

# PARENT/STUDENT HANDBOOK



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**2023 - 2024**

## **Notice of Implied Agreement**

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The registration of a student at Cathedral High School is deemed to be an agreement on the part of the student and on the part of his parent or guardian to comply fully with all policies, rules, and regulations of the school as outlined in this handbook. Cathedral High School reserves the right to make revisions in this handbook when, and if, deemed necessary by the school administration. Observance of any change or update is expected of all when the change is made to the Parent/Student Handbook and posted to the school website.

### **Statement of Acceptance and Good Standing**

Cathedral High School admits male students of any race, color, racial, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, racial, or ethnic origin in the administration of its educational policies, admission policies, scholarship and financial aid programs, athletic and other school programs. While Cathedral High School can make minor accommodations to educate academically capable students, parents and students must recognize that as a policy the school does not have the means to accommodate students who require specialized educational programming or mandated independent educational programs (IEPs). In addition, as a condition of acceptance the student must be willing to purchase at his expense and use an iPad to access digital textbooks and other resources required by his teachers for instructional purposes.

Students are enrolled at Cathedral High School on the basis of a yearly evaluation and acceptance. Cathedral High School reserves the right at any time throughout the year to dismiss students for non-payment of tuition or fees, academic or disciplinary violations, or other reasons that affect the welfare of other students or threatens the school community. The Principal also reserves the right at his discretion to terminate the student's enrollment when it is evident his parent(s) or guardian(s) do not cooperate, support school policies or treat school personnel (teachers, staff, coaches) in an appropriate fashion.

A student considered to be in good standing is: (a) one who an iPad to use for all school work, (b) one who has not become subject to dismissal; (c) one whose record of conduct is satisfactory; (d) one whose parent or guardian cooperates with school policies and practices, and (e) one who has met all financial obligations to the school.

## **Mission Statement of Cathedral High School**

The mission of Cathedral High School is to provide a human, Christian and college preparatory education to young men, especially those from economically challenged neighborhoods in the Los Angeles area, who seek a Catholic and Lasallian education inspired by the vision of St. John Baptist de La Salle and the heritage of the Institute of the Brothers of the Christian Schools which he founded.

### **Cathedral Lasallian Educational Outcomes**

Over the course of four years each graduate will attain an education that promotes LIFE. By LIFE we mean each student will be a Lasallian with Integrity Focused on Education.

#### **1. Lasallian**

Understands the message of Jesus Christ in the tradition of the Roman Catholic Church, honors the presence of God, and responds to the needs of others, especially the poor.

#### **2. Integrity**

Respects and works cooperatively with others and appreciates people of different cultures, backgrounds, religions and social-economic status. By understanding Christian moral values he will practice more mature decision-making.

#### **3. Focused**

Develops confidence in his abilities and sets personal and educational goals to complete an academic program required for college admission.

#### **4. Educated**

Reads, listens, thinks critically and communicates effectively in a college preparatory curriculum while developing an appreciation for music, art, drama, and his own physical abilities.

### **Lasallian Core Principles**

Cathedral High School is a private, Lasallian Catholic college preparatory high school which strives to uphold the five Core Principles of all Lasallian schools around the world:

- 1. Belief in the Presence of God**
- 2. Inclusive Community**
- 3. Quality Education for all Students**
- 4. Concern for the Poor & Social Justice**
- 5. Respect for all Persons**

## **School Philosophy**

Cathedral High School, a private, Lasallian Catholic college preparatory school, derives its philosophy from the mission of the Church while recognizing that it is the parents of its students who are the primary educators of their sons. This mission is animated by the traditions and philosophy of the De La Salle Christian Brothers.

The teacher at Cathedral High School is called to play a special part in God's providential plan for students. Recognizing the value and uniqueness of each student as a person with religious, intellectual, imaginative, emotional, social, and physical potential, the teacher leads the students to seek the fullest development of their talents. The words of St. John Baptist de La Salle, founder of the De La Salle Christian Brothers, "To touch the hearts of your pupils and to inspire them with the Christian spirit is the greatest miracle you can perform," guides the Lasallian teacher in all aspects of school life.

Cathedral High School is committed to establishing a Catholic community where there is love, respect, and acceptance of each person; where there is freedom, yet a sense of responsibility in the recognition that all members are dependent on others; where the students can recognize their unique relationship to God and God's creation as revealed through Christ, and are able to respond to this relationship; where not only the students, but all members of the Cathedral community recognize and accept their own uniqueness and sacredness and at the same time the uniqueness and sacredness of others; where opportunities for formal worship and community service exist and the principles of Catholicism are imparted.

As a college preparatory school, Cathedral High School admits students who can benefit from the academic program and who will pursue their education beyond the secondary level. The students are taught to think critically, to analyze, to synthesize, to personalize, and to communicate what they have learned and to be of service to others. Cathedral High School strives to generate an attitude of respect and appreciation in our students for themselves, for their talents, for their fellow students, and for the richness of their own cultural backgrounds.

From this emphasis on the process of learning and the development of a Christian value system flow the other aspects of Cathedral's philosophy. Cathedral High School structures its program to enable the students to develop self-awareness, self-discipline, and self-motivation; to be aware of their emotions in order to express them in an acceptable and maturing way; and, to be aware of the emotions of others in order to respond to them. The students are given the opportunity to develop their bodies consistent with their physical potential. Thus, each teacher works carefully with the students so that they may continue to develop the knowledge and skills necessary to live at peace with themselves, with others, with nature, and with God.

## Required and Recommended Courses

Subject Area	Units	Required Courses	Additional Courses
Religious Studies	40	Religion I Religion II Religion III Religion IV	Frosh Seminar: Diversity & Inclusion
English	40	English I or Honors English II or Honors English III or AP Eng Language English IV or AP Eng Literature	Speech Publications Great Books
Social Studies	30	World History or Honors US History or AP US Government or AP	Law Psychology
Mathematics	30	Algebra I or Honors Geometry or Honors Algebra II or Honors	Algebra II Honors Business Math Pre-Calculus or Honors AP Calculus AB or AP Cal BC AP Computer Science A
Science	30	Biology or Honors Chemistry or Honors Physics or Honors	Anatomy & Physiology AP Physics 1 AP Chemistry/ AP Biology
Foreign Language	20	Spanish I or Honors Spanish II or Honors	Spanish III or Spanish III Honors AP Spanish Language AP Spanish Literature
Visual & Performing Arts	10	Studio Art I Theatre Arts I Video Production I Media Graphics	Studio Art II, III Theatre Arts II, III Video Production II

Physical Education	15	P.E./Health	Fitness Strength Conditioning (FSCInterscholastic Sport
Computer Science & Engineering	5	AP Computer Science Principles (AP CSP)	AP Computer Science A (JAVA) (AP CS A) Robotics Game Competition (Python) Half Year E-Sports, Intro to CAD, CAD Solid Modeling with SolidWorks
Additional Classes & Electives	60		Criminal Justice

280 Total Units Required for Graduation

## **COVID19 Safety Precautions for 2023-2024**

### **Release of Liability**

The novel coronavirus (COVID19) has been confirmed by the Center of Disease Control, State of California and Los Angeles County Health Department to be highly contagious and potentially deadly. While Cathedral High School (hereafter listed as School) will endeavor to take reasonable preventative measures to reduce the spread of COVID19 the School cannot guarantee that students, parents or other persons on campus will not become infected with COVID19. Attending classes on campus and participating in any activity affiliated with the School - including sports, attending meetings, classes, social activities, service activities, etc. - could increase the risk of being exposed and testing positive for COVID19.

By enrolling their student in the school parents/guardians acknowledge the contagious nature of COVID19 and voluntarily assume the risk that exposure may result in illness, disability, even death. Parents/guardians and students of legal age (age 18) agree to release the School from any and all liabilities, claims, actions, damages, costs and expenses arising out of or in any way related to exposure or infection of COVID19 that may occur as a result of being on campus or participating in any school related activity. Parents/guardians by voluntarily enrolling their student in the school agrees to indemnify and hold harmless the School from and against all related claims to COVID19.

### **Required COVID19 Vaccination, Verification of Vaccination & Dismissal for Non-Compliance**

Due to the changing circumstances associated with the spread of Coronavirus and to promote good health for the well-being of the greater community the School reserves the right to require all students, teachers, staff and coaches to show verification of being fully vaccinated for COVID19 in order to enter the school property, attend classes, participate in sports or other activities associated with the school. For this reason the School reserves the right to REQUIRE all persons who enter the campus or directly associated with the students or school to be fully vaccinated for COVID19. Failure to comply may result in the student and/or employee being dismissed.

After the U.S. Food and Drug Administration (FDA) grants full approval for Covid-19 vaccines the School will require all students, faculty and staff be fully vaccinated for Covid-19 with proof

of vaccination. If due to a medical, personal or religious reason a student, faculty or staff member will remain unvaccinated he or she will be required to test for Covid-19 every week from a testing lab accepted by the School and will be required to submit the results to the School. Any costs for this on-going testing will be at the sole expense of the individual, not the School).

