

## CODE OF CONDUCT

### **DISCIPLINE PHILOSOPHY**

At Cathedral High School, all students and adults are treated respectfully. The entire Cathedral family acts in concert with the Holy Cross core values. Those who choose to live outside those values are treated justly and as individuals using the “competence to see and the courage to act” as the basis for transformation for growth in their life journey.

As a Catholic school in the Holy Cross tradition, Cathedral embraces and fosters these values based on the writings of Blessed Basil Moreau:

*Divine providence*  
*Excellence*  
*Integrity*  
*Family*  
*Educating hearts and minds*  
*Hope*  
*Inclusiveness and diversity*  
*Option for the poor*  
*Zeal*

The following section is a guideline used by the administration to keep Cathedral High School and allied sites of Cathedral High School operating in a safe and orderly manner knowing that not every situation concerning proper behavior can be listed here. The school administration reserves the right to make fair and reasonable judgments based on the best interests of Cathedral High School. Ultimately, **Cathedral expects all students to treat others, property and the institution with respect and dignity at all times, and act responsibly on and off the Cathedral campus.** This is a serious responsibility that each student accepts upon his/her enrollment at Cathedral. Because we are made in the likeness and image of God, not all situations and or consequences will be the same. Consistency in discipline is a difficult balance when dealing with individuals and circumstances. We consistently deal with each situation one at a time.

### **PENALTIES**

A violation of the school rules and regulations will result in some type of action being taken by the school. A violation of classroom rules may be handled by the classroom teachers. All discipline actions are subject to the discretion of the vice principal for student conduct. A variety of consequences can be implemented depending on each situation.

## **INFRACTIONS**

An infraction is any violation of a school rule or policy. Students can receive an infraction for disrespect, dress code violation, tardy to school or class, missing lanyard and/or ID, etc. Infractions can and will be added to the students record by any educator at Cathedral. Parents will have the ability to see their student's log entry reports at any time by viewing the disciplinary tracker on PowerSchool similar to looking at grades. When a student reaches five infractions in a semester they will meet with the Student Innovation Team Board which consists of teachers/administrators. This Board will create a contract for the student to improve their choices which correlates to their students infraction record. These contracts will be individualized and created in a Holy Cross manner to help the student become the best version of themselves. If a student appears in front of the Student Innovation Team Board more than two times the next violation could result in the Board referring the student to the Disciplinary Board with a possible recommendation of removal from Cathedral.

Habitually receiving infraction after reaching the five maximum per semester (SIT Board Hearing) may result in the following (not necessarily in order)

- Parent Conference
- Saturday School
- Suspension
- other disciplinary action as decided by the SITB

## **STUDENT INNOVATION TEAM BOARD**

Consists of teachers/educators and administrators. The team will meet with students during Alpha period. The student will be excused from their Alpha class and will be permitted to make up all their work. The SITB will create a written contract which will be signed by the student and emailed to parents. If a parent would like to appeal a contract created by the SITB and signed by the student, they must notify The Vice Principal for Student Life/Conduct.

## **CLASS SUSPENSION**

If a student is asked to leave class due to the disruption of learning for himself/herself and/or disruption to others' learning, the student is considered suspended from that class and will report to the Student Services Suite for the remainder of the period and receive infractions. The student will lose the opportunity for learning from the classroom teacher, and the second time a student is sent by the same teacher the student will automatically be suspended from that class and the next day and can appear in front of the SITB as well.

## **IN-SCHOOL / OUT-OF-SCHOOL SUSPENSION**

Parents will be notified by the vice principal for student life/conduct when students are to receive an out-of-school suspension. An out-of-school suspension may be imposed in certain situations

when it is determined that an in-school suspension would not be effective. All class assignments and homework must be completed for the classes missed during the out-of-school suspension. Students must turn in work, assignments, and take tests immediately upon return.

A student can be suspended for a poor choice based on the behavior, they do not necessarily go through the infractions process first.

## **PROBATION**

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

- **Social Probation**—Students are not permitted to attend extracurricular activities, including but not limited to, games and dances unless he or she is accompanied by a parent or legal guardian.
- **Disciplinary Probation**—In the event of persistent, recurrent and/or serious disciplinary problems, a student may be required to attend a disciplinary hearing before the disciplinary board and may be placed on disciplinary probation. While on probation a student may not receive more than four detentions for the remaining semester. If the student's behavior does not improve, the disciplinary board may recommend the dismissal of the student from the school.

## **SERIOUS VIOLATIONS/NON-NEGOTIABLES**

A student involved in the following behaviors will be suspended from classes at Cathedral High School immediately until the student and the student's parents/guardians appear before the discipline board. The discipline board then will determine the length and severity of the punishment, including a possible referral to the Police Department and possible dismissal from Cathedral.

