

Cathedral Parish School  
259 Saint George Street  
St. Augustine, FL 32084  
904-824-2861

2009-2010 Parent-Student Handbook

'We Never Left the Basics'

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## **Cathedral Parish School Mission Statement**

We the Catholic Community of Cathedral Parish School will be examples of Christian teachings, will serve others as Jesus would, will achieve academic excellence, and put Christ first in ALL we do.

### **Belief Statements**

Each student is recognized and valued, as a unique child of God in his/her social emotional, and academic needs.

A Catholic school reflects the integration of Catholic faith and values for learning and life.

Students experience faith based traditions as part of their education formation in Catholic schools.

Student learning is a priority in this school.

All students can learn; they learn in different ways and should be provided with a variety of instructional approaches to support their learning.

Meeting student learning styles and special needs is primary in the development of programs, curriculum, and instruction.

Students should apply their learning in meaningful ways.

Mutual respect among students and between the entire school community creates a wholesome learning environment. A healthy learning environment is everyone's responsibility.

Our school needs to function as a learning organization and promote opportunities for all those who have a stake in the success of the school to work together as a community of learners.

The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

## **History of Cathedral Parish School**

Cathedral Parish School opened its doors in 1916. The Rector of the Cathedral, Reverend John O'Brien, with the cooperation of his parishioners, arranged for the construction of a three story parochial school on south St. George Street. It was a masonry building with stucco finish, red brick trim, with Spanish tile roofing.

The fourth bishop of the Diocese of St. Augustine, Most Reverend Michael Curley, blessed the new facility on April 3, 1916. Students, grades one through nine, filed into the new building the following day. The Sister of St. Joseph staffed the school with Sister Mary Agnita Snead as Principal.

Records indicate that there were one hundred and sixty-seven children in attendance in 1920. The Primer, which was the early childhood education, such as kindergarten, was added in 1924. In 1924, the ninth grade was moved to St. Joseph Academy, which needed freshmen students in order to qualify for accreditation from the Southern Association of Schools. The Academy, which was nearby on South St. George Street, was also administered by the Sisters of St. Joseph. The Cathedral Parish Lyceum was constructed in 1926, slightly south of the Cathedral Parish School, to serve Cathedral Parish community as a community center. Cathedral Parish School used and continues to use the building as a gymnasium for P.E. classes as well as for sports. The auditorium portion of the lyceum allowed for school drama productions by Cathedral Parish School and St. Joseph Academy. The parish community used the lyceum for functions such USO, dances and meetings.

No significant improvements were made to the school until 1959-1960. Under the direction Monsignor John P. Burns, Rector of the Cathedral, the original school building was demolished. Class sizes at the school were increasing every year. The old St. Joseph Academy elementary school was combining with Cathedral Parish School, thus most classes would have enrollments in excess of 50 students. The Diocese and Parish felt the timing was appropriate to build two new elementary schools in conjunction with the celebration and commemoration of the 1965 Quadricentennial of the founding of the City of St. Augustine and the oldest Parish in the United States.

They decided that both schools were to be built in a Spanish style architecture. St. Agnes would be built in north St. Augustine at 10 Sebastian Avenue and the new Cathedral Parish School would be

built as a two story Spanish style school on the same site as the original school of 1916. Therefore, under the direction of Monsignor John P. Burns, Rector of the Cathedral, the original Cathedral Parish School building was demolished. While construction was ongoing for the new school, classes were held in the Lyceum by utilizing the stage, balcony, gym and second and third floors. Two houses across from the construction site on St. George Street which were owned by the Sisters of St. Joseph were also used for classrooms. One house known as the "Corner House" and the other as "The Blue House". The Lyceum was also used for daily Mass by the school and also served the Parish as a site for Sunday Mass. The Most Reverend Archbishop Joseph P. Hurley dedicated and blessed the new school on December 8, 1960.

During the 1960's there were approximately three hundred-fifty students attending Cathedral Parish School. Since that time, several additions have been made to the school to accommodate the increase in enrollment and additional curriculum offering such as Spanish, sign language, and drama. In the mid 1990's with enrollment peaking at nearly four hundred students, it became evident that expansion was once again necessary for Cathedral Parish School. Since the school is located in St. Johns County, which is listed as one of the top ten fastest growing counties in the nation by the Chamber of Commerce, the influx of new families to the county would probably increase the enrollment for Cathedral Parish School. Also, as the accreditation standards for the Florida Catholic Conference gradually limited class size and families now also wanted smaller class sizes, Cathedral Parish' School Board urged Father Robert Baker, Pastor of the Cathedral, to expand the school to include two classrooms for each grade. Funding for this project was to come from the annual Cathedral Parish Festival.

The first phase of the project was to build a wing extending from the existing school north to Bridge Street. Two classrooms were built first and the other two classrooms were completed within the following two years. Cathedral Parish School now had two classrooms for grades one through eight on the St. George Street campus and two classes for the Kindergarten at 10 Sebastian Avenue in the old St. Agnes Church Building. The second phase of the expansion was to renovate and add onto the existing office space. A new principal's office, teachers lounge, conference room and copy room were added. The remainder of the old office was refurbished with offices for the assistant principal, office manager, supply room and front office with receptionist space as well as an infirmary. At the same time as the office area was renovated, a new computer lab with twenty-eight workstations was added. The existing Junior High Math and English rooms were also remodeled. A covered walkway was added to protect our students, staff and parents from inclement weather while

walking from the main campus to the Lyceum building which now houses the cafeteria, music, drama and sign language on the third floor. The Spanish and Art room are located on the second floor and the gym on the first floor. In 2004 both boys and girls locker rooms were completely remodeled with new bathrooms, paint, electric and air conditioning being added.

Since August 2005, Cathedral Parish School has its first lay principal, Mrs. Janet P. Morton, who previously served as principal of Christ the King in Jacksonville. Mrs. Morton assumed her duties when Sr. Mary Victor Azar retired in June 2005 after serving as principal for twenty-one years. Sr. Mary Victor's tenure is notable, as all former principals, members of the Sisters of St. Joseph, usually served only four to six years.

During the summer of 2008, Cathedral Parish School completely refurbished the original eight classrooms and built a new Kindergarten between the office and St. George Street. Once again all students at Cathedral Parish School were on the same campus. The cafeteria was moved from the third floor of the Lyceum to ground level in the existing Parish Center. The daily cafeteria operations are under contract with the SLA Company, which provides complete nutritious meals every day.

Throughout Cathedral Parish School's long history, it has educated students from all walks of life. Today, there are three hundred sixty students in attendance from Cathedral Parish and six sister parishes in the area. In the past, the school has made an impact on the Catholic community as well as the St. Augustine area. Some of our more notable alumni have gone on to become priest and sisters, such as Father Tom Willis, who currently is Rector of the Cathedral and Sister Susan Foster S.S.J.; community leaders such as John Alexander, Circuit Judge for St. Johns County and Mimi Cox Roberson, registrar of Flagler College; as well as journalist, Margo Cox Pope, one of the editors for the local St. Augustine Record, Pat Dooley, sports editor of the Gainesville Sun and Joe Cowart, sports commentator for Sports Radio, Clear Channel in Jacksonville, Florida.

Cathedral Parish School has a special place in the heart of the St. Augustine Community. Besides being a source for an excellent education, Cathedral Parish School has endeared itself to the community through generous humanitarian projects, such as donations for hurricane victims, support for St. Francis House and yearly donations to Catholic Charities of food and money to feed and clothe the poor.