In addition, any student who does not regularly follow Covid19 Protocols (i.e. mask wearing inside classrooms and buildings) as directed by the school administration may be dismissed from the school after being warned and parents notified of the matter. The determination of what constitutes non-compliance or not regularly following COVID19 Protocols is at the sole discretion of the Principal whose decision is final.

## **Academic Regulations**

### **Report Cards**

Report cards are mailed to the student's home address eight times a year (approximately every five weeks) or posted online through PowerSchool. Semester grades, which are part of the student's permanent transcript, are mailed to home twice a year in January and in June.

### **Academic Probation (Loss of Financial Aid if Below 2.00 GPA)**

Any student who receives grades below a 2.00 GPA or receives one or more F grades at the end of the Fall Semester will be placed on Academic Probation. A student must achieve at least a 2.00 GPA with no "F" grades by the end of the Spring Semester or dismissal from the school may occur in June. A student receiving financial aid may lose all or part of his financial aid at the end of any semester if he has below a 2.00 GPA at the end of a given semester (January or June).

### **Academic Ineligibility for Sports**

Eligibility for athletic competition will be reviewed four (4) times during the school year. Review will follow the two mid-semester report cards and the two semester report cards. When the review occurs, any student who receives below a 2.00 GPA will be placed on Academic Probation until the next mid-semester or semester report card (whichever comes first). A student on Academic Probation may continue to practice and play on a school team. However, if a student remains under a 2.00 GPA when the following mid-semester or semester report card is issued he will be declared "**Ineligible**" and will not be allowed to practice, travel to games, or play in any athletic competition. This Ineligibility period will extend until the following mid-semester or semester report card indicates the student has achieved at least a minimum 2.00 GPA. Academic Probation and Ineligibility periods become effective on the Monday following the week grades were submitted to the Dean of Studies. (Note: An Ineligible student who attends summer school may practice during the summer, but will not be allowed to practice or play on a team after August 30th if summer school grades have not increased to a minimum 2.00 GPA. It is the student's responsibility to submit an official summer school report card to the Dean of Studies for grade verification and clearance).

### **Academic Dismissal (Three F Rule & Cumulative 2.00 GPA Requirement)**

Any student receiving three or more semester F grades in one semester or over the course of one academic year or does not achieve a cumulative 2.00 GPA over the course of one academic year is subject to dismissal from the school at the end of the first semester in January or at the end of the year in June. In addition, if a student ends the academic year in June below a 2.00 GPA but is allowed to return for the following school year, the student is still subject to academic dismissal if he does not achieve a minimum 2.00 GPA on the fall mid-semester report card in October.

### **Cheating and Plagiarism**

Cheating and plagiarism are serious academic offenses. Plagiarism occurs when a student copies the work of another person or receives information in any format without properly noting the source. A teacher who believes a student has cheated or plagiarized should bring the matter to the attention of the Dean of Studies. Cheating has various forms; the most common is copying homework or cheating on a test, but it also includes aiding and abetting others to be dishonest and allowing another person to copy homework or another assignment. Penalties for these offenses include:

- In-school suspension for one school day. If a student is involved in sports or other activities, he will not be allowed to practice or play in a game on the day he is serving an in-school suspension by the Dean of Studies.
- A phone call to a parent or parent meeting may be required with the Dean of Studies.
- The student will receive no credit and fail the assignment, test, or project.
- Repeated copying or cheating may result in suspension from school, failing the class for the semester, removal from the Honor Roll and Academic Honor Societies or even dismissal from Cathedral High School.

### **Semester D & F Grades Not Accepted by Four-Year Colleges & Universities**

Most classes at Cathedral are yearlong, and many in the Math and Spanish Departments build upon information from the first semester in order to continue into the second semester. In the event that a student receives a first semester “F” grade, the student must still advance to the second semester of the yearlong course if he is to remain at Cathedral High School.

All semester “D” and “F” grades earned in any UC and CSU “a-g” required courses must be made up in order to apply to their university. “D” grades are not accepted by CSU or UC for college admission. While a community college will accept “D” grades for admission a senior will not be eligible to apply to a four-year college with a “D” or “F” grade in a required “a-g” class.

Academic eligibility and NCAA rules for the UC and CSU system are subject to change without notice. Students should check with the College Counselor regarding any possible changes. While a student may be eligible to apply to college, the higher the GPA the more likely a student will be granted admission. For this reason, Cathedral strongly recommends all semester “D” grades be made up in summer school in order to apply to any four-year university.

### **Academic Transcript**

Official academic transcripts are available from the Registrar’s Office. To request a transcript the student, parent or legal guardian must Mr. Godoy at [mgodoy@chsla.org](mailto:mgodoy@chsla.org) or 323-441-3113. Transcripts can normally be issued within three school days.

### **Awarding of Diplomas**

To obtain a diploma from Cathedral High School, a senior must pass all courses with at least a semester “D” grade each semester, have tuition and fees paid in full, and all sports jerseys and school equipment, books, and other items returned or paid to the school by the deadlines set by the school. The student must also fulfill the units required to obtain a diploma and not incur a serious disciplinary infraction before Graduation. Only the Principal may grant exceptions to the graduation requirements.

### **Honor Roll Qualifications**

In order for a student to qualify for the A or B Honor Roll at the conclusion of each semester, the following GPA requirements must be met:

- A Honor Roll: 3.50 weighted or above
- B Honor Roll: Between 3.00 and 3.49 weighted
- No D or F grades in any class during the semester, including Physical Education.

### **Star Scholar Recognition**

In addition to the recognition provided each semester by making the Honor Roll, a student may receive recognition each spring at the Star Scholar Night for outstanding achievement or merit in a particular academic class. For each class period, teachers select two students for the following two certificates:

- Academic Excellence: The student achieving the highest-class grade and/or achievement over the duration of the class.
- Academic Merit: The student demonstrates the highest level of determination and academic effort while not necessarily achieving the highest grade in the class.

### **Graduation Valedictorian & Salutatorians**

The honor of speaking at the graduation ceremonies as the valedictorian or as a salutatorian is given to seniors who are chosen by the Principal in recognition of academic excellence.

### **Academic Requirements for Attending Prom, Grad Nite & Graduation**

Attending Prom, Grad Nite and Graduation is a privilege, not a right. This privilege is extended to seniors who have attained a level of academic success, conduct and school attendance that merits participation in these events. As a result, if a senior has any semester “F” grades on his transcript through the seventh semester (January of his senior year) he will **not** have the privilege of walking at Graduation or attending Prom or Grad Nite unless every failed semester class is made up, with the class being approved by the Dean of Studies, twenty (20) school days prior to Prom. During a senior’s spring semester, the Principal may also prohibit the senior from attending Prom, Grad Nite and Graduation for ongoing absence/tardiness, a disciplinary or behavior reason, or for having two or more F grades in classes at the time these events occur.

### **California Scholarship Federation**

Application for CSF membership must be made each semester in which a student is eligible. Applications will be accepted during the first two weeks of each semester. Additionally for students to be eligible for CSF membership, they must fulfill the following requirements:

- Must have at least ten CSF qualifying points
- Must have satisfactory citizenship
- No D or F grades in any class during the semester
- Be at least a second semester freshman

In order to graduate with a Gold Seal and cord, the student must be a CSF member for at least four semesters, one of which must occur in the senior year. Six semesters of membership qualifies a student as a 100% member and the honor of also wearing a CSF pin at graduation.

### **National Honor Society**

The National Honor Society recognizes outstanding accomplishments in the areas of scholarship, character, leadership, and service. NHS membership is open to sophomores, juniors and seniors who have attended Cathedral for at least one semester and who have a 3.29 cumulative GPA. Students who meet the scholastic requirements will also meet minimum requirements that demonstrate leadership, service and character. Applications for NHS membership will be accepted during the first two weeks of each semester. Members must reapply each year in the fall. Freshmen in their second semester may apply as associates.

### **National Spanish Honor Society**

The National Spanish Honor Society recognizes academic achievement in the study of the Spanish language. A student may apply to this honor society by achieving at least a 3.00 GPA in Spanish for a minimum of three (3) semesters beginning in the spring of the sophomore year. To be a member in good standing the student must fulfill the service requirements.

### **National English Honor Society**

The National English Honor Society recognizes academic achievement in the study of English and Literature. A student may apply to this honor society by achieving at least a 3.00 GPA in English after a minimum of three (3) semesters beginning in the spring of their sophomore year. To be a member in good standing the student must fulfill the service requirements.

## **Grading Scale**

The following system of grading for students on report cards is as follows:

A+ A A- (4.0) B+ B B- (3.0) C+ C C- (2.0) D+ D D- (1.0) F (0.0)

Semester grades are to be rounded up if points in the class add up to a percentage that is .5 or higher (i.e. 79.5% would be rounded to 80%). Students enrolled in an AP or Honors class will receive one additional grade point (+1.0) to any grade that is a C- or above. For example, a grade of B is weighted to be worth 4.0 instead of 3.0.