- Any involvement with street drugs or controlled substances as defined by Indiana law, or alcohol, tobacco, vaping, (e-cigarettes, Juul's), CBD paraphernalia (as it contains at least .02% of THC) or other drug paraphernalia on the campus at any time.
- Selling street drugs or unauthorized substances such as tobacco, Juuls, alcohol or prescription medication
- Possessing a firearm or weapon of any kind
- Assaulting a person, verbally, physically or sexually: attempt, coupled with a present ability to commit a violent injury on the person of another or interfering with private lives of school employees, including taking pictures without permission from the school employee, social media postings, etc.
- Validated threats over the internet or phone including harassment (Hate words) or intimidation of students or staff. See policy on Bullying/Harassment for more details

- Sexting or sending pornographic information or sending pictures of a sexual nature through an electronic device of oneself or others. This may constitute child pornography and legal implications may apply. Please refer to the current law as defined by the Indiana General Assembly.
- Immoral activities that do not reflect our mission
- Stealing and dishonesty are serious offenses and will be handled accordingly. Stealing of any nature will result in an automatic out of school suspension. A discipline board hearing may result. Restitution will be required.
- Vandalism any form of vandalism on campus will not be tolerated. Students found defacing or destroying school property will be dealt with according to the degree of the vandalism. In some cases expulsion or suspension may be necessary. In all cases, restitution will be required. Any defacement of school property will result in severe disciplinary action
- Interruption of learning via online learning (zoom, google-meets etc).

The discipline board will convene to discuss serious violations with all concerned parties and the following consequences are possible but not limited to:

- a. Expulsion, if warranted
- b. Suspension/withdrawal for up to one year
- c. Loss of privileges including driving privileges/Structured Flex
- d. Saturday School
- e. Removal from extracurricular activities
- f. Drug Testing at student/parent expense

## **EXPULSION/DISMISSAL**

Expulsion or dismissal is the school's ultimate censure, which asserts that a student has shown that his/her objectives and spirit are alien to the school's core values and safety. An expulsion may occur on a first incident depending upon the nature of the incident. Most breaches of discipline are met by correction, advice, warning or infractions. Ordinarily, students are given ample opportunity to respond to various forms of discipline prior to expulsion. However, if a student ignores these measures, shows no willingness to amend, or becomes a source of harm to others and to the school, dismissal may be necessary, sometimes immediately. Depending upon circumstances, expulsion may be approved for violation of probation, repeated suspensions or truancy, theft, vandalism, gross disrespect, drugs and other violations of the school rules and regulations contained in the "Code of Conduct" section. Expulsion/dismissal is a rare punishment at Cathedral High School.

## **THE DISCIPLINARY BOARD**

The board's primary role in the school is to determine if a student who has committed a serious violation or violations of school policy should be allowed to continue enrollment at Cathedral High School and/or the appropriate consequence for their actions. At least one parent or

guardian must accompany the student at the Disciplinary Hearing. There are seven members on the Discipline Board from both the teaching faculty and administration. Meeting lasts approximately 30-40 minutes. The agenda includes: prayer, introductions, explanation of offense, students remarks, questions from the board, parent input, closure. Once the meeting concludes the student and the parents will leave and the board will remain and deliberate. The family will be called within 24 hours with the board's decision. All families have the opportunity to appeal the board's decision by contacting the Principal's office and scheduling an appeals meeting with the Principal

## **DRESS CODE**

Cathedral's dress code has been and will continue to be an important part of our overall school climate. Cathedral High School believes that one important part of student success is personal appearance. Clothing must be neat, clean, properly fitted, not frayed, discolored or too tight. To that end, a school uniform is required for all students, including during summer school. Failure to adhere to the dress code results in an infraction, removal from class until properly in the required dress code. Class time missed due to failure to be in dress code will result in an unexcused absence. Any work missed during this time would result in a zero for the assignment or test. Students must be in dress code from the time school starts until the end of the school day. Students also need to be in uniform during virtual learning.

The dress code consists of the following required items:

1. *School Lanyard*. Each Cathedral student will be supplied with a lanyard, color coded by class, and an ID. This lanyard & ID must be worn around the neck and visible at all times. See the **School Lanyard** section below for more information. Pins may be added to the lanyards that are appropriate for school and can be no larger than 1.25 inches square or only .5 inches larger than the lanyard strap on each side.
2. *Uniform Khaki pants* (pleated front or flat front) with the Cathedral logo embroidered onto the front and supplied by the Cathedral Spirit Shop. Pants must be worn properly, not altered in any way.
3. *Uniform polo shirts* are supplied only through our school spirit shop, which supplies short-sleeve and long-sleeve polo-style shirts with the Cathedral logo embroidered on the front. The uniform shirts are available in three colors: navy, white and forest green. Shirts must be fitted, no baggy clothing or ripped or torn clothing.
4. *Uniform sweatshirts*. The uniform dress code also includes a selection of uniform sweatshirts and fleece jackets approved by the Cathedral administration for wear in Cathedral classrooms and assemblies. Four styles of navy, white and forest green hooded and crew neck sweatshirts, along with navy and forest green polar fleece outerwear, have been approved. The approved sweatshirts are the only sweatshirts students may wear on campus during the school day.

