

CATHEDRAL

A CATHOLIC SCHOOL • GRADES 6-12



2023/24 ACADEMIC YEAR

# Family & Student Handbook

MIDDLE & HIGH SCHOOL

The Right School *Does* Make a Difference

Phone: 320.251.3421 | Fax: 320.253.5576 | Address: 312 North Seventh Avenue, Saint Cloud, MN 56303

 A MEMBER OF CATHOLIC COMMUNITY SCHOOLS

# Cathedral School, Grades 6 – 12

## Vision, Mission and Values



CATHEDRAL

A CATHOLIC SCHOOL • GRADES 6-12

### OUR VISION

Cathedral 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 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 School'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.

# Cathedral School, Grades 6 – 12

## Vision, Mission and Values



CATHEDRAL

A CATHOLIC SCHOOL • GRADES 6-12

### 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.

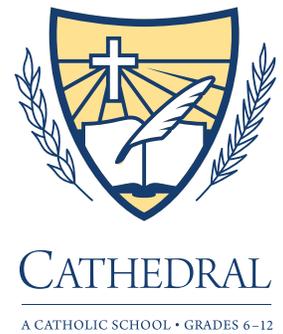
### COLLABORATION

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



We have grown this year and now serve grades 6 -12, we have Cathedral Middle School (Grades 6-8) and we have Cathedral High School (Grades 9-12). Within the context of this handbook, we will refer to Cathedral School (CS) as being grades 6-12. 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.

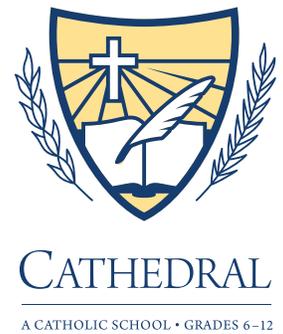
Cathedral School applies the Catholic principle of subsidiarity in addressing and working toward resolution of questions and concerns within the school community. In this, such matters are to be addressed first with the persons most directly involved to build a respectful relationship with one another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

Parental cooperation is essential for the welfare of the students of Cathedral School. 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.

# Welcome



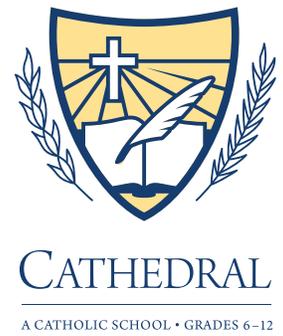
- To be aware of all rules and guidelines defining proper student behavior as outlined in this family handbook.
- To conduct herself/himself according to these guidelines.
- To complete required assignments on time without cheating, forging or plagiarizing.
- To come to class prepared with proper materials.
- 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

# Welcome



administrative services. Cathedral grew again for the 2022-2023 school year with the renovation of spaces in the Center and South buildings and the addition of a culinary arts space, maker space and updated commons area. These renovations paved the way for sixth graders to join the middle school and formally become a sixth through eighth grade middle school.

## 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 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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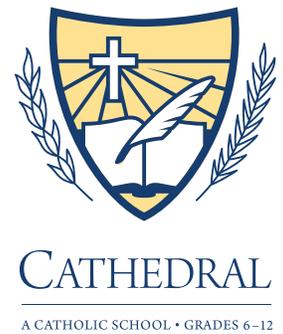
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# Academic Program



## CATHEDRAL EDUCATION FOUNDATION

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) and Door #26 (South 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. Students waiting for a ride or practice after school will wait in the North Building Commons.

## COMMUNICATION

It is the student's responsibility to check their email and Schoology pages daily.

## ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

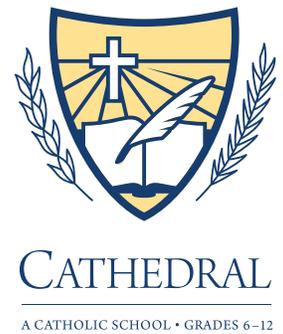
Student eligibility is governed by the Minnesota State High School League and Cathedral School policies. We have three tiers of eligibility for athletics and activities as it relates to our students' academic records

**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.

# Academic Program



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

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

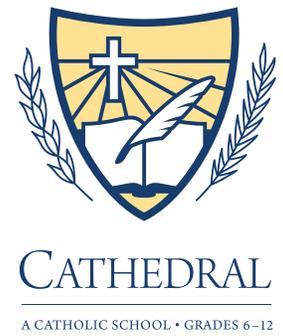
All teachers use the following percentage scale:

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+	59-0	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).

# Academic Program



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

## 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. Missing assignments must be made up within two (2) weeks or the grade becomes an F and no credit is given. 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 the student meeting with teachers to develop a plan if unable to submit work upon return). Assignments are available through each teacher's Schoology page.

## HONOR ROLLS

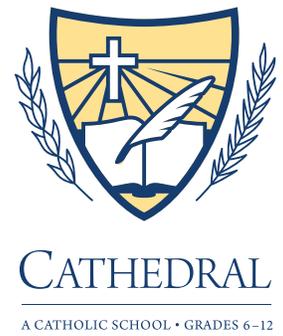
All honor roll lists are posted quarterly on the Cathedral website.

- High School Dean's List: Students who achieve 3.0-3.69 GPA will be named on the Dean's list.
- 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.
- Middle School Dean's List: Students who achieve 3.0-3.69 GPA will be named on the Dean's list.
- 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.

# Academic Program



## 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 Minnesota State High School League activities or events.

## STUDENT RECORDS POLICY

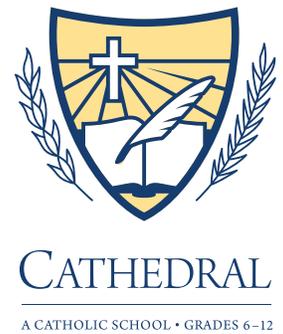
The school follows the directions given in the Family Educational Rights and Privacy Act. This act:

- Provides parents and students access to the records directly related to the student.
- 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.
- 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 both main offices for your review.

## CONFIDENTIALITY

Cathedral differentiates between public data and private data.