## **School Advisory Board**

Chairman  
Members

Judy Tibbitts  
Kevin Partel  
Gena Corrigan  
Hilton Nazario  
Michael Piesco  
Katherine Upchurch  
Sharon Einheuser  
Thomas Jackson  
Jean Subbock  
Michelle Burgess – Teacher Representative  
Mary Catherine Ward – PTO President  
Priests of Contributing Parishes

Ex-Officio Members

## **Pastors of Parishes Served By Cathedral Parish School**

Cathedral Basilica  
San Sebastian Church  
St. Ambrose Church  
Our Lady of Good Counsel  
St. Monica Church  
Corpus Christi Church  
St. Anastasia Church

Rev. Tom Willis  
Rev. Thomas Walsh  
Rev. Tim Lindenfelser  
Rev. Guy Noonan  
Rev. Ignatius Plathanam  
Rev. William Mooney  
Rev. D. Terrence Morgan

## **Parent-Teacher Organization**

President  
Vice-President  
Treasurer  
Secretary

Mary Catherine Ward  
Heather Fleming  
Danielle Stanley  
JoEllen Willard

## **Administration**

Rev. Tom Willis, Pastor  
Janet Morton, Principal  
Marianne Rogero, Office Manager  
Cindy Forgie, Receptionist

## **Faculty and Staff 2009-2010**

Kindergarten	Laurie Mikos	
Kindergarten	Victoria Tibbitts	
Kindergarten Aide	Mirona Kaczmarczyk	
First Grade	Judy Lawrence	Aide Renee Kirker
Second Grade	Lisa Sette	
Second Grade	Lynda Weston	
Third Grade	Nancy Clark	
Third Grade	Michelle Burgess	
Fourth Grade	Kelly Giglio	
Fourth Grade	Leslie Sares	
Fifth Grade	Glenna Graff	
Fifth Grade	Karen Amrhein	
Sixth Grade	Diane Heiser	Middle School Religion
Sixth Grade	Tom Faulconer	Middle School Math
Seventh Grade	Les Manfredo	Middle School Literature
Seventh Grade	Debra Mullin	Middle School Science
Eight Grade	Holly Faustini	Middle School Social Studies
Eighth Grade	Sara Kings	Middle School English/Spelling
Physical Education	John Algreen	
Art	Alma Clancey	
Spanish	Yolanda Mendoza	
Computer	Oksana Willower	
Drama	Linda Bruner	
Library	Kate Poage	
Music	Janice Treadway	
Choir Director	Deborah DeSotto	
Guidance	Nancy Pyell	
Cafeteria	Vicky Tiffany	
Maintenance	John Thompson	
Maintenance Crew	Purdy Cleaners	

## Daily Schedule

Arrival Time Grades K-5	7:30-7:55 A.M.	
1 <sup>st</sup> Bell Grades K-5	7:55 A.M.	Grades 6-8 7:30 – 7:45 A.M.
2 <sup>nd</sup> Bell Grades K-5	8:00 A.M.	Classes begin at 7:50 A.M.
Dismissal Bus	2:45 P.M.	effective 8/2009
Grades K-8	2:50 P.M.	

## Procedures

### **ADMISSION POLICY**

Catholic schools in the Diocese of St. Augustine admit students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, nationality or ethnic origin in administration of educational and admission policies, scholarship and loan programs, athletic and other school administered programs.

### **Registration**

Families, already enrolled at Cathedral Parish School, will re-enroll in January. **NEW** families will be accepted beginning February 15<sup>th</sup>. New families must present the current and previous year report card and standardized tests with the registration form.

### **Withdrawal**

Parents transferring children to another school must submit the name and address of the new school in writing for record-keeping purposes. Records, requested by the new school, are sent from Cathedral Parish School to the transferring school. (IF A STUDENT IS WITHDRAWN FROM THE SCHOOL AT ANYTIME, THE SCHOOL IS WITHIN ITS RIGHTS TO DENY RE-ENTRY). All financial responsibilities need to be current for records to be transferred. This includes unfulfilled service obligations.

# ARRIVAL AND DISMISSAL PROCEDURE

## Maps are available on the following pages

### Arrival

Students are to arrive between 7:30 AM and 7:55 AM. Effective August 2009, middle school (grades 6-8) will begin classes at 7:50 AM. Teachers are on parking lot duty during this time period. CPS school cannot be responsible for students who are dropped off before 7:30 AM. Parents may drop students off by entering from either Charlotte St. or St. George St.

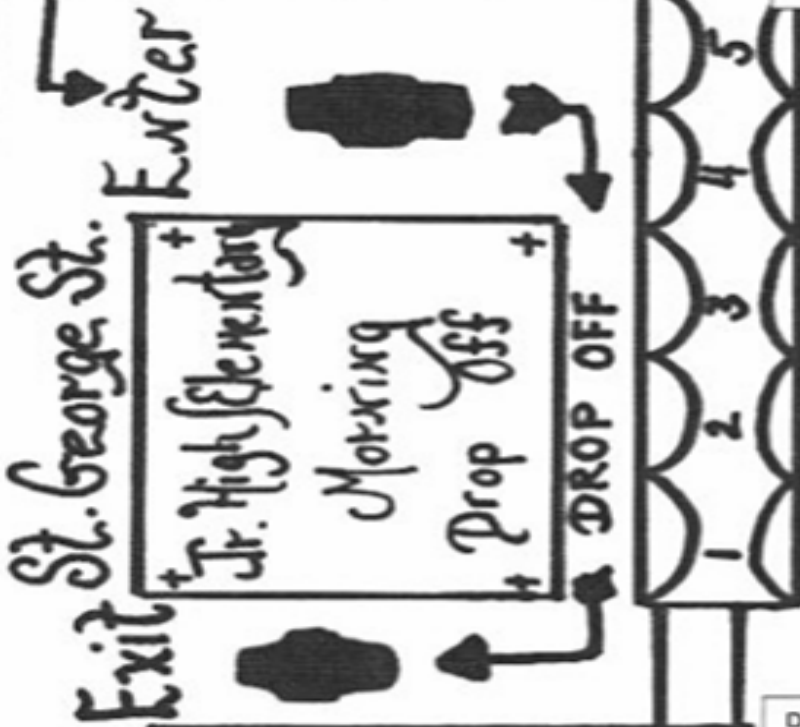
**St. George Street Drop-off** –entering the first driveway and pull to the end of the covered walkway. Students will depart vehicle and vehicle will exit onto St. George Street. This is the same procedure as the afternoon pick-up.

Middle school parents are required to drive past the end of the sidewalk and make the turn to exit and drop-off middle school students. Students are to use the steps and not walk between the shrubs.

Families using Charlotte Street are to enter through the first gate and exit through the second gate by the school building. **Parents are not to drop students off on St. George Street or across from the school's gate. See diagram on the next page.**

# OFFICE

Do NOT  
Drop off  
Students in  
Front of the  
Office



DO NOT STOP BEFORE  
THE OFFICE FOR  
STUDENT DROP OFF-  
PULL UP TO THE  
COVERED WALKWAY  
AND DROP OFF THERE.

Charlotte St.

## Dismissal

### Dismissal Time

Dismissal bell rings at 2:50 p.m. **Please Note:** The Diocesan Office of Education has extended the school day to six hours and fifty minutes. Cars will not be allowed on the campus before 2:40 p.m.

For any necessary meetings before 2:40 p.m., parents may park in the staff parking lot off Bridge Street at St. George Street, or in spaces perpendicular to the PE office door. You are not allowed to park by the PE office at pick up time (2:45 – 3:00 p.m.), block traffic on St. George Street or Charlotte Street. Bus students are dismissed at 2:40 p.m.