## **Semester Exams**

Semester exams must be given in all courses and may count for up to 20% of the class grade. Such a rationale provides a definite learning experience of studying for exams and the discipline of sitting for exams. Exams will be at least 80 minutes and students must remain in the classroom for the entire length of the exam period. Semester grades will reflect the student's performance throughout the semester as well as the grade on the semester exam.

## **Semester F Grades**

Issuance of a "D" grade on a report card is sufficient notice that the student is in danger of failing the class for the semester. No semester "F" grade may be given unless the student received a "D" grade on the last report card before the end of the semester or the comment "student in danger of failing" was included on that report card.

## **Making Up Semester Grades (Summer School)**

All semester "F" grades must be made up before the student is eligible to return to Cathedral High School the following school year. Students must enroll in Cathedral's summer school to make up any semester "F" grade. Students who receive a semester "D" grade may make up the grade at Cathedral or at another approved high school, adult school, community college or online if permission is granted in advance by the Dean of Studies. Students are not allowed to make up grades during the regular academic school year without prior approval from the Dean of Studies. Cathedral strongly recommends that students make up all semester D grades in order to be eligible to apply for admission to four-year college or university (CSU, UC, and private colleges) by November of the student's senior year

## **Miscellaneous Student Matters**

### **Physical Examination/12 Month Medical Clearance Requirement for Sports**

All incoming freshmen and transfer students are required to have a physical examination authorized by a licensed medical provider. All students must have a current physical examination form on file with the Registrar's Office in order to try out, practice, or play on a school team. To practice and play the student must have a physical examination completed every 12 months (annually). The physical exam is only valid for 12 months. If the physical exam form on file expires at any time during the practice, regular season, or post-season, a new physical exam form must be completed and submitted to the Registrar's Office before a student will be

allowed to practice or play. It is the responsibility of the parent or guardian to ensure the student has completed this requirement.

### **Parental Residency Requirement**

The school expects students to reside with a parent or approved guardian while enrolled. In the event that a student is temporarily not residing at the home of the parent or legal guardian, the parent or legal guardian is requested to notify the Attendance Office of the name and the telephone number of the adult responsible for the student.

### **Notification of a Change of Address, Telephone and Emergency Information**

For the safety of each student, it is the responsibility of the parent/guardian to notify the Registrar in writing within three days of any change of address, telephone number or emergency information for the student so the school's contact and emergency information may be current year round. Students may be suspended from school if parent contact information is not current or valid.

### **Student Health / Use of Medications**

The Dean of Studies must be made aware of any medical, physical or emotional problem of a student that may, in any way, affect his performance or behavior in school or school activities. If a student is using medication prescribed by a physician for a specific reason, the Dean of Studies must be alerted to this in writing. A physician's statement regarding administration of medicine by school personnel will be required. Students are not allowed to use medication without prior administrative approval.

### **Parents Responsible for Student Medical Insurance**

Parents or legal guardians must assume full responsibility and the cost for the medical needs of their son, even if an injury or illness requiring medical attention occurs on campus or at a school event (i.e. student injury during a game or practice). Cathedral High School does not provide any primary or secondary medical insurance for students and is not liable for any costs incurred by a student in receiving medical care.

### **Contagious Disease Notification (COVID19)**

Students whose absence from school is due to a contagious disease (e.g., Coronavirus, Hepatitis, Mononucleosis, etc.) may be asked to provide the school with a physician or medical note certifying his well being in order to return to school. A student may be denied the opportunity of attending school without valid medical/health clearance.

### **Proper Use of the Library**

Students may use the library along with the computers and printers in the library before school, Break, Lunch and after school as long as a teacher or staff member is present. Food, soda or

drinks (including water) may not be brought into or consumed in the Library. Students breaking these rules may be given detention, even restricted from using the Library.

## **Acceptable Use Policy (AUP) for Computer & Internet Use**

Access to computers and the Internet is a privilege, not a right. Each user, as well as a student's parent or guardian, voluntarily agrees to release, hold harmless, defend, indemnify Cathedral High School and its employees for and against all claims, actions, charges, losses or damages that arrive out of the user's use of a computer and the internet. The use of the internet on campus is for educational purposes only. Student emails are monitored by the school and should be used for educational purposes only.

Acceptable use of computers and the internet includes classroom instruction, completion of class assignments, research, appropriate communication with teachers and students, accessing websites intended for educational purposes, and the official work of school organizations and clubs.

Unacceptable use of computers and the internet includes viewing, accessing, or transmitting pornographic or offensive materials or statements. This applies to on-screen displays, sounds, messages, or printing of images that could reasonably be considered pornographic or offensive as determined by school administrators.

Unacceptable use also includes sending messages, posting statements, or maintaining a social networking site (i.e. Instagram, SnapChat) that has intentionally false, defamatory or hate related information about a person, group, or organization. It is also unacceptable to make personal attacks, threats, or harass (using a computer or device using the internet or WIFI in a manner that bothers another person and not stopping when asked to do so), or to communicate with strangers or reveal personal information about yourself or another person such as disclosing their name, home address, phone number, or email address.

Further unacceptable use of computers, internet and WIFI also includes:

- Taking possession of computer equipment, software, data, peripheral device, or any other electronic property or resources belonging to the school, the faculty, or staff.
- Intentionally wasting, abusing, and/or damaging computer and network resources. This includes excessive printing on school printers.
- Using another student's account, allowing someone else to use your account, or trying to access another person's account. Using someone else's name or in any way impersonating another person or misrepresenting affiliation with a person or group.

- Attempting to tamper with a teacher's electronic grade book, school records, teacher or school email, tests or to log-in seeking privileged information.
- Using school equipment for loading, sharing, copying, and downloading software, music, videos, movies, written works, information, images, or other files in violation of copyright or patent protection as stated by the owner and/or U.S. law.
- Participating in chat rooms, purchasing items on the Internet, instant messaging, accessing game sites, online gambling, or other interactive recreational activities.
- Intentionally transmitting any material or messages containing software viruses, unsolicited advertising, "spamming" or chain letters.
- Hiding online activity, using online proxy servers or software.

### **Acceptable Use Policy (AUP) for iPads**

Access to technological devices, specifically iPads, at Cathedral are used for the purpose of supporting the educational experience and mission of the school. Use of the iPad carries responsibilities and behavioral expectations consistent with all school rules and policies. Each user, as well as a student's parent or guardian, voluntarily agrees to release, hold harmless, defend, and indemnify Cathedral High School and its employees for and against all claims, actions, charges, losses or damages that arrive out of the user's use of an iPad and the Internet.

The following rules apply to all students regarding the use of their iPad: The iPad and any other electronic device should be used for educational purposes only. The iPad and any other electronic device should not be used for entertainment.

1. Any viewing, sharing or transmission of iPad material containing inappropriate content, offensive language, derogatory rumors/gossip, or other content not in keeping with Cathedral's mission or philosophy is prohibited. Pornography or sexually explicit or suggestive photos or content is strictly prohibited.
2. Any iPad use, whether or not utilizing the Cathedral network, which could pose a risk of physical or mental harm to anyone is prohibited.
3. Any attempt to connect an iPad to the internet through a non-Cathedral network such as but not limited to Hotspots while on Cathedral's campus is prohibited.
4. Students must maintain the AirDrop function OFF at all times while on campus. Student's will be held responsible for receiving material containing inappropriate content, offensive language, derogatory rumors/gossip, or other content not in keeping with Cathedral's mission or philosophy is prohibited.
5. iPads must be charged at home and brought to school fully charged. Students are not to plug in their iPads or charge them at school.
6. Students are not to share their user name, passwords, addresses, or other personal information on the Internet without the authorization of a parent or Cathedral's Director of Educational Technology.

7. Students have no privacy rights in the use of their iPad. All iPad activity, including communications, internet history, or other uses, are subject to monitoring by an appropriate Cathedral administrator. Cathedral administrators may inspect and, if they deem necessary, may confiscate a student's iPad at any time without prior notice should a concern arise.
8. Students are prohibited from sharing, lending, and borrowing or stealing iPads. This includes touching, locking, or disabling another student's iPad.
9. iPads are not allowed to be used in any restroom or locker room and should be stored in a book locker during P.E. and athletic practices.
10. Music and games for personal use are permitted but all sounds must be muted and games, music or apps which conflict or are offensive to the school as a Catholic, Lasallian school, as determined by the Dean of Students, is prohibited and must be removed.
11. Certain internet materials may not be copied or reproduced without the permission of the author or other right-holder. It is the student's responsibility to respect and adhere to all copyright laws.
12. Sending or receiving pictures of class assignments, quizzes, or tests is strictly prohibited and subject to academic and disciplinary penalties including dismissal from the school.
13. The Cathedral network may not be accessed without authorization. This includes, but is not limited to, accessing the network using any account other than a student's own.
14. Unauthorized pictures, video or audio recordings of another student, teacher and/or staff member without their expressed permission is prohibited. Electronic communications and other iPad uses that may be regarded as offensive, hurtful, or otherwise inappropriate by others is also prohibited.
15. Students are solely responsible for the care and safekeeping of their iPads. Cathedral is not responsible for the theft, loss or damage to any iPad.
16. To use an iPad at school proper use, care and safekeeping includes, but is not limited to, the following:
  - Registering your iPad via our online Registration form found on our school website
  - Keeping your iPad in a protective carrying case at all times
  - Make sure your iPads is passcode protected
  - The serial number on the back of the iPad is not to be scratched off
  - The iPad cannot be jailbroken
  - Activating and maintaining 'Find my iPhone/iPad' function at all times
  - Making sure you know your Apple ID login information
  - Under General Settings, name must read the Student's full name and ID number
  - Charging the iPad battery on a daily basis at home (iPads are not to be charged at school or in any classroom or building).
  - Secure your iPad at all times. (Do not leave iPad unattended in class, outside area or an unlocked locker. iPads are not to be placed in any locker in the locker room).

