

## **GENERAL RULES AND REGULATIONS**

Violation of rules and regulations will result in consequences.

### **ACADEMIC INTEGRITY**

#### **Cathedral High School Honor Code**

"Integrity is a core value of Cathedral High School. As a member of this community, I commit myself to act honestly, responsibly, and above all, with honor and integrity in all areas of student life. I am accountable for all that I say, all that I write, and all that I do. I am responsible for the academic integrity of my work. I pledge that I will not misrepresent my work or give or receive unauthorized aid. I pledge to be respectful of all school property and the property of others."

A student with academic integrity would not participate or be involved in the following behaviors that constitute academic dishonesty. We are aware that new forms of cheating, plagiarism and other forms of dishonesty may arise and therefore, we expect every member of the Cathedral High School community to interpret the expectation of academic honesty and integrity broadly and in good faith.

Academic dishonesty includes, but is not limited to:

#### **Cheating**

1. Copying from others.
2. Possessing or using notes, formulas, or other information in any written or digital form (including pictures, cheat sheets, etc.), without explicit teacher permission.
3. Taking an exam for another student or permitting someone else to take a test for you.
4. Offering, accepting, or asking for improper assistance in return for money or any other benefits.
5. Providing or receiving information about all or part of an exam, test, quiz, or student work including the answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information).
6. Altering a graded item and re-submitting it for a better grade without explicit teacher permission.
7. Gaining or providing unauthorized access to examination materials.
8. Making up data for an experiment.
9. Having any electronics (phone, i-watch, i-pad etc) out during any assessment, that was not approved to have out or asked to be put away before the assessment.

#### **Plagiarism**

1. Including in any assignment turned in for credit any materials not based on your own research and writing. This includes:
  - a. Using the services of a commercial term paper company.

- b. Copying part or all of another person's paper or online resource and submitting it as your own.
2. Acting as a provider of assignments for another student or students.
3. Failing to properly acknowledge quoted or paraphrased material using correct in-text citation, and a works cited page as required by the teacher.
4. Citing non-existent sources.

### **Other**

1. Misrepresenting your academic accomplishments, such as by tampering with computer records.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an assignment, exam, or project.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Submitting substantial portions of the same academic work for credit in more than one course without consulting the assigning teacher (self-plagiarism).
6. Portions reprinted from "What is Academic Dishonesty?" ©2012
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### **Notes**

1. Cathedral High School acknowledges that once a teacher releases test or quiz materials from the classroom environment, these materials are public domain and are available for anyone to use for any purpose.
2. Possessing any prohibited or unauthorized information or device during a test, quiz, or exam, whether or not it is actually used, is an act of academic dishonesty.
3. Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.
4. A student with academic integrity collaborates responsibly with other students and members of the educational community.

### **Collaboration**

1. Collaboration, as defined by Cathedral High School, is working with or assisting another student on a task (assignment, project, etc.) in any way that does not fall under the definitions of cheating or plagiarism, such as National Honor Society student tutoring other students, peer mentors helping younger students etc.
2. Collaboration is permitted when explicitly authorized by individual teachers for the courses they teach.
3. Teachers may indicate collaboration guidelines per assignment or as a general policy.

### **Consequences for Academic Dishonesty:**

Based on the individual circumstances of an infraction, a student may face suspension, expulsion, removal from a class, and a failing grade for the quarter or semester in addition to the following consequences.

### **First Offense**

- The student will receive a zero for the assignment, project, test, quiz, etc.
- The teacher will contact the student's parents
- The student may meet with the vice principal for student conduct
- The incident will be documented in the student's file
- The student's counselor will be notified of the offense
- The incident will be communicated to the moderator of the National Honor Society, who may determine the preclusion or removal of the student

### **Second Offense**

- The student will receive a zero for the assignment, project, test, quiz, etc.
- The teacher will contact the student's parents
- The incident will be documented in the student's file
- The student's counselor will be notified of the offense
- The incident will be communicated to the moderator of the National Honor Society, who will determine the preclusion or removal of the student
- The student will meet with the vice principal for Academics affairs to establish specific consequences addressing students academic misconduct

### **Additional Offenses**

The student will meet with the Academic Review Board which will make recommendations for additional consequences including the possibility of suspension or expulsion

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## **ASSEMBLIES**

Assemblies of the entire student body are for academic, cultural, and/or religious purposes. Students are to take their assigned places quickly and in an orderly manner and maintain appropriate decorum appropriate to the purpose of the assembly. Students being disrespectful will attend Structured Flex for three weeks after the incident.

