



CATHEDRAL STUDENT HANDBOOK



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School Information

MISSION STATEMENT

Cathedral, a premier Catholic high school in the Holy Cross tradition, transforms the hearts and minds of a diverse group of students to have the competence to see and the courage to act.

CATHEDRAL'S HOLY CROSS CORE VALUES

Divine Providence
Excellence
Integrity
Family
Educating Hearts and Minds
Hope
Inclusiveness and Diversity
Option for the Poor
Zeal -Theme for the year

OUR VISION

Cathedral will be the Catholic high school of the future, providing the best possible education for the individual student with a firm foundation in Holy Cross values.

MOTTO

School motto is "Ipsa duce non fatigaris" which means, "with her leading, you will not tire."

ADMINISTRATION

Rob Bridges	President
Julie Barthel	Principal
Mark Matthews	Vice Principal for Academics
Brett Blondi	Vice Principal for Academic Support
Rick Streiff	Athletic Director
Ed Freije	Dean of Students

*To find an educators name or contact information please visit gocathedral.com/directory

ACADEMICS

ACADEMIC INTEGRITY

Cathedral High School Honor Code

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

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

Academic dishonesty includes, but is not limited to:

Cheating

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

Plagiarism

1. Including in any assignment turned in for credit any materials not based on your own research and writing. This includes:
 - a. Using the services of a commercial term paper company.
 - b. Copying part or all of another person’s paper or online resource and submitting it as your own.
2. Acting as a provider of assignments for another student or students.
3. Failing to properly acknowledge quoted or paraphrased material using correct in-text citation, and a works cited page as required by the teacher.
4. Citing non-existent sources.

5. **Understanding Plagiarism and Artificial Intelligence (AI):** Plagiarism undermines academic integrity at Cathedral High School. With the development of AI tools, we must make it clear that AI-generated work may not be presented as original by a student for any assignment and, unless attributed and cited as a part of the research process, will be considered as plagiarism. Students are not to use AI for any assignment unless specifically directed to do so by an educator.

Other

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

Notes

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

Collaboration

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

Consequences for Academic Dishonesty:

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

First Offense

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

Second Offense

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

COMMUNICATION PROTOCOL FOR THE HOME/SCHOOL PARTNERSHIP

Most student/parent concerns can be resolved with a simple conversation with the teacher. Our belief is that all Cathedral High School classroom educators have professional and compassionate intentions toward the students; consequently, most issues can be easily resolved with open communication.

The following is the procedure to be followed for a fair and balanced approach to the resolution of student/parent concerns with a teacher.

Steps to take:

- The student should talk to the teacher about the issue.
- The parents should email or leave a voicemail message for the teacher. (Teachers check their emails and voicemails daily, thus this exchange can happen quickly.)
- The teacher and the student and/or parent should reach a resolution and, if necessary, develop a plan that will prevent the issue from arising again.
- If the teacher and the parent and/or the student cannot reach an amicable resolution, the student's counselor should be contacted by the teacher, student or the parent.
- If the teacher, the parent and/or student and counselor cannot reach a resolution, or if this is a recurring problem, the counselor, teacher, or parent should contact the Vice Principal for Academics' office, and a meeting will be arranged with all of the people involved.
- If the above process does not result in a resolution, then a meeting with the principal should be scheduled.

GRADES—DROPPED COURSES

Dropping a course after five school days in either semester will result in a "WF" (Withdrawal-Failure). Students dropping a class during this time frame will be placed in a resource (only one resource period is allowed per semester). Students who need to withdraw due to medical reasons will receive a "WM" (Withdrawal-Medical). These marks will be shown on the transcript. In addition, level change requests will be accepted and reviewed throughout the first semester and until the WF drop date of second semester. Students will not be allowed to change class levels after the drop date of the second semester.. Course fees are non-refundable after the official drop-add period has passed.

GRADE POINT AVERAGES (GPA)

The GPA is computed by dividing the total grade points earned by the total number of credits taken to date. Grade point averages are calculated only at the semester. Transfer students' GPAs are calculated only on grades acquired at Cathedral High School.

GRADUATION REQUIREMENTS

All Cathedral students who wish to participate in graduation ceremonies must complete the following requirements by the Friday prior to graduation each year.

1. All coursework must be completed, and all required classes must have a passing grade. No grade lower than a C- will count towards an Academic Honors diploma.
2. All service hours including the St. Andre' Project, must be completed.
3. All financial obligations need to be met or a promissory note has been agreed upon prior to graduation.
4. Approval to graduate prior to completing eight semesters at Cathedral can only be granted by the principal. In the event a student wishes to graduate after seven semesters at Cathedral, the planning must be completed prior to the start of the Junior year. This will include an in-person meeting with administration and the ability for the student to meet all Cathedral financial, service, and educational requirements. (Tuition contracts for Seniors will reflect the entire year.)

GRADUATION RECOGNITION

Summa Cum Laude/Magna Cum Laude/Cum Laude

We recognize the top 15% of the class as indicated below:

- Summa Cum Laude top 5% Highest academic recognition
- Magna Cum Laude top 6-10% Next highest academic recognition
- Cum Laude top 11-15% Final recognition

Students earning these distinctions will be recognized at Commencement. Students from the "Summa Cum Laude" category may apply for the various speaking roles at Commencement. To determine the students in each category, seventh-semester cumulative grade point averages will be calculated. To be eligible for this academic recognition, a student must have attended Cathedral for at least five semesters at the time of graduation. Students will be able to take any level of required/elective class they choose, with the understanding that taking a non-honors class could decrease their chances of being recognized in the top 15%. The student also must have exhibited exemplary behavior in and out of the classroom.

CLASS RANK

Cathedral High School does not rank its students. The only exception to this policy is when a release form is signed by parents choosing to have rank reported for their child's potential scholarships. In this way, those students who need an exact rank to be reported to a scholarship agency, school, or private foundation will not lose out on possible scholarship dollars. This class rank information will be sent directly from Cathedral

to the institution that has been approved by the student's parents. Class rank will not be released to students, parents, or anyone else requesting this information.

GRADE POINT WEIGHTING

Students' grades will be weighted based on the following grade weighting scale:

Grade	Honors Points	Academic Points	College Prep
A	4.67	4.25	4.00
B+	4.00	3.58	3.33
B	3.67	3.25	3.00
C+	3.00	2.58	2.33
C	2.67	2.25	2.00
D+	2.00	1.58	1.33
D	1.67	1.25	1.00
F	0.00	0.00	0.00

HONOR ROLL

Honor Roll and High Honor Roll will be determined by using a weighted grading scale. Students must carry at least 5.5 credits to be eligible.

High Honors—3.600 GPA

Honors—3.200 GPA

INCOMPLETES

Students who receive an incomplete grade have two weeks to make up missing work and must meet with his/ her teacher to fulfill all obligations of the course. If the grade is not made up by two weeks, parents (or guardians) and the student must schedule a meeting with the Vice Principal for Academics, or the grade will become an "F."

MAKEUP WORK

Students are given one day for each day absent to make up work. (For example, if a student is absent two days, he or she has two SCHOOL days to turn in missing work.)

PROBATION/INSUFFICIENT ACADEMIC PROGRESS

As a college preparatory school, Cathedral High School requires satisfactory academic progress from students similar to that required by most colleges and universities throughout the nation. Therefore, at the end of each semester, students with two or more failing grades or a semester GPA of 2.0 or lower will be placed on an Academic Contract. Students and parents will meet with their counselor and set clear and attainable goals for the upcoming semester. Students who do not improve their academic performance or fulfill the terms of the Academic Contract will meet with The Academic Review Board and will need to consider finding a more appropriate academic setting.

At the end of each quarter, students with a quarter GPA of less than 2.0 will be placed on an academic improvement plan. Although it is understandable that students may experience a temporary decline or lack

of success for many reasons, a continued failing trend not only jeopardizes academic progress, it also puts the student's attitudes and self-esteem at risk. Although the counselor will advise and collaborate with the parents and students, continued loss of credit will be reviewed by the Vice Principal for Academics and Vice Principal for Academic Support to determine if students who have an unsuccessful academic record should be invited to return to Cathedral High School.

Failing grades are reflected on the student's transcript, as are the credit recovery grades. Students may not make up more than two credits in any one discipline outside of Cathedral High School.

Summer School

A student who wishes to attend an accredited summer school must first receive permission from his/her counselor. Courses which are specifically required for graduation must first be attempted at Cathedral. A student who fails any subject required for graduation may make the course up in summer school. No student will be permitted to make up more than two credits in a given subject area outside of Cathedral High School.

The exception to this policy is Algebra I. Any student not successfully passing Algebra I in 9th grade must repeat and successfully complete Algebra I in 10th grade at Cathedral High School. Any student who does not pass both semesters of Algebra I in 10th grade would be required to withdraw from Cathedral High School due to no longer being able to meet the school's graduation requirements.

Students who did not average at least 10 credits in an academic year should attend summer school. Students who do not attend summer school under these circumstances will not progress toward graduation on time.

AP Exams

Students who take AP courses are required to take the accompanying AP exam. If a student does not take the exam for any reason, his/her GPA will be weighted with the Academic Level points. This also has the potential to affect a student's ability to graduate. Students may request a makeup test date (with an extra fee) and must have administrative approval to be able to do so. Reasons that will be considered include: illness or a school sponsored event that conflicts with the AP exam schedule.

PUBLICATION OF EDUCATION DATA

Cathedral High School reserves the right to publish any post education data. Any parent who desires strict privacy concerning these matters should file a written request with the Vice Principal of Academics.

CODE OF CONDUCT

DISCIPLINE PHILOSOPHY

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

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

Divine providence

Excellence

Integrity

Family

Educating hearts and minds

Hope

Inclusiveness and diversity

Option for the poor

Zeal

The following section is a guideline used by the administration to keep Cathedral High School and allied sites of Cathedral High School operating safely and orderly, knowing that not every situation concerning proper behavior can be listed here. The school administration reserves the right to make fair and reasonable judgments based on our mission and the best interests of Cathedral High School. Ultimately, **Cathedral expects all students to treat others, property, and the institution with respect and dignity and act responsibly on and off the Cathedral campus.** This is a serious responsibility that each student accepts upon his/her enrollment at Cathedral. Those students who choose to live outside of the Holy Cross Mission will have consequences regardless if the actions take place on or off the school campus, 24 hours a day, 12 months a year.

PENALTIES

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

INFRACTIONS

An infraction is a violation of a school rule or policy. Infractions can and will be added to the student’s record by any educator at Cathedral. Parents can see their student’s log entry reports at any time by viewing the disciplinary tracker on PowerSchool, similar to looking at grades.

After reaching the five maximum infractions per semester, a student may face the following (not necessarily in order):

- Parent Conference
- Suspension
- Probation - social, discipline
- Mandatory arrival time before 8:40 am
- Mandatory after-school requirement
- Cleaning the Dining Hall or Student Life Center
- Loss of privileges such as driving, assemblies, spirit days, wearing hooded sweatshirts
- Other disciplinary action as decided by the Dean of Students, or a member of the Student Innovation Team

STUDENT INNOVATION TEAM

Adam Barth - Classroom Educator, coach

Anthony Ernst - Classroom Educator, Director of Student Activities, Camp Cathedral Director

Lisa Finn - Classroom Educator, coach

Ed Freije - Dean of Students, coach

Katie Lewis - Classroom Educator, Senior Class Moderator

Mark Noe - Classroom Educator, coach

Aundrey Wright - Classroom Educator, coach

This team includes classroom educators and administrators. Members represent the administration at all times and conduct administrative duties.

CLASS SUSPENSION

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

IN-SCHOOL / OUT-OF-SCHOOL SUSPENSION

Parents will be notified by the Dean of Students when students are to receive an out-of-school suspension. An out-of-school suspension may be imposed in certain situations when it is determined that an in-school suspension would not be effective. All class assignments and homework must be completed for the classes missed during the out-of-school suspension. Students must turn in work, assignments, and take tests immediately upon return.