# Academic Program



## **PUBLIC DATA INCLUDES:**

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

- 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.
- 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).
- Confidential Information (information about parent finances). Not available to students.
- 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.

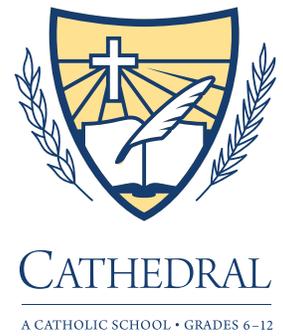
## **WAIVER OF A COURSE**

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

Cathedral has an opportunity to work with athletes 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.

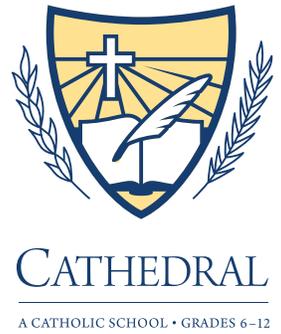
We will respect the decisions of contest officials.

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 current Minnesota State High School rules and policies.

# Activities/Athletics



## CAMPUS MINISTRY

Campus Ministry is focused on the spiritual and social development of the student. Some of the programs offered by Campus Minister are:

- Assisting and leading in school Liturgies throughout the year.
- Pastoral Counseling is available through the Campus Minister for any student who seeks advice or “just needs to talk” about personal issues and concerns.

## DRIVING TO ACTIVITIES

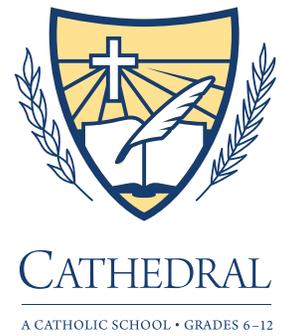
Due to insurance restrictions, all student participants in school-sponsored activities are required to ride approved transportation, when provided by the school, to all activities. Any deviation of this policy must be accompanied by a letter from a parent before being approved by the school.

## 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: Student Athletes.

# Attendance

We make each student's education our priority; our attendance policy reflects the expectation for families and students to do the same. Regular attendance plays a vital role in achieving academic success. When students are present in the classroom, they have the opportunity to actively engage with the curriculum, develop critical thinking skills, form relationships, participate in discussions, ask questions, and collaborate with their peers. Consistent attendance also helps students to develop discipline, time management, balance, and commitment.



This policy highlights the expectations, guidelines, and procedures for attendance. Note that the school day is from **8:08-3 pm**. Please call the school office at **320.251.3421** to notify personnel of your child's absence by **8 am**.

## ABSENCES - SHORT TERM

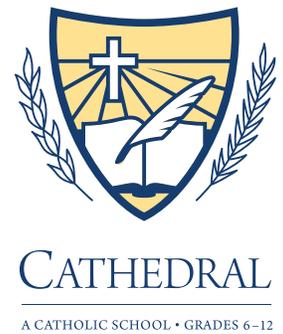
If your student will not be in school by 8:08 a.m. due to illness or an appointment, please call the Main Office at 251-3421. Students must be in attendance for the entire day (8:08 a.m. to 3:00 p.m.) on which they participate in any co-curricular activity and the entire day following school-sponsored 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 Vice Principal will be considered as conditions for a waiver from this policy.

## ABSENCES

As per the Minnesota Statute 120A.22 on compulsory instruction, students are obligated to attend all assigned classes and study halls on each day that school is in session. Chronic absenteeism is defined as missing 10% or more of a school year. For a normal Cathedral school calendar, this would be missing 17 or more days of school. It is the joint responsibility of the school and parents to adhere to this law, with medical exceptions possibly applying.

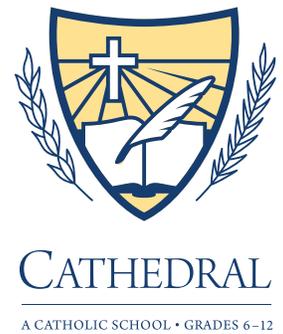
- **SCHOOLGY:** Students who are unable to attend school are required to check Schoology, the school's online learning platform, for updates and assignments. Schoology provides a virtual classroom environment where students can access course materials, assignments, and communicate with teachers and classmates. By actively engaging with Schoology, students can ensure a smooth transition back to the classroom upon their return.
- **ABSENCE LIMITATION:** If a student accumulates ten (10) absences in a class per semester, credit may not be given for the course. Frequent absences can significantly hinder the student's ability to learn and the teacher's capacity to provide adequate instruction and assess progress. \*School-sponsored events will not be included in the ten (10) day limit for absences and attendance will not affect course credit.
- **MEDICAL APPOINTMENTS:** It is required that documentation be provided to the Attendance Office for all absences due to medical appointments. This helps verify the legitimacy of the absence and ensures that school records are updated accordingly. Acceptable documentation includes letters from healthcare providers, appointment reminder text/email, or MyChart screen shots.
- **EXTENDED ILLNESS:** In the case of a student's extended absence due to illness, certain requirements will help ensure that appropriate support is provided to facilitate the student's academic continuity. The school administration and counselors will work closely with the parent/guardian(s) and teachers to establish suitable academic accommodations.

