

CATHEDRAL

A CATHOLIC SCHOOL • GRADES 6–12

 Member of Catholic Community Schools



# CATHEDRAL

Middle & High School Family Handbook

# Cathedral Middle & High School Vision, Mission and Values

## Our Vision

Cathedral Middle & High School will be a dynamic, academically challenging Catholic school where young women and men are inspired and prepared to meet their potential in learning, faith and service.

## Our Mission

Cathedral Middle & High School is a Catholic learning and faith community that challenges students to strive for academic excellence, to live virtuous lives, and to become responsible leaders in society.

## Our Values

Cathedral's values are set by our Catholic faith. The Gospel message and Catholic tradition determine what is of primary importance for the Cathedral community.

### Excellence

We believe that excellence creates a life-long passion for learning. It is established by setting high standards. Critical thinking and creativity are essential to academic excellence. "Excellence, then, is not an act but a habit." (Aristotle)

### Respect

As Christians, we believe that all persons have value as human beings and must be treated with dignity and kindness. We believe in respecting the rights of others, their beliefs, their ideas, and their property.

### Safety

We believe that Cathedral must be a place where students are free from violence, bullying, and harassment. Classrooms and co-curricular activities are characterized by mutual respect.

### Self-Discipline

We believe that it is essential for Cathedral students to learn to monitor and control their own behavior, practice resilience, problem-solve, and remain positive. Students are called to put in their best effort on all academic coursework and co-curricular activities.

### Relationships

We believe that important relationships begin first with God, then with self, and with others. Strong positive relationships are characterized by genuine understanding and empathy for others' well-being.

### Intellectual Excitement

We believe that Cathedral's learning environment must be academically exciting and intrinsically challenging. Cathedral's curriculum and program spark students' curiosity and foster continued intellectual growth.

### Integrity

We believe that integrity is fundamental to teaching and learning at Cathedral. Every member of the Cathedral community must follow moral convictions and do the right thing in all circumstances. We believe and promote honesty, trust, fairness, and responsibility.

### Service

We believe community service provides Cathedral students with the opportunity to become active members of their communities and has a lasting, positive impact on society at large. Service enables students to acquire life skills, knowledge, and a global view.

### Collaboration

We believe there is value in working together toward a common goal. Students develop higher level thinking skills, oral communication skills, self and group management, and leadership skills.

### Diversity

We believe in the importance of diversity and recognize that differences between people are a valued asset. Through diversity at school, students can better learn how to navigate in an increasingly diverse society.

# Welcome

On behalf of Cathedral School (“CS”) and Catholic Community Schools (“CCS”), we welcome you as a new or returning family. You are joining a community committed to educating the whole child: spiritually, academically, physically, socially, and emotionally. In order to do that best, we need an orderly school day with consistent procedures. Please familiarize yourself with this handbook and the expectations that are included as a student of Cathedral.

## **PARTNERSHIP WITH PARENTS**

Cathedral School works in partnership with parents in support of our students’ education. For this partnership to succeed, it is necessary that parents trust that administrators, faculty, and staff are working to help students develop holistically. Parents can best contribute to the success of their children by establishing schoolwork as a priority at home; by staying informed about events, activities and developments at Cathedral; by ensuring students’ prompt and consistent attendance; by communicating with faculty and staff in a timely and respectful manner; and by supporting the policies and expectations of the school. By enrolling in this school, parents and students both agree to be governed by this handbook.

Cathedral applies the Catholic principle of *subsidiarity* in addressing and working toward resolution of questions and concerns within the school community. In this, such matters are to be addressed first with the persons most directly involved to build a respectful relationship with one another and dialogue toward understanding and resolution.

Parental cooperation is essential for the welfare of the students of Cathedral. If, in the opinion of the administration, parental behaviors seriously interfere with the teaching and learning process, a meeting with the CCS President may occur to discuss steps for restoration and/or other options.

## **EVERY CATHEDRAL STUDENT HAS THE FOLLOWING RESPONSIBILITIES:**

- To attend school daily (except when ill), to attend all classes and to be on time.
- To treat all students and staff members with respect.
- To express membership in the Cathedral Middle & High School community through daily choices that demonstrate kindness, integrity, and courage.
- To be dressed appropriately and within the dress code guidelines.
- To be aware of all rules and guidelines defining proper student behavior as outlined in the family handbook.
- To conduct herself/himself according to these guidelines.
- To complete required assignments on time without cheating, forging or plagiarizing.
- To come to class prepared with proper materials.
- To remain on campus all day.
- To treat public and private property with respect.

# History

The Holy Guardian Angels Cathedral School was founded in 1884 as a natural extension of the Cathedral of the Diocese of St. Cloud. Over the years the school enrolled children of all ages who were from what would later become the greater metropolitan area of Central Minnesota. Throughout the school's first seventy-five years, Cathedral conducted educational programs for primary, elementary, intermediate, middle, and high school students – college bound and vocational. In 1937, the Cathedral of the Diocese was moved from Holy Guardian Angels across downtown to The Church of The Immaculate Conception, aka St. Mary's, but The Cathedral School kept its name. In the early 1960s, the primary, elementary, intermediate, and middle school-age students were assigned to neighboring Catholic schools as Cathedral's grades 9-12 exploded to nearly 1,500 students as a result of the post-World War II baby boom and the popularity of Catholic education. The grades 9-12-only approach lasted for less than a decade when in 1971 grades 7 and 8 were added back into the program. From 1971-2022, Cathedral featured that same six-grade configuration. In the fall of 2022, 6th grade was re-introduced and a 6th-8th grade Middle School program focusing on Problem-Based Learning was instituted.

Cathedral's original four-story building was located directly south of the Holy Guardian Angels Cathedral and housed grades 1-12 for 30 years. In 1914, a stand-alone high school was constructed behind the bishop's home. This new high school was considered state of the art at the time. The Great Depression did not stop progress from occurring at Cathedral with the expansion in 1938 of a new gymnasium and the Center building housing a kitchen, cafeteria, library, massive boiler room, and several science labs. As the generation following World War II began to enter school, Cathedral continued to grow. By 1957, a new building was constructed to support the ever-changing educational needs of students and the continued increase in enrollment. More than six decades passed before Cathedral ventured into adding another educational building. In the fall of 2020, Cathedral students had access to a new and innovative science and art building that also housed athletics and administrative services.

## Cathedral Education Foundation

In 1978, a group of forward-thinking leaders, led by local attorney, Gerald Thoreen, with the support of Bishop George Speltz and a number of pastors, established The Cathedral Middle & High School Education Foundation as a Trust with just one mission: Support Cathedral Middle & High School.

Since the first \$10 gift in 1978, the fund has grown while also providing millions of dollars of cumulative support to the school's students. A Board of Trustees, appointed by Cathedral's Board of Directors, is responsible for the fiduciary stewardship and management of the assets of the Foundation.

## Cathedral Middle & High School School Song

Fight, Fight Crusaders - Big, Brave and Bold  
Towering to the skies, our banner blue and gold  
So, onward to vict'ry - fight for your fame  
With heads held high, our battle cry  
HEY! - Team Win This Game!  
C - R - U S - A - D - E - R  
Crusaders! Crusaders! Rah! Rah! Rah!

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# Academic Program

Complete descriptions of the courses offered and requirements for graduation may be found in the Cathedral Middle School Course Book and Cathedral High School Course Book online at [www.cathedralcrusaders.org/academics](http://www.cathedralcrusaders.org/academics).

## Course Change Policy

Requests for course changes will be given priority when submitted *prior to the first day of school* and require the consent of parents/guardians, teachers, and school administration.

Errors or conflicts in scheduling will be corrected as soon as is reasonable. In certain circumstances a student will, upon recommendation of the teacher, be changed to a different level of a course if past performance and testing indicate the change should help the student. All other course changes will be considered on a case by case basis and as options are available.

## School Hours

Door #1 (North building) will be open starting at 7:10 am Monday through Friday. Classes begin at 8:08 am and the school day concludes at 3:00 pm. Students must remain in classrooms until the bell rings. The library will be open for students who stay after school Monday through Friday (3:30 - 5:00 pm)

## Communication

It is the *student's* responsibility to check their email and Schoology pages daily (at a minimum).

## Eligibility for Extracurricular Activities

Student eligibility is governed by the Minnesota State High School League and Cathedral School policies. We have 3 tiers of eligibility for athletics and activities as it relates to our students' academic records

**Tier 1 - Eligible** - Students must maintain grades of C- or higher in each of their classes throughout their time of participation.

**Tier 2 - Restricted** - Students with a D+ to a D- in any of their classes may continue to practice and/or rehearse, but may not compete/perform in events/meets/games until the grade is raised to a C- or higher.

**Tier 3 - Ineligible** - Students with an F in any classes may not compete, practice, or rehearse until their grade has reached either Tier 2 (D+ - D-) or Tier 1 (C- or higher) designation.

Ineligibility can occur at midterm, end of term, or if a scholastic warning is issued by a teacher. If a student receives a quarter grade of F, the student is ineligible to compete in Minnesota State High School League events or any other extra-curricular activities for two weeks or two games, whichever is longer.