A student can be suspended for a poor choice based on his/her behavior.

PROBATION

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

Disciplinary Probation—In the event of persistent, recurrent and/or serious disciplinary problems, a student may be required to attend a disciplinary hearing before the disciplinary board and may be placed on disciplinary probation. While on probation, a student may not receive more than three infractions. If the student's behavior does not improve, the disciplinary board may recommend the dismissal of the student from the school.

SERIOUS VIOLATIONS/NON-NEGOTIABLES

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

- Any involvement with street drugs or controlled substances as defined by Indiana law, or alcohol, tobacco, vaping, (e-cigarettes, Juul's), CBD paraphernalia (as it contains at least .02% of THC) or other drug paraphernalia on the campus at any time
- Selling street drugs or unauthorized substances such as tobacco, Juuls, alcohol, or prescription medication
- Possessing a firearm or weapon of any kind
- Assaulting a person, verbally, physically or sexually
- Interfering with private lives of school employees, including taking pictures without permission from the school employee, social media postings, etc.
- Validated threats over the internet or phone, including harassment or intimidation of students or staff. (Please see policy on Bullying/Harassment for more details.)
- Sexting or sending pornographic information or sending pictures of a sexual nature through an electronic device of oneself or others (This may constitute child pornography and legal implications may apply. Please refer to the current law as defined by the Indiana General Assembly.)
- Extreme bullying which could include name calling, racial comments or hurtful comments in person or on social media.
- Immoral activities that do not reflect our mission
- Stealing and dishonesty are serious offenses. Stealing of any nature will result in an automatic out of school suspension. A Discipline Board hearing may result. Restitution will be required.
- Vandalism on campus or an allied site will not be tolerated. Students found defacing or destroying school property will be dealt with according to the degree of the vandalism. In some cases, expulsion or suspension may be necessary. In all cases, restitution will be required. Any defacement of school property will result in severe disciplinary action.
- Interruption of learning via online learning (Zoom, Google Meets, etc.)

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

- a. Expulsion, if warranted

- b. Suspension/withdrawal for up to one year
- c. Loss of privileges, including driving privileges
- d. Removal from extracurricular activities
- e. Drug testing at student/parent expense

EXPULSION/DISMISSAL

Expulsion or dismissal is the school's ultimate censure, which asserts that a student has shown that his/her objectives and spirit are alien to the school's core values and safety. Expulsion may occur on a first incident depending upon the nature of the incident. Most breaches of discipline are met by correction, advice, warning, or infractions. Ordinarily, students are given ample opportunity to respond to various forms of punishment before expulsion. However, if a student ignores these measures, shows no willingness to amend, or becomes a source of harm to others and the school, dismissal may be necessary, sometimes immediately. Depending on the circumstances, expulsion may be approved for violation of probation, repeated suspensions and or infractions, truancy, theft, vandalism, gross disrespect, drugs, and other violations of the school rules and regulations in the "Code of Conduct" section without a disciplinary hearing. Any administrator may make this determination based on the circumstances. Expulsion/dismissal is a rare punishment at Cathedral High School.

THE DISCIPLINARY BOARD

The board's primary role is to determine if a student who has committed a serious violation or violations of school policy should be allowed to continue enrollment at Cathedral High School and/or the appropriate consequence for their actions. At least one parent or guardian must accompany the student at the disciplinary hearing. There are nine members on the Discipline Board from both the teaching faculty and administration. Hearings usually last approximately 30-40 minutes. The agenda includes: prayer, introductions, explanation of offense, student remarks, questions from the board, and parent input. Once the meeting concludes, the student and the parents leave and the board will remain and deliberate. The family will be called within 24 hours with the board's decision. All families have the opportunity to appeal the board's decision by contacting the Principal's office and scheduling an appeals meeting with the Principal.

DRESS CODE

Cathedral's dress code has been and will continue to be an important part of our overall school climate. A dress code builds pride, school unity, and spirit. Cathedral High School believes one important part of student success is personal appearance. Clothing must be neat, clean, properly fitted, not frayed or discolored. A school uniform is required for all students, including during summer school. Failure to adhere to the dress code results in an infraction, removal from class, dining hall, activities etc. The student will contact the parent or guardian and remain out of class until properly in dress code. Class time missed due to failure to be in dress code will result in an unexcused absence. Any work missed during this time could result in a zero for the assignment or test. Students must be in dress code from the time school starts until the end of the school day, which includes the correct school lanyard worn around the neck at all times school is in session. No clothing, razors, shoes or lanyards will be distributed to students from the Student Services Suite unless it is needed due to an emergency.

The dress code consists of the following required items:

1. *School Lanyard*. Each Cathedral student will be supplied with a lanyard, color-coded by class, and an ID. This lanyard and ID must be worn around the neck and visible at all times. See the **School Lanyard** section below for more information. Pins may be added to the lanyards that are appropriate for school and can be no bigger than 1.25 inches square or only .5 inches larger than the lanyard strap on each side.
2. *Uniform Khaki pants* (pleated front or flat front) with the Cathedral logo embroidered onto the front and supplied by the Cathedral Spirit Shop. Pants must be worn properly, not altered in any way.
3. *Uniform polo shirts* are supplied only through the Cathedral Spirit Shop, which supplies short-sleeve and long-sleeve polo-style shirts with the Cathedral logo embroidered on the front. The uniform shirts are available in three colors: navy, white and forest green. Shirts must be fitted, no baggy clothing or ripped or torn clothing.
4. *Uniform sweatshirts*. The uniform dress code also includes a selection of uniform sweatshirts and fleece jackets approved by the Cathedral administration for wear in Cathedral classrooms and assemblies. Four styles of navy, white and forest green hooded and crew neck sweatshirts, along with navy and forest green polar fleece outerwear, have been approved. The approved sweatshirts are the only sweatshirts students may wear on campus during the school day for grades 9-11.
5. *Coats and Jackets*. Because Cathedral is an outdoor campus and students must go outside daily to attend some of their classes, coats or (rain) jackets may be worn from classroom to classroom, but must be removed prior to the start of class. During class time, all students are to be in the proper dress code which does NOT include coats, jackets, flannel shirts, etc. **Only Cathedral uniform sweatshirts may be worn for grades 9-11**. There should be no other sweatshirt material worn for grades 9-11. Seniors may wear college sweatshirts or t-shirts.
6. *Shoes*. Dress shoes or tennis shoes must be worn in school. Open-toed or open-heeled shoes are not permitted. (Crocs are not acceptable nor are slippers)

General Dress Code Issues:

Students must be clean shaven and/or maintain well groomed facial hair (lip and chin). If a male student chooses to maintain well groomed facial hair (lip and chin), it must be trimmed close to skin (2mm guard). Beards are not permitted and sideburns may only extend to the bottom of the earlobe. Hair worn below the collar must be worn back from the face in some fashion, such as a ponytail, groomed neatly and clean.

Hats, hoods, sunglasses or other accessories are not permitted. Headbands (no head wraps or scarves) are permitted to hold hair out of the face. Beads may be added to hair in a modest fashion, but may not bring excessive attention to the student. No athletic headbands will be worn during school hours. No accessories may be added to the dress code, such as blankets, neck scarves, etc.

Earrings are permitted in the ears and must not be excessive. Tattoos must be covered in school and at all school events and athletic contests.

No extremes in grooming will be permitted. Anything that is distracting to the learning environment is not permitted.

Students that alter or color their hair to extremes may be subject to disciplinary actions including infractions or being sent home from school.

Nose piercings can only consist of one small, less than 2-3mm stud. Absolutely no hoops, septum or rhino piercings. A student will be told to remove any piercing that is determined unacceptable before they return to the classroom and an infraction will be issued. If the nose piercing cannot be removed, the student must go home until the nose piercing is removed.

Refusal to be in uniform will result in an immediate suspension and a discipline board hearing.

Clubs, organizations and teams wishing to purchase t-shirts as part of their spirit wear and wishing to wear these shirts on the assigned spirit day may do so after having the shirt or sweatshirt approved by the Marketing Director, Athletic Director, and/or the director of the club or organization.

The Dean of Students will be the final decision maker when it comes to extremes in grooming.

CELL PHONE AND WEARABLE DEVICES

In today's world we understand that most students have a personal device. When a personal device is on campus they are subject to all the same policies and rules as other student devices. Possession of a mobile phone on campus is a privilege, not a right, and students are expected to behave responsibly with them at all times.

Wearable technology is a growing class of devices that includes earphones, headphones, and smart watches. Many of these devices are designed to connect to a smartphone, either wired or wirelessly. These devices have become very common in schools, and they can be useful in the learning environment. They are subject to the same school policies as mobile phones and those policies are explained below.

Learning is our focus on campus. Smartphone and wearable technology use are restricted to reduce distraction and maintain student focus on learning.

- Student mobile phones are not allowed to be used or visible during the student's class periods. This includes inside the classrooms, hallways during class periods, and bathroom and common space visits during the student's class periods. These devices must be turned in to the teacher upon entry of the classroom.
- Students are not allowed to have mobile phones or personal devices of any kind at Mass, or in assemblies. These items should remain in the classroom.
- Mobile phone use is permitted during lunch periods and passing periods, although students are encouraged to minimize use to focus on their friends and relationships.
- Earphones, headphones, and Air Pods may not be used or visible during the school day except in classrooms with teacher approval for educational purposes only. This prohibits use of these types of wearable technology during passing periods and lunch periods.
- Smart watches are permitted to be worn during the school day but may not cause a distraction during classes, Mass, or assemblies.
- Teachers may collect all technology in the classroom during tests and exams. This includes mobile phones, smart watches, and any other personal electronics in students' possession.

- Other wearable technology is subject to the same principles and the discretion of the school administration.

If a student does not adhere to the expectations listed above the following will take place:

- Upon 1st offense the educator will take the device(s) and return them to the student at the end of the period and the educator will also document this action as an infraction in PowerSchool.
- Upon 2nd offense the educator will take the device(s) and deliver them to the Student Services Office. The student can pick up the device(s) at the end of the day. The teacher will document this action as an infraction in PowerSchool.
- Upon 3rd offense the educator will immediately send the student to the Student Services Office with all their possessions and the student will remain with Student Services throughout the remainder of the period. The teacher will document this action as an infraction in PowerSchool.
- Upon 4th offense the educator will immediately send the student to the Student Services Office with all their possessions and the student will be immediately suspended. The teacher will document the interaction as an infraction in PowerSchool.
- Upon 5th offense the educator will immediately send the student to the Student Services Office with all their possessions and the student will be immediately suspended. The student will be subject to a Discipline Board hearing. The teacher will document the interaction as an infraction in PowerSchool.

SCHOOL LANYARDS & STUDENT ID POLICY

Every student, faculty, and staff member of Cathedral will wear a Cathedral-issued lanyard and ID for safety and to create a welcoming environment. Lanyards are color-coded by class (Green, Blue, Yellow, Orange).

Students who do not have a lanyard and ID will be sent to the technology office to purchase a replacement. The cost is \$7.00 per ID and \$3.00 for the lanyard. New lanyards can be purchased before school, at lunch, or after school.

Lanyards and IDs must be visible, worn around the neck, and on the outside of the school uniform during school hours. Failure to wear the lanyard and ID properly, wearing the wrong lanyard and/or ID, or tampering with a lanyard/ID in any way that is not school appropriate will result in disciplinary actions. The actions include infractions, being sent to the Student Services Suite or technology office to purchase a new lanyard and/or ID, suspension or other consequence deemed appropriate.