This iPad Acceptable Use Policy applies to all Cathedral students at all times, whether or not the student is on campus. Violations of any portion of this iPad Acceptable Use Policy may result in

disciplinary and/or academic penalties. Such actions may include but are not limited to the following:

- Loss of daily course participation points in class
- iPad confiscation by an administrator
- Parent call
- Detention or suspension from school
- Cancellation of student internet/WIFI access
- Probation or dismissal from Cathedral High School

The school administration reserves the right to change and update Acceptable Use Policies (AUP) without prior notice. Any student who violates the school policy concerning iPads and computers, the network, or the Internet/WIFI, will result in disciplinary and/or academic penalties. Such action may include detention, suspension, probation, financial costs or dismissal from Cathedral High School. Academic penalties may require lowering a student's grade, canceling the student's computer and Internet access, receiving a semester "F" grade for the class in which the violation occurred, dismissal from the class, including dismissal from Cathedral High School. Students dismissed during a semester are still responsible for full tuition charges of that semester.

### **Right to Confiscate and Search Student iPads**

At any time on campus teachers have the right to verify the iPad the student has in his possession is his. If a teacher believes an iPad does not belong to a student, the teacher has the right to confiscate the iPad and give it to the Dean of Students to investigate. The school reserves the right to search and maintain possession of a suspected stolen iPad while conducting its investigation and to determine what to do with the iPad after the investigation is closed. Students and parents should assume that any iPad that has the serial numbers scratched off is stolen and will not be returned. Possession of assumed stolen property also makes the student subject to dismissal from Cathedral with notification given to local police and law enforcement authorities. Under no circumstance is a student to have in his possession an iPad that does not belong to him or have an iPad that has serial numbers scratched off.

### **Prohibition on Cyber Bullying & Sexting is part of Acceptable Use Policy**

Cyber bullying is defined as willful and repeated harm inflicted on another person through electronic media. Any students who sends a partial or fully naked picture of a minor or attempts to be harmful or cruel to another student or individual, in the judgment of the Principal, by sending or posting offensive material (including words, pictures or images) using a cell phone, iPad, the internet or other electronic device can be suspended from school, placed on disciplinary probation, or dismissed from the school. Serious incidents – including sexting or threats of violence – may be turned over to law enforcement authorities for prosecution. In order to stay enrolled, students and/or parents are not authorized to use the name of Cathedral High School in any electronic communication, and when requested, must remove comments, images or pictures that in the judgment of the Principal is harmful to another student or the reputation of the school.

## **Additional School Policies**

### **Authorized Searches of Lockers & Personal Property of Students**

The administration reserves the right to search any student's locker or personal property (including iPad, cell phone, backpack) when the general safety of the school is in question or when judged necessary by a Dean of Students. The school is co-tenant of all lockers, desks, and other facilities that are used on campus and reserves the right to search them at any time without notice.

### **Obligation to Report Damage and Vandalism**

If a student damages or notices that school property is damaged or vandalized, he is to immediately inform a teacher or a Dean of Students. Any student who damages or breaks school property, even if it is accidental, must take responsibility for reporting the damage and pay for the repairs or replacement of the school property. Failure to report or pay for such damage may result in suspension or dismissal from the school.

### **Permission to Use Student Photos**

By enrolling at Cathedral High School, students and parents give permission for the school to periodically take photos of students or film students on campus or when participating in school sponsored activities for use on the school website or in school publications. The school reserves the right to use any and all photos.

### **School Lockers**

For a student to use a locker it first must be assigned to him by a Dean of Students. If a student uses a locker not assigned to him or uses a non-school issued lock, the property may be confiscated and not returned. **All locks used on school lockers (including PE and a sports locker) must be purchased from the student store.** To better safeguard student property, students are not to place their cell phone, iPad or other electronic device in any locker without a lock on it. All items of value should be locked in a locker outside a classroom. Students are not to draw on or place any stickers in or outside a locker. Students are to make sure their combination securely locks their lock on the locker.

### **Transportation Policy for Games & School Activities**

Unless permission is granted by an administrator students are required to ride to school-sponsored practices, games and activities in a school provided bus or van if the school provides transportation. A student may only ride with his parent or drive himself under special circumstances (i.e. during COVID19 restricted use) if permission is granted by the appropriate administrator. Students are not allowed to drive other students to and from practices, games or

other activities. If a student is NOT fully vaccinated for COVID19 he may be denied the opportunity to ride on a school bus and would have to arrange transportation with his parent or other authorized licensed driver.

## **Tuition/Fees/Financial Policies**

It is the responsibility of the parent(s) or guardian(s) to remit tuition payments by the published due date, after which a late fee of \$20 will be charged. A student may be suspended from school at any time when the balance on his account is no longer current.

### **Tuition is payable by choosing one of four possible payment plans.**

1. Tuition Plan I: 12 monthly payments due July 1, 2022 thru June 1, 2023 for freshmen, sophomores and juniors
2. Tuition Plan II: Semi-Annual due July 1, 2022 and January 2, 2023
3. Tuition Plan III: Quarter of the year's tuition is due on July 1, 2022, October 1, 2022, January 2, 2023 and April 1, 2023.
4. Tuition Plan IV: One annual payment in full due July 1, 2022
5. Tuition Plan V: 11 monthly payments for seniors due July 1, 2022 thru May 1, 2023.

Students who transfer in during the semester must pay a lump-sum tuition payment prior to admittance to catch up with Tuition Plan I ( monthly payment plan).

In the case of withdrawal or dismissal from school after the first four weeks, parents or guardian accept responsibility for a full semester's tuition and fees for any semester in which a student begins attendance.

6. If the student is dismissed or withdraws during a semester, full tuition for that semester must be paid in full in order to receive the student's grades and transcript. Payment in full is required in order to complete the withdrawal process.

### **Registration & Other Fees Required in Addition to Tuition**

A \$550 non-refundable Registration Fee must be paid by April 30, 2023 to enroll. The Registration Fee increases to \$600 if paid after April 30, 2023. The Registration Fee is non-refundable and serves as the deposit to enroll the student. This fee also includes the Yearbook and Parent Calendar. (The fee does not include AP Tests fees).

**Tuition for the 2022-2023 school year is \$12,355.** There will be a \$25 processing fee to make any changes in billing terms after June 1, 2022 . During the fall semester each senior is billed a non-refundable \$225 graduation fee on November 1, 2022. Additional fees also apply (frosh & soph retreat fee, bus/van maintenance fee, computer/printer fee) during the school year and must be paid separately in addition to tuition. During the fall semester students will be

billed for any amount less than \$100 for the Scholarship Raffle and during the spring semester for any amount less than \$100 for the Scholarship Walk-A-Thon.

**Past Due Tuition and Fees/Late Charge**

All payments billed are due the 1st of the month. Student Tuition accounts will be considered past due if there is an unpaid balance on the account after the 1st of the month and subject to a \$20 late charge (even if the 1st falls on a Saturday or Sunday). A late charge of \$20 will be charged every month until the account becomes current. A student with a past due account is subject to suspension from classes and/or exams unless written arrangements have been agreed upon by the Business Office.

**Collection Costs**

The parent(s) agree to pay an additional charge equal to the cost of collection (including agency and attorney fees and court costs incurred and permitted by the laws governing these transactions) should collection costs be necessary in the event of default of payment in any amount due.

**Additional Charges to the Student Billing Account**

Other school related charges including Parent Service Hours (that have not been completed), sports equipment, AP Test fees, etc. that are not paid directly (or when direct payment was returned due to insufficient funds) will be posted to your tuition account for collection.

**Tuition Adjustment Policy for Non-Completion of the Semester**

If a student withdraws or is dismissed after the fourth week of a semester, the parent or guardian is still responsible for paying the full semester tuition (\$6,177.50). If a student leaves the school within the first four (4) weeks of a semester, the parent(s) or guardian(s) are responsible for a prorated share of the semester’s tuition. The parent(s) or guardian(s) are financially responsible for the semester tuition according to the following table.