# Attendance



- **PARENT/ADMINISTRATOR MEETINGS:** Periodic meetings are mandatory between parent/guardian(s) and a school administrator or counselor to discuss academic accommodations and monitor the student's progress during their absence.
- **CONTINUED DOCUMENTATION:** The school requires regular documentation from the student's physician during an extended illness to ensure that the student's medical condition is accurately understood and appropriately addressed.
- **ACADEMIC ACCOMMODATIONS:** Additional accommodations may be agreed upon, including modified assignments, extended deadlines, provision of materials, or other measures deemed appropriate based on the student's individual circumstances.
- **EXTENDED TIME OUT WITH FAMILY:** If a student needs to be absent from school for an extended period due to a family-related reason, we request that the school be notified at least one week in advance. This allows us to make the necessary arrangements and provide academic support during the absence. All requests for extended time out must be approved by the school to ensure the academic well-being of the student.
- **EXCUSED ABSENCES:** It is essential to note that an absence with parent permission is not automatically considered an excused absence. The determination of an excused absence is within the discretion of the school.
- **EXAMPLES OF EXCUSED ABSENCES:**
  - Illness
  - Court Appearance
  - Family Vacation (pre-approved)
  - Family Emergency
  - Chemical/Psychological Counseling with valid documentation
  - Time spent with a military parent/guardian who is home on leave
  - Verified medical and dental appointments (documentation required)
  - Written driver education license test
  - Serious illness in the student's immediate family
  - Death or funeral in immediate family
- **UNEXCUSED ABSENCES:** Unexcused absences are unacceptable reasons for missing school, including missing more than half a class without an excused pass, being dismissed from class due to behavior issues, or being suspended from school. Students are expected to attend all classes and study halls unless valid excuses are provided. Once a student has accumulated seven absences in a semester, all subsequent absences will be considered unexcused unless medical documentation is provided.
- **EXAMPLES OF UNEXCUSED ABSENCES:**
  - Skipping school liturgies
  - Truancy (an absence not approved by the parent and/or school district)
  - Working at home or a business (unless school-sponsored)
  - Babysitting
  - Vacations with family not pre-approved by school administration
  - Personal trips to other schools or colleges beyond the permitted allowances
  - Unverified "appointments" without proper documentation
  - Missing class to do homework
  - Oversleeping
  - Shopping trips

# Attendance



- Tanning, hair and nail appointments (personal grooming)
- No reason given when calling in
- Missing the bus
- Running an errand
- Going home to retrieve something
- **CONSEQUENCES FOR UNEXCUSED ABSENCES:** For each unexcused absence in a class, the following consequences will be implemented:
  - **NOTIFICATION:** The parent(s) will be notified about the unexcused absence to maintain open communication regarding attendance.
  - **DETENTION AND/OR LOSS OF CREDIT:** The student will receive one hour of detention and may lose credit for any work missed or due during the class period.
  - If a student accumulates three or more unexcused absences, the following additional consequences may be imposed:
    - **SATURDAY DETENTION:** The student may be required to attend Saturday detention as a disciplinary measure.
    - **FAMILY CONFERENCE AND ATTENDANCE CONTRACT:** A family conference will be conducted to address the attendance issues, and an attendance contract may be established to outline expectations and consequences for future absences.
    - **TRUANCY REPORT:** A truancy report may be filed, which could involve reporting the unexcused absences to the appropriate authorities or school district.
- **HALL PASS REQUIREMENT:** Students must possess a hall pass when outside of their classrooms during instructional time, except during designated passing periods between classes. The purpose of this policy is to ensure accountability and maintain a safe and organized learning environment. Hall passes can be obtained from teachers, staff members, or the main office.
- **SENIOR PRIVILEGES:** Seniors are granted specific privileges, allowing them to move quietly through the halls without a pass during their open periods. However, they are not permitted to sit or congregate in the halls during this time. Instead, seniors are expected to utilize designated areas such as the Library, Guidance, Senior Lounge, North Building common areas, or collaborate with teachers during their open periods. Seniors may lose privileges if their academic standing falls below a “D” or unexcused absences exceed three per quarter.

These privileges are extended to seniors as a recognition of their seniority and responsibility which can foster independence, self-management, and responsible behavior.

- **MONITORING AND COMPLIANCE:** School staff members, including teachers, administrators, and security personnel, will monitor hallways and common areas to ensure compliance with the attendance and hall pass policy. Any violations or misuse of privileges will be addressed accordingly through appropriate disciplinary measures.

The attendance policy at our school emphasizes the importance of being present and engaged in the learning process. Regular attendance not only contributes to academic success but also fosters personal growth, responsibility, and character development. By adhering to this policy, we aim to create a supportive educational environment where every student has the opportunity to thrive and achieve their full potential.

# Behavior Expectations

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 demonstrates kindness, integrity, and courage
- To be dressed appropriately and within the dress code guidelines.
- To be aware of all rules and guidelines defining student behavior as outlined in the student 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.



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A CATHOLIC SCHOOL • GRADES 6-12

## ACADEMIC HONESTY

Every person has the right of privacy for his/her own creative schoolwork. 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 result in a zero for that test or assignment (resolution will be handled at teacher and administrator discretion). 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, but is not limited to: 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:

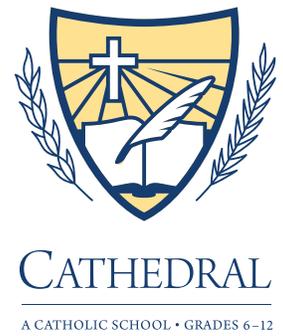
- No food or beverages leave the cafeteria.
- No popping of milk cartons, lunch bags or throwing food.
- Students must return trays and silverware to the dish washing line and clean up their own eating area.
- Students must report to and remain in the cafeteria for the entire lunch period except Seniors (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.
- Students need to remain seated during the entire lunch period.
- 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.

# Behavior Expectations

## 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 sixth-eleventh 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 or 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.

# Behavior Expectations



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## 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:

- 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).
- Students will be engaged in class/lessons (asking/answering questions, etc.).
- Students will be dressed appropriately as though they are in the classroom.
- Students will be in a stationary space (desk, office, etc.) for distance learning (not in car, etc.).

Teachers will:

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

## DRESS CODE

**Student and family cooperation is key to the implementation of a non-uniform dress code.** Students are expected to dress modestly as is appropriate for a school setting. Any dress choices that cause undue attention or detract from the educational program of the school are not allowed.

The list below is not exhaustive, and the administration reserves the right to amend the dress code expectations as needed.