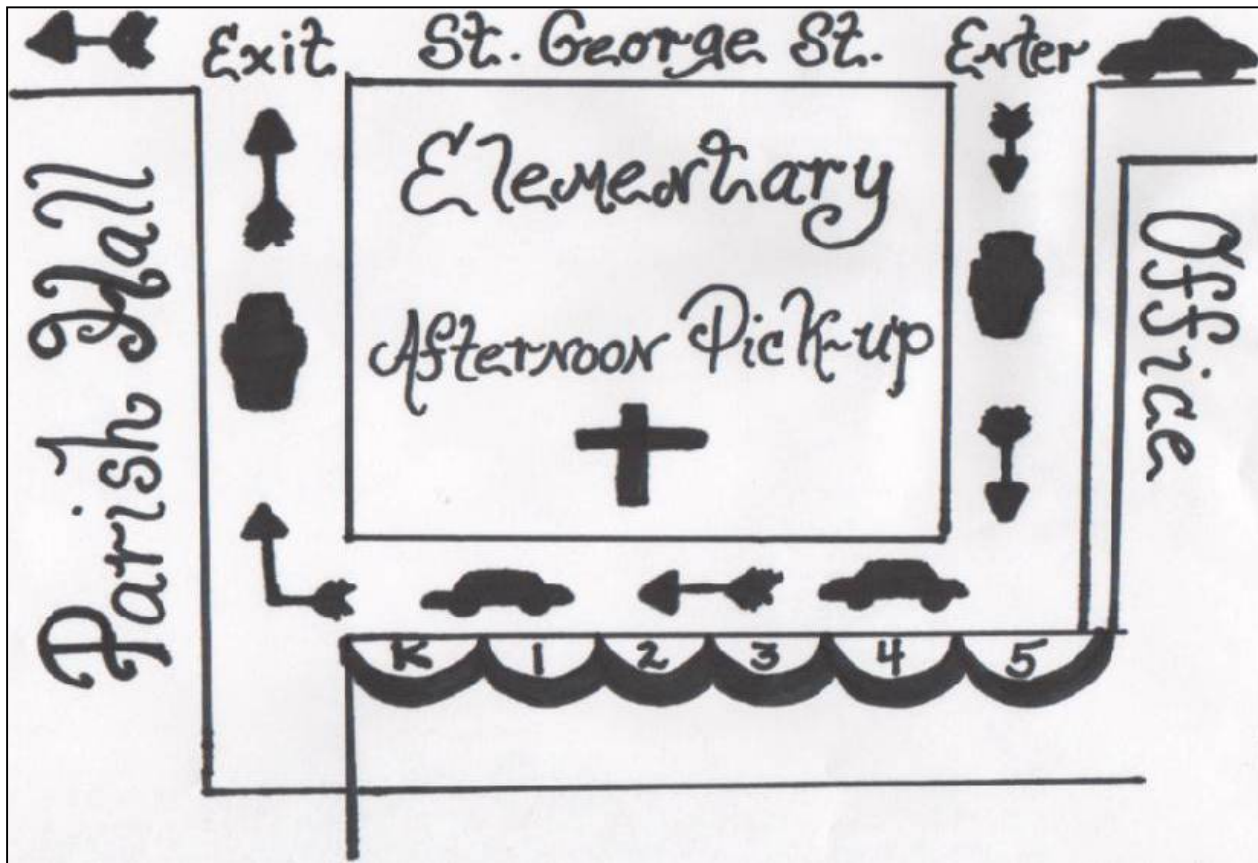
### **AFTERNOON PICK –UP**

**Our dismissal policy is divided into two pickup points.** St. George Street for Elementary School (Grades K-5) and Charlotte Street for Middle School (Grades 6-8). [Parents who have students in K-5 & middle school are to enter on Charlotte. Drive through the lane near the K-5 pickup and pick up K-5 students, then, proceed and pick up middle school students.] The Diagram's for Pick up are on pages 20 & 21. Students who have not been picked up by 3:15 will be sent to after school care. **\*\*There is a charge for children not picked up by 3:15 p.m., the fee is \$10 for every 15 minutes a parent is late.**

**St. George Street:** This area will be designated pick-up for students in K-5. Grades K-5 will stand under the walkway by class in their designated area. The first car is to pull forward to the Parish Hall. **No cars will be allowed to wait on St. George Street. Cars, which cannot fit into the pick-up lane, will be required to circle the block. This policy was mandated by the Planning and Zoning Board of St. Augustine. Please do not be offended should you be told to circle the block.**

**Charlotte Street** – This area will be for **middle school**. Families, who have a K-5 student riding in their car, are to be in the outside lane to pick up K-5 students in their designated area. Cars will enter in a single line. When cars are inside the gate, two lines will be formed on each side of the orange cones. Please stay in line. At the turn by the office, a teacher will merge the cars into a single line for pickup. The first car is to pull up to the orange cone outside of the last classroom on the bottom floor. If your carpool, in its entirety, is not ready to get into the car, parents will be asked to circle the parking lot by driving inside the gated area and returning to the pick up line at the entrance gate. **Parents who have students participating in athletic events, should not arrive before 3:00 p.m. for pick up. Parents are not to park in the center of the parking lot and walk their students to their cars. Please see diagram for further instruction. Parents are not to park in the center of the parking lot and walk their students to their cars. Please see diagram for further instruction.**

DO NOT PARK IN THE MIDDLE OF THE DIRT LOT! STUDENTS ARE NOT ALLOWED TO CROSS TRAFFIC! YOU MUST BE IN THE LINE TO PICK UP STUDENTS



**Drive Courteously.** There is no stopping when you are on the street itself. If the traffic flow stops, and you are not on CPS property, you must drive around the block and merge back into the flow of traffic.

**Parents, please do not stand in any area designated for dismissal and block the walkway.**

Safety Patrol and Faculty, at dismissal, should be shown the utmost of respect. They take their jobs seriously and work hard to promote safety. **Parents are to remain in their vehicle. Safety Patrol or the teachers on duty will assist your students. At the beginning of the school year, parents will receive an 8 ½ x 11 sheet of paper. Parents are to write their family name and students' names and place in the driver's window.**

**Rainy Day Pickup**

**Rainy Day Pick-up - When There Are No Electrical Storms.** Parents enter from Charlotte Street for middle school students. Students will be standing outside the fourth and fifth grade classrooms. Parents are to follow regular pick up procedures. Parents entering from St. George Street are to pull to the end of the covered walkway. Students, K-5, will be standing under the walkway.

**Rainy Day Pick-up - When There is an Electrical Storm:** Students, who ride in a carpool, are to go to the classroom which has the alphabet letter of the carpool's family's last name. Grades K-5: students with the carpool's last name beginning with A to G will go to Mrs. Tibbitts' classroom; students with last names beginning with H to N will go to Mrs. Weston's classroom; students with last names beginning with O to S will go to Mrs. Heiser's classroom and T to Z to Mr. Faulconer's classroom. Parents entering from St. George St. are to stop in front of the office and give the carpool name to the teacher in front of the office. Parents are then to proceed to the end of the covered walkway for student pickup. Parents entering from Charlotte Street will park and go to a designated classroom to pick-up their carpool. Students, grades 6-8, who are normally picked up from Charlotte Street parking lot will be in the following classrooms based on the last name of the family. A to G – Mrs. Sares's Room; H to N – Mrs. Giglio's Room; O to S – Mrs. Amrhein's Room; T to Z – Mrs. Graff's Room. Students, grade K-5, riding with middle school students will be in room designated for Charlotte Street pickup.

**General Parking Lot Policies**

1. Students are to enter on the driver's side when possible.
2. Students are not to cross in front of a car without a teacher to supervise.
3. The pick up areas are considered **"NO CELL PHONE AREAS" FOR PARENTS.**
4. Parents are to remain in their vehicles.

**Daily Procedures**

**School Hours-**

Grades K-5                      8:00 am to 2:50 pm  
Grades 6-8                      7:50 am to 2:50 pm

Bus Dismissal                      2:45 p.m.

Faculty Meetings – First Wednesday of the Month- Dismissal at 11:30 am – Exception is January when there is no faculty meeting.