<b>Written Notice of Withdrawal Received by the Business Office</b>	<b>Percent of the Semester Tuition Charged and Percent of Financial Aid or Scholarship Credited</b>	<b>Amount of the Semester Tuition Charged</b>
First Week	10 percent of year	\$1,176
Second Week	20 percent of year	\$2,351
Third Week	30 percent of year	\$3,527

Fourth Week	40 percent of year	\$4,702
Fifth Week	50 percent of year	\$5,878

**Note:** Tuition is reduced by a proportionate amount of Financial Aid and/or Scholarship awarded.

**Insufficient Funds**

There will be a \$25 service charge for all returned checks. If a second check is returned, all payments for the remainder of the school year must be paid in cash, cashier’s check, money order or credit card.

**Parent Service Hours**

Cathedral High School encourages parents/guardians to participate in the life of the school to enhance the experience of their son and to foster community spirit. Twenty (20) hours of service is required of each family. Ten (10) hours of service must be completed each semester. Parent(s) / guardian(s) who work more than ten (10) hours in the first semester will receive credit toward the second semester requirement. However, excess hours worked in the second semester will not reduce charges from the first semester. A student may not work in place of the parent/guardian. Contributions of goods (i.e. bottled water, paper products, Gatorade, coffee, cookies, etc.) with a store receipt are also accepted for service hour credit. Due to the time involved to obtain the goods, one (1) service hour credit or \$15.00 is given for every \$10.00 worth of contributed goods.

The deadline to work parent service hours for the first semester is December 15, 2023. The deadline to work parent service hours for the second semester is April 15, 2024 for Senior parent(s) and May 15, 2024 for Junior, Sophomore, and Freshman parent(s). For those parent(s) who choose not to/or are unable to work, a charge of \$15.00 per hour for every hour not worked will be charged on February 1, 2024 (for the first semester) and May 1, 2024 (senior parents second semester) and June 1, 2024 (freshmen, sophomore, junior parents second semester). Any billed service hours, which are unpaid, are subject to a \$20 late charge every month until paid.

**Electronic Debit Payments for Tuition**

The parent or person financially responsible on the tuition contract must authorize Cathedral High School to automatically withdraw funds from a checking, savings, or credit card account to pay for tuition. Cathedral High School will be authorized to automatically deduct funds and to remain in full force and effect until the school receives written notification to terminate the ACH debits. Any change from this tuition collection procedure must have the written approval of Chief Financial Officer of Cathedral High School.

## **Yearbook**

Students who attend the entire year and whose tuition and fees are paid in full by May will receive a yearbook at no additional cost. Students that withdraw, transfer out or are otherwise dismissed from Cathedral without paying 100% of the annual tuition (less Financial Aid and scholarships received, if any) and want a yearbook may purchase the yearbook for \$150.

## **Attendance Policies and Procedures**

Attendance at Cathedral High School is a privilege accorded each student who is accepted and punctuality is expected. The student is expected to be in attendance for the full time of all his classes and all other required school programs. While commuting can be stressful, heavy traffic, inclement weather, missing a ride, oversleeping and car trouble are not excuses for being late to school. All students are expected to leave home sufficiently early so these variable conditions are not setbacks that will not cause him to be late.

To attend and/or participate in any school activity (sports, drama, school dance, etc.) a student must have attended more than half of the class periods for the day. In general, this would mean the student must arrive at school by Break. Any exception to this rule would need the approval of the Dean of Students/Attendance or Principal.

### **Student Absence Procedure**

When a student is absent from school, parent(s) must report their son's absence before 9 a.m. the day of. Parents can call their son's absence to the Attendance Office at 323-441-3112 (leave a detailed message) or email to [rsantos@chsla.org](mailto:rsantos@chsla.org). A doctor or legal notes should contain the student's name & ID number, the current date(s) absent, the reason for absence(s), and parent or guardian's signature. **PLEASE NOTE: Students are considered truant and will not be admitted into school without a verbal or written notice on why they were absent.** In addition, parents can submit a note via our website, [Electronic Absence Note](#).

Suppose it is expected that a student will be absent for a prolonged period of time. In that case, the parent or guardian must contact the Attendance Office in advance to explain the situation. In cases of absence for a serious medical reason, parents or guardians will be asked to present to the school a physician's written verification attesting to the medical situation.

Absences will be considered unexcused for students taken out of class for reasons other than those listed below. The school reserves the right to excuse an absence. Students will not be penalized for the following reasons:

- Retreats or Field Trips
- Doctor's or legal note
- Funerals for immediate family members
- Activities or functions related to an office, club membership or school organizations
- Counseling sessions or college campus interviews
- Summons from administrative or attendance personnel

- School-related athletic events

It is the responsibility of the student to make arrangements with the teacher for the completion of work missed during an excused absence. Failure to make up work may result in loss of credit for the class. The school does not approve or excuse absences from class for convenience or personal reasons (such as family vacations, DMV visits, trips).

### **Requirement to Notify Attendance Office for Late or Tardy to Class**

When a student arrives late to school more than 30 minutes, he must report immediately to the Attendance Office and obtain an Admit Slip before being admitted to class. When a student is late more than 30 minutes at the start of the school day, a parent or guardian should notify the Attendance Office by email (rsantos@chsla.org), a note or phone call (**323-441-3112**) of their awareness of and reason for being late. Any time a student is late to school, it will be considered unexcused unless a doctor's note or court note is presented. Students are considered truant and will not be admitted into school without a parent or guardian phone call.

### **Consequences for Being Late to School**

If excessive lateness persists, students may be denied admission to school dances, school athletic events, Grad Nite and Prom due to excessive lateness to school.

### **Consequences for Tardy to Class During the School Day**

If excessive tardiness persists student may be denied admission to school dances, school athletic events, Grad Nite, and Prom due to excessive tardiness.

### **Limits on Restroom/Locker Use During Class**

For effective learning students need to be in class for the entire class period. At the teacher's discretion, a student may be excused up to four (4) times to leave his or her classroom during a semester. If a student requests to leave a classroom (i.e. to use the restroom or go to a locker) the student must leave their cell phone with the teacher and may collect it upon his return. A student may be denied the opportunity to leave a classroom (i.e. to go to his locker or use the restroom) if he already has left the class four times in a semester or if the student refuses to leave his cell phone .

### **Truancy Policy**

Truancy, defined as cutting school (or class period) without valid reason or parental consent, will result in the immediate notification of a parent or guardian and mandatory conference prior to readmission to class with possible suspension, probation, and detention. A student who is truant is not covered by school accident or injury insurance. A student who is truant from school or any part of the school day may be required to undergo drug testing at the parent's expense.

### **Early Dismissal Policy: (Medical, Dental or Special Appointments)**

Appointments with physicians, dentists, etc. should be made outside of school time. If circumstances necessitate appointments during school hours, the student is to present a note from his parent or guardian requesting that the student be dismissed from school for the appointment. This note is to be presented to the Attendance Office by 8:00 a.m. on the day of the appointment or the student may be asked to cancel his appointment.

When a student returns to school after an appointment, he must present a note from the physician, dentist, etc. Most medical offices have a special form for this purpose. This note is to be presented to the Attendance Office as soon as the student returns to school. The student is responsible for any work missed during this time.

### **Personal Appearance/Dress Code Rules**

Cathedral High School believes that a student's appearance has an impact on his attitude and behavior. It is the specific responsibility of the Dean of Students to prevent the adoption of exaggerated or faddish hairstyles, clothing, jewelry, and/or accessories, which tends to draw specific attention to the student. The school does not see this as an infringement on personal preferences, for the student has many off-campus hours to dress as he wishes. However, attending Cathedral High School is a privilege, and the school expects its students to conform to its dress code and rules, which includes field trips, athletic contests and other school activities.

Dress code regulations are in effect from the time a student arrives on campus in the morning until he is off school property after school. Any article of clothing or accessory determined by the Dean of Students to contain an inappropriate picture, wording symbol or slogan may not be worn.

#### **The Following Applies to All Students**

All shorts, polo shirts and pants must be purchased from the Dennis Uniform Company and have the Dennis Uniform label attached. All clothing must be neat and in good condition as determined by the Dean of Students.

#### **Pants/Shorts/Belt Highly Recommended:**

All pants and shorts must be purchased from Dennis Uniforms and have the Dennis label attached. Pants and shorts cannot sag and must be kept clean, without holes and not frayed. The zipper and top button must fasten. **It is highly recommended that students wear a belt.** If instructed by a Dean of Students the student must purchase new shorts or pants to be in compliance with dress code.

#### **Shirts**

All polo shirts must be purchased from Dennis Uniforms and have the school seal on them. All shirts, including dress shirts on Dress Up Days, must be worn tucked by 7:55 am and throughout the school day until dismissal. In cooler weather, a student may wear a solid white, grey, or

purple long sleeve t-shirt or Cathedral mock turtleneck shirt under his uniform shirt. Long sleeve thermal t-shirts or long sleeve Under Armor type shirts are not permitted under the uniform shirt.