5. *Coats and Jackets.* Because Cathedral is an outdoor campus and students must go outside daily to attend all of their classes, coats or (rain)jackets may be worn (no flannel shirts etc.) from classroom to classroom but must be removed prior to the class beginning. During class time, all students are to be in the proper dress code which does NOT include coats, jackets, flannel shirts etc. **Only Cathedral uniform sweatshirts may be worn for grades 9-11.** There should be no other sweatshirt material worn for grades 9-11. Seniors may wear college sweatshirts (no nylon jackets, t-shirts, long sleeve t-shirts etc.).
6. *Shoes.* Dress shoes or tennis shoes must be worn in school. Open-toed or open-heeled shoes are not permitted.
7. Masks if worn, must be solid color and may have a Cathedral logo on them, no other writing or patterns are permitted. Must be worn so that ears are showing.

**General Dress Code Issues:**

Students must be clean-shaven. Goatees and beards are not permitted and sideburns may only extend to the bottom of the earlobe. Hair worn below the collar must be worn back from the face in some fashion, such as a ponytail, groomed neatly and clean. Color may not be added to the hair.

Hats, hoods, **earphones, earbuds** or sunglasses are not permitted. Headbands (not head wraps) are permitted to hold hair out of the face. No beads or added hair coloring can be added to hair. No athletic headbands will be worn during school hours. No accessories may be added to the dress code.

No exceptions to Hair color will be acceptable. A Student may NOT add hair color. A Student will be sent home until the added hair color is removed. Students should not add any hair color!

Earrings are permitted in the ears and must not be excessive. Tattoos must be covered in school and at all school events and athletic contests. **No extremes in grooming will be permitted.** Anything that is distracting to the learning environment is not permitted.

Nose piercings can only consist of one small, less than 2-3mm stud. Absolutely no hoops, septum or rhino piercings. A student will be told to remove any piercing that is framed unacceptable before they may return to the classroom.

Clubs, organizations and teams wishing to purchase t-shirts as part of their spirit wear and wishing to wear these shirts on the assigned spirit day may do so after having the shirt or sweatshirt approved by the services/marketing and the activities director if for a club or organization. Colors should reflect school colors of blue, white, gold, green or yellow.

### **No extremes in grooming will be permitted.**

The Vice Principal will be the final decision maker when it comes to extremes in grooming.

### **Cell Phone Policy**

Students should be responsible and respectful with all forms of technology, including cell phones. Students may respectfully use cell phones in the Student Life Center, Cafeteria, and outside. Students may not be engaged (using cell phones for phone calls, texting, social media, pictures, video, etc...) and/or distracted on their cell phones in the hallways or other common areas. Classroom policies and expectations in regards to cell phones is at the discretion of the classroom educator.

### **SCHOOL LANYARDS & STUDENT IDs**

Every student, faculty, and staff member of Cathedral will wear a Cathedral Issued Lanyard and ID for safety and to create a welcoming environment.

Lanyards are color coded by class:

- Yellow - Class of 2022
- Blue - Class of 2023
- Green- Class of 2024
- Orange- Class of 2025
- Students who do not have a lanyard and ID will be sent to purchase a replacement
- Grey or White - Faculty/Staff

Lanyards and IDs must be visible, worn around the neck, and on the outside of the school uniform during school hours. Failure to wear the lanyard and ID properly, wearing the wrong lanyard and/or ID, or tampering with a lanyard/ID in any way that is not school appropriate will result in disciplinary actions including infractions, sent to the SSS or Technology office to purchase a new lanyard and/or ID.

### **Students without Lanyards and/or ID**

Any student who does not have their lanyard and/or ID will be sent to technology to purchase a new lanyard and/or ID. Failure to wear their designated lanyard and ID, results in an infraction (see "Infractions" above for more information).

New Lanyards & IDs can be purchased from the Technology Office before school, after school, and throughout the school day. The charge will be \$10 and will be added to the student's account.