## **Attendance**

Our attendance regulations have been compiled to help foster responsibility and develop habits that can only be beneficial in school and later in life. If your child is absent, you do NOT need to call the office.

1. Upon return to school, a **WRITTEN** excuse is to be presented to the **HOME ROOM TEACHER**. Students who have been sick with fever, diarrhea or vomiting may not return to school until they have been fever and diarrhea free or have not thrown up for a **24 hour period** before returning to school.
2. If a student is excused early, a **WRITTEN** excuse is to be presented to the **HOME ROOM TEACHER**. The student must be picked up and signed out in the **SCHOOL OFFICE**.
3. All class work must be made up, within three days (this includes weekends), after returning to school. It is the student's and/or parent's responsibility to acquire the makeup work. **Work not completed within this period will be given a zero grade**, unless there are extenuating circumstances.
4. **Diocesan Attendance Requirement – A minimum attendance requirement of 37 days per each grading period should be maintained to qualify a student for a passing grade for that quarter. This includes excused or unexcused absences.**
5. **Students attending gifted programs are to get their assignments prior to the day they attend the gifted program. This work is due the day after the gifted classes.**

Parents will be notified by phone upon the fifth absence. Parents will be notified in writing upon the seventh absence to request their cooperation in preventing further absences. Under conditions that warrant special consideration, the principal will make the final decision after meeting with the parents and the teacher.

**PERFECT ATTENDANCE AWARDS WILL BE GIVEN TO STUDENTS WITH NO ABSENCES, NO TARDIES OR EARLY DISMISSALS.**  
**Medical appointments are excused absences with a doctor's re-admittance slip presented to the front office.**

## **TARDY AND EARLY DISMISSAL**

Students should arrive a few minutes early to get prepared for the day. Homeroom begins promptly at 7:50 am for grades 6-8 and 8:00 am for grades K-5. Students arriving after 8:00 am must report to the office for a tardy slip and then report to the classroom. Make every effort for your students to arrive on time to avoid classroom disruption. Tardiness leads to the student's being disorganized for the remainder of the day. **If your student(s) are tardy five (5) or more times during a marking period it is considered to be excessive and appropriate consequences may result. Tardy students are to report to the school office before going to class.** Excessive tardiness will be addressed by the homeroom teacher and/or administration. Academic appointments or consequences may occur.

## Lunch

SLA Management Staff will provide balanced lunches to our students. Menus are on the school web site. The cost of lunch is \$3.50 per day. Beginning August 2009, parents will need to purchase prepaid cards on-line to pay for lunches. Students may not charge lunches. Forgotten lunches are to be delivered to the cafeteria for student pick-up.

## Volunteers

Cathedral Parish School families are required to donate 25 support hours during the school year. A minimum of five (5) support hours **MUST** be spent helping with the Cathedral Parish School Festival.

## Support Hours

Support hours may be spent assisting with any of the School Fundraising Projects (Festival, Golf Tournament, Oyster Roast, Scrip, etc.) Sports Booster Clubs, field trips, library, cafeteria, volunteer workshop, assist teacher/students, etc. Please log in your hours in the front office.

*May God bless you for giving your time and talent so generously to Cathedral Parish School.*

Volunteering may begin only **AFTER** the fingerprinting process and background check have been returned to the school; three personal references are provided; and attendance at a Protecting God's Children Workshop is completed, and a copy of the PGC certificate is presented to the office. You must have Protecting God's Children certificate on file in the office. This process may take several weeks. To find the next Free Protecting God's Workshop go to [www.virtus.org](http://www.virtus.org) and click on the help section on the left side of the page. Click on the "to find the next volunteer workshop" button. From the drop down menu scroll to find "The Diocese of St. Augustine" and follow the prompts. This website will also allow you to print a confirmation of a previously taken class.

Please sign in at the office each time you come to volunteer. You will receive a volunteer badge. All parents are to wear a badge while on campus, whether they will be in a classroom for just a few minutes or an extended period of time.

Cathedral Parish School requires each family to provide 25 hours of support service each school year. **Five (5) support hours must be spent on the Cathedral Parish School Festival.** A record of support hours for each family is maintained. Each family will be billed at the rate of **\$40.00** per hour for each Festival hour not met. In addition, each family is responsible for the sale and/or purchase of \$45.00 worth of Cathedral Parish School Raffle Tickets. Deadline for 8<sup>th</sup> grade parents support hours is May 14, 2010. Deadline for K-7<sup>th</sup> grade support hours is May 20, 2010.

Fingerprinting opportunities will be forwarded via E-Mail or you may contact the Front Office. Background checks are valid for 5 years from the date of clearance. If you volunteered at a Catholic grade school or Parish, and have already been fingerprinted and cleared through the Diocese of St. Augustine, you do not need to be fingerprinted again for 5 years. It is the volunteer's responsibility to obtain and forward the fingerprints/background clearance and/or Certificate of Completion of Protecting God's Children workshop to CPS for our records. It is imperative that CPS have a copy of each volunteer's background clearance letter, fingerprint clearance, and Certificate for Protecting God's Children on file prior to the time that they

are permitted to volunteer. These are Diocesan requirements for all volunteers. Only after all requirements are met may a person volunteer. This applies to field trips.

## Communications

For communication to be successful close cooperation and openness between home and school are essential. Our teachers are always ready and happy to hear from parents regarding questions and concerns. The office emails updates once a week. Please make sure that the office has your correct email.

Please read school communiqués, classroom packets and calendars to stay informed. The website and the **HALO**, the School Newsletter, which is emailed at the beginning of the month, have up to date information. Contact the office if you fail to receive necessary information.

**Honeywell Instant Alert** is a tool for notification of emergencies and communication with the parent. Messages will be sent via telephone, cell phone, email, pager, or PDA in any combinations. Instant Alert is an effective way to keep everyone informed of everyday activities, closing, and emergencies. Please make sure to set up your Honeywell Instant Alert Account and when you receive a phone call from the Instant Alert system, listen to the message. This will alleviate unnecessary phone calls to the school office.

## Phone Calls to Teachers

If you have a concern or problem, please call the school and we will notify the teacher you wish to speak with him/her. He/she will return your call within 24 hours. **PLEASE DO NOT CALL THE TEACHER AT HIS/HER HOME.** Should you need to contact a teacher via telephone, please call the school office and leave a message of the teacher's voicemail.

## School Cancellation

The Diocesan policy for closing of school due to inclement weather is consistent with St. Johns County. Should St. Johns County cancel school for weather, Diocesan schools will also be closed. Please listen to the local television and radio broadcasts for this information.

## Medication

In order to take medication during the school day, a medical authorization form must be on file in the school office. This pertains to any and all medicines, prescriptions, AND over the counter medicines. The form is on line.

**ALL MEDICATIONS MUST BE PROVIDED BY A PARENT OR GUARDIAN AND MUST BE IN ITS ORIGINAL PACKAGE.**

This medication will be placed in a cabinet in the office area. All medications must be marked clearly and properly. **NO CHILD IS PERMITTED TO KEEP ANY TYPE OF MEDICATION IN HIS/HER POSSESSION AT ANY TIME. RATHER, THE CHILD MUST COME TO THE OFFICE AND TAKE THE MEDICATION.** Office personnel are not responsible to see that a child comes to take their medication. It is the child's responsibility to come and request this medication as directed by his/her physician and parents.

## Asthma Inhalers

**Parents may authorize students who need prescribed inhalers to self administer and these inhalers may be kept by students in the classrooms. Parents will need to complete the Diocese of St. Augustine**

**permission form which will be kept on file in the school office. Forms may be obtained in the school office or online.**

## Parties

Homeroom mothers plan seasonal classroom parties with the classroom teacher. If a child is celebrating a birthday and the parent would like to bring a treat, arrangements should be made with the teacher in advance. **Birthday invitations may not be given out in the classroom unless the entire class or all the boys or all the girls are invited.**

## Personal Property

All personal property should include the child's full name. This includes all articles of clothing. The school is not **RESPONSIBLE** for clothing or any personal property left by the student.

