student is a partnership between parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

#### **CHANGE OF ADDRESS**

The school office must be informed immediately if there is a change of home address, telephone number, or email address for purposes of mailing and/or emergency. Failure to update school records may result in a financial penalty.

#### **CHILD ABUSE LAWS**

Under New York State law, school officials are legally obligated to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or care giver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect. If the teacher or school nurse suspects abuse or neglect, he or she must report the alleged abuse to the proper agency.

#### **CHILD CUSTODY**

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents may be asked to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

Please submit to the Assistant Principal for Student Life a notarized copy of all pertinent court records. Parents/guardians who will be out of town and who leave another party responsible for their daughter should send a notarized statement to the Student Life Office with the pertinent names and dates.

#### **NON-CUSTODIAL PARENTS**

In the absence of a court order to the contrary, the school will provide a non-custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

#### **ACADEMIC INFORMATION**

At Cathedral High School we believe that the greatest service we can provide our students is to instill in them a love of learning and to provide them with the necessary skills to pursue their education beyond their high school years. Every student is expected to use her God-given talents to the best of her ability.

## GRADING

The school year consists of four marking periods. Report cards are issued at the end of each marking period. The passing grade for all students is 70%. There is no minimum grade policy. All students will receive the grade they deserve on both exams and marking periods. Certain subjects are weighted (according to difficulty); this weight determines a student's rank in class. Parent-teacher conferences are held twice a year. If you feel the need to see your daughter's teacher at any other time, please call for an appointment. All report cards and progress reports will be available online.

## HONORS

- ❖ Principal's Honor Roll: 95% average; no grade lower than 90%
- ❖ First Honors: 90% average; no grade lower than 85%
- ❖ Second Honors: 85% average; no grade lower than 80%

Any student who exceeds 5 lateness per marking period will forfeit their honor roll status.

## ACADEMIC PROGRESS REPORTS

In order to keep parents/guardians informed, Academic Progress Reports are issued at the mid-point of each marking period to all students. Parents/guardians should use this time to encourage their daughter to achieve her best performance in all classes and to contact the school for teacher/counselor/parent conferences if necessary.

## SENIOR EXAMS

Senior finals are administered in May. Any senior with a 90% or a higher average will be exempt from the final in that particular class.

**All financial obligations must be met in order for a student to receive academic credit for courses taken and to receive their report card and / or transcript.**

## SCHOOL EXAMS

Any student missing a class test due to legitimate absence will not be penalized. On the other hand, it is the student's responsibility to be present for all tests and examinations. Vacations are not excused absences for exams. No makeup exams will be given for exams administered in January and June.

## TESTING

The following excerpt is from the New York State Manual for Regents Examinations: "You may not use any communication device while taking a State examination, either in the room where the test is being administered or while on a supervised break (such as a bathroom visit). Such devices include but are not limited to," Cell phones, iPods and MP3 players, iPads, tablets and other eReaders, laptops, notebooks or any other personal computing devices, cameras, other photographic equipment, and personal scanning devices, wearable devices/smart wearables, including smart watches and health wearables with a display, headphones, headsets, or in-ear headphones such as earbuds, and any other device capable of

recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio or video messages .”

If a cell phone rings, the student may not answer it. A student must turn these and other devices **off and secure them in her bag in the front of the examination room.**

A student’s examination will be invalidated and no score will be calculated if a student uses any device or related communication technology or if a student wears headphones while in the testing room.”

#### **DIPLOMA REQUIREMENTS**

To receive a diploma from Cathedral High School, the following credits must be earned:

<b>Subject</b>	<b>Years</b>	<b>Credits</b>
Religion	Four	2
English	Four	4
Social Studies	Four	4
Mathematics	Three	3
Science	Three	3
Language Other Than English	Three	3
Health	One	1
Music and/or Art	One	1
Physical Education	Four	2
Electives		3
CPR		1

All students entering grade 9 from September 2008 and beyond must receive at least a 65% on Regents examinations in English, Science, Mathematics, Global History and Geography, and United States History and Government to be eligible for a high school diploma in New York State.