## Grading System

Report cards are issued every nine weeks to indicate a student's academic progress. Mid-quarter reports are issued four weeks into each grading period. The following are grade point equivalencies for letter grades:

A	4.0	B	3.0	C+	2.3	D	1.0
A-	3.7	B-	2.7	C-	1.7	D-	.7
B+	3.3	C	2.0	D+	1.3	F	.0

*The grade point value is weighted by the credit received in the class. AP courses receive a .5 increase on the grade scale.*

All teachers use the following percentage scale:

94-100	A	73-76	C
90-93	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	59-61	F

## Graduation

The minimum number of credits required for graduation is 26, completed between 9th - 12th grade. A student must have successfully earned 26 credits (see breakdown listed) in order to take part in graduation ceremonies (i.e., Prayer Breakfast, Baccalaureate, Spring Get Away, and Graduation).

The 26 credits must include the following courses:

2 credits	World Language*
3 credits	Social Studies
3 credits	Mathematics
3 credits	Science
4 credits	English
1 credit	Physical Education
1/2 credit	Health
3 1/2 credits	Theology (plus the required service hours)
5 3/4 credits	Elective Courses

\*These courses can be taken in 7th or 8th grade to meet the requirements and additional electives taken in their place during grades 9-12.

## Homework—Absence

It is the student's responsibility to contact all teachers upon his/her return from an absence to make up homework/tests and obtain due dates for missed work. When the absence is planned ahead of time (appointments, college visits, school activities, trips, etc.), it is the student's responsibility to check with teachers prior to the absence to get assignments and hand in work due on the day following any absence (or as soon as possible, as arrange with the teacher). Assignments are available through each teacher's PowerSchool page.

## Honor Rolls

All honor roll lists are posted quarterly on the Cathedral website.

1. **High School Dean's List:** Students who achieve 3.0-3.69 GPA will be named on the Dean's list.
2. **High School Honors List:** Students who achieve a GPA of 3.7 or higher will be named on the Honor's list. After the fourth selection, students are eligible to purchase a chenille emblem that reads "Academics" for a letter jacket.
3. **Middle School Dean's List:** Students who achieve 3.0-3.69 GPA will be named on the Dean's list.
4. **Middle School Honor's List:** Students who achieve a GPA of 3.7 or higher will be named to the Honor's list.

## Incompletes

A student may be assigned an incomplete grade at the end of a quarter/semester. Normally this is done when the student has been unavoidably out of school or unable to complete his/her work due to some unusual

circumstance. All incompletes must be made up within two (2) weeks of the quarter's end or the grade becomes an F and no credit is given. Approval to extend the two-week period must be obtained from the instructor and the Principal or Assistant Principal.

## **PowerSchool**

Parents may access student grades, attendance records, library records, and lunch account balances at any time through PowerSchool. Parents will receive a password early in the year of enrollment. This password will be used through all the years of attendance at Cathedral. Please contact the Registrar for assistance.

## **Report Cards and Parent-Teacher Conferences**

Report cards are issued four times a year (nine-week quarters) and are emailed to the parents/guardians. Conferences occur bi-annually, and an email will be sent to parents/guardians reminding them of the times and dates of these conferences. They are typically in the fall and the spring.

Teachers are available at school for these parent/teacher conferences. Parents and students are welcome to meet with any or all of a student's teachers at this time. These semi-annual parent-teacher conferences are designed for short contacts. If additional time is needed to conference with a teacher, an appointment should be scheduled with the teacher for a time other than conference time.

## **Reports -- Mid-Quarter**

Midterm reports are emailed directly to parents at mid-quarter. We encourage parents to contact the school with any questions or concerns. A mid-quarter is **not** a final grade, but is a **progress** report.

## **Directory Information**

Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events.

## **Student Records Policy**

The school follows the directions given in the Family Educational Rights and Privacy Act. This act:

1. Provides parents and students access to the records directly related to the student.
2. Permits parents and students to challenge these records on the grounds of inaccuracy, misleading information or other violations of a student's privacy or rights.
3. Requires written consent of parents/guardian and student before releasing personally identifiable information about the student contained in education records. A complete copy of the Family Educational Rights and Privacy Act is on file at the main office for your review.

## **Confidentiality**

Cathedral differentiates between public data and private data.

Public Data includes:

1. Directory Data (student's name, address, telephone number, participation in activities). Parents can request that this data not be disclosed.
2. Summary Data (statistical data on students so long as it does not identify a particular individual). May be released.

3. Health or Safety Information. May be released to appropriate parties in connection with an emergency for the protection of health and safety of students or individuals.

Private Data (only available upon request of the students, their parents or an authorized authority) includes:

5. Education Data (information relating directly to the student maintained by the school). Education data does not include records kept by teachers, supervisory or administrative personnel which are kept in their sole possession and are not accessible or revealed to any other person except substitute teachers, supervisors or administrators.
6. Health Care Data of Students (records of students with disabilities, special concerns, immunizations and school nurse records as well as directory data requested to be withheld).
7. Confidential Information (information about parent finances). Not available to students.
8. Private Data (i.e. data relating to ongoing investigations, resolutions of investigations, litigation and disciplinary action taken by the school). Such information is only available to authorized authorities and is not available to students and/or their parents. In general, such information is available only with an Order from an appropriate Court.

### **Transcript Policy**

Transcripts of credits must be sent directly from Cathedral to the school which the student will next attend. A transcript is issued only after all financial accounts are settled, including tuition and payment for lost/damaged materials and other fines. Transcripts are issued at no cost.

### **Waiver of a Course**

Required courses for graduation can only be waived or modified if a student has a current IEP, ISP or Accommodation Plan on file in the Counseling Office or with special permission from the Principal.

### **Withdrawal from a Course**

Once the school year begins, NO withdrawals will be permitted except for serious and prolonged illness, teacher recommendation, or other unavoidable emergencies with Principal approval. A student withdrawing from a course still needs 3 1/4 credits for the semester to remain enrolled.

## **Activities/Athletics**

Co-curricular activities at Cathedral are an important part of student life. A variety of programs extend the curriculum, giving students choices that allow them to explore their interests and discover their talents. Special parent/student information meetings are held prior to the opening of each season's sports. Notice of these meetings is communicated through the Activity Director's E-blast.

Visit <https://cathedralcrusaders.org/student-life/clubs-and-activities/> for a full list of clubs, activities and athletics.

### **Athletic Philosophy**

The challenge of Cathedral athletics is to teach sportsmanship, teamwork and discipline in a Catholic educational system which extends the privilege of participation to its students. Our athletic program provides a Catholic, Christian exercise of spirit, mind and body, builds character, and teaches humble winning and gracious losing.

Athletics draw students, parents, staff, and the community together by creating enthusiasm and excitement through competition. We have the opportunity to share in the athletes' joys and sorrows and to explore and teach the values of athletic participation.

### **Athletic Code**

We will be considerate of others in speech and action at all times.

We will be loyal to our own team but also respect, appreciate, and applaud the abilities of players on all teams.

We will follow all applicable guidelines and instructions.

We will play according to the rules of each contest.

We will respect the decisions of contest officials.

We believe to a successful team requires a will to win and the ability to enjoy each contest win, lose or draw.

### **Athletics Procedures**

All students interested in athletics must complete the health questionnaire, parent permission slip, and a rules-acknowledgement form. Athletes must have on file in the nurse's office a recent (completed within the last three years) physical form before they are allowed to try out for a team. Parent/guardians are required to provide medical coverage for their student athlete. One parent/guardian and the student athlete must attend a pre-season meeting for each sport. Students must be academically eligible to participate in athletics and must be eligible according to Minnesota State High School rules and policies.

### **Driving to Activities**

Due to insurance restrictions, all student participants in school-sponsored activities are required to ride approved transportation, when provided by the school, to all activities. Any deviation of this policy must be accompanied by a letter from a parent before being approved by the school.

### **NCAA Requirements**

Students wishing to participate in inter-collegiate athletics on a Division I or Division II level must abide by NCAA guidelines. Students must register and be certified by the NCAA Initial Eligibility Clearinghouse. Information about the process can be obtained in the Guidance Office. Students must make sure that all of their coursework meets NCAA core course guidelines. To locate the list of current courses offered at Cathedral Middle & High School which are approved by the NCAA, go to their website: [ncaa.org/student-athletes/future](http://ncaa.org/student-athletes/future)  
Click on: Prospective Student Athletes.

## **Attendance**

It is the goal of Cathedral to give each of our students the best education possible. The only way we can ensure our students receive the highest quality education is by requiring them to attend classes. This attendance policy will encourage communication between the school, students, and parents.

Students are expected to be in class by 8:08 a.m. and on time for all classes and study halls. The school day ends at 3:00 p.m. Students must have a pass when in the halls other than at passing times between periods. Exception: Seniors can move quietly through the halls without a pass during their open periods, but may not sit or congregate in the halls during this time. Seniors must be in the Library, Guidance, North Building common areas, or working with a teacher during their open time.