## STUDENT EXPECTATIONS:

- No visible statements, endorsements, suggestions or advertisements for: politics, political candidates, inappropriate messages, drugs, alcohol, tobacco or other illegal substances, violence, threats, gangs, or hate groups. This includes accessories and grooming choices.
- Frayed or torn clothes above mid-thigh is prohibited. Excessively frayed or torn clothing that prohibits safe movement and comfort is discouraged.
- Hats/caps can be worn on the last day of the week. Hoods are prohibited at all times.
- Low-cut tops, crop-tops, and/or low-cut pants/shorts which expose undergarments or excessive skin, including open back and off-the-shoulder shirts, should not be worn.
- Sleeveless shirts are not allowed for boys, including during PE classes.
- Skirts or shorts must extend to the mid-thigh or longer.
- Shoes and/or foot coverings are required at all times.
- Rollerblades, roller skates, or shoes with wheels (Heelys, etc.) are not allowed.
- Costumes including masks, capes, ears/horns/tails/wings, or painted faces is prohibited.
- Excessive use of makeup that causes discomfort or distraction should be avoided.
- Student outfits should not require regular adjustment to abide by the dress code

# Behavior Expectations

If a student's attire or appearance is deemed unacceptable by a staff member, they will be asked to take corrective actions as described below.

## DRESS CODE CORRECTION PROTOCOLS:

Students will be asked to make changes to their clothes or appearances, which could include turning articles inside out, receiving a replacement, or removing makeup. Any clothing replacements provided by the school will be returned at the end of the day.

## MULTIPLE VIOLATIONS OF THE DRESS CODE WILL RESULT IN INCREASED DISCIPLINARY ACTION:

- 1st Violation: Staff member reminds students of the dress code, and if needed, will send the student to the office for a change of clothing.
- 2nd Violation: The student is sent to the Main Office to meet with the Assistant Principal. Parents/Guardians emailed.
- 3rd Violation: The student is sent to the Main Office to meet with the Assistant Principal who will determine if a follow-up meeting with parent/guardian is required.

\*Subsequent violations could result in in-school suspension or other disciplinary actions.

The purpose of having a dress code in a non-uniform setting is to allow students to dress in a way that allows them to express their individuality and preferences for comfort and style. It is a privilege that we expect students and families to respect, and these guidelines are designed to prevent disruption or disturbance from the real reason we are all together: to learn.

## 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:

- Conference with parent/guardian(s) and student.
- One day in-school suspension, Saturday detention, or school service.
- **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 (note that there is a fee for this service). The fee for the evaluation is the family's responsibility. Upon completion of the chemical evaluation, parents and students are expected to follow recommendations of health professional.
- **SECOND OFFENSE:** With the parent(s) permission, the student will complete a chemical evaluation through the St. Cloud Hospital or another approved provider. 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



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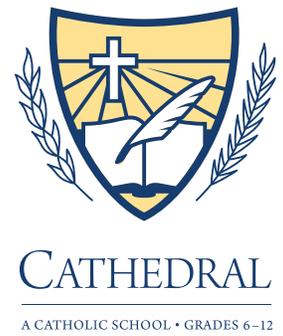
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# Behavior Expectations

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.

- 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:

- For Category I activities where, regular interscholastic contests are scheduled, High School League penalties apply.
- 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.
- 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.).
- 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.

## CELLULAR PHONE AND PERSONAL ELECTRONIC DEVICES

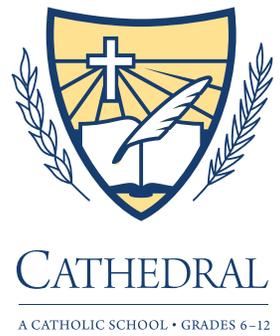
It is our goal to create and maintain a safe and focused learning environment for all our students. Cell phones and other personal electronic devices (PEDs) are unnecessary for the majority of the educational programming offered at Cathedral. Improper use of such devices may also be detrimental and distracting to the learning experience.

Responsible electronic use, internet safety, and cyberbullying are extremely important issues inside and outside of school. We cannot prevent irresponsible or harmful electronic use from happening outside of class, and unfortunately these behaviors can have drastic implications for student’s well-being and ability to learn. It is important to talk to your student about these issues at home, and to periodically check in with them about their use.

# Behavior Expectations

We acknowledge that many families have chosen to give their children a PED for safety concerns and communication, and we have taken this into consideration.

Our “Away for the Day” policy aims to minimize distractions, prevent cyberbullying and harassment, and safeguard students’ privacy while allowing students to bring their device to school if they so choose. We truly value your support as we strive to enhance the educational experience for all our students. We believe that this policy will contribute to a safe, respectful, and productive school community.



## CELL PHONE POLICY 6-8TH GRADE

- Students must turn in their cell phones to their first period teacher, to be retrieved at the end of the school day.
- In case of an emergency or if a student needs to contact their parents, they can visit the school office and make a call from there.
- Parents can reach their children by calling the school office at 251-3421, and a message will be relayed to the students.
- Any cell phones that are found on a student during the day will be brought to the office. If the incident happens again, a meeting with parents will occur.

## CELL PHONE POLICY 9-12TH GRADE

- At the beginning of each class, students will turn in their cell phones. Students can retrieve their phones before moving to the next class.
- In case of an emergency or if a student needs to contact their parents, they can visit the school office and make a call from there.
- Parents can reach their children by calling the school office at 251-3421, and a message will be delivered to the students.
- Any student who refuses to turn in their phone upon entering the class will be required to leave their phone with the Assistant Principal at the beginning of the day. They can then pick up their phone at the end of the day.

## ELECTRONIC DEVICE EXPECTATIONS

Bringing a personal electronic device, such as a cell phone, digital watch, or music player, is a privilege that must be matched with responsible use and respect.

Students that choose to bring their PEDs to school are solely responsible for the security of their devices, and the school can not be held responsible for their loss or theft.

Students may use electronic music devices with headphones during their open or study hall time. Any use outside of these prescribed times will result in its removal by a teacher, which the student can retrieve at the end of the day.

# Behavior Expectations

The only appropriate time for students grade 9-12 to use their cell phones during the school day is during passing time and lunch time.

Many smart watches contain texting and gaming abilities, and smart watch use during class time will be prohibited if proven to be a distraction to students' learning.