Students can receive a Regents Diploma with Honors if they achieve an average of 90% or more on the five required examinations. Students can receive a Regents Diploma with Advanced Designation if they attain a 65% on the five required Regents examinations plus a 65% on additional Regents examinations in Mathematics (all three), Science(one physical and one life science), and a Language Other Than English.

#### **FAILURES**

If a student receives a failing grade in any subject, she is required to make up the course at Cathedral’s summer school the year of the failure.

Students who fail three or more subjects at the end of the year may be asked to withdraw from Cathedral High School. This is not seen as a punitive measure but one that will allow the student to find a school that is better suited to her needs.



## CLASS PREPARATION

- ❖ Daily preparation for classes includes review, study and written work.
- ❖ Students are expected to devote a minimum of two hours a night to study including weekends and holidays.
- ❖ Each teacher has a school email for both parents and students to use.
- ❖ Students are responsible for making up work missed during an absence. It is the responsibility of the student to contact each teacher to make up work missed during an absence.
- ❖ Credit will not be granted for work missed during an unexcused absence.
- ❖ If a student will be absent due to illness for a prolonged period (5 days or more), the student's guidance counselor must be contacted for assignments.

## ACADEMIC PROBATION

- ❖ Students who fail three or more subjects during the first semester will be placed on academic probation or asked to transfer.
- ❖ Students on probation will be evaluated individually by the administration to determine whether they may continue at Cathedral High School.
- ❖ A student carrying two academic failures may not participate as a member of a competitive athletic activity. At the discretion of the Principal and Athletic Director, a student may be reinstated if her academic record improves.

## STUDENT PROGRAMS

A Course Booklet is available each year that describes the courses and any prerequisites. Students should discuss information with their guidance counselor, department chairpersons, teachers, parents and the Assistant Principal for Academics.

Once approvals are submitted to the Assistant Principal for Academics, **no changes** may be made by students. This is to insure good planning and proper distribution of students in each course. **Students may not drop a course during the school year.**

The administration of the school has the final decision on course selections.

## ADVANCED PLACEMENT COURSES

Cathedral High School offers several Advanced Placement courses in Junior and Senior years. Due to the level of difficulty and the volume of material in these courses, a student who chooses an AP course and her parent/guardian must sign a contract. The contract will state that under **no circumstances** will a student be permitted to withdraw from an AP course once the school year begins. There is a fee to take the Advanced Placement examination.

## HONORS PROGRAMS

In addition to the Advanced Placement Courses, an honors program exists in all major subjects.

## **MEDICAL GATEWAYS PROGRAM**

This unique program introduces freshmen to over 140 occupations on entry, technical and professional levels. Students choosing to continue the program in grades 10, 11, and 12 will take part in internship and mentorship programs with medical institutions.

## **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is “to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character.” Membership is an honor bestowed upon 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade students.

Membership is extended to students who have demonstrated outstanding scholarship (90% average or above), character, leadership and service and have been approved by the faculty and administration.

An induction ceremony is held each spring for new members.

## **LIBRARY AND MEDIA CENTER**

The Library and Media Center is generally open from 8:00 a.m. until 3:30 p.m. Materials may be checked out for a period of three weeks. Permission to renew the loan period may be granted in special cases. In rare cases, reference materials may be checked out **overnight only**.

In order to give everyone equal opportunity to use the materials available in the library, the following rules will be enforced:

- No more than five items may be checked out at one time.
- Fines for overdue late returns will be collected at a rate of \$.25 per day per item.
- Students using the library should be mindful that it is an area of quiet study. Failure to comply with acceptable library behavior will result in disciplinary action.

The computers in the resource room of the Library and Media Center are designed for special work dictated by faculty assignment.

## **TRANSPORTATION PASSES**

Metro Cards are issued by the Bureau of Pupil Transportation Services of New York City to students living within the five boroughs of New York City. No passes are issued for private or express bus lines. If a Metro Card is lost, the student must notify the Assistant Principal for Student Life. There is a waiting period of one to three weeks for replacement of a lost pass.