Schoolwide Privileges

- **Spirit Days:** Students are permitted to wear activity shirts or sweatshirts with their uniform pants on Friday or the last day of the school week. The logo or Cathedral High School must be visible on the shirts. No homemade shirts are permissible.
- **Dress Down Days:** At certain times during the school year a “Dress Down Day” may be established. Jeans and sweatpants may be worn on these days. No torn jeans or tights are permitted. The same expectations apply to students who qualify for “Dress Down Days” during the Student Fundraiser.

- **Spirit Week:** Twice a year, students may dress in spirit week themes. The specific themes are outlined by the Student Council. The dress code may be altered during these weeks **only** and will be in compliance with cultural competencies.
- **Student Fundraiser-** dress code expectations will be clearly communicated prior to the fundraiser and must be adhered to in order to have the privilege to be out of dress code.
- **Senior Privileges-**
 - College Sweatshirts/t-shirt (The logo must be clearly visible. T-shirts, long sleeve t-shirts etc. must be a university/college and not just a team or city.)
 - Late Arrival
 - PSAT Day - *No School*
 - Two College Visits
 - Technology Access
 - Traditions: TP the Hill, Paint the Wall, Prom, Senior Play, Senior Mass, National Honor Society
 - Senior Retreat

BULLYING & HARASSMENT

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

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

Policy

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

Definition

Bullying/Harassment occurs when a member of the family intentionally asserts negative or disrespectful behavior or language to another member or groups of people who attend or work at Cathedral in one of the following ways:

Directly

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

Mental— make to feel self-conscious, stalking

Sexual—words, touching,

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

Indirectly

Exclusion

Cyber and phone- Sending pornographic pictures, material of others (or oneself), name calling, taking pictures without permission, speaking negatively, threats etc

Cliques

Getting another to bully/harass

- Rumor spreading
- Speaking inappropriately about a person or group of people in person or digitally
- Talking behind the back/backstabbing
- Ganging up on another
- Tampering with property

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

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

Consequences

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

Prevention

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

ATTENDANCE

Absences

It is the responsibility of the parent/guardian to call the school by 9:00 am to report a student absent. **The attendance number is 317-968-7496.** When calling in an absence, please leave your child’s name and grade, your name, and the reason for the absence. Depending on the reason for the absence, you may receive a call from the School Nurse.

Attendance is kept on a period-by-period basis. No student who has missed five class periods or five hours may participate in any extracurricular activity on that day. This can carry over to Saturday participation.

Excused Absences

Parents may excuse a student from school for up to 9 days per semester. After nine days a student will lose 1% of his/her final percentage for each absence after 9 per period. The teacher will be told as to how many percentage points should be deducted per period of students who were absent over nine days. Special medical exceptions will be taken into consideration from doctor notes, nurses and counselors.

Absences regarded by the school as being legitimate according to school policy

These absences will be considered excused but do count toward the nine day policy:

- Illness verified from parent/guardian
- Illness verified by note from physician
- Personal- verified by parent
- Doctor, Dentist, Orthodontic, Counseling, Mental Health etc. appointments verified by note from the office where the appointment took place
- Family funeral
- Military connected families (deployment and return)
- Serving as a page or honoree of the General Assembly
- Participating in an election
- Subpoenaed to testify in court
- State Fair participation
- Educationally related non-classroom activity-sponsored by a teacher/staff-such as field trips, Promise to Keep, Conferences, etc.

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

Students are granted excused absences when they are ill or are released to attend a school sponsored function or activity. Seniors are permitted two excused absences for college visitation purposes. Juniors are permitted three excused absences for college visitation purposes. For all excused absences, a parent, teacher or coach must have a request via the vice principal for academics and the attendance office.

Unexcused Absences

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

Assignments for Absent Students

See Academic section

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

Tardiness

Tardiness is defined as being late for any class period. A student is tardy when he or she is not in the classroom at the start of the class period or prayer (Alpha period or the first Period of the day). All persons tardy to school will be marked tardy by the classroom teacher. Students will be excused five times **per semester** to the first period of the day up to 20 minutes for the first period of the day.. After a fifth tardy, the student must report directly to the Student Services Suite and will remain there until the end of the period. Students will be given an infraction when they appear in the SSS for every tardy after 5 however they can make up their work. A student who does not come to the SSS will be considered unexcused and can not make up their work and will follow the skipping policy. Students are encouraged to save those grace tardies because once they are used, regardless of the circumstances the next tardy to school is an infraction and will miss class from that point on. After 20 minutes the student is considered absent from class and is counted toward the nine day absentee policy.

The rationale is to be fair to all students. A student is tardy within the first 20 minutes of class. After that, they are considered absent or skipping. Parents must call in to let us know their child will be late, but the

result will be an infraction if it is after his/her fifth tardy and will miss the remainder of the first period class. We expect parents to call us if their child will be more than 20 minutes late. If we do not hear from a parent we will have the student call home so that parents are aware that their child will be marked absent because they missed more than 20. minutes of instruction.

TRUANCY/SKIPPING SCHOOL

Truancy, i.e., skipping school, occurs when a student is absent from class or leaves campus without a parental phone call or note and without permission of the school administration. If a student chooses to go to the library or any other area of the building without proper adult permission the student is considered truant from that class they skip. A zero will be given for each class missed and that credit or points cannot be made up.

Any student leaving the campus without permission will be suspended for one day; three days if it should happen again. Truancy from school for three periods or more will result in an immediate suspension from school the following day.

A second skipped period will result in missing that class the following day and the student can make up the work from the second day missed but can not attend class. The student will report to the Student Services office and make up the missed work there. Skipping a resource period is not acceptable. Parents will be contacted if a student skips a resource period, and the student must report to school at 8:00 am the following day to check in with Mr. Freije in the Dining Hall.

SKIPPING CLASS (on campus)

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

- First offense: Two infractions - zero for work missed in class
- Second offense: The student will miss the second day of that class and must report to the Student Services office during that period, but can make up work.
- Third offense: Out-of-school suspension with possible Discipline Board hearing

LEAVING THE CLASSROOM FOR IN-SCHOOL BUSINESS/COUNSELING

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

LEAVING THE SCHOOL GROUNDS FOR OFF-CAMPUS BUSINESS

If a student needs to leave the school grounds for out-of-school business, parents/guardians should report early departures via SafeArrival before 9:30 a.m. Permission for leaving the school grounds will be given to the student by the attendance office via email. If a student fails to check out or back in they may receive an infraction for not following procedures, as the school is liable for all students.

LEAVING THE SCHOOL GROUNDS DUE TO ILLNESS

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

DRUG & ALCOHOL POLICY

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

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

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

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

Dispositions by the Discipline Board may be, but are not limited to:

- Expulsion
- Withdrawal for a minimum of one semester, possibly with no option to return

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

First offense may include:

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

Second offense may include:

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

Third offense may include:

- Expulsion/withdrawal from Cathedral High School

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

First offense may include:

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

Second offense may include:

- Suspension
- Student must appear before a Discipline Board hearing
- Substance-abuse evaluation to be done by a licensed facility approved by the school
- Counseling will be required
- Student must provide proof of treatment and verification of compliance

- **Students will not be readmitted to school without proof of evaluation and treatment plan.**
- Any student participation in an extracurricular activity, e.g., athletics, drama, music, shall forfeit 365 days of their competitive/performance participation of their current or next season if not currently in an activity.

Third offense:

The following may be imparted by the Discipline Board:

- Suspension
- **Students will not be readmitted to school without proof of evaluation and treatment.**
- Withdrawal from Cathedral High School

Self-Report Clause

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

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

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

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

There are no second self-reports.

RANDOM DRUG TESTING RESULTS

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

First positive

- Parents will be notified of positive results.
- Students will be required to take an online substance course (more information will be provided); and complete the required steps set forth by Mr. Freije.
- The student will be required to schedule and take part in a follow-up meeting with their Cathedral counselor
- Student may be retested after 20 days of initial test

Second positive

- Parent will be notified
- Discipline Board Hearing
- Suspension - length of time to be determined by the Discipline Board
- Substance-abuse evaluation to be done by a licensed facility approved by the school

- Students must complete follow up treatment as prescribed. Minimum: Students will be required to attend a drug deferral course within 20 days of notification of a positive test. Parent/guardian is responsible for any/all costs. Verification of attendance must be submitted to the school within 20 days of notification. Refusal or failure to attend will result in moving to the next level of consequences (second positive).
- Student must provide proof of treatment and verification of completion by therapist
- Student may not be readmitted to school without proof of evaluation, treatment, and signed release of information from the evaluating facility
- Any student participation in an extracurricular activity (e.g., athletics, drama, music) shall forfeit 25% of their competitive/performance participation of their current or next season if not currently in an activity

Third positive

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

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

DRUG TESTING PROGRAM (DTP)

Vision Statement

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

Introduction

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

Rationale for the Policy

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

Purpose

The purpose of this policy is two-fold:

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

Consent

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

Testing Procedures

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

Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

10. Drug panels may consist of the following: Amphetamines, Methamphetamines (MDMA) (Ecstasy), Barbiturates, Benzodiazepines, Cocaine Metabolite, Opiates, Oxycodone, PCP, THC, Alcohol (urine Ethanol), ETG metabolite of alcohol, Methadone, Tramadol, Meperidine, Buprenorphine (Suboxone), Fentanyl, Carisoprodol (Soma), Spice Cotinine (nicotine).

Chain of Custody

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

1. Randomly selected students will be taken from their classroom and asked to come to the student services suite. This will be done by asking the teacher to send the student to the office. The teacher will not know why the student is being selected but only that the student has been asked to come to the front office. (This is common and should not cause anyone to think that the reason they are being asked is for drug testing.) Once the student arrives in the office, he/she will go to the designated testing site.
2. Before the student's urine/hair or saliva is tested by the laboratory, the student will agree to fill out, sign and date any form that may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
3. A sanitized kit containing a collection container will be given to each student. If the specimen is sent to the laboratory for further testing, the student will initial that the specimen has been sealed in their presence. Only the lab testing the specimen may break the seal on the specimen container.
4. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. No adverse action will be taken against the student as a result of the seal being broken after being received by the collector.
5. The collector obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats in the presence of the collector prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The collector will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
6. If onsite instant testing is conducted, the collector will record the results. If the specimen needs to be sent to the laboratory for testing, the collector will ensure that the specimen is sealed in the student's presence and will be responsible to transport the specimen to the testing laboratory. The testing laboratory will report the results back to the administrator.
7. In order to maintain confidentiality, the container that contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's identification number will appear on the container. Also, the result sheet for the urinalysis will be provided back to the administrator with no name attached; only the student's identification number will appear on the result sheet.

Test Results

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for applying appropriate consequences as determined by the Cathedral High School.