Each morning and each period throughout the day, there will be a dress code and lanyard check. If students are not in dress code, including lanyard and ID, and ready to learn, students may be sent to the Student Services Suite to receive an infraction and support in being in the proper dress code. **PLEASE SEE NEW LANYARD POLICY BELOW:**

## **New Lanyard Policy**

This year we will be enforcing a new policy for the safety of our school in which every student must wear a lanyard every day. Stickers will no longer be given to students who have forgotten/misplaced their lanyards as they do not meet our school's safety needs and security protocols. If a student comes to school without their "lanyard of Identification", they will be required to report to the technology office where they will be issued a new "lanyard of identification" and their account will be charged \$10.00 each time. Being an open campus, it is imperative that students can be properly and promptly identified and can access doors as needed. This new policy will be explained in detail over the first two days to students, but we will need parent support to enforce this new policy that will nurture our students' accountability and responsibility. Please be sure that your child knows the importance of keeping track of their lanyard and wears it to school **each day!**

### **Class Privileges**

#### *Seniors (Yellow Lanyards)*

- College Sweatshirts (The logo must be clearly visible; no t-shirts, long sleeve t-shirts etc.; must be a university/college and not just a team or city)
- Senior Lot Parking
- Late Arrival
- PSAT Day - *No School*
- 2 College Visits
- Technology Access
- Traditions: TP the Hill, Paint the Wall, Prom, Senior Play, Senior Mass, NHS, etc.
- Senior Retreat
- Senior Mass

#### *Juniors (Blue Lanyards)*

- Junior Lot Parking
- 3 College Visits
- Technology Access
- Traditions: Prom, Junior Retreats, NHS

#### *Sophomores (Green Lanyards)*

- Traditions: Sophomore Day of Recollection, Ring Ceremony
- Technology Access
- Sophomore ring ceremony

#### *Freshmen (Orange Lanyards)*

- Technology Access
- Traditions: Freshmen Day of Recollection
- Lughnasa

### *Schoolwide Privileges*

- **Spirit Days:** Students are permitted to wear activity shirts or sweatshirts with their uniform pants on Friday or the last day of the school week. The logo or name of Cathedral High School must be visible on the shirts. No homemade shirts are permissible.
- **Dress down days:** At certain times during the school year a “dress down day” may be established. Jeans and sweatpants may be worn on these days. No torn jeans permitted, yoga pants or tights are not permitted.
- **Spirit Week:** Twice a year, students may dress in spirit week themes, there will be specific themes outlined by the Student Council. The dress code may be altered during these weeks only.

All dress code issues are at the discretion of the vice principal for student conduct.

## **BULLYING & HARASSMENT**

Based on faith, Cathedral High School models itself in the following scripture passage:

“Put on, as God’s chosen ones, holy and beloved, heartfelt compassion, kindness, humility, gentleness and patience, bearing with one another and forgiving one another, if one has a grievance against another as the Lord has forgiven you, so must you also do. And over all these put on love, that is, the perfect bond of perfection. And let the peace of Christ control your hearts.” Colossians 3: 12-17

### **Policy**

Cathedral High School accepts a diverse student body as part of her mission and thus values all her members, and names them as family. All members of the Cathedral family are “held to higher standards” by virtue of their shared values. Bullying will not be tolerated and will be dealt with on an individual basis and consequences will be based on each situation.

### **Definition**

Bullying/Harassment occurs when a member of the family intentionally asserts negative or disrespectful behavior or language to another member in one of the following ways:

#### *Directly*

Physical—hitting, striking, spitting, vandalism, shoving, pushing

Mental— make to feel self-conscious, stalking

Sexual—words, touching,

Verbal—jokes, gossip, face-to-face, ridicule, or taunting

#### *Indirectly*

Exclusion

Cyber and phone- Sending pornographic pictures, material of others (or oneself)

- Cliques
- Getting another to bully/harass
- Rumor spreading
- Talking behind the back/backstabbing
- Ganging up on another
- Tampering with property

These behaviors will be considered harassment after one occurrence and bullying if the behavior happens after multiple times. These acts of bullying or harassment are disciplinary offenses and will be subject to action, which may include school intervention, counseling with parents, professional counseling, suspension, discipline board or expulsion/withdrawal. The behavior will be considered bullying/harassment if it occurs on school grounds, at school events, or anyplace in the community.

A Cathedral family member is not exempt by time and location from being held to "higher standards." A member of the Cathedral family who experiences any one or more of these behaviors will be viewed as a target of harassment. Any person exhibiting the behaviors shall be seen as a bully/harasser. All members of the Cathedral family are responsible to address any behaviors considered to be direct or indirect bullying/harassment.

### **Consequences**

Each behavior indicated as direct or indirect bullying/harassment has a remedy of intervention. Consequences will be determined by the Cathedral administration or Discipline Board.

### **Prevention**

All members of the Cathedral family are responsible to address any behaviors considered to be direct or indirect bullying/harassment and are responsible for reporting such to either the vice principal for student services or to the SIT.