## Absences

The following policy for absences applies:

1. **Absences:** If a student accumulates ten (10) absences\* in a class per semester, credit may not be given for the course. This includes **all types\*** of absences including trips, appointments, college visits, and illness. The school is not questioning the legitimacy of the absences, but frequent absences make it very difficult for the student to learn and for the teacher to provide adequate instruction. *Please provide documentation to the Attendance Office for all medical appointments. \*School sponsored events will not be included in the ten (10) day limit.*
2. **Important Note:** An absence with parent permission is not always considered an excused absence. The Minnesota Compulsory Attendance statute requires all children under the age of 18 to regularly attend school, and it is the responsibility of the school and the parent to follow the law (medical exceptions may apply).
3. **Extended Illnesses:** The parent(s) of a student who is absent due to illness for an extended period of time are required to meet weekly with a school administrator or counselor to discuss academic accommodations and/or progress. Frequent updated documentation of continued illness will be **required** from the student's physician. These are required by the school for continued student enrollment.
4. **Unexcused Absences:** Students are considered unexcused if there was an unacceptable reason to miss school, they miss more than half a class without an excused pass, are dismissed from class for behavior reasons, or are suspended from school. For each unexcused absence in a class, the parent(s) will be notified and the student may receive one hour of detention and/or lose credit for work missed or due during class. In addition to this, if a student accumulates 3 or more unexcused absences, the following consequences may occur: Saturday detention, a truancy report may be filed, no credit may be given for the course and/or a family conference will be conducted and an attendance contract will be established.
5. **If a student chooses to skip a Mass, homeroom, a study hall, assembly, or a school-sponsored event during the school day, the student will serve detention for each event missed. Repeated offenses will result in further disciplinary action.**

## Absences -- Dental, Doctor or Court Visits

Students are urged to make dental and doctor appointments and court visits for times outside the school day. When this is not possible, appointments should ideally be made during school at a time that the student is not in class. **Students must bring verification of the appointment from a parent or doctor before school on the day they request a pass.**

## Absences -- Long Term

If it is necessary for the student to miss school for 3 or more consecutive days, the following procedure is followed:

1. The parent/guardian will need to call or send a note to the school office for approval 2 DAYS IN ADVANCE.
2. The student receives an "Advance Make-Up Form" from the school office and contacts each teacher before the absence. A teacher has the right and responsibility to indicate if a student cannot afford to miss the time indicated.
3. Families are urged to take vacations during scheduled school vacations. The student must bring a written request from the parent/guardian stating the dates of the vacation. The Office will give the student an

**Advance Make-up Form** that must be signed by each of the student's teachers. The teachers indicate on the form the assignments the student must complete and the date due. The student then will return the completed form to the Attendance Office, who makes one copy for the parent/guardian and keeps one copy for school records. **Failure to follow this procedure may result in the student not being able to make up any missing assignments or tests, and receiving unexcused absences for the days missed.**

4. The school strongly discourages individual/groups of students taking school time for trips when not with family members.

### **Absences -- Short Term**

If your student will not be in school by 8:08 a.m. due to illness or an appointment, please call the office at (320) 251-3421.

Students must be in attendance for the entire day (8:08 a.m. to 3:00 p.m.) on which they participate in any co-curricular activity and the entire day following school-sponsored events. This includes all athletic events and co-curricular activities. If not in attendance, students will be ineligible to participate in the next school-sponsored event. An unexcused absence due to behavior, truancy, or suspension may also result in suspension from the next school-sponsored event. Unusual health conditions (documented by a letter from a physician/psychologist) or prior approval by the Principal or Assistant Principal will be considered as conditions for a waiver from this policy.

### **Absences -- Make-Up Work Procedures**

**In all cases of absence from classes, it is the student's responsibility to initiate a contact with the teacher(s) and arrange make-up work.** Students who have been absent must bring a note from their parent/guardian stating the reason for their absence. If a student needs to leave school during the school day, the parent must contact the Office between 7:15 and 8:30 a.m. (by email, phone, or written note, and no text messages will be accepted).

### **Stearns County Truancy Policy:**

An act of truancy is considered an absence from attendance at school (either for one or more class periods, or for one day) without lawful excuse. To clarify, one skipped class counts as one act of truancy. The guidelines set forth by Stearns County state the following:

1. Three (3) Unexcused Absences (or acts of truancy): School sends letter to parents notifying them of truancy problem.
2. Five (5) Unexcused Absences (or acts of truancy): School sends a request to the county to notify parents of a truancy petition. The County Attorney will send a letter to the child and/or the parent(s) and mail a copy of the letter to the school authority who sent the request.
3. Seven (7) Unexcused Absences (or acts of truancy): School sends letter to County Attorney requesting mediation, along with a copy of the child's attendance record. The County Attorney will refer the child to the mediation program with Human Services. The case is now in the hands of the court system. Copies of mediation agreements and releases are sent to the authority who initiated the petition.

## **Behavior Expectations**

Every Cathedral student has the following responsibilities:

1. To attend school daily (except when ill), to attend all classes and to be on time.
2. To treat all students and staff members with respect.

3. To express membership in the Cathedral Middle & High School community through daily choices that demonstrates kindness, integrity, and courage
4. To be dressed appropriately and within the dress code guidelines.
5. To be aware of all rules and guidelines defining proper student behavior as outlined in the student handbook.
6. To conduct herself/himself according to these guidelines.
7. To complete required assignments on time without cheating, forging or plagiarizing.
8. To come to class prepared with proper materials.
9. To remain on campus all day.
10. To treat public and private property with respect.

### **Academic Honesty**

Every person has the right of privacy for his/her own creative school work. Copying another student's homework or test is morally wrong, a violation of the right of privacy, and is detrimental to the learning process. The school has subscribed to an on-line service that checks student papers for plagiarism. Any student who is found cheating or who permits someone else to copy his/her material, may receive ZERO credit for that test or assignment. The use of a cell phone to access test or quiz answers or any related material, or to photograph a test is considered cheating. Cheating incidents may result in a conference and further consequences. Parents will be notified of all incidents of cheating.

### **Assembly Conduct**

At all times, a student is expected to be respectful and courteous during an assembly. Unacceptable conduct would include: whistling, booing, throwing items, uncalled-for-clapping, boisterousness, put downs or talking during a program. Inappropriate conduct will result in disciplinary action.

### **Behavior in Cafeteria/Commons**

Students are expected to follow these rules:

1. No food or beverages leave the cafeteria.
2. No popping of milk cartons, lunch bags or throwing food.
3. Students must take their trays and silverware to the dish washing line and clean up their own eating area.
4. Students must report to and remain in the cafeteria for the entire lunch period except Seniors (see "Senior Privileges"). If a student needs to go to the library or to other appointments, he/she must present a pre-signed pass to the supervisor. Students are not allowed in halls, at lockers, or in unattended classrooms.
5. All teachers and cafeteria personnel have authority for discipline in the Commons.

**Consequences:** Failure to follow cafeteria rules may result in the student's removal from the cafeteria during lunchtime for a designated period of time or other appropriate consequences such as after-school and/or Saturday detention.

### **Bus Conduct**

Students must act responsibly when riding a bus to school or to an activity for their safety and the safety of others. All school rules and policies apply to conduct on school buses. Bus problems will be referred to the Assistant Principal for disposition. Misconduct on the bus could forfeit the privilege of riding the bus.

## **Closed Campus Policy**

For safety reasons, students must remain on campus and in the building during the school day. Any grounds that are not property of Cathedral are considered off campus. The parking lots and Rau Field are also off limits. Students who leave the building to move their cars are considered off-campus and will be disciplined as such. The school does not allow groups of students, other than Seniors (see "Senior Privileges"), to leave campus for lunch (even if parents give permission). Students in grades 7-11 may only leave campus for lunch with a parent. Any student violating this policy will serve detention on assigned detention days. Repeated offenses will result in further disciplinary action, such as one day of in-school suspension. Parents are notified of off-campus violations.

## **Co-Curricular Behaviors**

Students who participate in co-curricular activities, whether they are sponsored by the Minnesota State High School League or not, will follow the rules and regulations established by the League. Student participation in any co-curricular activity is a privilege and may be limited or curtailed due to behavior in or out of school which seriously contradicts school values.

## **Detention**

Students are assigned detention by a teacher or administration for a variety of reasons. The teacher or administrator informs parents of the reason, time and date for a student's detention. Detention time takes precedence over co-curricular activities or work. The time may be used for service time to the school community or activity related to offense. If a student fails to report to the assigned detention, the detention time will be doubled. Assigned detention times/days are at the discretion of the Assistant Principal. Detentions will be held after-school and/or Saturday mornings (8am - 11am).

## **Disruptive Behavior**

Conduct, whether in or out of school, which is detrimental to the image of the school, can result in suspension or dismissal. The school operates for the purpose of assisting each individual student in his/her growth and development. This goal can only be achieved in an environment free from disruptive behavior. Students involved in such behavior in a classroom may be removed from class and an unexcused absence will be assessed. Students will be sent to the Assistant Principal. Parents will be informed and disciplinary action may result. Continued disruption may result in permanent removal from the class and/or in-school suspension.