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

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

Confidentiality

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

Financial Responsibility

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

Excusal from Mass/Assemblies

- Students are expected to attend all Mass/Assemblies
- Procedure for gaining excusal for Mass/Assemblies

- Students must submit medical documentation of a diagnosis and a recommendation from a medical professional that states that the student cannot attend mass/assemblies
- This documentation should be turned in to the Vice Principal of Academic Support
- The documentation must be turned in at least 24 hours prior to the excusal of the Mass/Assembly
- Procedure of excusal from Mass/Assemblies during the event
 - Student will report to the WAC lobby
 - Student will report to one of the three staff members:
 - School Social Worker
 - Vice Principal of Academic Support
 - Dean of Students
 - Student will turn in all electronic devices and participate in the event from the lobby and remain in the lobby throughout the event
 - Attendance will be kept and students will be supervised
 - Students excused from Mass/Assemblies cannot attend any Mass/Assembly until cleared by the same medical professional that made the initial recommendation
 - For example, a student that has provided documentation that they cannot attend a Mass will not be eligible to attend other assemblies
 - When taking attendance and a student did not check in and is not in the WAC lobby, staff will try to locate the student and move them into the WAC lobby
 - If the student cannot be located, that student will be marked unverified and is subject to disciplinary action

DAILY SCHEDULE

<i>Day 1 Schedule</i>	<i>Day 2 Schedule</i>	<i>Day 3 Schedule</i>	<i>Day 4 Schedule</i>
PP: 8:40 -8:45 Alpha:8:45-9:40 A: 9:45-10:40 B: 10:45-11:40 C/L:11:45-1:15 D: 1:20-2:15 E: 2:20-3:15	PP: 8:40 -8:45 F:8:45-9:40 G: 9:45-10:40 A: 10:45-11:40 B/L:11:45-1:15 C: 1:20-2:15 D: 2:20-3:15	PP: 8:40 -8:45 Alpha:8:45-9:40 E: 9:45-10:40 F: 10:45-11:40 G/L:11:45-1:15 A: 1:20-2:15 B: 2:20-3:15	PP: 8:40 -8:45 Alpha:8:45-9:40 C: 9:45-10:40 D: 10:45-11:40 E/L:11:45-1:15 F: 1:20-2:15 G: 2:20-3:15

- Zero Period - 7:25 a.m. - 8:30 a.m.
- All times denote start time of class
- Daily schedules may be subject to change
- Activities periods will be worked in on an as needed basis
- For the latest schedule information, please visit gocathedral.com/schedule

COUNSELING

When meeting with students and their families, confidentiality and privacy always are maintained according to the canon of ethics in our field. "Harm to self or harm to others" releases us from this confidentiality or right to privacy.

School Counselors

A - CO: Beth Brandes

CR - HA: Kristina Busack

HE - MA: Jodi Monroe

MC-SA: Lee Larkins

SC - Z: Jenny Myers

Language Support/Learning Resource Center A-Z-: Gretchen Watko '00

College and Career Coordinator: Kathy Pivonka (Room 4235)

Director of Counseling: Brett Blondi

Social Worker: Aly Weaver '12

You can find contact information and more counseling resources at gocathedral.com/counseling

SAT AND ACT INFORMATION

Students can obtain registration and preparation information for both the SAT and ACT in the Counseling Office. Additionally, they can register online for the SAT at www.collegeboard.org and for the ACT at www.actstudent.org. Cathedral High School's school code for both tests is 151660.

Students are encouraged to take both tests.

Students are required by Indiana Department of Education to take the SAT School Day Test regardless of previous SAT completion. No individual registration is required. Students will be registered through Cathedral High School.

SPECIAL ACCOMMODATIONS FOR STANDARDIZED TESTING

Any student eligible for special accommodations for the PSAT/NMSQT, SAT, ACT, or Advanced Placement exams will need to apply for these with the testing agencies. Accommodations can include extended time, large print, computer use, etc. These accommodation applications are completed by the SSD Coordinator. Eligibility is established through documentation such as a current (within three years) psycho-educational evaluation, documented medical diagnosis, a SP, CSEP or 504 Plan, and routine utilization of the same accommodations on school tests. If a student receives the accommodations requested for College Board exams and he or she wishes to revoke his or her accommodations, these revocations will occur across each educational environment (classroom assessment and standardized assessments). Revocation requests must be submitted within the first week of each semester. Once revoked, accommodations will not be put back into place until the student's next regularly scheduled Annual Case Review.

COLLEGE VISIT DAYS

One of the most important components of the college search process is visiting college campuses. As such, both juniors and seniors may take excused absences in order to visit colleges and universities. Juniors may take three visit days throughout the year, while seniors may take two. If a senior visits a college or university on the day the PSAT is given to sophomores and juniors or participates in Freshman Day of Recollection, that senior will get an additional college visit day for taking advantage of visiting a college on a free day. (The senior must have proper documentation of the visit.) There is no form to complete for a college visit day. Parents should verify the student's absence with the attendance office and the student should communicate with teachers in order to ensure work is not missed. Upon return from the visit, the student should turn in documentation from the college verifying the visit to the attendance office. Failure to turn in this documentation will result in an unexcused college visit. The day will be counted as a personal day, which will be counted toward the policy of allowing ten missed days in a semester before the lowering of grades.

ATTENDING COLLEGE ADMISSION PRESENTATIONS AT CATHEDRAL

Throughout the first semester, many colleges and universities visit Cathedral, and juniors and seniors may attend these presentations. Interested students must sign up at least 24 hours prior to the meeting via their Naviance account. Students may miss class in order to attend these presentations, but teachers have a right of refusal if there is a test or quiz that period. A list of college representative visits is updated frequently and available through Naviance.

COLLEGE & CAREER CENTER

Additional information/resources will be shared throughout the year via email, meetings, and class presentations. Students should check their email regularly to ensure they are not missing out on key information.

GENERAL INFORMATION

School hours are from 7:30am-5:00pm

SUPERVISION BEFORE SCHOOL

From 7:30am to 8:40am students can report to the dining hall/ Unified Media Center or classrooms.

SUPERVISION AFTER SCHOOL

All students waiting for a ride after classes are dismissed must report to the SLC (Student Life Center) or the Unified Media Center by 3:30 p.m. The SLC and Unified Media Center will remain open until 5:00 p.m. Access to hallways will be restricted after 5:00 p.m. Any student on campus after 5:00 p.m. must be with a coach, teacher, or moderator. These guidelines are to ensure the safety of all of our students.

Any area that is not supervised by an adult is ALWAYS off limits. Students participating in activities are to be supervised by the coach or club moderator. Consequences will be dealt with based on circumstances however a discipline board may need to determine the final consequence.

Cathedral High School is not responsible for students who choose to leave campus during the school hours of 8:40am - 3:15 pm without parental permission and Cathedral is not responsible for students who leave the campus after school hours.

ASSEMBLIES

Assemblies of the entire student body are for academic, cultural, and/or religious purposes. Students are to take their assigned places quickly and in an orderly manner and maintain appropriate decorum appropriate to the purpose of the assembly. Students being disrespectful will be given a consequence.

BUS REGULATIONS

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

Dining Hall-Food Services

Students may purchase their lunch or bring their lunch to school. Backpacks may not go into the server area and should be left in a classroom or brought to the student's table. Students may also eat in the student life center during lunch periods. Students must have on their lanyards at all times and must clean up after themselves. Failure to do so will result in service to others on the following day(s) to clean the lunchrooms. Students and parents should download the lunch app to know how much money is on their accounts. Students may not go over \$25.00 in debt, once this number is reached the student will not be able to go through the food lines. Parents and students should keep up with money on the students account in order to purchase food at Cathedral. Checks can be brought to the Dining hall in the morning to

be added to accounts to be used for that day. Checks brought at lunch time will not be accepted or processed at that time.

Students cannot have free refills

Students cannot bring liquid containers into the server area.

Students must be in dress code with lanyards on their necks in order to eat lunch.

Credit and apple wallet may be used to purchase lunch along with Quick Charge. The Dining Hall is cashless.

No stealing- see stealing policy

For more information regarding our food services click below

<https://www.gocathedral.com/on-campus/lunch-program>

COLLECTIONS/SALES

Permission must be first obtained from the Advancement Office before students can sell items or conduct collections on campus.

DANCES

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

The following rules must be observed:

1. Students should be dressed in accordance with good taste and grooming. Students may be sent home if their attire is lacking Christian modesty including prom and all other dances.
2. Drinking soft drinks poured at the dance and eating are allowed only in the rooms designated for the dances.
3. Drinking of alcoholic beverages and/or smoking/vaping (or their possession) are absolutely prohibited, and all rules and regulations pertaining to such found in the "Code of Conduct" section of the Student/Parent Handbook will be applicable.
4. Students are not permitted to gather at any time in the parking lot.
5. Students are not allowed to go to other parts of the school building or campus during the dance.
6. Once students enter the dance, they are expected to remain there until the dance is over.
7. Once a student leaves the dance, he/she is not permitted to return.
8. Inappropriate dancing will not be tolerated. Students will be asked to leave the dance immediately

DRIVING

All drivers, including parents, on campus are to abide by the posted campus speed limit signs, and abide by all carpool procedures. One-way designations must be obeyed. Driving recklessly on campus is prohibited. Passengers must be inside moving vehicles at all times. Drivers will be held responsible for any violations involving their vehicles. Violation of campus driving could result in disciplinary action, including the loss of

the student's school driving privilege. The school is not responsible for damage done to cars by weather, games, etc. Parking is at your own risk. Maximum driving speed on campus is 15 mph. All students and their parents wishing to obtain a parking permit must sign an agreement provided with the application.

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

First offense: warning and permit must be obtained immediately

Second offense: loss of driving privileges for a day.

Third offense: Loss of driving privileges for an extended period of time such as 10 school days.

Fourth offense: permit removed from student for the remainder of the year.

Sophomores are not permitted to park on campus! Safety on campus is a priority, sophomores do not park on campus because of a lack of parking spaces.

ELIGIBILITY

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

FIGHTING

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

FIRECRACKERS/EXPLOSIVES

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

FIRE DRILLS, SEVERE WEATHER DRILLS, ETC.

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

GAMBLING

There is no gambling permitted on school property. The consequence for gambling is assigned by a member of the school administration; parents will be contacted.

GRADES/ELIGIBILITY

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

HOLY WEEK ACTIVITIES

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

IPADS

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

First offense

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

Second offense

The iPad will be taken away for the day and held in the Student Services Suite.

Third offense

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

LOCKERS

Lockers with locks installed are provided by the school if a student requests one through Mrs. Lewis or Mr. Freije. Each student is expected to take proper care of the assigned locker. Any damage done to lockers will be paid for by the student/parent. Locker combinations are to be kept confidential, and lockers are to be kept locked at all times. Failure to adhere to this rule could result in the loss of property. Students should not exchange assigned lockers. Persons found tampering with a locker other than their own will be subject to disciplinary action. Students must remove all objects from their lockers by the last day of school. Cathedral High School reserves the right to make periodic locker inspections.

Locker room responsibilities for security:

Students/Athletes

Keep the locker room area clean and organized.

Keep all personal items in a locked locker.

Report any damages to a teacher/coach.

Respect other students' belongings and school property.

No loitering or horseplay of any kind.

If at all possible, refrain from bringing valuables to school. If you must bring valuables to school, they may be kept in the student services suite.

LOST ITEMS

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

NURSE CLINIC

If a student needs to see the nurse, they must first receive permission from their teacher. The nurse will assess the student's needs and only allow a student to remain in the clinic for no more than 20 minutes. If a student feels they can return to class, the nurse will release the student with a pass back to their classroom. If the student can not return to class after 20 minutes in the clinic, the student will be sent home. The clinic does not have space to allow students to remain longer than a 20 minute period. Parents or guardians must come to Cathedral once contacted.

OUTSIDE ACTIVITIES

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

PATRIOTISM

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

PICTURES

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

RALLIES

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

RESIDENCY

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

SCHOOL GROUNDS

During the school day, students are restricted to the school grounds and areas designated for classes and class activities. Once a student arrives on campus they must enter the building, students should not remain in cars in the parking lot. Late-arrival seniors must report directly to class. There will be no gathering area available if a student arrives early.

*Students may report to the dining hall at 7:30am

SCHOOL LOGO

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

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

SECLUSION AND RESTRAINT

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

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral

interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

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

SPORTING EVENTS, DRAMA PRODUCTIONS, ETC.

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

VANDALISM

Any form of vandalism on campus will not be tolerated. Students found defacing or destroying school property will be dealt with according to the degree of the vandalism. In some cases expulsion or suspension may be necessary. In all cases, restitution will be required. Any defacement of school property will result in severe disciplinary action.

MEDIA RELEASE

In order to celebrate the many accomplishments of our students, Cathedral High School frequently uses students' images, names, and photographs in press releases, marketing materials, social media, and advertising. These may include certain pieces of student information, including, but not limited to, student names, honors and awards received, non-graded student work, student photographs, and video and/or voice recordings. Any marketing, news, or advertising will be done in a positive light with the goal of communicating the best aspects of Cathedral and its students. Any parent, guardian, or student who chooses to opt-out of this general media release must submit that request in writing to the marketing department.