### **Intervention**

An advocate will be established for both the victim and the bully. Anyone who feels that he/she is being bullied/harassed can seek assistance from any adult on campus. The advocate assigned shall serve as a safe room for a target or bully to seek assistance. The vice principal for student services will serve as the liaison between the target and the bully.

## **ATTENDANCE**

### **Absences**

It is the responsibility of the parent/guardian to call the school by 9:30 am to report a student absent. Attendance is kept on a period-by-period basis. No student who has missed five class periods or five hours may participate in any extracurricular activity on that day. This can carry over to Saturday participation.

## **Excused Absences**

**Parents may excuse a student from school for up to 9 days per semester.** After nine days a student will lose 1% for each absence after 9 per period. The teacher will be told by the attendance office as to how many percentage points should be deducted per period of students who were absent over nine days.

Medical exceptions will be taken into consideration from Doctor notes, nurses and counselors.

### **Absences regarded by the school as being legitimate according to school policy:**

Illness verified from parent/guardian

Illness verified by note from physician

Personal- verified by parent

Doctor, Dentist, Orthodontic, Counseling, Mental Health etc. appointments verified by note from the office where the appointment took place

Family funeral

Military connected families (deployment and return)

Serving as a page or honoree of the General Assembly

Participating in an election

Subpoenaed to testify in court

State Fair participation

Educationally related non-classroom activity-sponsored by a teacher/staff-such as field trips, Promise to Keep, Conferences, etc.

**Long term absences must be pre-approved- such as travel, elite sports involvement etc. by the Principal or other administrators.**

Students are granted excused absences when they are ill or are released to attend a school sponsored function or activity. Seniors are permitted two excused absences for college visitation purposes. Juniors are permitted three excused absences for college visitation purposes. For all excused absences, a parent, teacher or coach must have a request via the vice principal for academics and the attendance office. Failure to complete a form properly for a school function could result in an unexcused absence and no credit will be given for class work missed or refusal for the student to participate in the off campus activity.

## **Unexcused Absences**

An unexcused absence is when a student fails to report to class and has not been given permission by the school or parents to miss that class/day. Refer to Truancy Policy for more details.

## **Assignments for Absent Students**

Use Schoology

Research indicates, good attendance is a key to academic success. Good attendance is a key to successful academic performance.

## **Tardiness**

Tardiness is defined as being late for any class period. A student is tardy when he or she is not in the classroom at the start of the class period or prayer (Alpha period, Period 1). All persons tardy to school must report directly to their classroom and will be marked tardy by their individual teacher. Students will be excused five times **per semester** to the first period of the day. After a fifth tardy, the student must report directly to the Student Services Suite and will remain there until the end of the period. Students will be given an infraction when they appear in the SSS for every tardy after 5 however they can make up their work. A student who does not come to the SSS will be considered unexcused and can not make up their work. Students are encouraged to save those excused tardies because once they are used, regardless of the circumstances the next tardy to school is an infraction from that point on.

The rationale is to be fair to all students. A student is tardy within the first 15 minutes of class. After that, they are considered absent or skipping. Parents may call in to let us know their child will be late, but the result will be an infraction if it is after his/her fifth tardy. We expect parents to call us if their child will be more than 15 minutes late. If we do not hear from a parent we will have the student call home so that parents are aware that their child will be marked absent because they missed more than 15 minutes of instruction.

## **TRUANCY/SKIPPING SCHOOL**

Truancy, i.e., skipping school, occurs when a student is absent from class or leaves campus without a parental phone call or note and without permission of the school administration. If a student chooses to go to the library or any other area of the building without proper adult permission the student is considered truant from that class they skip. A zero will be given for each class missed and that credit or points cannot be made up. Any student leaving the campus without permission will be suspended for one day; three days if it should happen again. Truancy from school for three periods or more will result in an immediate suspension from school the following day.

## **SKIPPING CLASS**

Students who skip class will incur the following consequences: All work missed will result in an automatic zero.

- First offense: 2 detentions
- Second offense: In-school suspension
- Third offense: Out-of-school suspension with possible discipline board hearing

## **LEAVING THE CLASSROOM FOR IN-SCHOOL BUSINESS/COUNSELING**

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

**Students may not order food to be brought to school by outside vendors.**

## **LEAVING THE SCHOOL GROUNDS FOR OFF-CAMPUS BUSINESS**

If a student needs to leave the school grounds for out-of-school business, students should bring a note from their parent/guardian to the attendance office before the first period of the day or the parent/guardian should call the attendance office before 9:30 a.m. Permission for leaving the school grounds will be given to the student by the attendance office via email. If a student fails to check out or back in they may receive a detention for not following procedures, as the school is liable for all students.