### **Cathedral Sweatshirts (Hoodies)**

Only Cathedral High School logo sweatshirts (hoodies) sold from the student store or approved school booster group or organization may be worn. All other sweatshirts (hoodies), regardless of color, are not permitted. To be clear: If the sweatshirt (hoodie) was not purchased from Cathedral, it cannot be worn. Students must wear their uniform polo shirt under their Cathedral sweatshirt at all times. Students are not allowed to cover their ears or head with the hooded portion of their sweatshirt while in class or any building on campus. Non-Cathedral sweatshirts are subject to being confiscated by a teacher and a \$5 fine will be required to get it back.

### **Face Masks**

Face masks **MUST** be a solid color of your choice or the Phantom mask sold by Cathedral High School. Medical masks are acceptable.

### **School Sweaters & Dressy Knit Sweaters**

As an option, all students may purchase and wear the black Cathedral logo knit sweater or sweater vest from Dennis Uniforms. Beginning in their sophomore year, students also have the option of purchasing and wearing a purple Cathedral Class Sweater from Dennis Uniforms. Dressy knit sweaters of the student's choice may also be worn as long as the sweater does not have a hood or zipper. Students are particularly encouraged to wear a non-hooded dressy sweater on Dress Up Days.

### **Shoes**

Athletic or tennis shoes may be worn on all school days except on Dress Up Days. Shoes and socks must be worn at all times, and socks must be easily visible. Sandals, slide shoes (flip flops), house slippers and boots are not allowed. Dress shoes **OR ALL Black tennis shoes** must be worn on Dress Up Days.

### **Hair**

Hair must be kept clean and neat. Hair must be the student's natural color. Certain styles and colors that are judged to be inappropriate by a Dean of Students (i.e. shaved in designs, mohawks, fohawks, etc.) will require the student to change his hair to comply with Cathedral's expectations. Students who fail to comply may be suspended from school until his hair meets Cathedral's expectations.

### **Earrings or Piercing**

Earrings or any type of body piercing (including the tongue) cannot be worn at school. Earrings or any accessory that cannot be worn cannot be visible on any article of clothing (i.e. shirt collar), backpack, or other object. Band aids or spacers are not permitted either. Although not recommended, ear or body piercing may only occur during the summer when school is not in

session. (If desired, students may wear earrings to night time events such as school dances and evening football and basketball games).

### **Caps, Beanies & Bracelets**

Only Cathedral caps or Cathedral beanies sold by the school can be seen or worn on campus after 8:15am. (If a non-Cathedral cap or beanie is brought to school it must be placed in the student's locker by 8:15am and not worn or seen until off campus after dismissal). After 8:15am non-Cathedral caps or beanies are subject to being confiscated by a teacher if seen or worn on campus. A \$5 fine will be required to get the cap or beanie back. To be polite, if a Cathedral cap or beanie is worn it is to be taken off when inside any classroom or building (science building, senior building, DeLaSalle Hall) or upon entering any classroom. Caps or beanies are never to be worn when in class. All non-Cathedral issued bracelets that the Dean of Students determines is inappropriate cannot be worn on campus. Inappropriate bracelets may be confiscated and not returned to the student.

### **Limitation on Wearing AirPods, Earphones, etc.**

Due to the need for students to hear announcements, fire alarms, teacher instructions and general information broadcast on campus, students are NOT allowed to use, have in their ears or wear around neck any earphones, AirPods, or other noise canceling devices while in class. Only during Break and Lunch can a student be wearing AirPods or such devices. Once Break or Lunch is over the student must place his AirPods or earphones in his pocket so it is not seen. Wearing such devices, even when not in use, is not allowed except during Break and Lunch. In the event that a student gets such items lost or stolen the school will NOT be responsible for conducting an investigation to find the AirPods or items. The school will also NOT be financially responsible for any lost or stolen items.

### **Letterman Jackets and School Jerseys**

Cathedral's school colors are purple and white. Cathedral Letterman jackets must be purple to be worn at school or at any Cathedral event (all other colors are prohibited). Cathedral team jerseys are intended to be worn only by the student-athlete himself (not other students) as a representative of the team. Parent, grandparents, or other adults can be an exception to this rule with permission from the Athletic Director.

### **Prohibition on Tattoos**

As a policy Cathedral discourages students from getting a tattoo. However, if a student has a tattoo it cannot be visible, particularly when representing the school (i.e. when playing sports). If a student has a tattoo it must be covered in a manner so it is not seen or exposed.

### **Additional Dress Code Restrictions**

- Any clothing, jewelry, patch, button, or accessory which features sexual, racist, drug, alcohol, or inappropriate references as determined by the Dean of Students is prohibited and may not be worn at school or any school related game or event.

- Students are not allowed to wear nail polish nor any type of facial make-up.
- Graffiti style writing or design is not allowed on student backpacks.
- Any chain attached to a wallet or a chain outside the pants is not permitted.

### **Dress Up Day Requirement**

There are days in the year when Mass and special assemblies are held when students are required to come in dress-up attire. Students must be in a dress collared shirt and tie, slacks or uniform pants, and dress shoes **or ALL Black tennis shoes**. Students are not allowed to wear tennis shoes (unless they are all black), shorts, jeans, or cargo pants on Dress Up Days. Students in dress up violation are subject to a \$10 fine or suspension from school.

### **“Spare Your Collar” Modified Dress Days & Purple Pride Days**

There are days during the year when students may be out of uniform if they donate money or items for a charitable cause and wear the designated wristband for the day. Non-uniform clothing or “free dress” is referred to as Modified Dress. Modified Dress includes the allowance of: jeans, sweatpants or shorts that are hemmed and not baggy; shirts which do not contain or depict any inappropriate words or illustrations as determined by the Dean of Students. Non-Cathedral caps, pajama pants, non-sleeve shirts, house or bedroom slippers, earrings are still not permitted. On Purple Pride Days, students may follow Modified Dress rules if they wear a t-shirt, sweatshirt, jersey, or class t-shirt throughout the day that has a Cathedral logo or name on it. Shirts may be worn untucked on Modified Dress days.

### **Violations of the Dress Code**

Students whose grooming and/or dress is inconsistent with the preceding guidelines, will be referred to the Dean of Students and may be sent home. Any class absence missed because of improper grooming and/or dress will be considered unexcused. Students whose grooming, appearance, or proper adhering to the wearing of the school uniform, dress code when cited by the Dean of Students may be fined for the following:

- Wearing tennis shoes, shorts or not wearing a tie on a Dress Up Day
- Wearing any earring or piercing;
- Wearing non-school clothing (sweatshirt, slide sandals, non-Cathedral cap, etc.)

All students out of dress code will have their non-Cathedral clothing or items confiscated (earrings, piercing, bracelet, etc.) and must change into proper dress code attire, which may include having to rent, for a \$5 per item fine, uniform or dress up clothing from the Dean of Students or be sent home. If a student is sent home, he will be required to attend Saturday detention.

### **Right to Add or Amend School Rules**

The administration reserves the right to make final decisions regarding all student appearance rules, dress code and conduct matters and add, change or revise the handbook as needed. Students who do not pay fines for above violations may be prohibited from attending school events (dances and games) and be suspended.

## **Rules Promoting Good Order at School**

### **Permission Slip Requirements**

All students participating on a retreat, field trip, or other student activity off-campus must have a signed permission slip to participate. Eighteen-year-old students and emancipated minors (16 years old with court order declaring them independent of parent or guardian) are also required to have a parent/guardian sign a permission slip. Exceptions may only be granted by the Principal.

### **Student Identification Card (Student Photo ID)**

Each student is issued a Cathedral I.D. card and must have this card in his possession at all times while on campus or at extracurricular activities. Any student who loses his I.D. card must purchase a replacement card for \$10 from the Registrar in the Front Office.

### **General Classroom Rules**

1. Students are to bring their iPad, book(s) and supplies to each class every day, unless otherwise instructed in advance by their teacher.
2. Eating or drinking is not permitted in classrooms or the Library (including break or lunch) except for special occasions on approval from the Principal. Students may bring bottled water into a classroom (no soda or Gatorade) if it is zipped inside a backpack.
3. Students are not allowed to place candy, chips, or any kind of food or a cell phone in their sweatshirt pocket while in a classroom or the library.
4. To avoid being marked tardy or absent, students need to be seated in their assigned desk on time or when the second bell rings. The teacher, not the bell, has the authority to dismiss students at the end of the class period.
5. Students are expected to use the restroom outside of class time. If a student is given permission to use a restroom during class, the student must obtain an Admit Slip from the Attendance Office before returning to class. Students are only allowed to leave the classroom three (3) times in a class per semester.
6. If a student is told to leave a classroom for a disciplinary reason, he is to report immediately to the Attendance Secretary in the Dean of Students Office. Students are not to text or call anyone on their phone when dismissed from a class.
7. Although students may disagree with a teacher concerning a particular directive, students are to show respect and follow all instructions of the teacher. Students will have the opportunity at a later time to privately speak with the teacher or appropriate administrator to resolve any conflict or disagreement.
8. As a courtesy, students who have an Early Out or permission to leave during a class period are to notify the teacher at the beginning of the period.