## **Distance Learning**

Any Distance Learning attendance policies, procedures and expectations will mirror those for in-person/brick and mortar attendance. If students are in distance learning, the following expectations will apply in regards to attendance:

1. Students will be visible to the teacher on their computer screen and able to communicate with them throughout the duration of the lesson/class (whenever videoconferencing is happening).
2. Students will be engaged in class/lessons (asking/answering questions, etc.).
3. Students will be dressed appropriately as though they are in the classroom.
4. Students will be in a stationary space (desk, office, etc.) for distance learning (not in car, etc.).

Teachers will:

1. Take daily attendance.
2. Engage/interact with students who are in distance learning if/when possible.
3. Maintain/update Schoology and grades according to school policy.

## Dress Code

**Student and family cooperation is the key to the implementation of a non-uniform dress code.** Students are expected to show good judgment in dress and grooming. Any appearance that causes undue attention or detracts from the educational program of the school will not be allowed. The following are not allowed to be worn on school grounds or at school activities:

1. Clothing (shirts, hats, apparel) with inappropriate language, images, or symbols (alcohol, drugs, sex, guns, knives, etc.).
2. Frayed clothing or clothing with **tears or holes above the knees.**
3. Hats and caps (except the last day of the week). **Hoods are prohibited at all times.**
4. Low-cut tops, crop-tops, and/or low-cut pants/short tops which create exposed skin or undergarments; this includes open back and off-the-shoulder shirts.
5. Leggings, jeggings, yoga pants and other skin-tight or spandex pants (unless the shirt or skirt worn over top extends to mid thigh).
6. Sleeveless shirts are not allowed for boys, including PE classes.
7. Skirts or shorts must extend to the mid-thigh or longer.
8. Gang-related clothing (bandanas, chains, ...)
9. Bare feet are prohibited due to health and safety reasons.
10. Coats during the school day - for safety reasons, coats are not allowed during the school day.
11. Rollerblades, roller skates, or shoes with wheels (Heelys, etc).

If a student's attire is deemed unacceptable, he/she will be asked to change clothes, with no arguments or attitude. **After multiple violations, a parent conference may be called to help remedy the problem or detention will be assigned.**

## Drugs, Alcohol, Mood-Altering Drugs

The school upholds the Minnesota State Law regarding the use of controlled substances. A student will not use, be under the influence of, or be in possession of alcoholic beverages, illegal drugs, controlled substances, tobacco products, e-cigarettes and related products, drug-related devices or "look-alikes". These behaviors are considered major infractions and are prohibited.

Students found violating the above policy incur the following:

1. Conference with parent/guardian(s) and student.
2. One day in-school suspension, Saturday detention, or school service.
3. **First offense:** With parent notification, the student **must** complete a chemical evaluation with the school's chemical health counselor or other licensed professional chemical dependency counselor. Arrangements for this evaluation need to be made within one week of the infraction. It is the responsibility of the student or parent(s) to make these arrangements. The fee for the evaluation should be paid by the student whenever possible. Upon completion of the chemical evaluation, parents and students are expected to follow recommendations of health professional.
4. **Second offense:** With the parent(s) permission, the student will complete a chemical evaluation through the St. Cloud Hospital. This evaluation may include, but is not limited to, a urine, or a blood test. It is the responsibility of the student or parent(s) to make these arrangements. The appointment needs to be made within one week of the infraction. Upon completion of the evaluation, the parent(s) and chemical

health counselor must meet to discuss the recommendations and determine the need for further counseling sessions. Parents will receive regular updates regarding counseling sessions.

5. Parents/guardians/18-year-old students will sign a release of information form to allow the assessment recommendations and results of a urine analysis or breathalyzer to be shared with school administration.

**Failure to comply with these consequences may result in dismissal from Cathedral. This policy is also applicable when the incident occurs off school property, in the summer, or is reported to us by law enforcement agencies.**

**Additional offenses will result in further disciplinary action.** Students found in violation of the above policy will be prohibited from participating in MSHSL activities according to the following:

1. For Category I activities where regular interscholastic contests are scheduled, High School League penalties apply.
2. For Category II activities (Vocal and Instrumental Music and One-Act Play) where few or no interscholastic contests are scheduled before MSHSL or MAD tournaments, students will be ineligible for the next consecutive performances after the violation in the same proportion as the penalties for Category I; that is, two performances for the first violation, six performances for the second and 12 performances for the third.
3. All other provisions of Category I penalties apply. Chemical violations make students ineligible for honorary awards such as Honor Athlete, Michael Pull, AAA, (Coaches Association All-Star Teams, etc.).
4. Distribution of alcoholic beverages, illegal drugs, prescription drugs, controlled substances, drug-related devices, or “look-a-likes” is considered a major infraction. (See “Suspension, Exclusion or Expulsion Policy” for consequences.)

### **Eighteen-Year-Old Students**

Any student who has reached the age of 18 is required to comply with all rules and procedures outlined in the handbook. During the time a student is enrolled at Cathedral, he/she will reside at home with his/her parents or a legal guardian.

### **Electronic Devices - Cell Phones, iWatches, and any Digital Devices**

**The school is not responsible for the loss or theft of electronic devices. Students are responsible for the security of such devices.** Electronic music devices may be used by students during their open or study hall time with the use of headphones. If the device is distracting, the student will give the device to the teacher. Use of this type of equipment during other parts of the school day will result in the removal of the equipment from the student. Grades 9-12 students may use cell phones during passing time in the hallways, and during lunchtime. Grades 7-8 may use cell phones during passing time only. Teachers may ask students to place their cell phones in a cubby or bin/basket, or they may require that cell phones remain out of sight. Any student found in violation of this policy will have the phone confiscated. Students must immediately hand over a phone when requested by a teacher - refusal to do so is insubordination and will be subject to disciplinary action. The phone may be picked up after school in the office. Repeated offenses may require that the phone be picked up by a parent.

**Cell phone, camera, or video use are strictly forbidden in locker rooms, bathrooms, and classrooms at all times (unless, in the case of the classroom, a student is working on a school-assigned project). Violations will result in severe consequences including suspension or expulsion.**

## **Forgeries**

Tampering with notes, signatures, or information on hall passes, parent or teacher notes is a serious matter and will result in disciplinary action.

## **Gambling**

Gambling in any form is not allowed.

## **Hallways**

During the school day (8:08 - 3:00), the hallways are for moving of traffic only. Loitering is not allowed. Sitting on the floor, yelling, running, and littering the halls is not permitted. Students violating these rules are subject to disciplinary action.

## **Harassment**

Informed and supported by our Catholic faith and the principles of Catholic Social Teaching, we affirm that every person is created in the image and likeness of God and is deserving of dignity, respect and safety. In this context, we are committed to providing a school learning community free from harassment and discrimination including but not limited to race, religion, gender, ethnicity, body type, ability, age, sexual orientation and other behaviors considered to be harassment by the administration. Any student, faculty or staff person who undermines the inherent dignity and threatens the safety of another person is not simply a breach of this policy, but also violates the basic tenets of the Catholic faith community.

## **Bullying**

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, or employees.

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student;
2. damaging a student's property;
3. placing a student in reasonable fear of harm to his or her person or property; or
4. creating a hostile educational environment for a student.

## **Sexual**

It will be a violation of this policy for any student to harass another student or staff member through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment may include, but is not limited to:

1. verbal harassment or abuse
2. subtle pressure for sexual activity
3. inappropriate patting or pinching
4. any sexually motivated unwelcome touching
5. intentional brushing against a student or staff member's body
6. sexual violence which is a physical act of aggression
7. use of school computers for statements and/or illustrations of a sexual nature
8. decoration of student lockers with posters and/or statements of a sexual nature
9. graffiti of a sexual nature on walls, lockers or other areas

Any person who believes he or she has been the victim of harassment or violence by a student or staff member, or any other person with knowledge or belief of conduct which may constitute harassment or violence should report the alleged acts immediately to a teacher, the Principal or the Assistant Principal. Students who cause or encourage others to treat any student in a way that is dehumanizing or degrading will be strictly disciplined. Any individual who retaliates against any person who reports alleged harassment or violence or who retaliates against any person who testifies, assists or participates in an investigation relating to harassment or violence complaint will be subject to disciplinary action.

When a student violates the harassment policy, the school administration will take such disciplinary action as deemed necessary and appropriate, including warning, removal from class, suspension or immediate discharge to end harassment and prevent its recurrence. Depending on the nature of the offense, law enforcement may be notified.

## **Honor Code**

For the benefit of individuals and our entire community, Cathedral strives to provide an environment that encourages and sustains the behavior of our best selves. The Honor Code exists to establish norms of behavior with reference to specific virtues of KINDNESS, INTEGRITY, and COURAGE.

*KINDNESS:* With the "Golden Rule" as our starting point, we strive for gratuitous, above-and-beyond acts of neighbor love. Through selfless words and deeds, we hope to respect the God-given dignity and uniqueness of all persons without the need for anything in return.

*INTEGRITY:* This implies academic honesty, but also virtuous behavior. A person with integrity does not pick and choose among the virtues, and does not undergo a change of character based on who is watching.

*COURAGE:* The demands of Christian discipleship are often countercultural and extremely challenging. Courage means stepping out of our comfort zones to do the right thing regardless of social consequences.