## Use of Phone

The office telephone may be used by students **ONLY** when absolutely necessary, i.e. sickness, unexpected change of schedule, and etc. Students may not call for forgotten items.

## Cell Phones/Electronic Devices

Cell phones and electronic devices (games, CD players, radios, headsets, or other electronic communications devices) may not be used between the hours of 7:30 a.m. and 3:00 p.m. The first time an item is confiscated, the parents must meet with the Principal before having the item returned. Second offense, the item can be returned at the end of the first or second semester.

## Middle School Locker Policy

Lockers will be assigned the first day of middle school. Locks must be purchased through the school from the homeroom teacher. Each middle school student will receive a combination lock when it is purchased. Locks are \$10.00. Five dollars will be given back to the student upon the return of the lock in working condition at the end of the year.

The school requires that ALL students purchase a lock and that they keep the lock on their locker at all times. The school is not responsible for any lost items due to unlocked lockers. There will be periodic locker checks. Students, who do not maintain locks on their lockers, will have their books removed by administration. The first time student's books are removed they will be returned to the student. Subsequent times, the student will make a \$3.00 donation to the St. Vincent de Paul Society to have their books returned.

## Yearbook

A school yearbook is a collection of all school activities throughout the year and is available for the students to purchase. The book must be ordered when forms are distributed. There will only be a limited number of yearbooks published,

## Faculty Meetings

Most months, Faculty Meetings will be the first Wednesday of the month. Students will be dismissed at 11:30 a.m. This involves K-8 students. Parents are asked to be **PROMPT IN PICKING UP THEIR CHILDREN**. Since all faculty and staff are involved in the meeting, children must be picked up **NO LATER THAN 11:45 A.M.**

## After School Program

The program is available to Cathedral Parish School students in grades Kindergarten through 8. ALL balances must be paid in full each Friday. Families have the option of paying monthly but they must notify After School. If balances are not paid in full, your student will not be admitted to school on Monday of the following week. Your student will not be permitted to return to the program until the outstanding balance is paid in full. All checks are made payable to CPS.

The charges for the After School Program are listed below.

<u>One Child</u>		<u>Two Children</u>	
1 day	\$11.00	1 day	\$19.00
2 days	\$22.00	2 days	\$38.00
3 or more days	\$50.00	3 or more days	\$90.00

Children attending three days or more a week will be charged for a full week. Registration forms and additional information are available at the school office and online. The registration fee is \$35.00 per child, this is non-refundable.

A snack will be provided for all students in the after care program. Snacks will consist of a drink, cookies, etc.

On days that CPS has early dismissal, an additional \$5.00 fee per student will be charged.

Late fees: Late pick ups will be charged an overtime rate of \$10 for the first 5 minutes and \$1 per minute there after. NO EXCEPTIONS. Late fees are to be paid as they incur and should be paid to the person in charge at the time of pick up.

## General Operations

The regular operating hours of the program are Monday through Friday from 2:45 p.m. to 6:00 p.m. The program will NOT be open on days when CPS is not in sessions. A calendar will be sent to all registered families.

At dismissal time, After School students will be sent to the waiting area for After School. As a group, with the teachers, they will first proceed to the playground in the back of the school (weather permitting) until 3:15. They will then go to the After School area (old cafeteria) with the After School teachers. Students will begin working on homework or a quiet game should they not have homework. After School teachers will assist the students with their homework, but it is the ultimately the parents responsibility to check homework to make sure it is accurate and complete. After School teachers will assist as much as possible to allow families quality time at home.

When homework is complete, After School will provide students with a snack and drink. After snack time, games, crafts or in/outside play time will be allowed. It is not unusual for the After School students and teachers to go to another classroom or the playground for an activity (ex. Computer lab). If the After School goes to another classroom for an activity, a sign will be posted on the location.

On **early release days**, there is no cafeteria service. After School students will have the opportunity to either bring their own lunch, or order a pizza lunch. A sign up sheet will be provided the week before the early release day. **Please do not include the lunch fee with the After School tuition payment.**

After School students may change into their P.E. clothes only. No other outside clothes may be changed into while at After School.

**Student Pick up:** Parents are required to sign their children out each day. If someone other than the parent or guardian will be picking the student up, a **WRITTEN NOTE** must be sent to the program director on the previous day. A Florida driver's license will need to be presented.

### **After School Program Rules**

1. No child is to leave the supervision of his/her teacher without expressed permission.
2. No foul language or profanity will be tolerated.
3. No biting, pinching, hitting, kicking, or imposing any form of bodily harm to another student will be tolerated.
4. Any child who misbehaves will sit in time out.
5. Each child is unique and precious, therefore, we expect every child to be treated with respect, love, and concern.

Remember: We are made to the image and likeness of God and thus deserve respect; we must also give respect to others.

# DRESS CODE

## Uniform Dress Code for All Students

Logomotion is the official distributor for CPS Uniform Items

### Boys:

#### Shirts

White knit shirt with emblem.  
Short sleeves for warm weather.  
Long sleeves for cold weather (Nov. 1 to March 31).  
ALL shirts must be tucked in pants.

#### Sweaters/Outerwear

Navy blue cardigan.  
Navy fleece jacket or grey sweatshirt, with CPS logo, only team members may wear sport jackets in classroom.  
Sports Jackets may be worn for season the sport is played.  
**Other jackets may be worn to school, but not during the school day in classes, field trips, or in Church.**

#### Socks

Black crew socks, or white socks. No sport socks. No labels.

#### Shoes

Black dress oxford, tie or Velcro, or Penny Loafer.  
**All shoes must have non-marking soles. Black athletic shoes are not considered a dress shoe.**

#### Slacks

Navy blue dress pants and shorts are to worn on the waist.  
**NO CASUAL SPORTS PANTS.** (Dockers, jeans, corduroy, etc.)  
**BLACK BELTS ARE TO BE WORN WITH PANTS AND SHORTS AT ALL TIMES UNLESS A SPECIAL NON-UNIFORM DAY IS GIVEN BY THE PRINCIPAL.**  
**No boxers are to be visible**

#### Shorts

Navy blue walking shorts are permitted from August to October 31 and February 1 to the end of May, and must be purchased from Logomotion. All students must wear a belt with shorts and have shirts tucked in at all times. No boxers are to be visible.  
**\*\*\*SHORTS MAY NOT BE WORN ON MASS DAYS\*\*\***

#### Phys. Ed

Navy blue gym shorts; plain navy sweatpants on cold day.  
Grey T-Shirts with school emblem; CPS grey sweatshirt on cold days.

#### Jeans Day

Catholic Celebration T Shirts (available at Logomotion).  
CPS Sports Shirts or PE Shirts; Cathedral Festival Shirts.

**Hair** Boys' hair must be kept neat and above the collar, eyebrows and ears. No fad haircuts, such as, but not limited to, razor cuts, Mohawk, or rat tails are permitted in any grade. **HAIR MUST BE STUDENT'S NATURAL COLOR.**

**Jewelry** Earrings are not permitted for boys. A watch and **ONE** religious necklace are permitted. **\*\*No Extravagant jewelry will be allowed. No other jewelry is permitted.**

No body piercing or body painting is allowed.

**Girls:**

- (K-4) Regulation Uniform Jumper.
- (5-8) Regulation Uniform Skirt. **Skirts may NOT be rolled at waist.**  
**Note: Hem length is to be mid-knee as shorts and skirts are to be worn on the waist.**

**Shirts** White knit shirt with emblem.  
Short sleeves for warm weather.  
Long sleeves for cold weather (Nov. 1 to March 31).  
ALL shirts must be tucked in pants, shorts, jumpers and skirts.