## **TUITION/FEES**

All tuition payments may be mailed directly to **FACTS** or to Cathedral High School. Any questions regarding tuition payments should be directed to FACTS at 1-866-412-4637. Tuition payments are not accepted at the school. Students with tuition accounts that are eight weeks overdue will not be permitted to attend classes until their account is settled.

The school fee for the 2017 – 2018 school year is \$795.00. The payment of the school fee (check, money order, cash, or credit card) should be made by July 30<sup>th</sup> to the school business office. This fee includes academic subject fees , testing/skills programs, guidance materials, technology fee, workbooks, family participation fee, yearbook, free admission to home sporting events and plays, locks, student ID cards, student insurance, and the Walk-a-thon fee.

Special fees during the school year include:

- ❖ Graduation fee of \$370.00 is charged to members of the senior class. Payment can be made to the school business office by January 30<sup>th</sup>.
- ❖ Re-registration fee of \$145 is charged to all returning students. Payment can be made to the school business office by March 9<sup>th</sup>.

**Students with overdue accounts will not be permitted to participate in special events. These include but are not limited to: school sponsored trips, senior prom, graduation, and ring day. Seniors may not receive caps, gowns, and invitations for graduation on schedule. Transcripts and diplomas will also be held.**

## **ATTENDANCE**

It is our belief that a student's academic achievement is a result of various factors, one of the most important being regular school attendance. The attendance regulations of Cathedral High School are based on guidelines issued by the City and State of New York. The parent/guardian of an absent student is asked to call the school (212 688-1545 ext. 211 or 226) by 9:00 a.m. to report the reason for the absence. If a phone call is not received, the school will call the student's home to verify the absence. On returning to school after being absent, the student must present a written explanation to her homeroom teacher. The student's name, ID, homeroom, dates of absence and reasons for absence with the parent's/legal guardian's signature and phone number must be included in the note. **Parents may use the Absence Note found on our website.** After an absence of three consecutive days, a doctor's note is required. If a note is not presented, the absence is unexcused. Students who exceed 10 unexcused absences will be placed on probation and reviewed by the Administration.

Administration will make the distinction between an unexcused absence and an excused absence.

\*A senior may have an excused absence for a college visit if she brings a note from her parent/guardian giving permission to miss school and indicating the name of the college and the date and time of the appointment. This note must be signed by the parent/guardian, a Cathedral High School guidance counselor, and brought to the Assistant Principal for Student Life on the day preceding the interview.

\*\*Truancy refers to a student's absence of which the parent had no knowledge at the time of the absence. Truancy is a serious offense and is recorded in the official school attendance register and in the student's file. Before readmission to the school, a student who has been truant must be accompanied to the Assistant Principal for Student Life's office by a parent. The student will receive a corrective action letter in her file.

If a student knows she will be absent from school her parent/guardian should notify the Assistant Principal for Student Life in writing a week in advance of the absence.

Punctuality fosters courtesy, communication, and effective use of time. Students who are habitually late miss class time, cause interruptions and impede learning within the school community. Each student must be in the school building no later than 8:05 a.m. A student will be considered late after 8:05 a.m. and must receive a late pass to be admitted to class. Students must serve a daily detention from 2:50 – 3:50 on the day of the lateness.

Medical and business appointments should be made after school hours. When it is absolutely necessary to have such an appointment during the school day, the following procedures must be followed:

- ❖ The day before the appointment, the student must present to the secretary in the Student Life Office a written request from the parent/guardian. Requests may also be faxed to the school 212 754-2024.
- ❖ All requests will be verified by a telephone call to the parent/guardian and must be approved by the Assistant Principal for Student Life. Please be sure the contact information on the note matches the contact information in the school database.
- ❖ A parent/guardian must pick up the student and must show photo ID. At the time of leaving, the student will report with her pass to the receptionist in the main lobby and sign out.
- ❖ If an early dismissal is approved, the student must inform all of her teachers and make-up all missed work. If not approved, class participation credit is deducted for missed class work.
- ❖ Upon returning to school the next day, the student must bring to the Student Life Office a note from the doctor verifying the appointment.
- ❖ Early dismissals before 10:00 a.m. will be an excused absence.
- ❖ Any student arriving after 11 a.m. will be considered present for a half day.