## **LEAVING THE SCHOOL GROUNDS DUE TO ILLNESS**

Students who become ill or injured during the school day should report to the nurse's office. Students must communicate with an adult in order to miss class time. If a student is unable to remain at school, school personnel will contact the parent/guardian. Students are not permitted to call or text message a parent/guardian to go home. The parent/guardian is responsible for picking up the student as soon as possible. A student may NOT drive or walk home unless parent/guardian permission is received.

## **DRUG & ALCOHOL POLICY**

The campus is a smoke-free and alcohol-free campus (unless an event permitting alcohol is authorized by the president of Cathedral). Other than legally prescribed drugs, no illegal drugs, drug paraphernalia (including Juuls, CBD paraphernalia or their equivalent) or alcohol are permitted on the campus of Cathedral at any time. (A drug prescription is considered legal only if authorized and issued by a licensed physician to the individual in possession of the drug and in a container issued by a pharmacy or a medical facility.) Such legally prescribed drugs should not be in possession of any student unless it meets the Medication Guidelines and Policy detailed under General Rules and Regulations. A student found to be carrying legally prescribed medication in violation of these guidelines must turn the medication into the school nurse or the vice principal for student services. If a student is involved in any way with masking agents for drug testing they will be immediately suspended until a discipline board hearing takes place. These guidelines also apply to allied sites of Cathedral, which are defined as locations where Cathedral events occur.

**The following are cumulative, not isolated, policies over the student's four-year career at Cathedral High School.**

1. The selling, distribution or possession of any of the substances named above (alcohol, other illegal drugs, and/or drug paraphernalia such as Juuls, CBD or their equivalent) shall constitute a serious violation of school guidelines whether they are transported, sold, in possession of and/or shared on the Cathedral campus or an allied site and shall be deemed subject to immediate suspension and is subject to review by the Discipline Board. Upon learning of an infraction, the police may be immediately called if there is evidence of illegal substances that could potentially cause harm to self and/or others.

After the Discipline Board has been convened and all information has been presented, the Discipline Board will determine the appropriate consequences. The outcome of any police action is not necessary for the school's disposition of a decision. The school will decide on the appropriate consequence for the infraction based on the severity of the situation and the safety of the individuals who attend and work at the school.

Dispositions by the discipline board may be, but are not limited to:

- Expulsion
- Withdrawal for a minimum of one semester, possibly with no option to return
- Long term suspension- required on-line school to meet Cathedral requirements, increased service hours or the like, removal from sports, required evaluation from licensed facility and proof of follow up.

2. Any student(s) while at school (or allied site) who has demonstrated reasonable suspicion of drug or alcohol use, by their appearance and/or behavior, or who has falsified a random drug test or has any involvement with banned masking agents such as synthetic urine, will be immediately suspended until a discipline hearing has been convened to determine the appropriate disposition in the matter. Students will be held accountable for their actions. The following dispositions will occur:

**First offense may include:**

- Suspension—up to 10 days
- The following disposition may be dispensed following a discipline hearing:
  - Substance-abuse evaluation to be done by a licensed facility approved by the school
  - If counseling is recommended, student must provide proof and verification of compliance
  - **Students will not be readmitted to school without proof of evaluation.**
  - Any student participation in an extracurricular activity, e.g. athletics, drama, music, shall forfeit 25% of their competitive/performance participation of their current or next season if not currently in an activity

**Second offense may include:**

- Suspension—length of time to be determined by the Discipline Board
- Suspension of all extra-curricular/performance activities for no less than one year
- Continued counseling at an approved site. **Student will not be readmitted to school without proof of evaluation and treatment.**

**Third offense may include:**

- Expulsion/withdrawal from Cathedral High School

3. Cathedral cannot be responsible for the off-campus activities of its students. Neither will it actively seek out examples of wayward behavior. However, off-campus activities that reflect negatively upon the school will be addressed which includes but limited to drugs, alcohol, under age use of a Juul or its equivalent, involvement with drug paraphernalia, blatant disrespect, etc. Anonymous reports or hearsay information will not be honored as proof. Cathedral High School will investigate any verifiable specific reports of student misconduct off campus. Any student brought to the attention of the school may be dealt with as follows:

**First offense may include:**

- Parents will be notified by the vice principal of discipline
- Substance-abuse evaluation to be done by a licensed facility approved by the school
- If counseling is recommended, student must provide proof and verification of therapist
- **Students will not be readmitted to school without proof of evaluation.**
- Any student participation in an extracurricular activity, e.g., athletics, drama, music, shall forfeit 25% of their competitive/performance participation of their current or next season if not currently in an activity.