## **BUS REGULATIONS**

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

## **CAFETERIA/LUNCH**

Cathedral offers a healthy hot lunch program that is run by Flik Food Services. Students can also bring their lunch. While Cathedral does not participate in the Federal Free and Reduced Lunch program, the school does provide an option to provide lunch to students who may need assistance with a /breakfast/lunch purchase. Parents should contact the Vice Principal for Student Life. Cathedral will not have any student go without a lunch who desires to eat lunch.

Lunch is served in the cafeteria but students may also eat their lunches in supervised and approved areas based on graduating class (see "Privileges"). Students do not eat lunch in the hallways. Students, however, may visit classrooms where they may also have lunch with a teacher or staff member.

Students may never leave campus during lunch. They may only go outside the building to eat the courtyard. If students are in the building and are moving from one location to another for a specific reason then they should maintain quiet while walking through any academic hallway. All students are required to clean the area in which they have eaten their lunch, dispose of trash and place any trays in the proper location.

Students can use cash to purchase lunch; use the Mealttime program or take money to the Business Office to be placed in the student's account. Money remaining at the end of the school year will be rolled over into the student's account for the next school year. Seniors retaining money in their account of under 20.00 after graduation will forfeit the money to the lunch program unless requested.

Students found throwing food, items etc. or being disrespectful in any way including refusing to clean their table will result in a loss of cafeteria time with other students and must eat in the Vice Principal for Student Conduct for period of time.

## **CELL PHONES**

Cell phones may be used in the Shiel Student Life Center Commons, cafeteria, and courtyard during academic hours. Earphones may be used in the Shiel Student Life Center commons, cafeteria, courtyard, and library during academic hours.

Cell phone usage is unrestricted before and after school hours. Cell phones will be confiscated and will be brought down to the Vice Principal of Student Conduct. If the Student's Responsible Use Policy is violated. Consequences will result accordingly.

### **First offense**

Cell phone will be confiscated for the day. The student can pick up the cell phone from the Vice Principal for Student Conduct after school. A detention will be issued: if a student is using their cell phone during school hours in areas other than those approved unless the student has received permission from a Cathedral employee. The school may be permitted to review

information on the phone if there is a reason to suspect something of a violation of school policy.

*Rationale:* for the safety and integrity of the student involved.

## **COLLECTIONS/SALES**

Permission must be first obtained from the Advancement Office & Vice Principal for Student Life before students can sell items or conduct collections on campus.

## **CONCUSSION CARE**

The recognition and treatment of athletes who have suffered a concussion has become a national priority. Cathedral High School has recognized that ALL students who have suffered a concussion, regardless of how it was acquired, go through similar recovery phases and can benefit from a formal, mindful recovery plan. Therefore, Cathedral High School has developed best-practice, evidence-based guidelines to care for any student, athlete or non-athlete, who has a suspected or confirmed concussion.

Our concussion care protocol has many facets but includes the following: recognition of the significance of concussions, diagnosis, medical management, neurocognitive testing, physical and mental restrictions, academic modification, symptom management, emotional support, return to play, and academic recovery. The protocol adheres to Indiana Code 20-34-7 in regard to student athletes and their parents while offering a comprehensive, individualized recovery plan for all of our concussed students.

More information about how we care for students with concussions may be found on both the Athletics webpage and Cathedral's main web page under the Parents tab.

## **DANCES**

Dances are considered school activities and generally take place in the school's gymnasium or cafeteria. Students are permitted one pre-registered guest per dance using the proper school form. Guests and former students wishing to attend a school dance must have the prior permission of the Chief Officer for Student Services. This is given when a form is received.