Students are required to attend class each day and to be on time. A student may not leave a classroom without the permission of her teacher. Each student is responsible to make up work and assignments missed during an absence.

Cathedral High School does not give permission for extended vacations or other reasons for unexcused absence.

All students are expected to attend orientation, retreats, special events, and school liturgies. Absence from these events requires a parent note.

If there is a school closing for any reason, the message will be posted on the school website, [www.cathedralhs.org](http://www.cathedralhs.org), on Edmodo and announced on selected radio, television stations, and emails.

## ATTENDANCE REQUIREMENTS FOR COURSE CREDIT

A record of student absences and tardiness is reported to parent/guardian via the report card. In the case of excessive absence or tardiness the parents/guardians will be contacted by telephone or letter and asked to attend a conference with the Assistant Principal for Student Life and the student's guidance counselor. The purpose of the meeting is to define the problem and to develop specific strategies to eliminate the problem. If no improvement is noted, the student will be reported to ACS as an educational neglect case.

The attendance/tardiness record of each student will be reviewed each year by the school administration. In the case of excessive absence or lateness, a student may be asked to repeat the year or be asked to leave the school. Credit will not be granted to a student who has exceeded the absent limits which is 30 days for the school year.

## UNIFORMS

Cathedral High School educates the whole person. A uniform/dress code policy is instituted for the following reasons:

- ❖ To help establish and maintain proper academic tone within the school community
- ❖ To provide financial relief for parents/guardians
- ❖ To reduce superficial competitiveness in dress among students and to support the dignity of the individual based on character rather than appearances
- ❖ To instill good grooming habits and neatness in appearance

**The school administration reserves the right to revise the dress code at any time it deems necessary. Additionally, the school administration reserves the right to make all final judgments in terms of the appropriateness of a student's attire and appearance.**

**The school uniform must be worn to and from school.** Students must wear the uniform school slacks or skirt along with the school shirt and blazer where applicable at all times. Any student out of dress code will be automatically suspended and be sent to in house suspension.

The uniform company may be reached at:

Flynn & O'Hara School Uniforms  
136 Westchester Square, Bronx, New York 10461  
(718) 863-7561  
(800) 441-4122 – Toll Free  
(215) 637-6392 – Fax  
[custserv@flynnohara.com](mailto:custserv@flynnohara.com) – Email

There is a specific uniform for each grade level. This information is available at Flynn & O'Hara as well as through the office of Student Life.

Shoes must be plain black flats – no sneakers, no open backs or open toes, & no boots or booties. Any student wearing a skirt must wear appropriate tights. (No designs, knee highs or thigh highs) 9<sup>th</sup> grade students will be required to wear the school designated shoes supplied by Payless.

Physical education uniforms are to be worn only in gym class. Students are not permitted to wear their Cathedral High School Sports/Club attire unless announced by the administration.

Students are to be groomed in an appropriate manner for school. Hair is to be neat and clean at all times. Hair dyed an unnatural color (decision of “unnatural” will be determined by the school administration) is not permitted. Students may not have visible (including the tongue) body piercing (nose, eyebrows, and lips). Likewise, no visible tattoos are permitted. Students are never permitted to attend school with any head covering, including hairnets. (The definition of head covering will be determined by the administration.) Students not in compliance with the dress code will be sent to in house suspension.

### **STUDENT ID CARDS**

Students must have their ID cards with them at all times. If the ID is lost during the school year, it must be replaced at a cost of \$5.00. To obtain a new or replacement ID card, a student should pay the fee at the tuition office before asking for a new card to be printed or the fee will be added to the parents’ account.