WELLNESS POLICY

The School Nurse program is staffed by nurses from Community Health Network and can provide limited services to any child who feels ill during the day. This is a School clinic, and not part of Community Health Network, and all records are maintained by the School. There is no charge for the services. If you DO NOT want your child to have access to the clinic, notify the School clinic in writing, in advance. In an emergency situation to prevent death or serious injury, the School Nurse and School staff will act to prevent such injury or death and stabilize the situation.

In an effort to cultivate a healthy school environment for our students, staff, and visitors, Cathedral High School has developed a Wellness Policy. This policy was designed by our School Wellness Advisory Committee guided by the Center for Disease Control's School Health Index (SHI), a tool which helps schools formulate a comprehensive wellness plan that is based on collaborative, effective, and research-based principles with a focus on the whole child. Our goal is to establish and maintain a culture of wellness which will allow members of our school community to thrive and succeed spiritually, intellectually, socially, emotionally, and physically. The full policy can be found under the Wellness Policy tab on the Parent portal of Cathedral's website.

Clinic Procedures

If a student has a medical need they will go to the clinic. The nurse will assess the student. If the student is ill, the nurse will contact parents if they need to be picked up. Injuries and other issues will be treated as needed

-All Diabetic students are encouraged to self-treat- MD orders and plans still need to be completed with the nurse, but self-testing is recommended. An area of the clinic has been set up for the diabetic supplies - please contact the nurse at your earliest convenience to set up the plan for your student

-Students with Asthma are encouraged to carry their inhalers. MD orders and plans can still go through the nurse. Anyone carrying emergency medication needs to have the self-carry form filled out by their MD. This form is on the website. If your student has severe asthma, please contact the nurse at your earliest convenience to set up a plan for your student.

-Students with severe allergies requiring an Epi-pen or Auvi-Q should carry this with them in their backpack. The nurse will still need MD orders to self-treat. Also, If a student has any kind of severe allergies, please have them keep BENADRYL with their emergency medicine in their backpack or send in Benadryl to keep here at school. We DO NOT keep Benadryl in the clinic- you must supply your own.

STUDENT HEALTH GUIDELINES

Mission Statement

The primary mission of Cathedral High School's student health program is to maintain a healthy and safe school environment for students, staff, and visitors to our school while maintaining compliance with state mandates. Educational success can be maximized by identifying, organizing, and providing accommodations for health problems that may jeopardize a student's ability to learn. In keeping with the

principles of Cathedral 360, the school nurse coordinates student health while supporting students' Developmental Assets relating to overall physical health, psychosocial well-being, and safety in support of our students becoming empowered, responsible, and healthy young adults.

Immunizations

Indiana law requires that students in all grades must meet minimum immunization requirements. Per Indiana code 20-34-4-1, Cathedral High School will keep an immunization record on all enrolled students. The immunization record must include the student's name, date of birth, vaccine(s) given, and date (month/day/year) of each immunization. New students should provide a current immunization record prior to enrollment. Parents/guardians will be informed before the start of each school year of any new requirements. A link to current immunization guidelines for schools may be found under the Health Guidelines tab on the parent portal of Cathedral's website. Students may be excluded from school after 20 days if one of the following is not filed at school: current and updated immunization record OR religious exemption form (updated annually) OR medical exemption form (signed by a physician and updated annually).

Student Information

Parents/guardians/students are expected to be familiar with the Student Health Guidelines and agree to abide by these as a condition of enrollment at Cathedral High School. Student medical information should be updated annually during the online enrollment period. Any changes during the school year should be communicated to the nurse promptly. Parents/guardians are also responsible for keeping contact information up to date in case of student illness, injury, or emergency. Health information may be shared with school personnel on a need to know basis. Links to health forms, policies, and information may be found under the Health Guidelines tab on the Parent portal of Cathedral's website.

Illness and Injuries

Students who become ill or injured during the school day should report to the Nurse's Office.

If a student is unable to remain at school, school personnel will contact the parent/guardian. Students are not permitted to call or text message a parent/guardian to arrange to go home ill prior to seeing the school nurse. The parent/guardian is responsible for picking up the student as soon as possible. A student may NOT drive or walk home unless parent/guardian permission is received. Students must attend school five (5) class periods in order to qualify for participation in an after school activity.

The nurse/trained designee will assess, treat, and recommend care based on current best practice guidelines. In the event of a serious injury or medical event (i.e. seizure, anaphylactic reaction, respiratory distress), the nurse or trained designee will activate basic emergency care procedures. Cathedral High School Parent/guardian will be notified immediately while emergency personnel are called to assist with care. The student will be transported to the nearest or preferred hospital as the condition indicates. If the injury/medical issue occurs on a field trip, the nearest medical facility will be utilized. In some instances, the student may be referred to the athletic trainer for the evaluation of certain injuries and if a concussion is suspected.

Exclusion from School

According to Indiana Code 20-34-3, if a student is ill, has a communicable disease, or is infested with parasites, the student should remain home until cleared by a physician. Cathedral High School has adopted the following guidelines in determining exclusions, restrictions, and control measures for students and their illnesses as set forth by the Centers for Disease Control and the Indiana State Department of Health.

1. *Fever.* A child with a contagious illness or fever should not be sent to school. Any student whose temperature is at or above 100.0 degrees F will be sent home from school. The student may return to school when he/she has been fever free for 24 hours without the aid of fever-reducing medication (temperature below 100.0).
2. *Pink Eye (Conjunctivitis).* If diagnosed with bacterial conjunctivitis, the student cannot return to school until a full 24 hours of antibiotic therapy has been completed.
3. *Strep Throat Infections.* If diagnosed with strep throat, the student cannot return to school until a full 24 hours of antibiotic therapy has been completed.
4. *Ringworm.* Students may return to school when therapy has begun. Lesion must be covered at all times.
5. *Undiagnosed Rash.* A student will be sent home if the rash appears to have the characteristics of a potentially infectious illness (i.e. measles, strep), if fever is present, or at the discretion of the nurse.
6. *Chicken Pox.* A student may return to school when all vesicles are scabbed over and he/she is fever free for at least 24 hours without the aid of fever-reducing medication.
7. *Vomiting and/or Diarrhea.* A student may be sent home after vomiting/diarrhea with or without presence of a fever. Those students experiencing vomiting and/or diarrhea due to a chronic medical condition will be handled on a case by case basis.
8. *Skin Lesions.* Any student with an open wound must keep it covered during the school day and while participating in sports or any other extracurricular activity both on and off campus.
9. *MRSA (Methicillin-Resistant Staphylococcus aureus) Infections.* All skin lesions must be covered. The student must be under a physician's care with written permission to return to school.
10. Covid-19 related illness or symptoms-please contact the nurse directly.

Medication Guidelines and Policy

When it is necessary for your child to take medication at school, the following guidelines are in effect for your child's protection and are in compliance with Indiana Code 20-34-3:

1. *Transportation of medication.* Medication, both prescription and nonprescription, should be transported to and from the Nurse's Office by a parent or guardian. The school nurse or trained designee will administer medications to students. Students are not permitted to have any medication or drug in their possession (exceptions noted in next section).
2. *School Permission to Give Medication.* Parent/guardian permission plus a current prescription, pharmacy label on original container, or written doctor's statement indicating that the medication is to be taken during school hours is required. It will be the student's responsibility to come to the Nurse's Office to receive the medication at the designated time. If it becomes necessary to give a student medication that is not kept at school, a parent/guardian may make

arrangements to come to school to administer the medicine to their student with the nurse's permission.

3. *Original Container.* ALL medication, prescription or nonprescription, should be in its original container. A prescription medication will already have the pharmacy label with the name of the student, name of medication, dosage, and time to administer. If a nonprescription medication is needed during school hours, the parent/guardian may discuss this with the nurse. The student's name should be clearly written on the nonprescription container.

4. *Termination of Medication.* If a medication is to be discontinued, the parent/guardian should notify the school nurse.

5. *Storage of Medications.* Medications are stored securely in the Nurse's Office.

6. *Narcotics.* No prescription narcotics will be administered during school hours. For safety reasons, students who require Cathedral High School narcotic medication to manage pain are asked to remain at home until the narcotic pain medication is discontinued.

7. *Over-the-Counter Medications.* With parent/guardian consent, Cathedral High School students may request over-the-counter (OTC) medications to be given on an "as needed" basis, following recommended dosing on the medication instruction label.

8. *Treatments.* These therapies may be used to treat minor illnesses and injuries and relieve discomfort: artificial tears/saline eye drops, contact solution, eye wash (buffered solution), Afrin nasal spray for prolonged nosebleeds, Anbesol, lip balm, Oragel, Chloraseptic throat spray, cough drops (menthol or pectin), antibiotic ointment, antiseptic wound cleanser, calamine gel or lotion, moisturizing lotion, peppermints, Tums, hydrocortisone 1% cream, Sting-Eze swabs, Vaseline, pulse oximetry, spacers for inhalers, peak flow meters, heating pads, cold packs.

9. *Field trips.* A designated Cathedral staff member supervising students during off campus for field trips, retreats, or other off-campus outings will assume responsibility for the health needs of the students in their care. If an activity is outside of the regular school day, the parent/guardian is responsible for communicating any medical needs to the supervising staff member.

10. *Allergic Reactions.* A school -issued EpiPen are available both in the Nurse's Office and the Front Office for severe or progressing allergic reactions or anaphylactic emergencies including but not limited to severe food allergies and insect bites in students (without parental consent), staff, and visitors. Diphenhydramine (Benadryl) may be given per label instructions for mild, severe, or progressing allergic reactions, to be repeated in 4-6 hours if necessary Epinephrine auto-injector (EpiPen or EpiPen Jr) based on weight/ label instructions may be administered for anaphylactic reactions. Students with known life-threatening allergies are expected to provide their own epinephrine auto-injector and diphenhydramine. An Allergy Action Plan should be on file in the Nurse's Office.

Stocked over the counter (OTC) medication: For the school year Cathedral High School will provide up to **four doses** of specified medications with documented parent permission. The stocked medication will be available during clinic hours only. If your child will use more than four doses of school-supplied OTC medication during the school year, please supply to the nurse's clinic your student's personal OTC medication.

Possession and Self-Administration of Medication

Students are not permitted to carry or self-administer prescription or over-the-counter medication during school or on school-sponsored trips.

Exception: Per Indiana code 20-33-8-13, a student with a chronic disease or medical condition may possess and self-administer medication when the following conditions are met:

1. Parent/guardian has given permission for the student to carry and self-administer the prescribed medication. An Asthma, Allergy, or Diabetes plan should also be on file in the Nurse's Office.
2. A physician states in writing that the student has permission to carry and self-administer the prescribed medication for the student's acute or chronic medical concern. This must be updated annually.
3. The student understands the purpose of the medication, when to take the medication, and has been instructed on how to self administer the medication.
4. Medications that may be carried and self-administered by students include inhalers for asthma, diphenhydramine (i.e. Benadryl) or epinephrine auto-injector (i.e. EpiPen) for severe life threatening allergies, and/or diabetes management supplies and medications.
5. Diabetic students may carry all medication and supplies as permitted by Indiana code 20-34-5 and may store extra supplies, emergency glucagon, and insulin in the Nurse's Office as needed. Parents should provide the nurse with an individualized Diabetes Plan at the beginning of each school year and when changes are made. The Diabetes Plan should be signed by both the student's physician and the parent/guardian.

