

## **GENERAL RULES AND REGULATIONS**

**During the pandemic the school hours are from 7:00am to 4:30pm.**

### **School opening each day**

From 7:00am to 7:30am students can report to the library. At 8:00am students can report directly to their first period class.

### **School closing each day**

When school ends each day any student who is not picked up immediately must go to the cafeteria. All students must be picked up by 4:30 for cleaning and disinfecting.

Students staying for athletic practices must meet with the coach or designee in a classroom. Those students may not wander the building for safety reasons and minimize touching areas after being cleaned.

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 expectations 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, formulae, 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).

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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 or guardians
- 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

## **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 be given a consequence. All School assemblies will not be held unless students/staff/guests are safe. The Corona19 virus has caused the school to not have large assemblies especially inside unless all precautions are taken into account and all are in a safe environment.

## **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.

**During the pandemic students will be given an assigned seat, must wear a mask at all times, remain socially distant and face forward.**

## **CAFETERIA/LUNCH**

**During the pandemic lunch will take place in classrooms only. Students must follow teachers' policies. We encourage all students to bring their lunch to school. No sharing of any food is permissible. If purchasing a lunch, students must turn in checks to the drop box outside the cafeteria in the morning or parents can add money electronically to their child's account or a student can give the point of sale money to add to their account. There will be no money exchanged at the point of sale.**

- Students must go directly to the food serving lines and return to the classroom immediately. No gathering in hallways.
- Students must clean their own areas.
- No masks will be worn during lunch however students should sit facing forward.
- Hand washing is encouraged before and after eating.

## **CELL PHONES**

Cell phones may be used outside during passing periods only. Earphones are not permissible during school hours unless approved by individual teachers in classrooms only. During the

pandemic teachers will not take cell phones however they will issue a detention. Students must show the Educator their ID when asked.

Detentions will be given for cellphone use during school hours indoors.

Cell phone usage is unrestricted before and after school hours.

### **First offense**

A detention will be issued:

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**

**Students with concussions will remain in class or will make arrangements with individual teachers to go to a different, supervised environment during the pandemic.**

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**

## **During the pandemic, dances will be cancelled or postponed.**

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

## **DEPARTMENT**

1. Proper school behavior should begin upon entering the campus.
2. Students may enter the building through any designated entrances. Hand sanitizer will be available.
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 Cafeteria. All students need to be picked up by 4:30 pm. Students attending athletic competitions may remain on campus in a classroom with the supervision of a coach.

## **DRIVING**

**During the pandemic and construction students must park and come directly into the building. No loitering or gathering in the parking lots. No entering another person's car.**

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 15 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 Mr. Barth or Mr. Bruns. 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 second semester. 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 the Corona19 virus is still a threat, students may not gather on the grounds.**

Any area that is not supervised by an adult is ALWAYS off limits. After school to the time a student leaves for home students must be in the cafeteria.. Students participating in activities 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. There is a form that must be filled out in the student newsletter if a student needs a replacement ID. 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**

**All students and adults will not share Ipads while the Corona19 virus is still a threat.**

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 Student Services Suite.

### **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**

**During the pandemic the library will be closed and used as a classroom however services will be available by the librarian. See Mrs. Herron for questions on how to reserve resources.**

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.

## **LOCKERS**

**During the pandemic lockers will be issued upon student request to assure social distancing. See Mr. Freije or Mrs. Lewis to obtain a locker.**

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 the 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.

**During the pandemic PE locker rooms will have specific procedures, all students must follow the PE teachers procedures. One important procedure will include to only allow a minimum of students into the room at a time. Follow teachers policies.**

## **LOST ITEMS**

**Items found will be quarantined for 48 hours and disinfected before returning to students during the Corona19 virus.**

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**

**No guests will be permitted during the Corona19 virus threat.**

## **OUTSIDE ACTIVITIES**

**Outdoor activities will be limited due to construction and the pandemic.**

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 a specific request is made in writing by the parents or guardians.

## **RALLIES**

**Rallies will not take place indoors during the pandemic and will be very limited if at all.**

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 directly to class. There will be no gathering area available if a student arrives early.

## **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.

### **Clinic Procedures for 2020**

Due to COVID-19 the CHS Clinic will have new procedures in place in accordance with the Indiana Department of Health.

-Students are to try and avoid going to the clinic, if possible, in order to limit them from potential COVID exposure. Teachers will be provided with supply bags to treat minor injuries, bloody noses and other needs. Water is always the first choice for students complaining of a headache- please try this first before sending them to the clinic.

-If a student has a medical need they will go to the clinic door, which will be blocked from entering. The nurse will assess if the student can come into the front entrance or not. If the student is ill, he/she will need to go to the back entrance. Injuries and other issues will be treated outside the clinic door or in the clinic depending on the need. Medications will be given at the clinic door. All students will need to remain socially distanced while they wait for the nurse

-All Diabetic students are encouraged to self treat- MD orders and plans still need to be completed with the nurse, but self-testing is recommended. An area of the clinic has

been set up for the diabetic supplies - please contact the nurse at your earliest convenience to set up the plan for your student

-Students with Asthma are encouraged to carry their inhalers-MD orders and plans will still need to go through the nurse. Please contact the nurse at your earliest convenience to set up a plan for your student. Nebulizer treatments will not be able to be given in school this year.

-if your student has any chronic medical conditions such as Migraines or stomach issues, it is imperative that you fill out the health information sheet and Community Health release form. Since so many symptoms match the criteria for COVID, students will be sent home with very strict guidelines to follow for most complaints. Students will not be able to rest in the clinic, with very few exceptions. If they do come in it has to be for under 15 minutes in order to meet the CDC guidelines for their safety. The nurse is also not allowed to give out snacks or juice this year. It would be a good idea to have your student keep something in their backpack.

Please call the nurse with any questions or concerns. We are doing everything we can to keep our students and staff safe.