### **GENERAL DISCIPLINARY REGULATIONS**

The following list of school regulations is not intended to be all-inclusive, but rather guidelines for student conduct:

- ❖ Students are expected to make a conscious effort to maintain the clean and safe environment CHS provides them. Students are in no way to deface school property.
- ❖ Any student guilty of causing a false fire alarm will automatically face criminal charges and be expelled from Cathedral High School.
- ❖ No student may be in the school building after dismissal without a faculty supervisor. No student may be in the building after 4:00 p.m. for tutoring, review classes, make up exams or any other academic activity or obligation or for any club meeting.
- ❖ Students with after school jobs in the Catholic Center may not return to the school building.
- ❖ All students are expected to be in the cafeteria for their lunch period.
- ❖ The consumption of food and drink is prohibited in classrooms, halls, and all areas of the school except the cafeteria. Food may only be consumed before the **first period** of the day in the **cafeteria** and at **lunchtime**. No visible food permitted in the building after 7:55 am.
- ❖ The playing of cards, dice, radios, cell phones, or any other electronic games or devices in school is prohibited. Cell phones must be kept in the off position during the school day and not be visible, i.e., blazer pocket. These devices interrupt the educational process and will be confiscated. This will result in disciplinary action. Please see policy under “Telephones”.
- ❖ CHS is not responsible for the loss of or damage to any banned or confiscated item.
- ❖ Any student in the company of a student violating the Code of Conduct may also be judged in violation of the Code and will be subject to appropriate penalty.
- ❖ The school administration has the authority to regulate any conduct or action it deems inappropriate.

- ❖ Outside students are not permitted to loiter outside of the school or 1011 1<sup>st</sup> Avenue before or after school.
- ❖ Students will receive demerits for other disciplinary infractions. Those demerits will be put on student report cards.

#### **VIOLATIONS WARRANTING SUSPENSION, PARENTAL CONFERENCE OR EXPULSION**

The following violations of the rules of Cathedral High School may result in suspension or expulsion. This list is not all-inclusive and may be edited by the school administration at any time:

- ❖ Truancy from school or skipping class.
- ❖ Use of tobacco anywhere in CHS or within the vicinity of the school. By vicinity is meant—both sides of 56<sup>th</sup> Street from First to Second Avenues, in front of the Catholic Center and in front of St. John the Evangelist Church.
- ❖ Defacing school property or theft is not tolerated. Students may be charged for the cost of repairing damaged property. Students found to have stolen property from the school or member of the school community may be liable for legal repercussions and expulsion from CHS.
- ❖ Cheating is never acceptable behavior. Cheating involves not only receiving from or giving aid to another student but also includes plagiarism. Students will be sent to the Assistant Principal for Academics and will receive a grade of 0%. The Assistant Principal will notify the student's parents.
- ❖ Any type of violence or fighting is not tolerated at CHS. In cases in which a student engages in a fight which causes injury to another student or adult, the police and parents will be summoned. Cathedral High School reserves the right to expel the student.
- ❖ Weapons or drugs are never, under any circumstances, to be brought into Cathedral High School. If a weapon or drugs are found in the student's possession or in her locker, the police will be called immediately and the parents will be notified. The student will be expelled from CHS.
- ❖ Any student who is asked to leave a class because of inappropriate behavior will be immediately suspended. The student and the parent must meet with the Dean and the teacher before the student may return to school for classes.
- ❖ If a student is suspended in or out of school, she will receive a zero for the day and will not be permitted to make-up class work or exams.

#### **BULLYING/HARASSMENT POLICY**

Cathedral High School is a microcosm of all ethnic, racial, religious, and social groups. The community of individuals who work and study here must integrate and use the full range of human resources at its disposal. We cannot and will not permit behavior that in any way violates or compromises the rights of others. Such behavior will be punished to the full limit of the school's authority.

Any use of social media that is irresponsible, inappropriate, disrespectful and incongruous with the mission, beliefs, and code of conduct of Cathedral High School is a direct violation of Cathedral's policies and may result in student expulsion.

## **LOCKERS**

The lockers assigned to students are the property of Cathedral High School. The school reserves the right to inspect any locker. A Supreme Court ruling makes such an inspection legal because all lockers are the property of the school and the inspection is in the interest of the health, welfare, and safety of all the students. At the beginning of the school year, CHS students are provided with a combination lock. A copy of the combination must be given to the Student Life Office. Lockers may not have writing, stickers, or posters on the outside. Lockers are to be kept neat and clean on the inside.

Cathedral High School is not responsible for items lost, stolen or damaged on school property or taken from a student's locker. Students may not provide locker combinations to any other student.