**Sweaters/Outerwear** Navy blue cardigan.  
Navy fleece jacket or sweatshirt, with CPS logo, only, may be worn in the classrooms.  
Sports Jackets may be worn for season the sport is played by team member only.  
**Other jackets may be worn to school, but, not during the school day in classes, field trips, or in Church.**

**Socks** White crew socks (no labels) or knee socks . **No anklet or sport socks.**  
**SOCKS ARE TO BE ABOVE THE ANKLE BONE.**  
(K-8) Navy blue tights on cold days  
(5-8) Panty Hose (flesh color) worn under socks on cold days.

**Shoes** (K-4) Mary Janes, black dress oxford, tie or Velcro, or Penny Loafer  
NO Ballet shoes.  
(5-8) Black dress oxford, tie or Velcro, or Penny Loafer. NO Ballet shoes.  
**All shoes must have non-marking soles. Black athletic shoes are not considered a dress shoe.**

**Slacks** (K-8) Uniform pants may be worn from November 1 – March 31. They must be purchased at Logomotion

**BLACK BELTS ARE TO BE WORN WITH PANTS AND SHORTS AT ALL TIMES UNLESS A SPECIAL NON-UNIFORM DAY IS GIVEN BY THE PRINCIPAL.**

Shorts	Navy blue walking shorts, permitted from August to October 31 and February 1 to May 31, and must be purchased from Logomotion. All students must wear a belt with shorts and have shirts tucked in at all times. <b>***SHORTS MAY NOT BE WORN ON MASS DAYS***</b>
Phys. Ed	Navy blue gym shorts; plain navy sweatpants on cold days. Gray T-Shirts with school emblem; CPS gray sweatshirt on cold days.
Jeans Day	Catholic Celebration T Shirts (available at Logomotion). CPS Sports Shirts or PE Shirts; Cathedral Festival Shirts.
Hair	<b>Girls' hair shall have no wraps, or hair extensions. NO EXTREME STYLES. HAIR MUST BE STUDENT'S NATURAL HAIR COLOR.</b>
Hair Accessories	Solid navy, white, gray, or uniform color ribbon, scrunchies, barretts, or headbands may be worn.
Jewelry	Girls may wear only <b>STUD</b> earrings. Only one earring per lobe. No hoops are allowed. Girls may wear a watch and <b>ONE</b> religious necklace. **No Extravagant Jewelry will be allowed. <b>NO OTHER JEWELRY IS PERMITTED.</b>
Fingernails	NO fake fingernails are permitted for students – this includes acrylic nails and press on nails. <b>NO NAIL POLISH OF ANY COLOR INCLUDING CLEAR IS PERMITTED.</b> No body piercing or body painting is allowed.
Make-Up	No make-up is allowed. This includes, but not limited to, base, lipstick, lip gloss, eye make-up and blush.

## Dress Code for Non-Uniform Days Established by Student Council

### **Dress Code for Picture Days:**

1. No sleeveless dresses
2. No flip-flops
3. No jeans or jean skirts
4. No tank tops
5. Skirts must follow the uniform skirt length and must be at the waist
6. No shorts
7. Students must change into PE uniform on Non-uniform days or it will affect their grades.

### **Dress Code for Jeans Day:**

1. No rips in jeans
2. Jeans day t-shirts only (no non-school related t-shirts)
3. Tennis shoes, sneakers, deck shoes, or school uniform shoes
4. No non uniform jackets
5. No t-shirts with uniform pants/shorts/skirts
6. Students must change into PE uniform on Non-uniform days or it will affect their grades.

### **Dress Code for Non-Uniform Days and Dances:**

1. No sleeveless dresses with strap narrower than 4 fingers
2. No flip flops
3. All skirts are allowed, including jeans skirts.
4. No tank tops
5. Skirts must follow the uniform skirt length and must be at the waist
6. Shirts must follow the 4 finger rule for shoulder straps.
7. No shorts
8. No rips in jeans
9. No non-uniform jackets (unless they are heavier and taken off before school begins)
10. Students must change into PE uniform on Non-uniform days or it will affect their grades.

# Diocesan Policies

## Dispute Resolution-Diocesan Policy

Although the Constitutional dispute of due process is not legally apply to the private school system, Catholic schools, as a faith community, should impart fairness and a sense of justice in all actions and judgments made by administrators and teachers in dealing with their students. While it is important to protect and maintain the rights of the students and their parents, it is also important that the students and their parents be made aware of their respective responsibilities which arise from and compliment these rights.

Students and parents are presumed to be aware of the established school rules and regulations in effect at the time of registration and as subsequently amended.

Students and parents shall have the right to be informed either orally or in writing of the school rules which have been violated and of the specific grounds for disciplinary action.

The faculty and administration have consistently and diligently worked toward providing our students with a safe and wholesome atmosphere where education and values are taught and practiced. In order to insure this atmosphere, the following procedures will be enacted when necessary.

1. When there is a major violation or multiple infractions of the student code of conduct, which the handbook states should result in expulsion, the student's parents/guardian will be called and informed of the violation and will be required to immediately pick the student up from school. The student will thereafter, be suspended from school until a decision is reached on the violation and the consequences.
2. A review board will be convened within 72 hours after suspension, excluding weekends and holidays, to consider the violation and the consequences. The review board will consist of the principal, assistant principal, a teacher chosen by the Administration, and a teacher chosen by the student. The student and at least one parent/guardian will be present during the board hearing at which time the student will be allowed to present his/her case. The board will then make a decision which will be enforced by the school.
3. The decision by the review board may be appealed within 24 hours of the board's decision by the student and the parent/guardians to the pastor for further review.
4. The decision of the pastor will be carried out and upheld by the school administration. The pastor may consult the school board.
5. The disciplinary decision is not subject to appeal of the Diocesan Dispute Resolution Board. However, failure of the school to follow its disciplinary procedure outlined in the handbook is appealable. However, if the school has followed its procedures as outlined in the handbook, there will be no appeal.

## Diocesan Policy on Threats and Violence

If a student makes a threat, the principal, at his/her discretion, may suspend/expel the student from school. If suspended, the student may be required to receive psychological assessment and counseling, and, if required, the student may return only he/she presents a written recommendation to the effect from the psychologist/psychiatrist and the administration is willing to have the student return to school. A reinstatement conference should take place with the parent and student. Parents should be notified in writing that a second offense will result in further disciplinary actions up to and including expulsion.

## Diocesan Sexual Harassment Policy

Catholic teaching recognizes that we are each made in the image and likeness of God and that we treat each person with dignity and respect. This teaching should be modeled by faculty and students alike from pre-kindergarten through 12<sup>th</sup> grade. Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature. Sexual harassment, as defined above, may include but is not limited to the following:

1. verbal or written harassment or abuse
2. pressure for sexual activity
3. repeated remarks to a person with sexual involvement accompanied by implied or explicit threats

Any student who alleges sexual harassment by another student should bring this matter to the attention of the principal, his/her teacher or guidance counselor. The principal should ultimately investigate the incident. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. A substantiated charge of sexual harassment against a student shall subject that student to disciplinary action, which may include but not be limited to suspension or expulsion.

## Diocese of St. Augustine Promotion Standards

When a school accepts a student, the school accepts the responsibility to educate the child. It is expected that the performance of each child will be directed toward maximizing his/her abilities and talents. The uniqueness and individual differences of each student and strong beliefs in the value of our catholic schools will make every effort to meet the varying needs among our students within the realm of local resources.