SCREENINGS

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

HEAD LICE

Head lice are a nuisance, but they do not spread disease and are not a health issue. If a student presents to the clinic with an active case of head lice, the school nurse will inform the parent of the active infestation. Information about head lice identification, treatment, and prevention may be provided. Parents/guardians have the primary responsibility of assisting in the prevention and management of head lice cases through regular checks of their children's hair and starting immediate treatment when head lice are detected. The need to exclude students from school will be determined on a case by case basis. Our policy is supported by the Marion County Health Department, National Association of School Nurses, and the American Academy of Pediatrics.

CONCUSSION CARE

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

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

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

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

OTHER

Students requiring special accommodations must have a MD note. These requests will be made on a case by case basis between the nurse, athletic director and administration. This would include the need to be out of uniform due to injury or illness, the use of crutches, wheelchairs or scooters and the need for breaks/rest during school hours. This also includes requests to be excluded from assemblies/mass or any other all school activities. Whether this is due to social/emotional/physical or mental health concerns, the student must provide a MD note in order to be excused from the event. The student will be required to sit directly outside of the activity area where an adult will be supervising. If a medical note is on file this will include all school assemblies/masses during the school day.

STUDENT PHILANTHROPY POLICY

In an effort to promote a culture of philanthropy at Cathedral High School, all students will be required to fulfill a philanthropy requirement each year. Students can fulfill this requirement by participating in one of the following activities:

- Fully participate in the Ignite the Irish Student Fundraiser
- Attend school on the the “Philanthropy Day” to participate in a school wide philanthropy service project

The Ignite the Irish Fundraiser

The Ignite the Irish Student Fundraiser has been designed to provide students the opportunity to raise funds that will be used to support tuition assistance as well as for the approved clubs, teams and student organizations they enjoy. The student fundraiser will take place during the fall. Each student will be encouraged to raise \$250 prior to the conclusion of the Student Fundraiser. Students will have the opportunity to designate a portion of the money raised to an approved club, team or student organization. Students who raise \$250 or more will receive a “free day” where the student will not have to attend school. The free day will be designated by the Vice Principals. Students who do not raise \$250 will be provided the opportunity to fulfill their philanthropy requirement by attending “Philanthropy Day” on the designated free day to participate in a philanthropy service project.

If a student is having trouble meeting his or her goal, he or she can consult with Mrs. Jean Smith '97, Director of Lifelong Connections, jesmith@gocathedral.com.

Parent's calling in their child's absence on the free day is NOT considered an excused absence and the student will be required to make up that missing day.

Questions should be directed to Mrs. Jean Smith, Director of Lifelong Connections, jesmith@gocathedral.com.

STUDENT RESPONSIBLE USE POLICY

PURPOSE AND SCOPE

Cathedral High School provides its students with a variety of technology resources consistent with the school's Mission. This document applies to the following resources, which include, but are not limited to computers, laptops, cell phones, iPads, servers, printers, databases, network storage, digital media, software applications, library catalogs, communication technologies, internet access, and email. It also governs personal devices to access Cathedral's network as well as off-campus behaviors that infringe upon the education environment on campus, independent of whether the device is school-owned or personal.

Cathedral High School appreciates that freedom of expression is a fundamental right. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. One means by which Cathedral facilitates the exercise of this right by our students is to provide a computer system that permits students to access and use the wealth of information available on the internet. Although the internet has great ideas for sharing knowledge, it also has the potential for misuse. This Student Responsible Use Policy will outline some of those cautions, provide direction for the use of the resources, and allow you to confirm your commitment with this Student Responsible Use Policy.

Outside of school, Cathedral parents and guardians bear responsibility for the same guidance regarding internet use as they exercise with information sources such as television, telephones, movies, and other media. Cathedral expects that in using the internet and other media both at homes and at school, students will act lawfully (for example, downloading illegal software, music, movies, or sexting, etc. is not acceptable). Additionally, we expect that students shall, at all times both at home and at school, act responsibly and exercise good judgment and a high degree of personal ethics, consistent with our Code of Conduct. This is particularly important in regard to information and data that may be placed on the internet or communicated via other media relating to students, faculty members, staff, and in regard to Cathedral High School itself.

PRIVACY EXPECTATIONS

Each individual student must exercise his/her own discretion and judgment as to whether he/she creates or participates in social media, or whether he/she uploads any video, pictures, or other content. The same holds true in regard to a student's decision to access the internet to create a personal profile or to comment on any other individual or Cathedral High School. The student must recognize that any material posted or accessed—even in seemingly secure places or private threads—ultimately creates a digital footprint, and is not private at all. If a student fails to act responsibly in that regard, the information and content placed on the internet or communicated via other media can have a seriously harmful effect on others.

Cathedral will not monitor any individual's use of the internet and other communications media while off campus. We do have an appropriate interest in ensuring that all individuals associated with the school are treated with respect and dignity at all times as stated in the Code of Conduct. This is a serious responsibility that each student accepted upon his/her enrollment at Cathedral. It is a responsibility that students owe to their peers, faculty members, and staff members. Cathedral cares just as much about how students behave at off-campus and non-school-related events and functions as we do regarding their school-related conduct.

As a consequence, when students are granted the privilege of using any of the following resources, which include, but are not limited to computers, laptops, cell phones, iPads, notebooks, servers, printers, databases, network storage, digital media, software applications, library catalogs, communication technologies, internet access, and email at school (whether on personal devices or on Cathedral devices), there is no expectation of privacy in those items and they may be subject to review by faculty staff members at any time.

GOVERNMENT LAWS

When using technology resources and equipment, students must comply with all United States, Indiana, and local laws. This includes but is not limited to the law of:

- Computer Fraud and Abuse Act
- Copyright
- Defamation
- Electronic Communications Privacy Act
- Obscenity
- Pornography in any form
- Privacy
- Sexting laws
- Trademark

RESPONSIBLE USE

Cathedral expects students to adhere to the Code of Conduct and act responsibly at all times. Accordingly, the following standards shall be followed by students in regard to content placed or accessed on the internet and other media:

- All content must be in compliance with the school's Code of Conduct.
- Network resources and/or content may not cause or result in harm, injury, embarrassment, or disruptions to the school, its members, or resources.
- No person may access another individual's information or files without permission (unless such information and files have been made available voluntarily).
- Use only those information-technology resources that are authorized as appropriate use and use them in the manner to the extent authorized.
- Never use Cathedral network equipment and/or resources to post, view, print, store, or send obscene, pornographic, sexually explicit, or offensive material.
- Understand that uses of technology resources are not completely private.
- Use appropriate language and images in all electronic or digital communications and/or postings.
- Students must obtain permission from a teacher before audio and/or video recording.
- Follow the guidelines set forth by their teachers for classroom use of electronic devices. Devices outside of those guidelines may be confiscated by the teacher and turned over to the vice principal for student conduct.
- Print only school-related material and limit the use as defined by the Department of Information Services.

Students should also not accept "friend" invitations from teachers unless it relates to official school business—class, athletic team, or student organization.

The use of social networking sites or apps are not allowed during academic hours using the Cathedral network unless otherwise instructed by faculty or staff for academic purposes in class.

iPAD EXPECTATIONS

Students must register their iPad with the Technology Department to install management software to help distribute apps and set policy standards of acceptable and appropriate use to network and internet resources.

Starting with the class of 2028 and to improve your overall experience at Cathedral High School and ensure your iPad is used to its full potential, we will need to enroll your iPad into our Mobile Device Management (MDM) called Mosyle. We will place your iPad into Supervision mode to achieve the most out of our MDM and your iPad. If you purchased your iPad from Cathedral this will happen automatically. **If you bring your own iPad, we will need to reset your iPad to accomplish this goal.** At Cathedral, the iPad is one of our primary teaching tools and we want you to make the most of your iPad's potential. As a senior, when you depart Cathedral, we will release your iPad from our MDM.

LAPTOP EXPECTATIONS

Students are allowed to use their personal laptop under the following conditions:

The laptop/netbook is reported to the Department of Technology to record the serial number and Ethernet/wireless MAC address for network tracking and reporting.

Virus protection is installed and updated.

Laptop/netbook is used for academic learning.

Does not replace the iPad as the required electronic device.

OTHER ELECTRONIC DEVICES

The Student Responsible Use Policy applies to any device that is capable of connection to, transmitting, or receiving information on Cathedral's wired or wireless networks. Examples include, but are not limited to, "smart" phones, iPods and other music players, tablet pad or computers, book readers, wireless game players, or equipment used to gather, analyze data for academic or research purposes.

POLICY ENFORCEMENT AND SANCTIONS

Cathedral High School reserves the right to discipline students for violation of this policy in accordance with discipline procedures outlined in the student Code of Conduct and violations are subject to a full range of sanctions up to and including expulsion.

Cathedral reserves the right to define as "inappropriate use" conduct that is not specified in this policy. Cathedral reserves the right to inspect any activities, accounts, or devices of individual users including login sessions, communications, personal devices without notices, unless otherwise prohibited by law. Cathedral High School may inspect any technology device under circumstances when Cathedral determines inspection is necessary, including, but not limited to:

The protection of the integrity, security, or functionality of Cathedral, its members, or other information technology resources, or to protect Cathedral, its members, and resources from harm.

There is reasonable cause to believe that the student has violated, or is violating, any Cathedral High School policy or applicable civil or criminal law, or

Any information technology resource appears to be engaged in unusual or unusually excessive activity, as indicated by monitoring of general activity and usage patterns.

Under normal circumstances the Vice Principals, in consultation with the Director of Technology, must approve in advance any individual inspection other than what is voluntary, required by law, or necessary to respond to emergency situations.

Some violations may constitute criminal offenses as defined by local, state, or federal laws and Cathedral reserves the right to report those violations to the appropriate authorities.

If any student has any questions about this policy, he/she may contact the Principal. Similarly, if a student has any concern regarding whether certain content should be placed on the internet or other media, he/she is encouraged to consult with the Vice Principals, prior to doing so in order to avoid any future issue.

Christian Service Experiences

As a Catholic School in the Holy Cross Tradition, Cathedral High School requires all students to participate in our Community Service Program. Rooted in the Gospel call to "love your neighbor", and our Holy Cross mission to "hope for a world where justice and love prevail," our Community Service Program requires our students to go beyond the bounds of family and friendship and embrace the Corporal Works of Mercy and our Holy Cross Core Values. Please see the bullet points below for the service requirement for each grade level.

Experiences are meant to allow students the fullness of experiencing service. Some experiences are briefer than others, but the time spent is not what we're focused on. We're focused on fulfilling the "need" filled in the service provided.

Student Service Expectations:

- Freshmen are expected to have 3 experiences per semester (6 total)
- Sophomores are expected to have 4 experiences per semester (8 total)
- Juniors are introduced to their Andre Project experience
- Seniors are to complete their Andre Project they started in their junior year

*All service questions can be directed towards the student's religion teacher.

View detailed service requirements and Andre Project information on the [Christian Service webpage](#)

Recording Service Experiences

We encourage all students to **log each time they use their time to assist or serve someone else.** Whether it's for an organization, our school, a neighbor, or a place of worship, we want students to **log everything they do.**

Cathedral High School uses the Helper Helper mobile app to track student service experiences. Helper Helper makes it easy to document and verify students' impact, as well as help match them with volunteer opportunities in their community.

Helper Helper is automatically downloaded on every I-Pad and students as well as parents can log into their profile from both the I-Pad or any electronic device.

More information on downloading and accessing the app will be shared in students' religion classes.

ATHLETIC POLICY

Contact Info

Athletic Office Phone 317-968-7314
Athletic Fax 317-543-5054

Athletics Staff

Rick Streiff	Athletic Director	rstreiff@gocathedral.com
Jason Delaney	Assistant Athletic Director	jdelaney@gocathedral.com
Marti McGuigan	Administrative Assistant	mmcguigan@gocathedral.com

Pursue Perfection, Expect Excellence

At Cathedral High School, we recognize athletics as co-curricular activities, contributing to the holistic education of the student. We also realize that athletics teaches many life-lessons that may not be found in the classroom. The most significant role of interscholastic athletics is that of the total development of the student-athlete. We support participation in more than one sport by our athletes.