## **Senior Privileges**

Seniors are not assigned to study halls during open times unless their grades are D, D- or F at a grading period. Seniors must be in the designated North Building commons, Library, or Career Center during opens. Seniors with first or last period(s) open may come late or leave early with signed parent permission. Seniors may leave campus during lunch but must walk to lunch.

## **Snowballs**

Because of the danger of serious injury, the throwing of snowballs is not allowed. Failure to abide by this restriction will result in disciplinary action.

## **Spectator Conduct**

The following conduct is expected of all students, as spectators at all school-sponsored events:

1. Respect the American flag and national anthem; stand attentively, face the flag, and refrain from talking during the anthem.
2. Always display the highest courtesy and sportsmanship. Profane or disrespectful cheers, boos, chants or actions are unacceptable.
3. Respect spectator and player safety. Never throw anything onto the playing surface. Laser pointers are prohibited at all school events.
4. Fighting is not tolerated and will be referred to proper authorities.

Violation of any of these will result in removal from the event and may result in further disciplinary action. The school reserves the right to deny admission to students who do not follow conduct guidelines at home or away activities.

## **Suspension, Exclusion or Expulsion Policy**

Cathedral is concerned for the growth of each student. At times it is necessary to discipline a student because of inappropriate behavior. At such times, Cathedral will act carefully to make the discipline or consequences as much of a growth experience as possible. At times, it may be necessary for Cathedral to resort to suspension, exclusion, or expulsion of a student from Cathedral educational and co-curricular programs. Such actions are always taken with the hope that the experience might awaken the student to greater responsibility. Procedures are followed to inform the parents and ensure that the student is treated fairly and that family and school can work together for the greater good of the student while protecting the school community.

Suspension, exclusion, or expulsion are intended for major infractions of school rules and for progressive or repeated minor infractions. Examples of major infractions are vandalism, violence, arson, alcohol or drug use, truancy, teacher abuse, theft, harassment or other acts which might adversely affect students, teachers, or the learning and activity programs of the school.

Suspensions are treated as unexcused absences (see "Attendance" for consequences).

If used, suspension is limited, under most circumstances, to a maximum of five days. Students who receive suspension may not participate, practice, compete or perform in any activity on the day they serve suspension.

Expulsion of a student from school is used for major infractions of school rules or for violating the mission statement of Cathedral. Suspension is a warning to students and parents that the behavior exhibited is not in keeping with the philosophy of Cathedral, and if it continues, will lead to expulsion. Expulsion is the most severe penalty at Cathedral. Expulsion may extend for the remainder of the school year, a period of one year, or it may be permanent. Parents will be notified of disciplinary action and a conference will be held if necessary. Some offenses are required by law to be reported to the police or Social Services. Others may be reported if the school deems appropriate.

## **Tardiness**

Students are considered tardy if they arrive late for a class without an excused pass. After accumulating two tardies in a class period, each tardy thereafter will result in 1 hour of detention and parent notification. If a student accumulates 5 or more tardies in a class period, per quarter, a parent/student conference will be conducted and an attendance contract will be established.

## **Tobacco and E-Cigarettes**

No smoking, chewing tobacco, snuff, e-cigarettes and related products are permitted at any time by students. Possession of such materials carries the same penalties as use. Additional offenses will result in a parent conference. Tobacco is considered a chemical by the Minnesota State High School League and students involved in co-curricular activities will incur additional penalties according to MSHSL guidelines.

## **Tournament Attendance (see Attendance)**

Generally, students are not excused from school to attend a state tournament unless Cathedral is a part of the state tournament. Students' attendance record, academic standing and behavior record are evaluated before excusing them to attend a state tournament in which Cathedral is not participating.

## **Trespass Policy**

Cathedral reserves the right to deny any person access to school buildings or property for just cause. Just cause may include, but is not limited to, threatening or disruptive behavior, improper or illegal behavior, or any activity by a person which materially and substantially interferes with programs, classes, activities or other events. Upon determination by school authorities that a person is trespassing, notification will be given to local law enforcement authorities of the trespass notice that was given to this person. If the said person served the trespass notice fails to leave and stay away, police will be called and trespass charges will be filed.

## **Vandalism and Stealing**

Any student who willfully destroys school property or the property of another student or staff member, or steals said property has committed a major infraction (see suspension - expulsion policy). Minimally, the student is responsible for the restoration or return of this property to its original condition. Vandalism and stealing are illegal acts subject to police action. Students who vandalize school property will be assigned work detention to restore the damage they have done. Referrals may be made to law enforcement agencies according to the determination of the Principal or Assistant Principal.

## **Visitor Policy**

All visitors must enter Door 1 and sign in at the Main Office (listing their destination). When they leave campus, they must return to the office and sign out. Students may only have visitors with prior administrative approval.

## **Weapons**

Students in possession of a gun, knife (including pocket knife), "look-alike" weapon, or other dangerous weapon, on their person, in their locker, in their vehicle, on school grounds at school functions or in proximity to may be:

1. Referred to the Assistant Principal and/or Principal
2. Immediately suspended from school
3. Referred to the police for legal disposition

The Assistant Principal and/or Principal and other persons deemed appropriate (law enforcement representative, county social services representative, licensed psychologist, etc.) may investigate and assess the situation. Any student found in possession of a weapon of any kind may be subject to expulsion. The Counseling Department will assist with any change in an educational program assigned to the student for a weapon violation. All dangerous weapons violations must be reported to the State Department of Children, Families and Learning.

## Health

### Food

**Cathedral Middle & High School is a tree nut and peanut safe environment.** No peanut products are used in the production of food served at Cathedral. Any food that is brought into the school, including individual lunches, snacks in the classroom or kept in lockers, team/activity pot luck suppers, cultural foods prepared for classes, and parties must also be tree nut and peanut safe. This important effort will take everyone's vigilance and commitment.

### Food Service

Cathedral provides "Offer Versus Serve" to all students. "Offer Versus Serve" is designed to decrease plate waste and reduce food cost while still maintaining the nutritional integrity of the lunch. Under the "Offer Versus Serve" provision, students must be offered the five food items of the school lunch pattern in the required amount but have the option of selecting, at a minimum, three of the five food items offered. The school lunch pattern that must be offered:

<u>Five food items</u>	<u>Grades 6-12</u>
1. Meat/meat alternate	2 oz. cooked or equivalent
2. Fruit	1 serving totaling 1 cup
3. Vegetable	1 serving totaling 1 cup
4. Bread/bread alternate	2 per day
5. Milk	1/2 pint

The administration and staff of Cathedral are committed to producing quality meals that are nutritious and appealing to students. Any suggestions you may have to further improve the program are welcome.

A salad/sandwich bar is an addition to the lunch program. Students may choose this option in place of the regular lunch line.

Food or open beverage containers of any kind are only allowed in the Commons during lunch. Students must not leave the Commons with food.

A reminder that students must have their deposits into their lunch account before 8:08 or to the Main Office by 9:30 a.m. (There is also an online option). Deposits received after this time will be credited to the student's lunch account the following day. Student name and ID number must be indicated in the "memo" section of the check. Students can check on their lunch account balance daily. Account balances can be found on PowerSchool, and the Menus are on the website. Account balances will roll over from year to year. If a student is graduating, the balance can be transferred to another sibling or a refund check can be issued. If a student has a negative balance exceeding \$5, report cards will be held.

**Student lunch prices:** Regular \$3.75, Premium \$4.50, Salad/Sandwich Bar \$5.60, second entree \$1.70, second premium entree \$1.95, extra milk, fruit, or dessert \$0.75. **Adult lunch prices:** Lunch \$4.75, Salad Bar \$5.30, Salad/Sandwich Bar \$7.30.

## **Health Services**

A nurse is assigned to Cathedral by District 742. The nurse is available on a part-time basis to review health information, immunizations and to conduct vision, hearing, and scoliosis screening on selected grades. Parents should inform the nurse if their son/daughter has a chronic illness that may require treatment or emergency care during the school day so that an appropriate plan of action may be followed. We request that if a student has a serious bee sting or food allergy, parents provide school personnel with a prescription Epi-Pen to be used in emergencies.

## **Medication**

Some students have health needs that may require medications to be dispensed during the school day. School Nurse or Health Aide will dispense medication upon order of the student's physician and a signed permission slip from parents or guardians. Medications must be brought to the Health Office in a pharmacy-labeled bottle containing the name of the student and directions for dosages. The school nurse will review self-dispensing of medication, such as asthma inhalers, but all medication other than those approved by the nurse must be kept in the Health Office. Medications will be dispensed by the school nurse or designate in the Health Office. Forms for dispensing of prescription medications can be obtained in the Health Office. Over-the-counter medication will not be dispensed, unless accompanied by a doctor's order and pharmacy label.

## **Opportunities for Parents**

### **Booster Club for Athletics and Activities**

Parents are invited to support their children's extracurricular activities by providing encouragement and assistance to the team activity and the coach/advisor through a booster organization. Some of the areas where help is needed are communication, gatherings, transportation, chaperoning and hands-on help. Any fundraising must be approved in advance by the CCS Development Office.