**Second offense may include:**

- Suspension—
- Student must appear before a Discipline Board hearing
- Substance-abuse evaluation to be done by a licensed facility approved by the school
- Counseling will be required
- Student must provide proof of treatment and verification of compliance
- **Students will not be readmitted to school without proof of evaluation and treatment plan.**
- Any student participation in an extracurricular activity, e.g., athletics, drama, music, shall forfeit 365 days of their competitive/performance participation of their current or next season if not currently in an activity.

**Third offense:**

The following may be imparted by the discipline board:

- Suspension
- **Students will not be readmitted to school without proof of evaluation and treatment.**

- Withdrawal from Cathedral High School

### **Self-Report Clause**

It is the intent of Cathedral High School to assist students with developing responsibility for their actions and to encourage honesty. Therefore, any student who voluntarily reports on him or herself as to a first violation of the Code of Conduct before being reported by some other means will be permitted leniency.

This self-report clause can be used only once during the student's four-year career.

The total eligibility to perform or play sports penalty will be reduced to 10% if the following occurs:

- The student reports the violation to an adult in official capacity (athletic director, vice principal, principal) prior to 8am the next school day and prior to the school's confirmation of the violation.
- A penalty reduction is not eligible for the self-reporting clause if:
  - School personnel are a witness to the infraction
  - The incident occurs on school property or at a school function
  - The parent or guardian reports for the student

*There are no second self-reports.*

### **RANDOM DRUG TESTING RESULTS**

This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety are the reasons for applying beneficial consequences.

#### **First positive**

- Parents will be notified of positive results.
- Student will be fined \$50 for future drug testing
- The student will be required to schedule and take part in a follow-up meeting with their Cathedral counselor
- Student will be retested after 20 days of initial test

#### **Second positive**

- Parent will be notified
- Suspension - length of time to be determined by the Discipline Board
- Substance-abuse evaluation to be done by a licensed facility approved by the school
- Students must complete follow up treatment as prescribed. Minimum: Students will be required to attend a drug deferral course within 20 days of notification of a positive test. Parent/guardian is responsible for any/all costs. Verification of attendance must be submitted to the school within 20 days of notification. Refusal or failure to attend will result in moving to the next level of consequences (second positive).

- Student must provide proof of treatment and verification of completion by therapist
- Student may not be readmitted to school without proof of evaluation, treatment, and signed release of information from the evaluating facility
- Any student participation in an extracurricular activity (e.g., athletics, drama, music) shall forfeit 25% of their competitive/performance participation of their current or next season if not currently in an activity

### **Third positive**

The following may be imparted by the Discipline Board: Discipline Board required

- Parents notified
- Suspension - length of time to be determined by the Discipline Board
- Student may not be readmitted to school without proof of evaluation, verification of intensive outpatient therapy.
- Shall forfeit 365 days of athletic competition and/or performance
- Possible withdrawal from Cathedral High School

## **DRUG TESTING PROGRAM (DTP)**

### **Vision Statement**

The Drug, Alcohol, and Tobacco Policy at Cathedral High School is focused upon the wellness and welfare of students. The policy supports students and parents as they make healthy choices. In the case of violations, the policy holds students responsible for their actions and consistently confronts all situations with clear-cut consequences, compassion, and an understanding of our students and the importance of the educational process. The policy seeks to keep students involved in the school and to provide learning experiences that lead students to responsible, healthy choices.

### **Introduction**

The effective date of this policy is July 1, 2014. This program does not affect the current policies, practices, or rights of Cathedral High School with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Cathedral High School reserves the right to test any student who may exhibit cause for reasonable suspicion of drug and/or alcohol usage.

### **Rationale for the Policy**

Cathedral High School has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States indicate that education alone as a preventive measure is not effective in combating substance abuse. Our commitment to maintain Cathedral High School as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by all students.

## **Purpose**

The purpose of this policy is two-fold:

1. To deter the student use of illegal substances in and outside of Cathedral High School and,
2. To enhance the health and safety of all students. It is also the aim of this program to educate, help, and direct students away from illegal drug and alcohol use. When the behavior is recurring consequences will take place to ensure the safety of the student and the program's integrity.

## **Consent**

Drug testing is part of the contract students automatically agree to when enrolling in Cathedral High School. This is in effect for all years the student is enrolled at Cathedral while the policy is in effect.