Students are expected to comply immediately with corrective behavior as directed by staff. Refusal to comply will result in further disciplinary action including confiscation of the device. The parents/guardians will be able to retrieve the device, and a follow up conversation around appropriate consequences may be had.

Camera and video use are strictly forbidden in locker rooms and bathrooms at all times. Cell phone, camera, or video use may only be used in the classroom if previously approved by a teacher for a school-assigned project. Violations to students' or staff members' privacy 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. 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

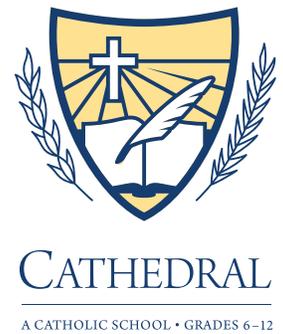


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# Behavior Expectations

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:

- harming a student;
- damaging a student’s property;
- placing a student in reasonable fear of harm to his or her person or property; or
- creating a hostile educational environment for a student.

“Cyberbullying” means bullying using technology or other electronic communication, including (but not limited to): a transfer of a sign, signal, writing, image, sound, or data, including a post on a social media/networking site or forum – transmitted through a computer, cell phone, or other electronic device.

## 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.

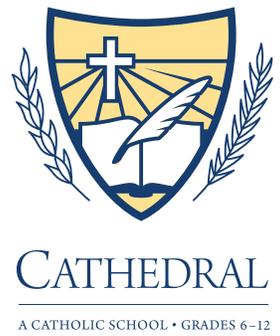
Sexual harassment may include, but is not limited to:

- verbal harassment or abuse
- subtle pressure for sexual activity
- inappropriate patting or pinching
- any sexually motivated unwelcome touching
- intentional brushing against a student or staff member’s body
- sexual violence which is a physical act of aggression
- use of school computers for statements and/or illustrations of a sexual nature
- decoration of student lockers with posters and/or statements of a sexual nature
- 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.

# Behavior Expectations

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.



## THE CATHEDRAL WAY

Cathedral is dedicated to encouraging the development of our best selves individually and in community. The Cathedral Way is a set of guiding principles and virtues that we uphold. These include Compassion, Creativity, Determination, Friendship, Gratitude, Harmony, Integrity, and Joy. By embodying these virtues, we create a nurturing and enriching environment for personal growth and the well-being of our entire community.

**COMPASSION:** The teachings of the Gospels urge us to live compassionately; to understand and care for one another. We practice compassion when we extend a helping hand with no expectation for personal gains. Compassion includes empathy, love and service.

**CREATIVITY:** We promote creativity to celebrate that we are each uniquely created in God's image. Creativity allows us to explore new ideas, solve problems inventively, and unleash the potential of our imagination. Creativity includes purposefulness, inspiration and originality.

**DETERMINATION:** Determination propels us to overcome challenges and persistently move forward. Determination is a willingness to work hard to achieve a goal, no matter what challenges come your way. Determination includes commitment, focus, and perseverance.

**FRIENDSHIP:** The "Golden Rule" teaches to love your neighbor as yourself and treat others as we would wish to be treated. When we extend friendship generously to others, it creates rippling effects around us. Friendship includes kindness, love, respect, and connection.

**GRATITUDE:** Gratitude is an attitude of thanks for all the people, things, and experiences that enrich our lives. Giving thanks for the gifts, opportunities, and blessings in our lives cultivates joy and positivity. Gratitude includes reflection, perspective, and appreciation.

**HARMONY:** We often feel pulled in many directions in life. Living harmoniously is finding cohesiveness and balance to the various elements of our lives, with no one area receiving too much or too little attention. Harmony includes peace, acceptance, compromise, and unity.

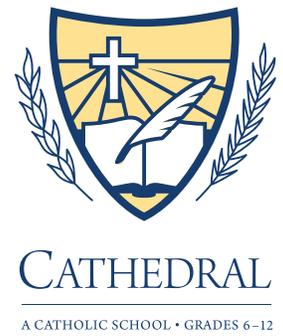
**INTEGRITY:** A person of integrity upholds academic honesty and virtuous behavior, regardless of the circumstances. Having integrity means living for what you believe in and letting your values guide your actions. Integrity includes honesty, trust, respect and honor.

**JOY:** Discovering joy in our daily lives is a crucial aspect of our well-being and component of our faith. Joy is the profound happiness found in the ordinary and extraordinary around us and is felt at the spiritual level. It includes hope, faith, love, and delight.

# Behavior Expectations

## 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, Center Building learning spaces, 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:

- Respect the American flag and national anthem; stand attentively, face the flag, and refrain from talking during the anthem.
- Always display the highest courtesy and sportsmanship. Profane or disrespectful cheers, boos, chants or actions are unacceptable.
- Respect spectator and player safety. Never throw anything onto the playing surface. Laser pointers are prohibited at all school events.
- 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/EXPULSION POLICY

Cathedral is concerned for the social, emotional, and academic growth of each student. If it is necessary to discipline a student because of inappropriate behavior, Cathedral will work to make the discipline or consequences as much of a growth experience as possible. It may be necessary for Cathedral to resort to the suspension or expulsion of a student from educational setting and/or co-curricular programs.

Suspension 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.

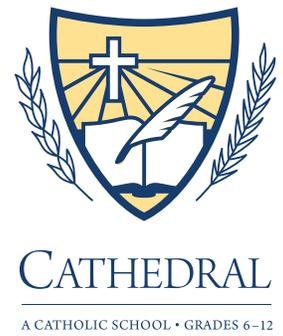
Expulsion of a student from school is used for major infractions of school rules or for violating the mission statement of Cathedral. Suspension is a warning to students and parents that the behavior exhibited is not in keeping with the philosophy of Cathedral, and if it continues, will lead to expulsion. 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

# Behavior Expectations

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 any 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 high school visitors must enter Door 1 and sign in at the Main Office (listing their destination) and all middle school visitors must enter Door 26 and sign in at the main office. 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 pocketknife), "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:

- Referred to the Assistant Principal and/or Principal
- Immediately suspended from school
- 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

Students with food allergies will have a health plan created for them by the district nurse.