### **Cathedral Athletic Association (CAA)**

The Cathedral Athletic Association is a service-oriented organization consisting of alumni, family and friends. The primary goal is to assist in developing and maintaining a high-quality, well-rounded athletic program for students. Membership in CAA is open to anyone willing to encourage, promote and support athletic activities for the school. Annual membership is \$35.

### **Graduation Committee**

The Graduation Committee is organized each year by the Parent Council to plan and carry out an all-night graduation party for Seniors on the night of Cathedral Middle & High School graduation. The committee coordinates other Senior-related events and activities.

## Parent Council

Working closely with the Principal, the Parent Council is an organization that coordinates activities of the Parent Association. The Council:

1. Acts as a resource for the faculty and staff
2. Coordinates parent volunteers throughout the school
3. Fosters and maintains parent-to-parent and parent-to-school communication
4. Sponsors events of interest to school parents

Questions and concerns can be directed to the Chairperson of the Parent Council or the school Principal.

## Procedures

### Address/Email Changes

Please report any address changes, telephone number changes or email changes to the Main Office as soon as possible.

### Athletics

All students interested in athletics must complete the health questionnaire, parent permission slip, a rules-acknowledgement form, and have on file in the nurse's office a recent (completed within the last three years) physical form before they are allowed to try out for a team. Parent/guardians are required to provide medical coverage for their student athlete. One parent/guardian and the student athlete must attend a pre-season meeting for each sport. Students must be academically eligible to participate in athletics and must be eligible according to Minnesota State High School rules and policies.

### Communication

The Principal sends out an E-blast twice a month. This E-blast contains announcements and reminders that are important for Cathedral parents. All current families who have given the school an email address will receive this E-blast. Others may sign up for it through the Cathedral website ([www.cathedralcrusaders.org](http://www.cathedralcrusaders.org)).

All teachers have email addresses with this structure: first initial of firstname + last [name@cathedralcrusaders.org](mailto:name@cathedralcrusaders.org) (e.g. [jd@e@cathedralcrusaders.org](mailto:jd@e@cathedralcrusaders.org)).

### Daily Announcements

Each morning will begin with prayer. Students and staff are expected to pause what they are doing while in prayer, and remain quiet and attentive for the duration of the announcements. Boys must remove hats for prayer on Fridays. Announcements are read over the school PA each day and posted on the TV monitors. In order for an announcement to be included, it must be endorsed by a faculty or staff member and be reported to the Main Office by 3 p.m. the previous day. All announcements are approved prior to being read over the public address system.

### Dances

All Cathedral dances are open to students in grades 9-12 except Prom. Prom is open to all 11th and 12th grade students. They may only invite Sophomores or older as dates to Prom (no dates over age 20 are allowed). No Freshmen are allowed at Prom. Regulations for school activities/dances are as follows:

1. All school dances must have prior approval from the Principal or Assistant Principal. Facilities Request

and any other needed forms must be submitted two weeks prior to the event.

2. There will be at least four faculty chaperones, one being a class advisor, assigned to the dance.
3. One police officer will be on duty for all major dances. This will be arranged by the Principal, Activities Director, or Assistant Principal.
4. Students must be at the dance one-half hour after the start time. Students who wish to leave before the dance is over must seek prior permission (before the dance) from the Principal or Assistant Principal. Middle school students may not leave the school activity early without a written note from a parent or guardian.
5. Any student whose behavior is contrary to the mission or values of our school will be **asked to call parents** to pick him/her up immediately. This includes inappropriate style of dancing or wearing clothing that is excessively revealing.
6. Any student who has been using or is in possession of illegal drugs or intoxicating liquor will be turned over to the police officer in charge of the Cathedral dance. The police officer in charge will call the parents and ask the parents to come and pick up their son/daughter. Charges may be filed. The Principal or Assistant Principal will be notified the next school day after the incident and will deal with the student as outlined under “Drugs, Alcohol, & Tobacco Policies.”
7. Students who wish to bring a student from another school with them to the dance need prior approval from the Principal or Assistant Principal. A Cathedral Middle & High School Dance Guest Contract must be completed prior to the dance in order for the guest to attend.
8. Dress code policies will be in effect at all Commons dances and activity nights. Clothing worn here must be as appropriate as clothing worn during school hours (see Dress Code).

## **Elections-Student**

Student Council and class officer elections may be held in the spring or early fall. Candidates are required to turn in a written copy of their speech for prior approval. Class officer candidates turn this in to class advisors and Executive Council candidates turn the speech in to the Assistant Principal. Ballots will be kept for at least one week following each election.

## **Grievance Procedure by Parents for Academics and Activities**

Open communication between parents and staff is encouraged. The following procedure is used.

1. If the nature of the concern is positive or negative and can be done by communicating directly with a teacher, coach or advisor, call or make an appointment with them. In the case of athletics, from the time preseason practice begins until the games/contests are finished, coaches will not be asked to discuss game/contest participation with parents.
2. If the concern is not resolved with a direct call or visit, call the Activities Director to arrange a meeting.
3. If the grievance is regarding a serious matter of misconduct, submit a signed, dated statement to the Principal and teacher or Activities Director. This statement should be as factually detailed as possible. The Activities Director, in conjunction with the Principal, will take appropriate action.

## **Lockers**

Students are assigned a locker for their use during the school year. They are responsible for the condition of the locker assigned to them. Lockers may not be decorated with pictures of alcohol, drug use, or tobacco products. Photos of a sexual nature are also prohibited. Students may not write on their lockers. If there is a need to change or repair lockers, the student should contact the Main Office. Students are urged to lock their lockers at

all times. If school officials need to inspect a student's locker, the lock may be cut. School officials reserve the right to inspect lockers at any time. **The school is not responsible for money and valuables taken from lockers. Students are encouraged to leave valuables at home.**

### **Lost or Damaged Books**

Students are responsible to return the textbooks checked out to them at the end of the year. The textbooks are to be returned in the same condition they were received. If a textbook is lost or damaged, the teacher will assess the value of the book and how much of the value the student should pay. This fee will need to be paid before any records, including the final report card, can be released.

### **Lost and Found**

Found items are brought to the Health Office or Phy Ed instructor's office. Check these locations for lost items. Items will be held for a period of time and then disposed of.

### **Library/Media Center**

The Library/Media Center is a pleasant place to access resources, research, study, and relax. Because the Library/Media Center must accommodate all students and staff, we must maintain an atmosphere where behavior is governed by thoughtfulness and a cooperative attitude. It is important that you do not inconvenience, offend, or limit the rights of other patrons who want to use and enjoy the facility. In that spirit, you are asked to:

1. Use the Library/Media Center for academic purposes.
2. Maintain a low, whispering tone of voice while in the Library/Media Center. If you need noise to work, you may use headphones, or find another place to work.
3. Observe the school's Acceptable Use Agreement when using the computers and other mobile devices.
4. Respect the books, equipment, and shared space.
5. Keep water containers on the floor or in your backpack/bag.
6. Do not bring food or beverage into the Library/Media Center (water is ok).
7. Push in chairs, return materials, and discard trash before leaving the Library.

All students in grades 7-11 need a pass or pre-arranged permission from a teacher, counselor, or administrator to be in the Library/Learning Resource Center during the school day. Seniors may utilize the Library/Learning Resource Center without a pass.

### **National Honor Society (NHS)**

NHS is an extra-curricular organization in which members are expected to attend meetings and participate in service projects. Membership in the Cathedral Middle & High School National Honor Society Chapter is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Candidates must have a cumulative scholastic average of at least 3.5. Candidates are evaluated on the basis of service, leadership and character.

### **NHS Selection Process:**

In the second semester, the five member NHS Faculty Council shall create a list of sophomore and junior students whose GPA is sufficiently high to make them eligible for membership in NHS (3.5 cumulative GPA for juniors; 3.75 for sophomores). These students will be notified of their scholarship eligibility and invited to return informational

forms which indicate the student's interest in and qualifications for membership in NHS. The forms will include information on the leadership and service criteria and will be used by the student to indicate to the Faculty Council why he/she should be awarded membership in NHS.

The Faculty Council will review the information forms. The Faculty Council will seek input in written or verbal form concerning the candidacy of the student from the staff and faculty at Cathedral Middle & High School. If the Faculty Council determines, by majority vote, that the candidate meets the criteria of outstanding scholarship, leadership, service, and character as described above, the student will be invited to membership in the National Honor Society of Cathedral Middle & High School.

## **Posters**

Anyone who wishes to hang posters or flyers in the school must receive prior approval by school administration.

## **School Building Hours**

There is a supervised space for students prior to the school day (7:10 a.m.). Please arrange for transportation by 4:30 p.m. each day as there is no supervision after this time unless students are involved in a specific activity that is supervised by a staff/faculty member from 3:30-5:00 pm.

## **School Closing**

Whenever school closes due to an emergency such as severe weather conditions, the radio stations WJON and KCLD carry the official information. Cathedral is included with announcements for District 742 Community Schools. This information is normally available by 6:30 a.m.