The following rules must be observed:

1. Students should be dressed in accordance with good taste and grooming. Students may be sent home if their attire is lacking Christian modesty including prom and all other dances.
2. Drinking soft drinks poured at the dance and eating are allowed only in the cafeteria.

3. Drinking of alcoholic beverages and/or smoking (or their possession) are absolutely prohibited, and all rules and regulations pertaining to such found in the "Code of Conduct" section of the Student/Parent Handbook will be applicable.
4. Students are not permitted to gather at any time in the parking lot.
5. Students are not allowed to go to other parts of the school building or campus during the dance.
6. Once students enter the dance, they are expected to remain there until the dance is over.
7. Once a student leaves the dance, he/she is not permitted to return.
8. Inappropriate dancing will not be tolerated. Students will be asked to leave the dance immediately

## **DEPORTMENT**

1. Proper school behavior should begin upon entering the campus.
2. Students may enter the building through any designated entrance other than the school's **main entrance**.
3. Upon entering the building, students should remove hats, sunglasses, etc.
4. Students waiting inside the building to leave the school grounds should wait in the Student Life Center entrances after 4:00 pm. In good weather conditions, students can remain outside in the courtyard vicinity. All students need to be picked up by 7:00 pm when the Media Center closes. Students attending athletic competitions may remain on campus at the area of the competition.

## **DRIVING**

All drivers on campus are to abide by the posted campus speed limit signs, and adjust speed downward according to any unusual conditions present. One-way designations must be obeyed. Driving recklessly on campus is prohibited. Passengers must be inside moving vehicles at all times. Drivers will be held responsible for any violations involving their vehicles. Violation of campus driving could result in disciplinary action, including the loss of the student's school driving privilege. The school is not responsible to damage done to cars by weather, games, etc. Parking is at your own risk. Maximum driving speed on campus is 20 mph. All students and their parents wishing to obtain a parking permit must sign an agreement provided with the application.

Students who violate parking rules by not having a tag or parking in the area not assigned to them will receive the following disciplinary action:

First offense: 2 detentions

Second offense: Loss of driving privileges

Sophomores are not permitted to drive unless there is an emergency situation approved by the Vice Principal for Student Life. Because safety on campus is a priority, sophomores do not park

on campus because of a lack of space. If it is determined that there is space, then a review of sophomores wishing to drive will be held in late August or early September. If permission is granted but juniors and seniors continue to obtain a parking pass then a sophomore parking permit may be revoked.

## **ELIGIBILITY**

In order to be academically eligible to participate on an athletic team or in an extracurricular activity, a student must pass six classes.

## **FIGHTING**

Fighting on school property or its vicinity or at any Cathedral-related function will not be tolerated. Verbal fights on campus will result in an In-school suspension and dealt with based on circumstances, threats etc will have added consequences. Physical fighting will result in immediate out of school suspension. Safety is always first! A second fight may result in expulsion or withdrawal from school. The Discipline Board may meet with both students and determine additional consequences. The consequences may be very different for each student involved depending upon each situation.

## **FIRECRACKERS/EXPLOSIVES**

Possession and/or use of firecrackers or any other explosive device on the school property or vicinity or at any Cathedral-related function, is prohibited. A discipline board hearing will take place and the student will be suspended until the board meets.

## **FIRE DRILLS, SEVERE WEATHER DRILLS, ETC.**

Upon sounding of the alarm or warning, all students are to immediately follow the directions of the teacher to designated areas. Drills are to be taken seriously by everyone. In addition to fire drills, the school will drill for tornados, earthquakes, intruders, bomb threats, and others as needed.

## **GAMBLING**

There is no gambling permitted on school property. The consequence for gambling is assigned by the vice principal for student conduct. Detentions/suspensions/Saturday schools/ Structured Flex for a period of time are all options.