Factors to be considered in the promotion of a student will include:

1. Class performance according to grade level requirements.
2. Student age and ability.
3. Student achievement of required passing average.
4. Student achievement of tests and examinations.
5. Effort put forth by the student.
6. Class participation.
7. Regular attendance.
8. Excessive tardies.

## Secondary Schools

A student must successfully complete all courses attempted during his/her secondary program in order to graduate from a diocesan secondary school. A standard four-year diploma is the only option offered in Diocesan secondary schools.

### Admission to Diocesan Secondary School

- Admission to Diocesan Secondary Schools from Catholic Elementary Schools is contingent upon the student graduating from 8<sup>th</sup> grade with no significant disciplinary history.
- In order to be promoted to 9<sup>th</sup> grade, a Diocesan student must successfully complete all major subjects: Religion, Reading, Language Arts, Math, Social Studies, and Science.
- The elementary school principal will retain the cumulative records of any 8<sup>th</sup> grade student(s) who fail to be promoted from the 8<sup>th</sup> grade. If a student has failed any of the above courses, he/she must successfully complete the course(s) failed in the elementary school's summer program or at another accredited school.
- A Family should have completed its financial obligations to the elementary school prior to final acceptance to the secondary school. The elementary school should retain the student's academic records until such obligations are met.
- The student will be admitted into the secondary school when cumulative records, indicating promotion, have been received.
- Only students from a Catholic high school outside the Diocese of St. Augustine will be allowed to transfer or re-enroll in the 12th grade.

## Elementary Schools

When a school accepts a student, that school accepts the responsibilities of educating that child. It is expected that the performance of each child will be directed toward maximizing the individual's abilities and talents. The uniqueness and individual differences of each student are strong beliefs in the value system of our Catholic Schools and every effort should be made to meet the varying needs among our students within the realm of local resources.

Factors to be considered in the promotion of a student should include:

- Class Performance According to Grade Level Requirements
- Student Age and Ability
- Student Achievement on Tests and Examinations
- Successful Achievement of Required Passing Average

## Retention

Pupil progression shall be based primarily on achievement of appropriate grade level skills. Other factors to be considered are mental and physical development, work and student habits, and maturation.

Most students will be able to follow the school's regular Program of Sequential Learning. However, testing, diagnosis and actual performance may indicate that some students cannot complete a year's work in that time; therefore, it may become necessary to retain a pupil an additional year in a particular grade. Should that be the case, school personnel should follow the Criteria for Retention.

# CRITERIA FOR RETENTION

The list below indicates the specific failure(s) on each Grade Level that could result in retention at a particular Grade Level:

**Kindergarten:** - Lack of readiness in reading, math, and communication skills.

At the primary level, especially Kindergarten, special consideration in a decision to promote a student will be given to social, emotional and maturation levels. Consideration is also given to physical size and chronological age.

**Grades One through Three** - Failure in Reading/Language Arts or Math (This should be reflected by a "U" or "F" on the student's report card)

Any failed subject must be made up in a summer program approved by the principal. Only one subject may be taken in summer school. The principal reserves the right to retest any student who wishes to return the following year.

**Grade Four through Eight** - For promotion in Catholic school, a passing grade must be achieved in all major subjects: Religion, Reading, Language Arts, Math, Social Studies and Science.

When the probability of retaining a student arises, the parents are to be informed and a decision is to be made as soon as possible. All necessary documentation is to be on file in the office of the Principal including Possible Retention Form (to be signed by parent) along with any written response of the parents.

Retention of a student is a serious responsibility and warrants a careful and complete examination of a student's performance and achievement. Not every academic problem can be remedied by retention.

Although the Principal consults with teachers and parents, the final responsibility for retaining a student rests with the Principal.

A student should be retained only once in the Primary Grades (K-3) and once in the other Grades (4-8)

## **SPECIAL PROMOTION**

No pupil shall be permitted to remain in the same grade for more than two successive years. A pupil who has failed to attain the Requirements for Promotion after spending two years in a grade may be given a Special Promotion or "Placed" in the next grade. This entitles the student to undertake the work of the next grade. In such cases, the parents are to be informed that the promotion is not based on achievement but on chronological age. All school records are to be marked appropriately.

## **SUMMER SCHOOL REQUIREMENTS:**

1. Any student failing one major subject must receive 30 hours of tutoring in that subject area.
2. Any student failing two major subjects must receive 50 hours of tutoring in those subject areas.

The summer school tutor must be a certified teacher approved by the school's administration and provide documentation of completed work. The school reserves the right to retest a student in that subject(s).

If one of the failed subjects is Religion, the student must make up work if he/she wishes to return to the school or to enroll in any other Catholic school in the diocese.

## Teams

### Athletes and Cheerleaders Rules of Eligibility (Academic)

These teams are members of the Catholic Grade School Conference. To be academically eligible, a student must pass a minimum of six major subjects with a 70% or above. Principals reserve the right to make a policy with stricter guidelines in the student handbook that deal with this rule. Students who receive an "F" in any subject will automatically be ineligible for at least two weeks and *the student's grades will be re-evaluated*. Student grades will be evaluated mid-quarter and quarter for continued eligibility.

If a student is ineligible, he/she may regain eligibility after two (2) weeks, following progress report(s) from the teacher. (See # 3 below)

If an athlete/ cheerleader is absent on game day for illness, the student will be ineligible to play on the game day. If a student receives a demerit for disrespect to an authority figure or student on the day of a game, the student may not participate in the game.

### Diocesan Policy

Eligibility shall apply to all athletic and allied activities of the Catholic Grade School conference.

1. A student is academically ineligible if he/she receives two (2) grades (or more) of 69 (D) or below in a major subject or resource. If he/she receives any one (1) 59 (F) or below, that student is also academically ineligible. The subjects include: Social Studies, Math, Science, Religion, Reading/Literature, and English/Spelling, Spanish, PE, Computer, Art, Music, Library, Drama, Sign Language. Principals reserve the right to make a policy with stricter guidelines to deal with this rule on the local level.
2. Students' grades are evaluated at mid-quarter (progress reports) and at the end of the quarter (report cards) for eligibility.
3. If a student is academically ineligible, the length of the suspension is five (5) academic days at Interim Reports; ten (10) academic days at Report Cards. The suspension begins on the day following the distribution of interim reports and/or report cards. Eligibility may be regained following the five (5) or ten (10) days suspension, if the grade(s) adhere to the rules of eligibility stated in (1).
4. A student may not receive more than two (2) conduct grades below an S at evaluations.
5. All students shall be given equal opportunities to tryout for all teams and eligibility rules shall apply when a student is part of the team.
6. If a student is ineligible at his school and transfers to another school, his ineligibility will be carried over to the next report card.
7. The Pastor or Principal may at any time declare a student, by lack of school attendance or improper conduct, ineligible.
8. Grading Policy- Diocese of St. Augustine for Grades 3-8

<b>100-90</b>	<b>A</b>	<b>Passing</b>
<b>89-80</b>	<b>B</b>	<b>Passing</b>
<b>79-70</b>	<b>C</b>	<b>Passing</b>
<b>69-60</b>	<b>D</b>	<b>Passing</b>
<b>Below 60</b>	<b>F</b>	<b>Failure</b>

Note I - Incomplete means failure unless completed in one week after evaluation report. (I) in accordance with FHSAA rules, any student who repeats 7th or 8th grade and has a school sanctioned sport, he/she is ineligible to play that sport the year he/she is repeating.

### **Sports Teams:**

The volleyball and girl's softball teams will have early release on days that matches are away. Students will be released at 1:55 pm. Students who are riding to the match with another parent/guardian will need a note giving permission to be signed out early and to ride to the match with someone other than their own parent/guardian. If a student does not have a note, they cannot be signed out unless it is their own parent/guardian.