Profile

Cathedral High School has a proud athletic history. The diversified high school program offered by Cathedral provides over 1000 students with competition in 20 IHSAA sanctioned and 5 non-IHSAA sanctioned sports.

As a member of the Indiana High School Athletic Association (IHSAA), Cathedral offers varsity competition in the following sports:

- | | |
|--------------------------|---------------------------|
| 1. Baseball (Boys) | 11. Softball (Girls) |
| 2. Basketball (Boys) | 12. Swimming (Boys) |
| 3. Basketball (Girls) | 13. Swimming (Girls) |
| 4. Cross Country (Boys) | 14. Tennis (Boys) |
| 5. Cross Country (Girls) | 15. Tennis (Girls) |
| 6. Football (Boys) | 16. Track & Field (Boys) |
| 7. Golf (Boys) | 17. Track & Field (Girls) |
| 8. Golf (Girls) | 18. Volleyball (Girls) |
| 9. Soccer (Boys) | 19. Volleyball (Boys) |
| 10. Soccer (Girls) | 20. Wrestling |

Cathedral High School also offers competition in non-IHSAA sanctioned sports. The coaches and athletes must be subject to the rules and regulations of Cathedral High School. These sports are required to have a statewide governing body and are offered as long as there is enough interest, and the team is made up of a majority of Cathedral students. At present, the following non-IHSAA sports are offered:

- | | |
|---------------------|--------------------|
| 1. Lacrosse (Boys) | 4. Bowling (Girls) |
| 2. Lacrosse (Girls) | 5. Cheerleading |
| 3. Bowling (Boys) | |

Cathedral has a long history of offering club activities for hockey. This activity no longer meets the requirements for sanctioning as a Cathedral High School club or activity. However, participation of Cathedral students with the Central Indiana Knights Hockey team is encouraged.

Privilege to Compete

Participation in high school athletics is a student privilege and not a student's right. They are students first and athletes second.

Academics

Student athletes should manage their time in such a way as not to have to miss practices, competitions, or school in order to participate in athletics and achieve success in academics. If this cannot be done, students should not be involved in athletics. Academics must always be a higher priority than athletics.

Athletic Department Awards

All athletic awards given by Cathedral High School remain as property of the high school as prescribed by the IHSAA. The school may withhold giving the award or reclaim it if by conduct or appearance, any student brings discredit on the school or the Athletic Department. Awards are given only to students on Cathedral IHSAA and club teams.

The following will serve as specific guidelines in the presentation of awards in sports at Cathedral High School:

1. A Freshman Award shall be class numerals. If an athlete earns an additional freshman award, he/she will receive a certificate only. The freshman award is earned during the Freshman year only.
2. The Junior Varsity Award shall be a certificate.
3. The first Varsity Award earned shall be an eight (8) inch letter.
4. Repeat Varsity award winners will receive a certificate, metal pin-on emblem and a chevron.

General Qualifications for an Award

In all cases to receive an award, an athlete must:

1. Be recommended by the Coach.
2. Complete the season. (Exception: injury)
3. Pass six (6) subjects during the previous grading period.
4. Meet the specific qualifications of the particular sport.

Specific Qualifications for an Award

1. A freshman student that completes the season as a member of an athletic team could receive freshman numerals at the conclusion of the season. If a freshman is a member of a Junior Varsity team, he/she will receive numerals only if it is his/her first award. If he/she has already received numerals, he/she will be eligible to receive a Junior Varsity letter.
 - a. If a freshman earns a Varsity letter in any sport, he/she will receive the Varsity letter and numerals if numerals have not been earned in another sport. All awards are given at the discretion of the coach after consultation with the athletic director.
2. A student may earn a Junior Varsity award at the discretion of the coach after consultation with the athletic director.
3. Playing time for Varsity awards is cumulative and only one Varsity letter per sport will be awarded to an athlete. Any IHSAA State Championship team will be awarded a special State Champion letter. It is a coach's responsibility to notify the athletic office no later than thirty (30) days after the completion of their season if they want to order patches. These patches are for varsity tournament members only.

****All awards are given at the discretion of the coach after consultation with the athletic director.**

Special Awards

Managerial awards are presented on recommendation of the head coach.

Varsity letters can be awarded to cheerleaders who have completed one full year of service in the varsity cheerleading program. Awards can be presented for additional years of service. All varsity letters awarded for cheerleading are subject to the approval of the cheerleader coach and athletic director.

Senior team members may be awarded a letter for special consideration if they have made a significant contribution to the team. A senior must have participated for at least two (2) consecutive years, including the

senior year. The athlete must also end the season in good standing with the school and the athletic department.

In addition to Varsity letters, a total of only five (5) special awards per sport may be awarded. The total team includes Varsity, Junior Varsity, and freshman teams. No other special awards will be given at a school-sponsored banquet. This will keep all sports on an even level of award presentations. The coach has the option to give no (0) awards, one (1) award, two (2) awards, three (3) awards, four (4) awards, or all five (5) awards. The coach will determine what the awards will be called. All awards are to be approved by the athletic director.

If any doubt arises as to the eligibility of an athlete for an award, the head coach should consult with the athletic director.

Joe Dezelan Award

This award is presented annually to a female and male senior athlete. Criteria for this award are:

- Outstanding leader
- Athlete who plays two or more sports, with senior year participation required
- Positive role model
- Strong character
- Minimum cumulative G.P.A. of at least 3.00

Outstanding Senior Female/Male Athlete

This award is presented annually to an outstanding senior female and male athlete.

Criteria for this award: Athlete must play two (2) or more sports with senior year participation required.

ATHLETIC DRESS CODE

In season organizations, clubs or athletic teams may wear their respective activity shirts only on Fridays during their season. School uniform pants must be worn on these days.

ATHLETIC PARTICIPATION

An athlete is considered part of a team if his/her name appears on the roster when the team participates in its opening contest.

No athlete who is participating in a Cathedral sponsored sport will be allowed to become involved in another Cathedral sponsored sport until his/her season is completed. Thus, an athlete that quits a team or is dropped from a team by a coach for a valid reason will not be allowed to go out for or participate in conditioning programs with another team until the season is completed.

Any unusual circumstances will be discussed with the athletic director and coaches involved.

All student-athletes are encouraged to participate on various athletic teams within the Cathedral High School structure as possible. Coaches are expected to encourage diversity and participation in other sports within Cathedral High School. No coach or coach's agent should put undue influence on an athlete to specialize in only one sport or to be a non-participant. Priority is always given to Cathedral High School interscholastic sports over outside amateur leagues. All coaches must work together in encouraging athletes to participate on various athletic teams within our school system. Coaches should encourage athletes to put all their time and effort toward competing on their high school team and should not encourage them to become involved in an outside athletic program while their season is in progress.

Any athlete who is trying out for a sport must both be in good standing with their FACTS Tuition account and either paid in full with dues/fees/spirit packs from the prior year OR have worked a payment plan with the coach in order to try out for the team.

Attendance

Students must attend school three (3) class periods in order to qualify for participation in an after school activity. Students who are absent from school for five (5) consecutive days due to illness or injury or who are physically unable to practice for five (5) consecutive days due to illness or injury, must present to their coach or athletic trainer a statement from physician holding an unlimited license to practice medicine that they are again physically fit to participate in interscholastic athletics.

CHANGING A SPORT

If an athlete is cut from a team, he/she may join another team in that sport season. An athlete cannot quit one sport to join another sport until that team is no longer competing. (Example: an athlete may not quit football to try out for the basketball team). Athletes may transfer from one sport to another during a season only upon mutual agreement of both coaches.

CONCUSSION MANAGEMENT

The Indiana state legislature and Indiana Department of Education require that all parents and students receive educational materials on Concussion recognition, treatment and return to play criteria. This information must be read by both student and parent, and a concussion acknowledgement form must be signed and on file in the Cathedral athletic office prior to beginning sports activity each year. Over the past several years, concussion awareness has become a very important topic in athletics, especially at the high school level.

EXPECTED BEHAVIOR OF ALL CATHEDRAL ATHLETES

All Cathedral High School athletes are expected to represent themselves and Cathedral High School in an exemplary manner at all times. Additionally, all Cathedral athletes are expected to exert a positive influence on their fellow students at all athletic assemblies and at all other school sponsored events.

According to the constitution and by-laws of the IHSAA, the principal in each high school has control over the giving and receiving of awards and medals. Here at Cathedral High School this is done in conjunction with the Athletic Director. IHSAA rule 8-1 and note states: *“Contestants’ conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the Association, (IHSAA) or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school. NOTE: It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school.”*

As a member of the IHSAA, it should be abundantly clear that Cathedral High School is governed by the above quoted by-laws and is determined that they be upheld in both letter and spirit.

All athletes are expected to adhere to the guidelines and policies of the school. The Cathedral High School athletic director will investigate all cases of behavior unbecoming of Cathedral student-athletes and will recommend action to be taken in regard to withdrawal of athletic awards and/or suspension of eligibility. Some violations will result in an immediate hearing before the Cathedral High School discipline board and that board can make additional disciplinary recommendations. The recommendations of this board are subject to the principal’s approval and all coaches and athletes must adhere to the decisions. Any violations of these policies will be dealt with by the discipline board, and/or the vice principal for student conduct and/or the principal. Coaches and members of the athletic department have the responsibility to report any and all violations of department and school policies. Failure to do so could result in disciplinary action to be taken by the athletic director, principal, and/or president.

SELF-REPORT CLAUSE

It is the intent of Cathedral High School to assist students with developing responsibility for their actions and to encourage honesty. Therefore, any student-athlete who voluntarily reports on him or herself as to a first violation of the Code of Conduct before being reported by some other means will be permitted leniency. This student-athlete will pay a lesser penalty for the infraction than stated. He/she will not be permitted to participate in a number of contests equal to 10% or at least one contest of the sport season they are in or will be in next. A scrimmage does not count as a contest for purposes of this section. In cases of substance abuse, the self-reporting student-athlete must participate in a substance abuse awareness session(s) with a qualified professional to receive the benefit of this clause. This Self-Report clause can be used only once during the student-athlete's four year career.

The total penalty will be reduced to 10% of an athletic season if the following occurs: the student or the student's parents or guardians report the violation to the athletic director or a head coach by 8am the next school day; prior to their independent confirmation of a violation. A suspension will not be eligible for the self-reporting clause if: 1.) school personnel are a witness to the infraction; 2.) The incident occurs on school property or at a school function.

TOBACCO, ALCOHOL, DRUG AND OTHER SUBSTANCE USE

First Offense

Minimum Penalty: Any student-athlete found to have been directly involved with tobacco, alcohol, drugs, and/or other substances will not be allowed to participate in the next 25% of their scheduled athletic events. Additionally, the student-athlete must enroll in a substance abuse program approved by the principal.

Maximum Penalty: The student-athlete, his/her coach, or the director of athletics could request a hearing with the Cathedral High School Discipline Board to investigate whether further penalty would be warranted. The recommendation of this board is subject to the principal's approval and all parties must adhere to the decision.

Second Offense

Minimum Penalty: Any student-athlete found to have been directly involved with tobacco, alcohol, drugs, and/or other substances for a second time will not be allowed to participate in athletics for 365 days.

Maximum Penalty: The Cathedral High School Discipline Board will investigate all such incidents. If warranted, this Board will make additional recommendations to the principal. The recommendations are subject to the principal's approval and all parties must adhere to the decision.

For sophomores, juniors, and seniors the suspension must be served in a sport in which the athlete competed the prior school year.

CARRY-OVER RULE

If a rule violation occurs such that an athlete cannot fulfill the terms of the penalty for that violation within the sport's regular season, the suspension carries over to the next season in which the athlete participates.