## **GRADES/ELIGIBILITY**

To be eligible academically for athletics and other extra-curricular activities, the student must pass a minimum of six regular subjects in the previous grading period. The grading periods are defined as Quarter 1, Semester 1, Quarter 3, and Semester 2.

## **GROUNDS**

While Cathedral has beautiful grounds for the students to enjoy there are several areas that are off limits to all students unless directed to be there by a teacher and/or coach. These areas are the gazebo, parking lots, the area beside the cafeteria, wrestling room, the walking trails, and the bridge behind the theatre or trail. Any area that is not supervised by an adult is ALWAYS off limits. After school from 4:00 pm to the time a student leaves for home students must be in the Media Center or Commons where supervision is provided. Students participating in activities that are taking place in the gyms, foyer, atrium or cafeteria may remain there but are to be supervised by the coach or club moderator. Consequences will be dealt with based on circumstances however a discipline board may need to determine the final consequence.

## **GUM**

Gum is not permitted anywhere on campus during school hours.

## **HOLY WEEK ACTIVITIES**

As Christians, Holy Week comprises the high, holy week of the Catholic/Christian year. This is a reminder of our salvation, given to us by Jesus, who literally died to save each of us. Since this time of the year is so special, it is our task to model to the Catholic/Christian community our thanksgiving and our appreciation of this gift of salvation. As a result, there will be no extracurricular activities, practices, scrimmages, games, dramatic productions, field trips or academic contests with other schools after 5:30 p.m. on the Thursday before Easter (also known as Holy Thursday or Maundy Thursday) or on Good Friday or Easter.

## **ID CARDS**

All students upon entering Cathedral must clearly wear their school issued ID and lanyard. The ID's are issued to access doors, identify the person, and as an option to purchase lunch. A lost or damaged card must be replaced immediately. Contact the front office for replacement. The replacement cost is \$10. Students will be sent to the Student Services Suite if they do not have their lanyard and ID. See School Lanyards & Student IDs in the earlier section for more information. Replacement ID's and lanyards can be found in the Technology office in the Library.

## **iPADS**

Use of iPads for students are intended for academic learning. Students should follow the Responsible Use Policy and guidelines set forth by their teachers in the classroom. If misuse of iPads is reported, the following actions will be taken.

### **First offense**

The iPad will be taken away for the affected period and held in the classroom. A detention will be issued.

### **Second offense**

The iPad will be taken away for the day and held in the vice principal of student conduct's office and two detentions will be issued.

### **Third offense**

Teacher will retain the iPad and the student will report to the vice principal for student conduct. The vice principal of student conduct will determine the extent of further consequences, which can include further suspensions and/or expulsion if warranted including a potential discipline board hearing.

## **LIBRARY/MEDIA CENTER**

A quiet atmosphere for study must be maintained at all times in the Library Media Center. No food or drinks are permitted with the exception of plain bottled water. Students may check out books for a three-week, renewable period. All books must be checked out at the circulation desk. Reference books may not be taken from the library without permission of the librarian. Books removed from the shelves should be left on the table and not put back on the shelf—"a misplaced book is a lost book."

Fines will be charged for overdue or damaged books. If a book is lost, the purchase price of the new replacement book, plus a \$5 fee will be charged. Overdue books are fined .05 cents per day (Monday-Friday); overdue calculators, audio visual, and reserved materials are fined \$1.00 per day (Monday-Friday). Students who owe library fines will not be allowed to check out books from the Library. Report cards of students may be held for overdue books, fines, or fees owed to the Library.

If the Library is over capacity, adults may ask students to leave or stop allowing students in for that period. A student may be suspended from the Library for a length of time depending upon their infraction. That student may be told to go to the vice principal for student conduct if issues continue. The student may be suspended from school if disrespect continues in the Library.

## **LOCKERS**

Lockers with locks installed are provided by the school. Each student is expected to take proper care of the assigned locker. Any damage done to lockers will be paid for by the student/parent.