## FOOD SERVICE

Cathedral is committed to offering a nutritious and high-quality food service program.

Cathedral will once again participate in the National School Lunch and School Breakfast

Programs. This allows us to receive state reimbursements through the Minnesota Free School Meals Program, so that students can receive breakfast and lunch at no cost at school.

## OFFER VERSUS SERVE (OVS)

Reimbursable meals must follow the "Offer Versus Serve" guidelines set by the USDA.

OVS is designed to decrease food waste while maintaining nutrition standards. Schools must offer all required food components and portions at each meal. From these selections, students must choose at least three food components, one of which being  $\frac{1}{2}$  cup or more of fruit/vegetables. The Lunch food components are: meats/meat alternates; grains; fruit; vegetables; and milk. At breakfast, the food components are: grains (with optional meats/meat alternates allowed); juice/fruit/vegetable; and milk.

## BREAKFAST: SERVED EACH DAY FROM 7:30-8:00 AM

Breakfast will be available at no cost to families if following the OVS guidelines that constitute a reimbursable meal ( $\frac{1}{2}$  cup of fruit or vegetable plus 2 other food components.)

**LUNCH:** All students will be able to receive one regular school lunch at no cost to families if following the OVS guidelines that constitute a reimbursable meal ( $\frac{1}{2}$  cup of fruit or vegetable plus at least 2 other food components.)

There is the option to purchase additional food during lunch à la carte including lunch entrées, sides, and drinks.

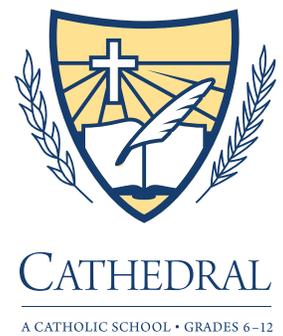
**CLEANLINESS:** Food or open beverage containers other than water are only allowed in the Commons during lunch. Students must not leave the Commons with food.

**PAYMENTS:** Families may deposit funds in the Food Service Account anytime during the school day in either the high school or middle school offices. Checks should have the students' names and lunch ID number on the memo line. Funds may also be deposited into your account through the Powerschool parent portal. Account balances can be found on Powerschool, and the menus are available on the website. Your family has one lunch account. 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.

## EDUCATIONAL BENEFITS APPLICATION

It is important for all Cathedral families to complete the Application for Educational Benefits (free and reduced form). Applications for Educational Benefits determine how much funding Cathedral receives for educational programs and supports such as Title 1. Additionally, eligible families can qualify for other benefits at Cathedral including discounted pricing on yearbooks and activity passes for school athletics and activities. All information shared on the application will remain confidential with only Mrs. Hatlestad reviewing them for approval status. If you would like to use the information to qualify for reduced fees, you will need to complete a waiver form for your information to be shared.

Questions can be referred to Melanie Krippner, Food Service Manager, [mkrippner@cathedralcrusaders.org](mailto:mkrippner@cathedralcrusaders.org)



## 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.

## PRESCRIPTION OR NON-PRESCRIPTION MEDICATION

1. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent.
2. The "Health Care Provider and Legal Guardian Authorization for Administration of Medication or Treatment" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
3. Prescription medication or drugs must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
4. The school nurse may request to receive further information about the prescription, if needed,
5. prior to administration of the substance.
6. Prescription medications are not to be carried by the student but will be left with the appropriate school personnel.
7. Medicine or drugs that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if: a. the school has received a written authorization from the pupil's parent permitting the student to self-administer the medication; b. the inhaler is properly labeled for that student; and c. the parent has not requested school personnel to administer the medication or drug to the student. The parent must submit written authorization for the student to self-administer the medication or drug each school year.
8. Nonprescription Medication. A high school student may possess and use nonprescription pain relief in a manner consistent with the labeling if the school has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. Cathedral may revoke a student's privilege to possess and use nonprescription pain relievers if the school determines that the student is abusing the privilege.

# 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 Activities 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. If interested in becoming involved, please contact the Activities Office.

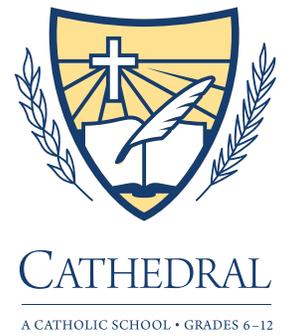
## PARENT COUNCIL

Working closely with the Principals, the Parent Council actively engages in the following activities:

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

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

# 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

Administration sends out an email twice a month. It contains announcements and reminders that are important for Cathedral parents. All current families who have given the school an email address will receive the email.

All teachers have email addresses with this structure: first initial of first name + last name@cathedralcrusaders.org (e.g. jdoe@cathedralcrusaders.org).

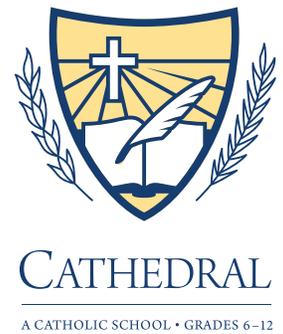
## DAILY ANNOUNCEMENTS

Each morning begins 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 Assistant Principal's 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:

# Procedures



- 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.
- There will be at least four faculty chaperones, one being a class advisor, assigned to the dance.
- One police officer will be on duty for all major dances. This will be arranged by the Principal, Activities Director, or Assistant Principal.
- 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.
- 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.
- 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.”
- 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 School Dance Guest Contract must be completed prior to the dance in order for the guest to attend.

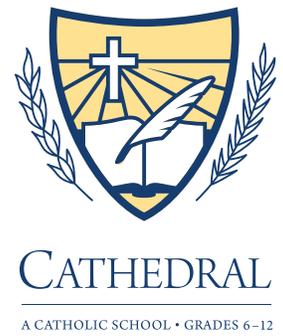
## STUDENT ELECTIONS

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 into 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

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 person’s most directly involved to build a respectful relationship with one another and dialogue toward understanding and resolution.