## **MEDICAL INFORMATION**

Each student is required to have an up-to-date immunization record and physical on file in the Nurse's Office. Please check our website for all necessary immunizations.

Any student taking prescription medication in school must bring it in the original, labeled prescription container to the Nurse's Office before the school day begins. With the teacher's permission, students may return to the Nurse's Office at the prescribed time to take their medication. The administration, faculty, and staff of Cathedral High School are prohibited from dispensing any form of medication to students, including common over-the-counter drugs.

A student who becomes ill during the school day should ask her subject teacher for permission to go to the Nurse's Office. The student must obtain a pass from the teacher. At the nurse's discretion, she will call the parent/guardian for permission for the student to be picked up and taken home. Students must be picked up and must be signed out by their parent/guardian in the Nurse's Office and at the Reception Desk.

Any student who requires elevator use for a medical condition must apply for a pass with Mrs. Lawlor. A cash deposit is required.

## **MESSAGES AND DELIVERIES**

No student should be receiving messages during school time. Unless it is an extreme emergency, no parent/guardian or friend should call the school to leave messages or try to contact the student by cell phone or text message. Cathedral High School will not accept flowers, candy, balloons, or any other items delivered to students. These deliveries will be refused and the school will not be held responsible for any expenses incurred as a result. Items left at home (lunch, money, clothes, school work, etc.) except medication may not be delivered to the school.



## **NEW YORK STATE TEXTBOOKS**

Textbooks loaned to students under the New York State Textbook Law must be kept covered and in good condition. Damage to or loss of any such books must be paid for. A student is responsible to write her name and date of issue on the form provided inside the front cover of the textbook. A student's records will not be released if a state textbook is not returned or paid for if lost.

## **TELEPHONES**

We understand that as a parent, you may deem it necessary for your daughter to have a cell phone. All cell phones must be turned off during the school day. The phone may not be used in the school building during school hours. If the student violates this rule and the phone is confiscated for the first time, the phone is held until the end of the day. If the phone is confiscated again anytime after that, the school will keep the phone until a parent meets with a dean. The same rule applies to all other electronic devices.

## **TRANSCRIPTS**

In accordance with professional ethics, official transcripts may not be given to an individual student or her parents/guardians. Transcripts will be sent to colleges or other designated agencies upon request, as long as all financial obligations are met.

## **PREGNANCY POLICY FOR SCHOOLS IN THE ARCHDIOCESE OF NEW YORK**

The Office of the Superintendent of Schools of the Archdiocese of New York is committed to respect and protect life in all its stages. While not condoning sexual activity outside of marriage and being sensitive to victims of sexual assault, it is the policy of the Archdiocese to assist any pregnant girl with her educational, medical and family plans.

This policy includes educational planning to continue the student's education and obtain a school diploma. The Office of the Superintendent does not consider pregnancy in and of itself reason for the dismissal of any student. Efforts of assistance may include helping the student inform her parents/guardians (if this has not already been done), and providing medical referral for appropriate medical evaluation and prenatal care.

While the following policy is intended to cover most cases of pregnancy, it also recognizes that circumstances in a particular student's situation or in a given school may necessitate a deviation from the policy. If the principal believes such to be the case, then it must be discussed with the Superintendent of Schools, the Associate Superintendent for Secondary Schools, or the Assistant Principal for Pro-Life Activities as soon as the principal determines that an adjustment to the policy is in order.

### Procedures During Pregnancy

The student must submit a letter from her physician which informs the school of her condition, together with any necessary health-related arrangements that the physician recommends. Ordinarily, a student remains in school through her fifth or sixth month of pregnancy. This time line should be followed as nearly as possible, depending on the condition of the student and the educational expectations of the school.

The decision concerning a student's continued school attendance is made by the principal after consultation with her parents/guardians, and in consideration of the best interest of the student, the unborn child and the school's educational expectations. After receipt of a physician's letter concerning a student's pregnancy, the school nurse, the student's guidance counselor and other administrators should be notified immediately. Any adjustment to the student's schedule (e.g. gym class, etc.) should be made after consultation with the parent/guardian, school nurse, and guidance counselor and in the best interest of the student, the unborn child and the school's educational expectations.