ATHLETIC SEASONS

The seasons have been broken down into three: fall, winter, and spring. Athletes are asked to be a positive influence in the school and community during all seasons. Training between seasons is important and athletes found violating training between seasons will be documented to the athletic director and parents. Lack of adherence to the principles of good training and/or repeated violations will result in the student being denied an opportunity to participate in athletics.

The IHSAA and non-IHSAA sanctioned sports shall be played during the following seasons:

Fall

Girls:	Cross Country	Boys:	Cross Country
	Golf		Football
	Soccer		Soccer
	Volleyball		Tennis
	Cheerleading		

Winter

Girls:	Basketball	Boys:	Basketball
	Swimming		Swimming
			Wrestling
	Cheerleading		Bowling
	Bowling		

Spring

Girls:	Softball	Boys:	Baseball
	Tennis		Golf
	Track & Field		Track & Field
	Lacrosse		Lacrosse
			Volleyball

COMMUNICATION

As a student becomes involved in his/her choice of sports at Cathedral, he or she will experience rewarding moments and times when things do not go as wished. At these times, the best choice is to express any concerns directly to the coach. It is always appropriate for the athlete to discuss position, consideration for future play, treatment, behavior and ways to improve. Also, it is important for each athlete to inform his/her parent(s) and that they are encouraged to discuss treatment, improvement, and behavior with the coach. However, it is not appropriate for parents to discuss playing time, team strategy, play calling, or other student-athletes with the coach.

PARENT/COACH COMMUNICATION GUIDE

Parent/Coach Relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to our students. As parents, when your child becomes involved in our program, you have a right to understand the expectations placed on your child. This begins with clear communication from the coach of your child's team.

It is important to remember that the first link in the communication network is the one established between coach and student. Encourage your child to speak directly with his/her coach with concerns and questions.

Communication You Can Expect From the Coach

- Coaching philosophy.
- Expectations the coach has for members of the team.
- Locations and times of all practices and contests.
- Team requirements; i.e.: fees, special equipment, off season conditioning.
- Procedures should your child be injured during practices or contests.
- Discipline that results in the denial of your child's participation.

Communication Coaches Can Expect From Parents

- Concerns expressed directly to the coach.
- Notification of any potential schedule conflicts well in advance.
- Specific concerns regarding a coach's philosophy and/or expectations.

As your child becomes more involved in the programs of Cathedral High School, they will experience some of the most rewarding moments of their lives. However, it is important to understand there may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

Appropriate Concerns to Discuss With Coaches

- Treatment of your child mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

As a parent, it is very difficult to accept your child is not playing as much as you may hope. Coaches are professionals. They make judgments based on what they believe to be best for all students involved. As you see above, certain things can be and should be discussed with your child's coach. Other issues, such as those below, must be left to the discretion of our professional staff.

Issues Not Appropriate to Discuss With Coaches

- Playing time
- Team strategy
- Play calling and game strategy
- Other student-athletes

There are situations that arise that may require a conference between the coach and parent. This dialogue is encouraged. It is important that both parties have a clear understanding of the other's position. When a conference is necessary, the following procedure should be used to help promote a resolution of the concern:

1. Call or email the coach to set up an appointment.
2. If the coach cannot be reached, please call Rick Streiff, athletic director, at 968-7384. He will make sure the coach contacts you.
3. Please do not attempt to initiate a discussion or confront a coach after a contest or practice. This can be an emotional time for all parties. Meetings in this setting usually do not promote resolution.

The Next Step

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the athletic director to discuss the situation further with you, your son or daughter, the coach, and the athletic director. At this meeting, further appropriate steps can be discussed and determined.

GENERAL IHSAA ELIGIBILITY RULES

These rules should be read carefully and understood thoroughly. Participation in athletics is a privilege earned by meeting the standards set by Cathedral High School and the IHSAA. Any questions regarding eligibility and participation should be directed to the athletic director before endangering athletic eligibility rather than after it is too late. Ignorance of the rules is not an excuse.

1. Rule coverage: IHSAA rules apply to all athletic teams and all sports contestants enrolled in grades 9, 10, 11, or 12 participating in any IHSAA recognized contests.
2. Consent and release certificates: Between April 1 and the student's first organized team physical activity, the student shall have had a physical examination from a physician and obtained from said physician the completed IHSAA physical form. Students properly certified to participate in interschool

athletic activities, who are absent from school for five consecutive days due to illness or injury or who are physically unable to practice for five consecutive days due to illness or injury, must present to their principal a statement from a licensed physician that they are again physically fit to participate in interschool athletics.

3. Age: A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA state finals in a sport shall be ineligible for interschool athletic competition in that sport; a student who is nineteen (19) years of age on the scheduled date of the IHSAA state finals in a sport shall be eligible as to age for interschool athletic competition in that sport.
4. Amateurism: All contestants in sports recognized by the IHSAA must be amateurs in the sport in which they wish to participate. Students shall not play under assumed names nor accept remuneration, directly or indirectly, for athletic participation.
5. Conduct, character, and discipline: Contestants' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the IHSAA, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.
6. Unsportsmanlike conduct: Any contestant or coach ejected from a contest for an unsportsmanlike act shall be suspended from the next interschool contest at that level of competition and all other interschool contests at any level in the interim, in addition to any other penalties assessed.
7. Sundays: There shall be no interschool athletic contests, school practices or school-sponsored clinics held on Sunday. Calling one or more team members together on Sunday for studying scouting reports, viewing films of games, any kind of participation, etc., will be considered a violation of this rule.
8. Scholarship: To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least six(6) full credit subjects or the equivalent and must be currently enrolled in at least six (6) full credit subjects or the equivalent.

Undue influence

The use of undue influence by any person or persons to secure or to retain a student, or to secure or to retain one or both of the parents or guardians of a student as residents, may cause the student to be ineligible for high school athletics for a period not to exceed 365 days and may jeopardize the standing of the high school in the IHSAA.

NOTE 1: Submission of false information and/or withholding information may result in either suspension from membership in the IHSAA or probation for the school for a period not to exceed 365 days.

NOTE 2: This rule shall include any undue influence that may be exerted by anyone on a student who has not yet entered the ninth (9th) grade, to enroll in a school other than their home school.

Undue Influence includes, but is not limited to, the following:

- a. Offer or acceptance of money or other valuable consideration
- b. Reduction or remission of regular tuition
- c. Waiving the legal requirements of transfers
- d. Offer or acceptance of board, room or clothing
- e. Offer or acceptance of remuneration for work in excess of amount regularly paid for such service
- f. Free transportation
- g. Transportation by coach, principal, teacher or school official
- h. Offer or acceptance of school privileges or considerations not granted to other students
- i. Offer or acceptance of residence with coach, principal, teacher or school official
- j. Free rent or reduced rent for parents
- k. Offer or payment of moving expenses of parents
- l. Any inducement to get parents or student to enroll in a particular school or to induce parents to change residence for athletic reasons

HAZING

Cathedral High School is committed to providing the best learning atmosphere for our students. Hazing activities are inconsistent with our educational mission and will not be tolerated in the athletic department. The Indiana Code defines hazing as “forcing or requiring another person (1) with or without the consent of the other person and (2) as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury.” The American Heritage Dictionary, Fourth Edition, defines hazing as: “To persecute or harass with meaningless, difficult, or humiliating tasks. To initiate by exacting humiliating performances from or playing rough practical jokes upon.” The Cathedral athletic department will not tolerate actions by student-athletes that recklessly or intentionally endanger the mental, or physical health or safety of a student. This includes, but is not limited to, paddling, beating, branding, exposure to the elements, forced consumption of food or drink, “swirlies,” forced conduct resulting in extreme embarrassment, or any other conduct which could adversely affect the mental health or dignity of another individual. Disciplinary action will be taken against student-athletes who plan, encourage, or engage in hazing activities. Athletic department employees who permit, encourage, condone or tolerate hazing will be subject to discipline.

INSURANCE (SECONDARY)

Coaches and administrators are safety conscious and trained to teach athletes safety measures. The school has supplemental insurance to help cover the costs of an athletic injury. The cost for this insurance is included in student fees and is collected by the business office at the beginning of the school year. The insurance may cover costs not covered by primary insurance. (Forms should be obtained through the Business Office.) Parents must initiate the process.

INTRAMURALS

Students may participate in intramural sports at any time during the school year except members of any IHSAA school team during the authorized practice-contest season. If a student wishes to participate in an intramural contest and is participating in a different sport during the authorized practice-contest season, the coach of that “in season” sport may restrict intramural participation. That expectation should be fully communicated to all players at the beginning of the authorized practice-contest season.

MULTIPLE SPORT PARTICIPATION

The Cathedral High School athletic department supports the concept of participating in more than one high school sport. High school coaches should not establish expectations “out of season” which would prohibit or restrict a student’s participation in another sport which is “in season.” A student athlete who wishes to participate in more than one sport in the same season (fall, winter, spring) must have prior approval of the coaches and athletic director. A schedule resolving all practice and competition conflicts must be established prior to the season and the student athlete will be asked to designate a “primary” sport if necessary.

PHYSICALS (IHSAA Pre-participation Physical)

All student athletes are required each year to have a physical prior to participating in any Cathedral sport-related activity (conditioning, open facility, weights, practice). Cathedral, in conjunction with Community Health Network, will have a physical night on the Cathedral campus. The cost of the physical is \$25. The IHSAA Physical Forms are available on the athletic website. Please watch the website as this date gets closer for more details.

FIRST PRACTICE REQUIREMENTS/CONDITIONING WORKOUTS

The following items are to be completed by the athlete and parent/guardian and submitted to the athletic office before the first practice with any team:

- Have an IHSAA physical examination and have supporting student, parent and doctor signatures and turned into the athletic office.
- Have the Concussion and Sudden Cardiac Arrest Acknowledgement forms signed and turned into the athletic office.
- Meet eligibility requirements.
- Have athletic transfer filed (transfer students new to Cathedral cannot compete in interscholastic contests until an athletic transfer is complete).

PRACTICES: REGULAR AND VACATION

All team members are expected to attend all practices. Practice schedules during fall, winter, and spring breaks are set by the coach and only the coach can excuse a student-athlete from practice.

SOCIAL MEDIA

Participation in activities, groups, and teams is a privilege at Cathedral High School. The use of social media by a student considered to be “unbecoming of a Cathedral student” may result in discipline including suspension or removal from the activity, group, leadership position, or team.

SPORTS MEDICINE

The goal of the Cathedral sports medicine team is to provide high-quality healthcare to our student athletes. The sports medicine team consists of two full-time certified athletic trainers and a designated sports medicine fellowship trained team physician. Our certified athletic trainers are available throughout the school day to evaluate, treat and rehabilitate athletic related injuries. They also provide immediate care of injuries as they occur during practices and games.

TRANSFER STUDENTS

Parents of students who wish to participate in athletics at Cathedral but who have attended another high school are required to complete an Athletic Transfer Report Form when meeting with the athletic director. The transfer will be sent to the student’s former school and to the IHSAA for approval. The student cannot become eligible for competition until approval has been granted by the IHSAA. Cathedral High School will strictly enforce IHSAA by-laws regarding student-athlete transfers. Students who transfer without a corresponding change in residence by the parents or guardians will be recommended for “Limited Eligibility” which allows for participation at the junior varsity level only for a period of 365 days. If there is reason to believe that the change of schools involves athletics in any way, the recommendation from Cathedral High School will be “No Eligibility” in athletics for a period of 365 days. Cathedral High School will consider any hardships relevant to the transfer if necessary.

WEIGHT ROOM

No student shall use the weight room facilities without adult supervision. Students are urged to request assistance from the weight room supervisor or coaches when planning and initiating a workout regimen. Cathedral has advanced physical conditioning (APE) classes offered before school (zero hour) and throughout the school day. A full-time strength coach is in charge of the strength and conditioning program. Athletes are strongly encouraged to take the APE classes.