# Procedures



Athletics and Activities is an opportunity for students to develop leadership skills, work as a team and develop interests. This is done in partnership with students, families and the school. However, there are those times when families or students have questions or concerns. In those instances, there is an athletics and activities communication protocol process that will assist in addressing the concern with coaches/advisors or the Athletic Director (AD). The Catholic principal of subsidiarity would require the communication to start with the student talking to the coach/advisor. Students, parents and coaches/advisors should and are expected to maintain open lines of communication and utilize the following steps.

- Student with Coach/Advisor
- Parent/Student with Coach/Advisor
- Parent/Student with Coach/Advisor and AD
- Parent/Student, Coach/Advisor, AD and CHS Principal

## LOCKERS

Students in grades 6-9 are assigned a locker for their use during the school year, and students in grades 10-12 may request a locker. 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 North or South Building Office. Students are urged to always lock their lockers. If school officials need to inspect a student's locker, the lock may be cut. When inspecting a student's locker, there will be two staff present. 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.

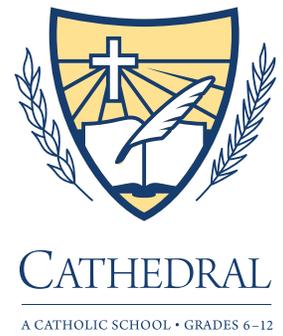
## LOST OR DAMAGED BOOKS

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 Physical Education office. All items found will be held for a period of time and donated if not picked up.

# Procedures



## LIBRARY/MEDIA CENTER

The Library/Media Center is a pleasant place to access resources, research, study, work in small groups, and relax. The Library/Media Center must accommodate all students and staff, so an atmosphere where behavior is governed by thoughtfulness and a cooperative attitude must be maintained. In that spirit, all patrons are asked to:

- Use the Library/Media Center for academic purposes.
- Maintain a low tone of voice while in the Library/Media Center.
- Observe the school's Acceptable Use Agreement when using computers and other mobile devices.
- Respect the books, equipment, and shared space.
- Secure lids on all beverage containers, and do not consume beverages near computers.
- Refrain from bringing food into the Library/Media Center.
- Push in chairs, return materials, and discard trash before leaving the library.

All students in grades 6 -11 need a pass or pre-arranged permission from a teacher, counselor, or administrator to be in the Library/Media Center during the school day. Seniors may utilize the Library/Media Center without a pass.

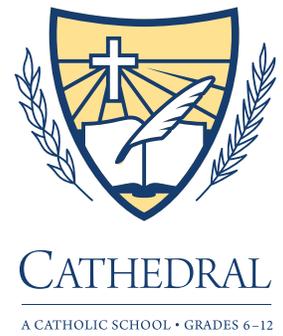
## NATIONAL HONOR SOCIETY (NHS)

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.

# Procedures



## POSTERS

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

## SCHOOL BUILDING HOURS

Students are able to enter the school at 7:10 a.m. if necessary. Please arrange for transportation by 3:30 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.

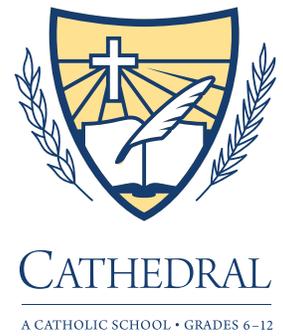
## VALUABLES

Students are strongly urged to leave valuables and large sums of money at home. 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 North or South Building 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 another 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 are expected to participate. To prevent confusion, the following rules are in effect:

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

## ACTIVE THREAT & SHELTER-IN-PLACE

Schools are required to practice safety drills four (4) times a year. Teachers will practice drills prior to the first couple of the year.

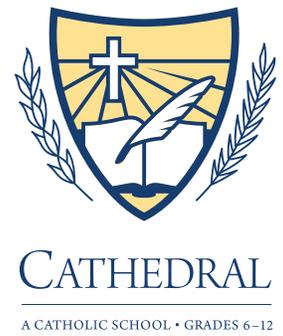
## Notice Concerning Use of Pest Control Materials

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:

- Inspection and monitoring to determine whether pests are present, and whether any treatment is needed.
- Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials.
- Utilization of non-chemical measures such as traps, caulking and screening; and
- 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.

# School Safety



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 High School students and visitors should enter the building through Door 1 and all Middle School students should enter Door 26. For the safety of all, students are not allowed to open an exterior locked door for any person to enter. Students must use tunnels unless permission is given by administration. Detention may be given if doors are opened/left open.

## TORNADO DRILL

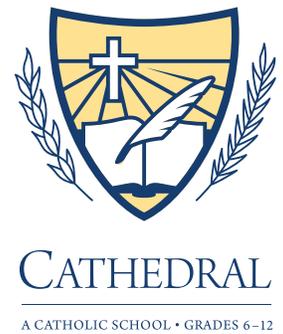
Like a fire drill, this is a life-safety procedure and a serious matter. Failure to comply with directions will result in disciplinary action. When a tornado drill is announced, the following rules are in effect:

- 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.
- Remain in designated area until instructed to return to the classrooms.
- 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.

# Student Services and Support Programs



Cathedral provides many opportunities for student support through various services and programming. These programs exist to help students meet their personal and/or educational goals throughout the school year.

## **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).

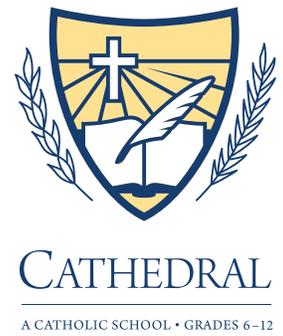
## **PEER TUTORING PROGRAM**

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.

# Governance and Business Function



## GOVERNANCE

Cathedral Middle & High School is part of Catholic Community Schools (CCS). The Cathedral 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

## 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 help 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.

## 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 School.

## FOOD SERVICE PROGRAM/FREE AND REDUCED-PRICE

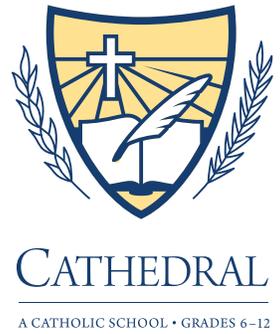
Students can participate in the free and reduced lunch program. Parents who believe they qualify are urged and encouraged to apply each year. Information and applications are mailed out in the school packet in August.