## **Valuables**

Students are strongly urged to leave valuables and large sums of money at home. However, if there is a need to bring these items to school, they should be left in the Main Office until needed or until the end of the school day. The school is not responsible for money or valuables brought to school.

## **Visitors**

Generally, students from other schools are prohibited from visiting during class hours. Before bringing a guest to school, students must have permission from school administration. Upon arrival, visiting students and all other guests must report to the Main Office, sign in, and receive a visitor pass.

# **School Safety**

## **Accidents**

Students who witness or are involved in an accident on school property when no teacher or school staff person is present should report the situation to school personnel immediately. The information will be confidential. This information is important for insurance purposes or other follow-up.

## **Fire Alarms and Fire Drills**

Tampering with fire safety equipment is an unlawful and serious matter that will result in legal and disciplinary action. Fire drills are a safety procedure. Failure to comply with directions will result in disciplinary action.

## **Fire Drills**

Fire drills are important life-safety exercises in which students must participate. Resistance to fire drills may result in disciplinary action. To prevent confusion, the following rules are in effect:

1. Know which exit to use or follow teacher's directions.
2. Walk quickly and quietly – do not run.
3. Remain outside away from the building until told to return.

## **Lockdown Drills**

Schools are required to practice lockdown drills four (4) times a year. Students/teachers remain quietly in a locked classroom until the drill is completed.

## **Notice Concerning Use of Pest Control Materials**

Our school utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the school's buildings. Their program consists of:

1. inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. utilization of non-chemical measures such as traps, caulking and screening; and
4. application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the Main Office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such application be deemed necessary on a day different from the days specified in the schedule.

## **School Security and Safety**

All students and visitors must enter the building through Door 1 once the school day begins. No student shall allow any person through a locked door. Students must use tunnels unless permission is given by administration. All students should enter the building during school hours through Door 1 and check-in at the Main Office. Detention may be given if doors are opened/left open.

## **Tornado Drill**

Like a fire drill, this is a life-safety procedure and a serious matter. Failure to comply with directions will result in disciplinary action. When a tornado drill is announced, the following rules are in effect:

1. Follow directions! Students will evacuate to a designated area in a quiet and orderly manner. All persons are to sit on the floor in the designated area.
2. Remain in designated area until instructed to return to the classrooms.
3. In the event of an actual tornado, all persons are to cover their heads.

## **Trespass Policy**

Cathedral reserves the right to deny any person access to school buildings or property for just cause. Just cause may include, but is not limited to: threatening or disruptive behavior, improper or illegal behavior, or any activity by a person which materially and substantially interferes with programs, classes, activities or other events. Upon determination by school authorities that a person is trespassing, notification will be given to local law enforcement authorities of the trespass notice that was given to this person. If the said person served the trespass notice fails to leave and stay away, police will be called and trespass charges will be filed.

## **Services and Programs**

The following people and facilities are available to assist students in their education and development. Students are encouraged to approach these persons/programs to assist them in meeting their educational goals.

### **Campus Ministry**

Campus Ministry is concerned with total development of the student. This includes faith and spiritual development. Some of the programs offered by Campus Minister are:

1. School Liturgies are scheduled each Thursday or at key times during the school year.
2. Pastoral Counseling is available through the Campus Minister for any student who seeks advice or “just needs to talk” about personal issues and concerns.

### **The Cathedral Education Foundation**

In 1978, a Trust Fund was established to support the mission of Cathedral Middle & High School. The Foundation is governed by a Board of Trustees which meets quarterly to exercise its fiduciary duties and responsibilities. The Foundation has helped to make it possible for thousands of Cathedral students to enroll over the last three decades who might not have otherwise been able to afford it. The Trustees of The Foundation are appointed by the Board of Directors of The Cathedral Middle & High School.

### **Cathedral’s Business and Operations Plan**

A high quality Catholic education is made possible through the management and application of our annual operating budget. Various sources of revenue helps us to provide a strong and rich academic experience. Through the combination of tuition, fundraising and parish support, we are able to fully fund our budget.

### **Counseling**

The counseling service is committed to helping students acquire life-long learning skills and develop personal and social skills. Counselors help students make an educational plan, provide counseling for academic difficulties, assist with post-high school planning, and provide personal counseling. The counseling staff coordinates the testing program for students.

Each student is assigned a counselor who is available to meet with that student. The counseling service maintains an “open door” policy whereby a student is free to seek advice of either counselor. Counselors see students individually and in groups.

The Guidance and Counseling Offices are located in the South Building (S116) and the Center Building (C112).

## **Governance**

Cathedral Middle & High School is part of Catholic Community Schools (CCS). The Cathedral Middle & High School Board continues to oversee the assets of the school and is working with the CCS Board to transition the operation of the school and its various programs to CCS in an orderly fashion over the coming months. Both Boards are committed to continue the strong and rich tradition of Catholic education that affords a challenging academic environment, sense of community, and formation of the whole person

## **Peer Tutoring Program**

One of Cathedral's goals is to support students' academic needs. The Peer Tutoring Program is managed by the Counseling Department, and can be accessed by teachers, parents, or students. As tutors are available, they will be assigned to students who have academic needs (a grade of C- or lower) or organizational challenges. Tutor and Tutee teams will be assigned to the library or counseling area during study hall hours and attendance will be taken there.

## **Special Education**

District #742 provides educational testing, assessment, and services for students with special needs. Contact a counselor to arrange for these services.

## **Special Services for Middle School Students**

Cathedral's middle school programs are designed to meet the unique needs of 7th and 8th grade students. A counselor meets with the students to plan their course work. Advisory time will provide support for students in the areas of organization and social, emotional, academic, and spiritual needs.

## **Food Service Program/Free and Reduced-Price**

Students are able to participate in the free and reduced lunch program. Parents who believe they qualify are urged and encouraged to apply each year. Information and applications are mailed out in the school packet in August.

## **Scholarships**

Keeping Cathedral affordable and accessible is a fundamental and primary goal. All families desiring a Catholic education are invited and encouraged to apply for admission. Need-based scholarships are provided to families that apply and qualify based on an objective formula that considers income, debt, assets, family size, and other factors. For more information on scholarships please contact the Admissions Office.

## **Student Accounts Policy**

It is a Board policy that family and student accounts be kept current. The administration, with the direction of the Finance Committee, carries out this policy. The Board of Directors approves the schedule of tuition and fee payments set forth in the school's bulletin of information. Tuition and fee payments are subject to the conditions specified in the enrollment contract, unless a special arrangement has been made with the Principal or Director of Finance.

1. Grades will be withheld for students whose fee accounts have not been paid in full by the last day of school.
2. Graduation gowns will be withheld for Seniors whose tuition and fee accounts are not paid in full.

## Tuition

Tuition is established by the Catholic Community Schools Board of Directors. All families must pay the tuition established by the Board. Enrollment is not final or official until a *Tuition Payment Agreement* is signed and fulfilled by parents or guardians. Scholarships help many families to pay the total tuition due.

## Technology/IT Services

### Computer Acceptable Use Policy for Internet and Technology

Cathedral Middle & High School offers the use of technology in order to broaden academic opportunities, enhance curriculum and to offer students outstanding training in the area of technology. The use of technology at school, including the Internet, is a privilege, not a right. Even though a student is issued a notebook computer, the hardware (computer, power cord, case) and software are the sole property of Cathedral Middle & High School. Students must agree and adhere to the following policies and procedures if they wish to retain the privilege of using Cathedral Middle & High School technology resources.

*Note: Notebook is the term used for the portable computer for students.*

### Day to Day Use and Care of Notebooks

1. When not in use, store computer in the zipped sleeve provided by Cathedral.
2. Notebooks will be fully charged nightly and brought to school each day.
3. Students may not use other students' notebooks.
4. No food or beverages near the notebook.
5. Do not write on, place stickers on or alter the appearance of the notebook or case in any way.
6. Students may not remove ID sticker.

### Software

1. Software may only be installed via Self Service. Other methods of installing or attempting to install software are prohibited.
2. Students may not alter software on their notebook.
3. Gaming and online shopping are prohibited at all times.

### Problems and Repairs

1. Only Cathedral IT staff are authorized to repair hardware and software.
2. Promptly report all damage and other issues to IT staff.

### Network and Password Settings

1. **When on-campus, the computer must always be on Cathedral's WiFi network.**
2. All activity will be logged and may be monitored by school officials for inappropriate activity
3. Students may not hack into or attempt to hack into any secure areas of the network or servers.
4. Students may not share their passwords with anyone or attempt to use any other person's account.
5. Students may not modify or attempt to modify any security settings.
6. Students may not utilize anonymizers or proxy servers.
7. Students may not bypass malware blocks, security restrictions, and web filters.

## **Internet Use and Safety**

1. Students may not, at any time, access sites that are immoral, illegal, pornographic, or otherwise inappropriate.
2. While attending class in person or remotely, students may only access the teacher approved digital resources and Internet sites that are applicable to the given class period.
3. Cathedral Middle & High School may monitor student Internet activity at any time.
4. Students may not clear the history in the browser
5. Students will not share personal information about themselves, classmates, teachers or family members over the Internet.
6. Students will adhere to copyright laws.