### **Off Campus Conduct**

For safety reasons, students are strongly discouraged from visiting other school campuses after school unless it is part of a school sponsored event. Any inappropriate conduct that occurs off campus, at any time, that the Administration determines to be detrimental to the reputation of Cathedral High School may result in disciplinary action, including suspension or dismissal.

### **Closed Campus Restrictions**

To provide a safe and secure campus, no person may enter or bring items onto campus without approval of a school administrator. For safety, students are not permitted to have lunches brought to them during the school day or permitted outside the school gates without permission from an administrator (this includes going to a parked vehicle). Rallies and other assemblies are for Cathedral students only (not guests) unless permission is granted in advance by the Principal.

### **Break/Lunch Time Area Uses & Restrictions**

Lunches and snacks may be eaten in the cafeteria, on the lower blacktop area, and in the arcades outside the classrooms. Food should not be eaten in the gymnasium, locker rooms, Senior Building hallway, Science Building hallway or in any classroom. Students may not have lunches delivered to them during the school day. Students are not to play on the football/soccer field or be in the gym during Break or Lunch unless directly supervised by a teacher or coach.

### **Restriction on Student Vehicles & Right to Search**

If a student drives a vehicle it must be parked on the street. School administrators when conducting an investigation may search student vehicles at any time, even when parked on a public street. Students are not permitted to go to their car during the school day.

### **Cell Phone Use**

While students have the privilege of bringing a cell phone to school it must be “silenced” and only visible and/or used before 8:00am, during Break, Lunch and after school when not in a classroom, computer lab or the library. Except during Break and Lunch the phone must be “silenced” and in the student’s pants or shorts pocket. Texting and phone use is not permitted during class time, during the 5-minute passing time between classes or while walking to or attending any assembly or Mass. Inappropriate pictures or images are not to be stored on the phone or electronic device. The Dean of Students has full authority to determine what is inappropriate. If confiscated, the student should have no expectation of privacy since a Dean of Students has the right to search a student’s cell phone, iPad or electronic device. The student’s parent will be contacted if any inappropriate picture, image, or text message appears on his cell phone, iPad or device. Due to a single incident of texting in class or inappropriate use of a phone, iPad or electronic device, a Dean of Students or teacher may confiscate the phone and

the student may lose the privilege of bringing a phone to school on a temporary or permanent basis.

### **Cell Phone Penalties**

Students in violation of the school's cell phone rules are subject to the following: The cell phone will be confiscated and given to the Dean of Students. The student may pick up the phone after school the following day after paying a \$10 fine. (If the phone is confiscated on a Friday, it cannot be picked up until Monday afternoon or until the day school is back in session).

### **Prohibited Food & Smoking on Campus**

Gum chewing, use of sunflower seeds, and tobacco are not permitted on or near the campus at all time. Due to potential damage to floor and field surfaces, Gatorade, sodas, seeds and gum cannot be brought into the gym or on the track & field. Smoking or vaping is not permitted at any school function or game, whether on campus or away. Students who violate these rules may face detention and financial penalties as determined by the Dean of Students.

### **Restrictions on Skateboards**

While the school recognizes that some students use skateboards to help them get to and from school, the school places strict restrictions on its use. A skateboard is not to touch any concrete or the ground on any part of the school campus at any time. In addition, the skateboard is not to touch the ground on Bishops Road, Cottage Home Street and Savoy Street. The skateboard can be used beginning on Broadway. The skateboard must be stored inside a student's locker. If a skateboard is too large to fit in a locker it is not to be brought to school. If the use of a skateboard violates school policy it may be confiscated by a teacher, fine of \$10 assessed, and not returned until the following school day (if confiscated on a Friday it would be returned on Monday).

### **Permanent Markers not Permitted/Vandalism**

Students who damage or deface school property are required to pay the full replacement cost of the property. Since permanent markers, sharpies, tips, or other markers are not permitted, students who have these items in their possession will be fined \$10 per pen for the first offense and \$20 per pen for the second or subsequent offenses. Students may be suspended until full payment is received. Students may also be immediately expelled from school for intentional property damage.

### **Vape, Alcohol and Drug Policy**

Possessing, using, trading, selling, giving away, or offering to trade, sell, or give away alcoholic beverages, a vape device, tobacco, drugs, narcotics and other hazardous or illegal substances for a minor on campus, at school-sponsored functions, or at a time or place involving Cathedral

High School will result in suspension and may result in dismissal. Having possession of a vape device, even if a student is 18 years of age or older, may result in the student being suspended from school, placed on probation or face other consequences including dismissal as determined by the Dean of Students and Principal.

Similarly, being under the influence of a vape device, alcohol, illegal drugs or narcotics, or other hazardous substances in the circumstances described above will result in suspension and may result in dismissal. The school reserves the right to search students and their possessions on campus or at school events without prior notice. The Dean of Students may require students to submit to drug testing if indications exist that a student may be using drugs or is in possession of a vape device. Vape devices are not allowed on campus at any time.

The school may use any reasonable means it determines appropriate during an investigation and may suspend and dismiss students without having actual physical evidence. School officials may also use hearsay, text messaging and other information it determines reliable when rendering disciplinary decisions. A parent or student who does not cooperate with the school or retains legal counsel may be dismissed by the Principal since adversarial relationships are not acceptable.

### **Use of Drug Searching Dogs**

Cathedral is committed to providing a drug free campus. In an effort to keep the campus free from drugs, specially trained dogs and their official handlers have permission to sniff and search backpacks, lockers, vehicles parked on or near the campus, and all areas on or near the campus. If a drug dog makes an alert on a student's possession or any item under his control (locker, car, etc.) the parent/guardian will be contacted and directives from the Dean of Students must be followed in order for the student to remain enrolled. The school trusts the reliability of specially trained canines and an alert on a student's item or possession may warrant dismissal even if physical evidence is lacking.

### **Dance Policies**

- All student dances are closed dances. Dances are open only to Cathedral High School students, girls from all other high schools and boys from other high schools who have a Guest Pass obtained and paid for in advance by a Cathedral student.
- All students and male guests must present a school photo I.D to enter the dance.
- All male non-Cathedral High School students must have a Guest Pass and school picture I.D to enter a dance. Guest passes are purchased from the Director of Student Activities prior to the dance when pre-sale tickets are sold.
- Dances go from 7:30pm to 10:30pm. The doors close at 9:00 p.m. Students must remain inside the dance until 10:00 p.m. unless the student's parent arrives in person at the dance entrance and picks up the student. Students who leave early will not be readmitted.
- Baseball caps, sharp objects, gum, etc. are not permitted at dances.

- No inappropriate dancing is permitted (including but not limited to freaking, mosh pitting or grinding). Students and guests may be removed for dancing inappropriately and may not be allowed to attend future dances.
- For regular school dance no person over 18 years of age is permitted unless he/she is enrolled in a high school or permission is granted by the Dean of Students or Principal.
- For the Junior-Senior Prom only a female guest may accompany the Cathedral student. The female guest must be under 21 years of age.
- School administrators reserve the right to refuse entrance or dismiss a student from a dance for any reason and to determine what constitutes inappropriate dancing.

### **Restricted Use of Weight Room & Locker Rooms without Adult Supervision**

No student is to be in the weight room, locker room or team room at any time unless a teacher or coach is present in the room. If a student is found in the weight room, a locker room or team room without a coach or teacher present he may be assigned detention or suspended for repeated violations. (If a teacher or coach is late or not present, a student should seek out another teacher, coach or come to the Attendance Office to report the situation. All other students should remain on the track area outside the locker rooms until an adult arrives).

### **Transportation Rules for Student-Athletes**

Transportation to and from away school athletic games is by authorized school vehicles only. It is expected that players go and return on school provided transportation. No player may drive his car to an away athletic contest. Players may return from away games with their parent or legal guardian if they have requested permission to do so in writing from the head coach prior to the trip and receive that coach's consent. Parents or legal guardians must identify themselves to the coach before departing with the player.

### **Athletic Consent Forms**

All students participating in sports must have on file with the Registrar's Office the following forms:

1. A up-to-date medical physical exam form signed by an approved medical official;
2. A consent form for emergency treatment signed by a parent or legal guardian;
3. A consent card signed by a parent or legal guardian allowing participation in a school sports.

## **School Harassment Policy**

Cathedral High School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, employee, or religious is prohibited. The school will treat all allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur at any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

**Verbal Harassment:**

Derogatory comments and jokes; threatening words spoken to another person;

**Physical Harassment:**

1. Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement;
2. Hitting, grabbing, or attempting to hit or grab another student's genitalia is not permitted. A student may be suspended and sent home if violation of this rule occurs.

**Visual Harassment:**

Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures.

**Sexual Harassment:**

1. Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
2. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
3. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
4. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

**Compliant Filing & Investigation Procedures for Harassment**

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Dean of Students, or to the Principal. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another administrator if he prefers to do so.