The guidance counselor will discuss options with a pregnant student and her parent/guardian for educational plans during and after the pregnancy:

Before these options are approved, a conference with the principal, student's parents, guidance counselors, and other administrators is necessary.

#### After the Birth of the Child

The student who chooses to resume regular studies at the high school must present a letter from her physician stating that she is able to resume a full educational program. Consultation with all parties concerned should take place prior to the student's return to school. In all cases, the best interest of the mother and child should remain a priority. If needed, continuing assistance for the care and nurturing of the mother and child can be provided through the Pro-Life Office of the Superintendent of Schools of the Archdiocese of New York. Every student and her parent/guardian are encouraged to meet with Catholic Home Bureau Maternity Services – 212 371-1011 ext. 2187 or 2231.

## **Cathedral High School Student & Parent Pledge**

I understand that from the time I leave home until the time I return at the end of the day I am a student of Cathedral High School and must conduct myself in accordance with the rules and regulations of Cathedral High School found in this handbook.

I understand that as a student of Cathedral High School my conduct will reflect upon the good name of my School and I must therefore conduct myself respectfully during school hours, traveling to and from school and at school events.

I understand that for an enjoyable high school experience and for learning to take place I must act in a mature and respectful manner in dealing with members of the Cathedral High School community including Administration, Faculty, Staff, and fellow students. I further understand that if I believe I have been treated unfairly, that there are many positive methods available for me to deal with the situation. I will not become confrontational, disrespectful, insulting or abusive for any reason.

I understand that my failure to follow the rules of Cathedral High School will lead to disciplinary action.

## **Cathedral High School ACCEPTABLE USE POLICY**

As part of Cathedral High School's commitment to academic excellence and state of the art technology, students and faculty are provided with access to both personal iPads as well as the Internet to support instruction, conduct research, enhance curriculum and communicate with scholars throughout the world. The school strongly believes in the educational value of the iPad and the Internet for collaboration among students, teachers, parents and administrators. The school use of the iPad and Internet is primarily instructional and must be consistent with educational objectives.

Cathedral's technology (iPads and computers) as well as Internet services (web, E-mail, PodCasts, FTP, IM, blogs, newsgroups, chat) are designed to guide users in navigating through vast resources while minimizing the possibility of accessing information that is inappropriate in the context of a school setting. Cathedral, however, cannot guarantee that such material will not be accessed.

Users must adhere to the same code of ethics that govern all other aspects of life. The following Internet Acceptable Use Policy is not an inclusive listing, but general guidelines dictated by decorum, privacy, respect and the law.

### **General Usage**

- Accounts may be used only by the authorized owners of the accounts. Access of other accounts is prohibited.
- Users are responsible for the file content and e-mail communications of their accounts. All messages shall be purposeful, appropriate and school related.
- Users shall not use their accounts or the network to create, view or distribute any images, sounds, messages or material which are obscene, pornographic, harassing, racist, inflammatory, malicious, fraudulent or slanderous.
- Users shall respect the privacy of others, and shall not access, modify, or copy passwords or data belonging to other users. Users will not publish private information on students or staff without permission.
- The use of the network for personal profit, commercial purposes or illegal activities is prohibited.
- Users are not to install software or download unauthorized files, programs or other electronic media on school desktop computers.
- Users are not to connect their personal laptops to the academic network.
- Illegal installation or transmission of copyrighted materials is strictly forbidden. Software piracy and plagiarism are illegal.

### **iPad Usage**

- The iPads primary function is as an educational tool. By accepting the iPad, students agree to participate in all class activities and assignments as directed by their teachers.
- The iPad is school property and CHS maintains the right to inspect it and its contents if deemed necessary by school personnel and to confiscate student iPads if necessary.
- Only the student who receives the iPad is authorized to use it, unless otherwise instructed.
- Students are responsible for populating the iPad with apps as directed by the school.
- Students leaving Cathedral High School must return the iPad in like condition as received
- The user cannot modify the equipment at any time.