## 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 Catholic Community Schools Board of Directors approves the schedule of tuition and fee payments set forth. 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.

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

# Governance and Business Function



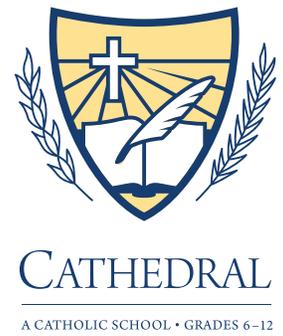
## TUITION

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.

## 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 Business Office.

# Technology/IT Services



## COMPUTER ACCEPTABLE USE POLICY FOR INTERNET AND TECHNOLOGY

Cathedral School offers the use of technology 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 School. Students must agree and adhere to the following policies and procedures if they wish to retain the privilege of using Cathedral School technology resources.

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

## DAY TO DAY USE AND CARE OF NOTEBOOKS

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

## SOFTWARE

- Software may only be installed via Mosyle Manager. Other methods of installing or attempting to install software are prohibited.
- Students may not alter software on their notebook.
- Gaming and online shopping are prohibited at all times.

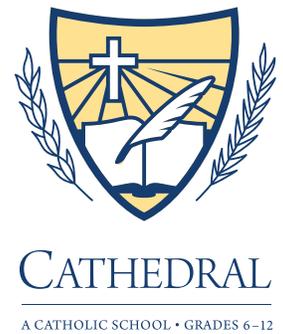
## PROBLEMS AND REPAIRS

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

## NETWORK AND PASSWORD SETTINGS

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

# Technology/IT Services



## INTERNET USE AND SAFETY

- Students may not, at any time, access sites that are immoral, illegal, pornographic, or otherwise inappropriate.
- 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.
- Cathedral School may monitor student Internet activity at any time.
- Students may not clear the history in the browser
- Students will not share personal information about themselves, classmates, teachers or family members over the Internet.
- Students will adhere to copyright laws.

## FILES, OTHER CONTENT AND PRIVACY

Students are responsible to back up personal files each day; files are not backed up on Cathedral School servers. Cathedral School reserves the right to inspect all elements of the hardware and software at any time. 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.

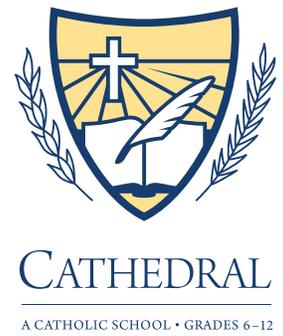
## EMAIL

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 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 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 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.

# Technology/IT Services



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:

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

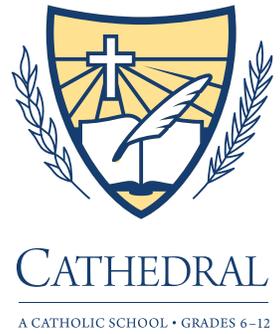
The IT department will determine the extent of damages and fee. Misbehavior is subject to disciplinary action.

## **SOUND EQUIPMENT REQUESTS/RULES**

The following rules are in effect:

- 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.
- Sound or lighting equipment is loaned out to students only with Cathedral sound tech present to run the equipment.
- Requests for sound equipment must be in writing and given to the Sound Tech Advisor two weeks prior to the event.
- 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).
- 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 (12th 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



CATHEDRAL

A CATHOLIC SCHOOL • GRADES 6-12

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

## CATHOLIC COMMUNITY SCHOOLS BOARD OF DIRECTORS

Fr. Timothy Gapinski.	Fr Tom Knoblach '79.	Fr Derek Weichmann	Fr. Bradley Jenniges
Fr Brady Keller	Fr Scott Pogatchnik	Fr. Tom Knoblach '79	Andrew Leintz '07
Fr. Eric Lungren	Fr. Scott Pogatchnik	Fr Jeremy J. Ploof	Fr Erik Lundgren
Fr. Leroy Scheierl	Steve Schueller	Maureen Spanier '78	Laura Tomczik '87
Steve Torburg	George Meinz	Steve Torborg '73	Fr. Ron Weyrens
David Fremo (Ex-Officio)			

## BOARD OF TRUSTEES OF THE CATHEDRAL EDUCATION FOUNDATION

Phil Boyle	Meghan Dingmann '01	Hailey Hollenhorst	Mary Januschka '82
Brian Mathiasen '01	Paul Pfannenstein (Chair)	Laura Pfannenstein	Adam Schad '00
Joe Sexton '86	Bob Stocker	Joe Torborg '87	Jeff Voit

# SCHOOL & LEADERSHIP



CATHEDRAL

A CATHOLIC SCHOOL • GRADES 6-12

## CATHEDRAL SCHOOL BOARD OF DIRECTORS

Phil Corbett                  Kathy Crispo                  Dan Fradette                  William Kain  
Fr. Jeremy Ploof              Susan Torborg              Caroline Walz

## CATHEDRAL EDUCATION FOUNDATION

Phil Boyle                  Meghan Dingmann              Hailey Hollenhorst              Brian Mathiasen '01  
Paul Pfannenstein              Laura Pfannenstein              Adam Schad                  Joe Sexton  
Bob Stocker                  Jeff Voit                  Nina Steil                  Ryan Engdahl

## 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)

### 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)

# SCHOOL & LEADERSHIP

## LITURGIES

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



CATHEDRAL

A CATHOLIC SCHOOL • GRADES 6-12

## 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 students with last name A-L:

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

Assists student with last name M-Z:

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

## CO-CURRICULAR ACTIVITIES

Co-Curricular and Extracurricular activities, athletics, and clubs

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

Assistant Principal, James Lalley, 320-257-2127, [jlalley@cathedralcrusaders.org](mailto:jlalley@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)