2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on leave during the course of the investigation.
4. Once the facts of the case have been gathered, the principal, in consultation with his advisors, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.

If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

### **Prohibition on Hazing**

Hazing is prohibited at all times. Hazing is generally defined as any method of initiation that is likely to cause bodily injury, physical harm, or personal degradation resulting in mental harm. Any student or individual having any knowledge of an activity or action that may constitute hazing should contact a Dean of Students within two school days to report the incident. Any student who initiates or participates in hazing that causes injury to another student may be suspended, placed on probation or dismissed.

### **Prohibition on Physical Contact Between Students**

Students are strictly prohibited from physically striking or pretending to strike another student, particularly in the genital area or other sensitive areas of the body (chest, buttock, etc). It is essential that students are not intimidated and injured at school by physical contact. Student may be dismissed, without prior notice, by violating this rule.

## **Disciplinary Sanctions**

One or more of the following sanctions may be imposed for violation of school rules and regulations:

### **Warning**

- Ordinarily a student who is involved in a single minor disciplinary infraction will be corrected verbally or asked to discuss the matter with a teacher.

### **Detention**

- A period of time outside of class time when students are held as a consequence for violating a school rule or inappropriate conduct. Detention takes precedence over sports or other activities. Students are to report to detention as assigned. Only a Dean of Students assigns students to detention, and only a Dean of Students can excuse students from their obligation.

**Probation**

- A student will be placed on probation for a specific period of time for a serious violation of the rules and regulations, for a continued series of minor difficulties, or for special matters as determined by the Dean of Students. Parent or guardian and the student will be made aware of the terms of the probation and the reasons for this action taken. Further violations of the rules and regulations or no improvement in the student's conduct may result in his withdrawal from the school. A statement outlining the action taken will be placed in the student's file.

**Suspension**

- A student will be suspended from school for serious or continuous violations of the attendance, dress code or disciplinary rules of Cathedral High School or missing Saturday Detention. The student's parent or guardian are to make an appointment with the Dean of Students to discuss the matter before the student can be readmitted to school. During the period of suspension, a student may not participate in any athletic or co-curricular activities. A repeat of this or any offenses of a serious nature may result in the student's dismissal from school. A statement outlining the action taken will be placed in the student's file.

**Dismissal**

- A student will be dismissed from Cathedral High School for misconduct of a serious nature or for a series of difficulties that have led to one or more suspensions or probations. Any student who is dismissed for a disciplinary reason is not welcome on campus at any time or attend any home or away game or activity associated with Cathedral High School. The Principal has the sole and final authority to dismiss a student. There is no appeal process when a student is dismissed.

**Parent Cooperation and Legal Counsel**

- To foster a spirit of trust and cooperation, an attorney or legal counsel is not permitted to be present in any meeting with the Dean of Students, Dean of Studies, Principal or any school administrator, teacher or coach. In addition, any parent who does not cooperate with the school, as determined by the Principal, is subject to having his/her son dismissed from the school.
- Since threatening or actually taking legal action against the school is indicative of an adversarial relationship, the Principal reserves the right to dismiss a student whose parent(s) or other party pursue such action on behalf of the student.

**Causes for Student Dismissal**

The following infractions, while not complete, represent serious causes for students being dismissed from Cathedral High School:

1. Disobedience, disrespect, or insubordination to any member of the faculty or staff at any time on or off campus. This includes failure to cooperate or comply.
2. Involvement in racial/ethnic incidents, whether verbal or physical, that express derogation or hate for a person or group based on race, ethnicity or other forms of prejudice or discrimination. These incidents may take the form of slurs, insults, name-calling and jokes, graffiti, intimidation, or physical assault.
3. Suspected use, possession, and/or distribution of drugs/alcohol on or near campus or appearing on campus or at any school event after having used such.
4. Involvement in any action of aggressive violence, whether as an actual participant, an instigator or a supporter of such an act, whether on or off campus which in any way involves Cathedral High School.
5. Injury or harm to person(s) or property or threat of same.
6. The possession or use of any sort of weapon or possession of a school key.
7. Vandalism, tagging, carving on school trees or property, or graffiti writing.
8. Theft, malicious damage, or destruction of property belonging to the school or a member of the school community.
9. Misconduct in and out of the classroom which is detrimental to the good order of the school and conduct that brings discredit to Cathedral High School as determined by the Principal, no matter where it occurs.
10. Violation of terms of suspension or probation.
11. Deliberate misuse of fire alarm or methane systems or fire extinguishers.
12. Using tobacco products, vape devices or alcohol on or near the campus or at any school-related event.
13. Sexting any inappropriate picture or image. This includes sending or receiving any nude or partially nude image of a person under 18 years of age on the student's cell phone or electronic device.
14. Cheating, forging, counterfeiting, or other actions involving dishonesty.
15. Conduct at school or elsewhere which would reflect adversely on Cathedral and which is detrimental to the good reputation of the school.
16. Possession of any explosive device, matches or lighter on campus or at any school sponsored activity.
17. Any student behavior or conduct that the Principal deems serious, inappropriate may be because for dismissal, even without prior disciplinary action.

## **Dismissal for Non-Cooperation**

As a private, Lasallian Catholic high school which seeks to maintain good order at all times - both in class and outside of class time - it is essential that students respect, cooperate and follow the instructions of teachers and administrators. It is important that when a student is corrected, particularly when directed by the Dean of Students and Dean of Studies, there is a noticeable change in behavior on the part of the student in order to stay enrolled in the school. A student who after being corrected by the Dean of Students or Dean of Studies refuses or does not

satisfactorily change his conduct, behavior or language may be dismissed from the school by the Principal for non-cooperation. To convey the seriousness of the need for the student to cooperate with the instructions provided by the Dean of Students, Dean of Studies or other administrator, the school will normally contact the parent by phone or email to warn the parent their son may be dismissed from the school for non-cooperation. In the event the student is dismissed for non-cooperation the decision of the Principal will be final and the student may not receive grades for the semester in which he is dismissed.

## **School Not Responsible for Loss of Property**

Students should never leave their backpack, iPad, electronic equipment or personal property lying about or unattended. No electronic device is to be placed in a P.E. or sports locker. Under no circumstance is the school responsible for the theft, loss or damage to the student's iPad, cell phone or any other property even when left in a locker or when an electronic device is taken by a teacher due to its improper use while in class or on campus. Students assume all risk when bringing personal belongings, including iPads, cell phones or any electronic device to school.

## **Administration, Faculty and Staff**

### **Administration**

President	Mr. Martin Farfan
Principal	Mr. Arturo Lopez
Dean of Studies	Ms. Sulema Modesto
Dean of Students/Discipline	Ms. Wendy Ruiz
Dean of Students/Attendance	Mr. Mike Godoy
Dean of Services/Athletic Director	Mr. John Ferrante

### **Academic Department Chairs**

Computer Education	Mr. Anthony Trafecanty
English	Mrs. Susan Pennington

Foreign Language	Ms. Martha Lira
Mathematics	Mr. Norman Zelada
Physical Education	Mr. John Ferrante
Religious Studies	Mr. Daniel Meraz
Science	Mr. David Galaz
Social Studies	Mr. Robert Ryan
Visual & Performing Arts	Mr. Noah Lopez

### **Administrative Assignments – Directors**

Director of Admissions	Mr. Art Lopez
Director of Athletics	Mr. Armando Fernandez
Director of Campus Ministry	Mr. Daniel Meraz
Director of Student Activities	Mr. John Ferrante
Director of Campus Operations	Mr. Gary Bertolone
Director of Development	Mr. Art Lopez
Director of Educational Technology	Mr. Noah Lopez
Director of Finance	Mr. Anthony Galaz
Director of Guidance & Counseling	Mr. Terry Catlin
Director of Drama	Mr. Joe Walsh
Director of TV Productions	Br. Roch Dufresne, FSC
Director of Technology	Mr. Anthony Trafecanty
Director of Math and Science	Mrs. Darcy Lopez

Director of Onward Scholars            Mr. Jelani Bramble-Manning

### **Administrative Assignments – Services**

Student Store Manager	Mr. Daniel Meraz
Library Services	Mr. Anthony Trafecanty
Plant Facilities Supervisor	Mr. Luis De La Cruz
Transportation Coordinators	Mr. John Ferrante & Mr. Walter Durham
Lasallian Youth Moderator	Br. Rafael Rodriguez, FSC

### **Personal & Academic Counselors**

Personal Counselors (all students)	Counseling Partners of Los Angeles, Inc.
Seniors	Mr. Terry Catlin
Juniors	Mr. Robert Ryan
Sophomores	Mrs. Loren Martinez
Freshmen	Mrs. Loren Martinez

### **Alma Mater**

Hail, Cathedral, Hail. Alma Mater, Hail.

We will give our all for thee, Purple and White.

Over all the land, we will spread your name.

In defeat or victory,

All Hail, Cathedral, Hail.