## **Testing Procedures**

1. All student names will be placed in a testing pool. Students will be Selected based on a computer program that selects numbers that are matched to positions in the pool. Selections will be made throughout the school year. Testing may occur on any day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the school year. Urine testing, oral testing, breathalyzing or hair follicle testing may be used interchangeably at any time during the school year.
2. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
3. Upon being selected for a urinalysis test, under this policy, either by random draw, reasonable suspicion, or a "follow up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
4. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 16 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken back to the administrator's office until a sample is submitted. The refusal to provide a sample will result in an immediate suspension and discipline board hearing.
5. All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a temperature strip on each of the specimen cups indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
6. If it is proven or suspected that tampering or cheating has occurred during the collection, the student will be immediately suspended until a discipline board hearing can be held. This will be reported to the parent/guardian. A second occurrence of tampering or dishonesty could result in dismissal of Cathedral High School
7. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The vice principal or designee must time and sign the pass.

8. The specimens will then be turned over to the collector for either onsite instant testing and/or processing to a testing laboratory. Each specimen may be tested for alcohol and “street drugs” (which may include all drugs listed as controlled substances under the laws of the state of Indiana including all prescription drugs). Also, “performance enhancing” drugs such as steroids may be tested.
9. The laboratory selected for confirming testing must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).
10. Drug panels may consist of the following: Amphetamines, Methamphetamines (MDMA) (Ecstasy), Barbiturates, Benzodiazepines, Cocaine Metabolite, Opiates, Oxycodone, PCP, THC, Alcohol (urine Ethanol), ETG metabolite of alcohol, Methadone, Tramadol, Meperidine, Buprenorphine (Suboxone), Fentanyl, Carisoprodol (Soma), Spice Cotinine (nicotine).

### **Chain of Custody**

The certified laboratory will provide training and direction to those (not a Cathedral employee) who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain of custody. To maintain anonymity, the student’s number, not name, will be used.

1. Randomly selected students will be taken from their classroom and asked to come to the Student services Suite. This will be done by asking the teacher to send the student to the office. The teacher will not know why the student is being selected but only that the student has been asked to come to the front office. (This is common and should not cause anyone to think that the reason they are being asked is for drug testing.) Once the student arrives in the front office, he/she will go to the designated testing site.
2. Before the student’s urine/hair or saliva is tested by the laboratory, the student will agree to fill out, sign and date any form that may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
3. A sanitized kit containing a collection container will be given to each student. If the specimen is sent to the laboratory for further testing, the student will initial that the specimen has been sealed in their presence. Only the lab testing the specimen may break the seal on the specimen container.
4. If the seal is tampered with or broken, after leaving the student’s possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. No adverse action will be taken against the student as a result of the seal being broken after being received by the collector.
5. The collector obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats in the presence of the collector prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The collector will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will

contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.

6. If onsite instant testing is conducted, the collector will record the results. If the specimen needs to be sent to the laboratory for testing, the collector will ensure that the specimen is sealed in the student's presence and will be responsible to transport the specimen to the testing laboratory. The testing laboratory will report the results back to the administrator.
7. In order to maintain confidentiality, the container that contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's identification number will appear on the container. Also, the result sheet for the urinalysis will be provided back to the administrator with no name attached; only the student's identification number will appear on the result sheet.

### **Test Results**

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for applying appropriate consequences as determined by the Cathedral High School.
2. The administrator will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analyses). The administrator will notify the parent/guardian. The parent/guardian may submit any documented prescription, explanation, or information that will be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian. Refusal by any student enrolled in this program to submit to a drug screen when directed will be considered a violation under the terms of this program and will be suspended or dismissed from Cathedral High School.
3. If the test is verified "positive, parents will be notified, Students may forfeit athletic or co-curricular participation.
4. If a second "positive" result is obtained from the "follow up" test, or any later test of that participant, the student will appear in front of the Drug and Alcohol Board, consequences will be determined at that time. Cathedral High School reserves the right to test any student with a previous testing violation for the next 365 days while enrolled in Cathedral.
5. Information on a verified "positive" test will be shared on a "need to know" basis with the student's teachers, counselors, coach or moderator (the adult who is responsible for the club or activity). The results of "negative" tests will be kept confidential to protect the identity of all students being tested. The criteria for "need to know" will be as follows for an athlete: the vice principal will notify the athletic director, who will notify the head coach. The head coach will communicate the consequence to the assistant coaches if that student is not on the varsity team. Students who are not athletes but a part of different organizations throughout the school will have the moderator in charge notified.

6. Drug testing result sheets will be returned to the vice principal for student conduct or designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the vice principal or designee will have access. Results will be sent to parents at which time, names will be identified with student numbers.

### **Confidentiality**

Any staff member, coach, or sponsor of Cathedral High School may not divulge the drug test results or disposition of any student except in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Cathedral High School's commitment to confidentiality with regard to the program.

### **Financial Responsibility**

1. Under this policy, Cathedral High School will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow up" drug tests initiated by Cathedral High School unless specified in a discipline contract.
2. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian. Likewise, if a parent requests a drug test for their child it will be the financial responsibility of that parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.