## **Files, Other Content and Privacy**

1. Students are responsible to back up personal files each day; files are not backed up on Cathedral Middle & High School servers.
2. Cathedral Middle & High School reserves the right to inspect all elements of the hardware and software at any time.
3. Students will not waste resources such as paper, energy, storage space, and bandwidth.

## **Teacher's Discretion and Responsibility**

Teachers may authorize students to use their personal devices to access technology resources when use aligns with academic objectives of their classroom; other uses of the devices will result in disciplinary action.

## **Email**

The purpose of the student electronic mail system is for students to communicate with school staff, outside resources related to school assignments and post-secondary schools, and fellow students to collaborate on school activities. Students are representing Cathedral Middle & High School when utilizing school email. Students are responsible for messages sent from their accounts. Students should not share their password. Student email address is: lastnamefirstname@cathedralstudent.org.

Use of the Cathedral Middle & High School student email system is a privilege and the account may be revoked if used inappropriately. Use of the email system aligns with the Cathedral Middle & High School Acceptable Use Policy.

Students will report any unusual activities such as obscene emails or attempts by others to lure them into dangerous behaviors to the Assistant Principal. Students should not forward chain letters, jokes, or graphics files. Students will not provide any personal information (telephone numbers, addresses) via the school email account except for college information. Illegal activities on school email may be referred to law enforcement authorities as well as subject the student to disciplinary action from the school.

Electronic emails sent or received through *cathedralstudent.org* are not confidential and are the property of Cathedral. Cathedral reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.

Student email accounts will be terminated after graduation, if the student discontinues enrollment (regardless of the reason), or for inappropriate use while still enrolled.

## **Damage Fees**

Computer Repair Fee: MacBook Air laptops are provided to students for the school year. Proper care of these devices is important. The following fees will be imposed on the family if there is damage to the student's device:

1. \$25 fee for damages ranging from \$35-\$199
2. \$100 fee for damages exceeding \$200.

The IT department will determine the extent of damages and fee. Misbehavior is subject to disciplinary action.

## **Sound Equipment Requests/Rules**

The following rules are in effect:

1. Any request for the use of sound equipment (microphones, stereo, PA systems, recording) must be made in writing via email to the Sound Tech Advisor.
2. Sound or lighting equipment is loaned out to students only with Sound Tech Advisor present to run the equipment.
3. Requests for sound equipment must be in writing and given to the Sound Tech Advisor two weeks prior to the event.
4. Requests for sound equipment for school-sponsored events during the school day will be made in writing no later than one week before the event (i.e. pep fests, prayer services).
5. The music department reserves the right for priority use of the sound equipment and technicians.

# **Transportation**

## **Automobile Regulations**

A limited number of on-campus parking spaces are available to students for a per semester fee set on a yearly basis. Students can apply for a space either for the year (12<sup>th</sup> grade only) or for a semester (grades 10-12). If more students apply than spaces available, a lottery is held with seniors given priority. Students may not use Cathedral parking lots unless they have a current parking permit. Additionally, students may not use the Pastoral Center lot.

## **Bus Loading**

All buses will be parked in front of school by 2:55 p.m. each day. Behavioral problems on the buses will be referred to the school administrators. (See Bus Conduct, Page 16.)

## **Driving to Activities**

Due to insurance restrictions, all students who are participants in school-sponsored activities are required to ride approved transportation, when provided by the school, to all activities. Any deviation of this policy must be accompanied by a letter from a parent before being approved by the school.

## School Leadership

High School Principal	Kathy Crispo
Middle School Principal	Erin Hatlestad
Assistant Principal	James Lalley
Director of Finance	Russ Markfelder
Activities/Athletics Director	Emmett Keenan
Admissions Director	Denise Klein
Chaplain	Father Doug Liebsch
Director of Facilities	Jim Weber

## Members of the Catholic Community Schools Corporation

Bishop of the Diocese of Saint Cloud	Church of Saint Francis Xavier	Church of Saint Mary Help of Christians
Church of the Holy Spirit	Church of Saint John Cantius	Church of Saint Michael
Church of the Sacred Heart	Church of Saint Joseph	Church of Saint Paul
Church of Saint Anthony	Church of Saint Joseph (Waite Park)	Church of Saint Peter
Church of Saint Augustine	Cathedral of Saint Mary	

## Catholic Community Schools Board of Directors

Fr. Matthew Crane	Fr. Bob Rolfes	Andrew Leintz
Fr. Timothy Gapinski	Fr. Leroy Scheierl	Marnee McGowan
Fr. Joe Herzing	Laura Tomczik	Steve Torborg
Bishop Donald Kettler	Fr. Ron Weyrens	Scott Warzecha (Ex-Officio)
Fr. Roger Klassen, OSB	Maureen Spanier '78	George Mainz
Fr. Tom Knoblach '79	David Fremo (Ex-Officio)	Steven Schueller
Fr. Scott Pogatchnik	Scott Hamak (Chair)	

## Board of Trustees of the Cathedral Education Foundation

Renee Anderson (Ex-Officio)	Mary Januschka '82	Joe Sexton '86
Phil Boyle	Brian Mathiasen '01	Bob Stocker
Meghan Dingmann '01	Paul Pfannenstein (Chair)	Joe Torborg '87
Hailey Hollenhorst	Kerri Schramel	Jeff Voit

## Cathedral Middle & High School Board of Directors

Renee Anderson
Phil Corbett
Fr. Tom Knoblach
Jeremy Mathiasen '94
Jane Mobilia-Witte (Chair)

# Contacts

## Academic Programs and Faculty

*Classes, course content, instructional methods, faculty development*

High School Principal, Kathy Crispo, 320-257-2113, [kcrispo@cathedralcrusaders.org](mailto:kcrispo@cathedralcrusaders.org)

Middle School Principal, Erin Hatlestad, 320-257-2125, [ehatlestad@cathedralcrusaders.org](mailto:ehatlestad@cathedralcrusaders.org)

## Admissions

*Enrolling a new student*

Admissions Director, Denise Klein, 320-257-2117, [dklein@cathedralcrusaders.org](mailto:dklein@cathedralcrusaders.org)

## Alumni

*Alumni Data, Alumni Events, Alumni Reunion Weekend*

Marketing and Communications, Marit (Hartjes) Ortega, 320-257-2121, [mortega@cathedralcrusaders.org](mailto:mortega@cathedralcrusaders.org)

## Attendance

*If your son/daughter is absent or will be absent*

Attendance Office/Main Office, 251-3421

## Board Policies and Governance

*Concerns about general operation of school or Board policies*

President Scott Warzecha, [swarzecha@catholiccommunityschools.org](mailto:swarzecha@catholiccommunityschools.org)

## Campus Ministry

*Retreats, Campus Ministers Coordinator*

Campus Ministry Director, Shelly Flynn, [sflynn@cathedralcrusaders.org](mailto:sflynn@cathedralcrusaders.org)

*Liturgies*

Chaplain, Father Doug Liebsch, [dliebsch@cathedralcrusaders.org](mailto:dliebsch@cathedralcrusaders.org)

## Classroom Issues

*Concerns about a particular class, activity or student's performance*

Call Main Office and leave a message for the teacher at 320-251-3421

## Counseling and Guidance

*Concerns about student academic performance, career/college planning, or personal problems*

*Assists student with last name M-Z:*

Counselor Mary Quick, 320-257-2160, [mquick@cathedralcrusaders.org](mailto:mquick@cathedralcrusaders.org)

*Assists students with last name A-L:*

Counselor Bridget Hamak, 320-257-2137, [bhamak@cathedralcrusaders.org](mailto:bhamak@cathedralcrusaders.org)

## Co-Curricular Activities

*Co-Curricular and Extracurricular activities, athletics, and clubs*

Activities Director, Emmett Keenan, 320-257-2130, [ekeen@cathedralcrusaders.org](mailto:ekeen@cathedralcrusaders.org)

Activities Assistant, Julie Murphy, 320-257-2120, [jmurphy@cathedralcrusaders.org](mailto:jmurphy@cathedralcrusaders.org)

## **Finances**

### *Tuition and paying your bill*

Finance Director, Russ Markfelder, 320-316-0403, [rmarkfelder@catholiccommunityschools.org](mailto:rmarkfelder@catholiccommunityschools.org)

Finance Office, Dan Super, 320-257-2138, [dsuper@catholiccommunityschools.org](mailto:dsuper@catholiccommunityschools.org)

## **Program and Student Life**

High School Principal, Kathy Crispo, 320-257-2113, [kcrispo@cathedralcrusaders.org](mailto:kcrispo@cathedralcrusaders.org)

Middle School Principal, Erin Hatlestad, 320-257-2125, [ehatlestad@cathedralcrusaders.org](mailto:ehatlestad@cathedralcrusaders.org)

## **Scholarships**

Admissions Director, Denise Klein, 257-2117, [dklein@cathedralcrusaders.org](mailto:dklein@cathedralcrusaders.org)

## **Student Behavior**

### *Policies that govern student life and behavior*

Assistant Principal, James Lalley, 257-2127, [jlalley@cathedralcrusaders.org](mailto:jlalley@cathedralcrusaders.org)