## **Security**

- Students are responsible for the safety and well-being of their iPad. They will be accountable for any and all damage or loss caused by neglect or abuse. In the case of theft or vandalism that takes place outside of Cathedral High School, a police report must be filed and reimbursement to Cathedral High School will be at the purchase price for a replacement unit. Any incident within the school must be reported immediately to the IT Specialist.
- All Students MUST create their own Apple ID account using their Cathedral High School email address and have the "Find my iPad" App installed to assist in the possibility of recovering a lost or stolen device.

## **iPads Left at Home**

- If students leave their iPad at home they are responsible for getting the course work completed as if they had their iPad present. Students repeatedly forgetting iPads at home will face academic and disciplinary action.

## **iPad Maintenance, Repair, Battery**

- iPads must be brought to school each day in a fully charged condition. This means students need to charge their iPads each evening. Chargers and cords will NOT be provided.
- Loaner iPads may be issued to students at the discretion of the administration. There may be a delay in getting an iPad should the school not have enough to lend.

## **Screensavers/Background and Photos**

- Inappropriate media may not be used as a screensaver or background photo.

## **Sound and Music**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and may only be accessed at appropriate times at the discretion of the teacher or the administration.

## **Camera and Microphone**

- The iPad camera/microphone is not to be used in school except at the direction of a teacher. Anyone found taking or uploading unauthorized photographs, video or audio will face severe disciplinary actions that may include expulsion.

Any user who does not comply with this Acceptable Use Policy will be subject to one or more of the following consequences:

- conference with parent or guardian
- compensation equivalent to the cost of repair or replacement as determined by the school. (This includes labor time/cost needed for the repair.)
- disciplinary measures at the discretion of the administration
- expulsion
- legal action

**Cathedral High School**  
**Parent/Student iPad Distribution Contract**  
**2017-2018**

Cathedral High School is extremely pleased to be able to loan Cathedral-owned iPad equipment to its students for educational purposes. Students are responsible for taking the necessary precautions to protect and safeguard the equipment from loss, theft and damage. To ensure adequate protection, the iPad is to be stored and transported in an approved case. We strongly suggest purchasing a cover with a keyboard.

Each student is responsible for purchasing and updating their own Apps through either iTunes or iCloud. This ensures that all purchases will remain with the students after this particular device is returned.

By signing, the student's parents agree that they will be held financially responsible for the replacement value of lost or stolen equipment, as well as damage to the equipment. iPad chargers and cords must be replaced by the borrower if damaged.

In addition the student and parent agree to the following:

1. The equipment (iPad, charger, cord) must be returned in like condition as received (less ordinary wear and tear).
2. Students are not to place any ornamental stickers on the iPad. All content, as well as screensavers and desktop images, are expected to display appropriate content.
3. Students must take responsibility for having their iPads prepared for class, which includes a charged battery.
4. Equipment cannot be loaned or transferred to anyone.
5. The borrower cannot modify the equipment in any way without prior approval from the Principal or IT Specialist.
6. Students may not lend their iPads to anyone – including friends and other Cathedral students – under any circumstances. No student may take or use another student's iPad.
7. Students will make the equipment available to Cathedral at any time as requested by Cathedral High School. Students shall have no expectation of privacy in any data, content, or history on the iPad.
8. Third party insurance is available and highly recommended. Please visit the sites below for more information:  
-<http://www.safeware.com/Products/iPadCoverage.aspx>  
-<http://www.worthavegroup.com/product/ipad-insurance/>  
  
*\*Please note that Cathedral DOES NOT endorse any particular company. You may also find that you are already covered through your homeowners/renters insurance. You also have the option to "self-insure". Our device (16g Wi-Fi) is sold through Apple for approximately \$400.*
9. If lost, stolen, or damaged, the student will immediately notify the IT Specialist.

Some students have expressed interest in using their own personal iPad rather than using a Cathedral owned iPad for the 2017-2018 academic year. All devices used at Cathedral High School, whether they are Cathedral owned or not, are subject to the regulations found in the Acceptable Use Policy. Our curriculum incorporates iPad use everyday. It is imperative that the student bring the iPad on a daily basis.