Locker combinations are to be kept confidential, and lockers are to be kept locked at all times. Failure to adhere to this rule could result in the loss of property. Students should not exchange assigned lockers. Persons found tampering with a locker other than their own will be subject to disciplinary action. Students must remove all objects from their lockers by the last day of school. Cathedral High School reserves the right to make periodic locker inspections.

Locker room responsibilities for security:

#### **Students/Athletes**

Keep locker room area clean and organized.

Keep all personal items in locked locker.

Report any damages to a teacher/coach.

#### **Respect other students' belongings and school property.**

No loitering or horseplay of any kind.

If at all possible, refrain from bringing valuables to school. If you must bring valuables to school, they may be kept in front office with Dr. Greer.

#### **Teacher/Coach**

Supervise when students are present.

Distribute working locks to each student.

Report to maintenance any damages.

Keep locker room locked when team/class is not using area.

Keys are not to be loaned to students or any other adults.

### **LOST ITEMS**

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

### **LUNCH GUESTS**

Students may not have guests from other schools visit during lunch. Family members may do so if permission is sought by the Vice Principal.

### **OUTSIDE ACTIVITIES**

Although Cathedral High School cannot take responsibility for students' actions outside of school in certain circumstances it may be necessary for the school administration to take action in order to safeguard Cathedral High School's good name and reputation.

### **PATRIOTISM**

All students are expected to show respect for the flag and country by standing for the Pledge of Allegiance and the National Anthem. Hats are to be removed during both.

## **PICTURES**

Students are provided with an ID card that they should use to obtain entrance into school events including games, dances and theatre productions. Students may be restricted from entering without an ID. There may be occasions when the school uses images, likenesses, representations (photos, videos) and/or other media of students. Students' images are approved for use in school marketing and media materials unless specific request is made in writing by the parents or guardians.

## **RALLIES**

Student rallies are scheduled periodically throughout the school year for the purpose of enhancing a spirit of unity and fellowship, and developing school spirit and enthusiasm. A rally is, by nature, meant to encourage school spirit, and to offer positive support for the school teams and activities.

## **RESIDENCY**

Students must live with their parents or legal guardians while a student at Cathedral High School based on our contract law with the parents. Any exception to this rule must be approved by the Vice Principal for Academic Affairs.

## **SCHOOL GROUNDS**

During the school day, students are restricted to the school grounds and areas designated for classes and class activities. Late-arrival seniors must report to the Media Center if at school earlier than their first class of the day. Students may NOT sit in their cars in the parking lots.

## **SCHOOL LOGO**

Use of Cathedral High School's Celtic cross and/or the school name (i.e. "Cathedral High School," "Cathedral," "Irish"), the school's motto, or the Cathedral crest, for any school-related spirit wear or items, (i.e. any club/group/athletic team T-shirts, etc.) must be pre-approved by the vice president for marketing and communications. Additionally, only colors approved by the Cathedral High School Board of Trustees may be used to represent the logo and/or school name. These colors are navy blue (PMS 281), Kelly green (PMS 356) and old gold (PMS 871). A style guide outlining approved colors, type fonts, and logos is available from the marketing department.

At this time, there is no approved leprechaun for use by any groups associated with or sanctioned by Cathedral High School. Shamrocks may be used with approval of the vice president for marketing and communications. Any violation of this policy may result in disciplinary action as deemed appropriate by the school, up to and including expulsion. We also rely on all students to take reasonable steps to ensure that no violation by any of their peers occurs.

## **SCREENINGS**

Sophomore students will have a hearing screening in accordance with Indiana mandates.

## **SECLUSION AND RESTRAINT**

Cathedral High School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school have a Seclusion and Restraint Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat, as a means of coercion or retaliation, or as a convenience.) Any use of either seclusion or restraint shall be supervised, short in duration, and used only for the purposes of de-escalating the behavior.

## **SPORTING EVENTS, DRAMA PRODUCTIONS, ETC.**

These activities and others like them are considered school activities. All rules and regulations contained in the Code of Conduct are applicable. There are consequences for students involved in athletics regarding drugs and alcohol; the policy can be located in the Athletic Policy section of the handbook.

## **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.