It is the student's responsibility to collect and/or make up any work missed due to early release. Sports matches will not be an excuse for late or unfinished work.

### **Team and Physical Participation Form:**

**All athletes/cheerleaders are required to have a complete physical on the Diocesan form supplied by the office before they are allowed to try out for any athletic teams. This form must be signed by a Florida physician and dated after June 1, 2009. The PARTICIPATION form must be filled out entirely signed by parent and student and must be notarized.**

### **Student Accident Insurance:**

The Diocese is requiring mandatory Student Accident Insurance for all students in Catholic Schools. The coverage will take effect on the first day of classes of the school year and is paid by the School.

### **Lice**

The Diocese of St. Augustine has a no nit policy regarding the admittance of students after head lice infestation. Beginning with the school year (1998-99), students with nits (eggs) will now be excluded from school until they are nit free. All children excluded from school due to head lice and/or nits must be accompanied by a parent or guardian before they can return to school. Parents are to provide proof of treatment.

### **Special Needs Children**

The Catholic School community in the Diocese of St. Augustine has a goal of helping all children reach their full potential intellectually, emotionally, and spiritually.

Individual schools establish admission policies for their own schools which target students who are able to manage in a mainstream setting. Limited resources prevent Cathedral Parish School from accepting students who would require **more than simple accommodations**.

While we do not provide a special education program, we will try to make reasonable accommodations for students with special needs on a conditional basis.

## **DIOCESE OF ST. AUGUSTINE CRITERIA FOR ALGEBRA I**

The following is the adopted criteria for middle school mathematics placement beginning fall of 2007. Mathematical descriptors such as "honors", "advanced," "standard", "accelerated" should be avoided, (i.e., Advanced Pre-Algebra or Algebra Honors) Documentation on report cards and on permanent records should reflect the new names of the courses listed below.

### **GR. 6**

The standard course of study for a sixth grade student is to be placed in Course 1 math.

In order to be placed in Course 2 math, a student should meet the following criteria:

- o 80 or above academic average each quarter in fifth grade mathematics
- o 80+ national percentile in mathematics composite score (including computation) on grade 4 and grade 5 standardized test (ITBS)
- o Student will need to maintain an 80% average each quarter.
- o Optional end-of-fifth-grade proficiency test with a score of 80%
- o Recommendation of grade 5 mathematics teacher

### **GR 7**

The standard course of study for a seventh grade student is to be placed in Course 3 math. In order to be placed in either the one or two year pre-algebra class, a student should meet the following criteria:

#### **Pre-Algebra:**

##### **One-year pre-algebra:**

- o 85 or above academic average each quarter in sixth grade mathematics
- o 90+ national percentile in mathematics composite score (including computation) on grade 5 and grade 6 standardized test (ITBS)
- o Student will need to maintain an 85% average each quarter.
- o Optional end-of-sixth-grade proficiency test or a pre-algebra readiness test with a score of 85%
- o Recommendation of grade 6 mathematics teacher

##### **Two-year pre-algebra course placement criteria:**

- o 80% or above academic average each quarter in sixth grade mathematics
- o 80%+ national percentile in mathematics composite score (including computation on grade 5 and 6 standardized test (ITBS)
- o Student will need to maintain an 80% average each quarter
- o Optional end-of-sixth-grade proficiency test or pre-algebra readiness test with a score of 80%.
- o Recommendation of grade 6 mathematics teachers

### **GR. 8**

The standard course of study for an eighth grade student is to be placed in either the one year pre-algebra math or complete the second half of the pre-algebra program begun in grade 7.

Protocols for each are listed above.

In order to be placed in algebra, a student should meet the following criteria:

- o 85 or above academic average each quarter in seventh grade mathematics
- o 90+ national percentile in mathematics composite score (including computation) on grade 6 and grade 7 standardized test (ITBS)

- o Student will need to maintain an 85% average each quarter,
- o Pre-algebra end-of-year test with a score of 85%
- o Recommendation of grade 7 mathematics teacher
- o School administrators have the flexibility to shift students from algebra placement to pre-algebra placement if a student does not maintain recommended quarterly progress.

School administrators have the flexibility to place students into courses on a probationary period.  
A student contract is recommended for this placement.

## Internet Acceptable Use Policy

In virtue of the values professed in Catholic schools of the Diocese of St. Augustine, appropriate use of the Internet now available to students and teachers on site at many diocesan schools is assumed. We are very pleased to bring this access to our school community and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication..

The Internet is a vast, global, electronics communication network, linking computers at universities, high schools, science labs and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many titles are available for downloading on the Internet, most of which are of educational value. Because of its enormous size, the Internet's potential is endless I is possible to speak with everyone from prominent scientists to world leaders to a friend at college With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. It is impose to control all materials on this global network, and an industrious user may discover controversial information. We, (the Diocese of St. Augustine) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational and religious goals of our community. Internet access is coordinated through a complex association of government agencies, and regions and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users, who must adhere to strict guidelines. It is the purpose of these guidelines, as well as the contract for Internet use, to make sure that all who use the Internet, both students and faculty, this valuable resource in an appropriate manner. If a user violates any of these guidelines, his or her access will be terminated and future access could be denied. The Internet Coordinators reserve the right to examine all data at any time.

The most important prerequisite for someone to receive an Internet access privilege is that he c: takes full responsibility for his or her own actions. Diocesan schools and the sponsors of Internet connections will not be liable for the actions of anyone connecting to the Internet through their h ups. All users/their parents shall assume full liability, legal, financial, or otherwise, for their actions.

### **Internet - Terms and Conditions of Use**

1. **Acceptable Use:** The primary purpose of the Internet connection is to support education by providing access to unique resources and the opportunity for collaborative work. The school's Internet access must be in support of education and research and consistent with educational objectives. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Be aware that pirating or transfer of certain kinds of materials is illegal and punishable by fine or jail sentence.

2. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a suspension or cancellation of that privilege. The Internet Coordinators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of schools may request the Internet Coordinators to deny, revoke, or suspend specific user access privileges.

3. **Network Etiquette:** Users are expected to abide by the generally accepted rules of network etiquette and those established by the Diocese of St. Augustine which include (but are not limited to) the following:

- Users may not post personal contact information about themselves or other people. Personal contact information includes complete name, home address, telephone number, school address and credit card number.

- Users must be polite and use appropriate language. They may not be abusive in messages to others or use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

- Users must promptly report any messages received that are inappropriate or make them feel uncomfortable to the Internet Sponsor.

- Users may not agree to meet with someone they have met online.

- Electronic mail (e-mail) is not private. People who operate the system do have access to all mail. All incoming e-mail will be through a classroom account and will be read by an Internet Sponsor before being distributed to users.

- Illegal activities are strictly forbidden. Users may not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons.

- Messages relating to or in support of illegal activities must be reported to the authorities. If users mistakenly access inappropriate information, they must immediately tell their Internet Sponsor. (They may not show this information to other users. This will protect users against a claim that they have intentionally violated this policy.)

- Users may not download any software without the prior Consent of their Internet Sponsor.

- Users may not use the network in such a way that would disrupt the use of the network by other users.

- Users may not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

- Users must assume that all communications and information accessible via the network is private property.

4. Warranties: The Diocese of St. Augustine and the schools of the Diocese make no warranties of any kind, whether expressed or implied, for the Internet services provided.

The Diocese of St. Augustine and the schools of the Diocese will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at the users own risk. The Diocese of St. Augustine and the schools of the Diocese specifically deny any responsibility for the accuracy, quality, or timeliness of information obtained through its services.

5. Security: Security on any computer system is a high priority, especially when the system involves many users. If users feel they can identify a security problem on the Internet, they must notify their Internet Sponsor. Users may not demonstrate the problem to other users. Attempts to perform administrative functions will result in the suspension or cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer Systems may be denied access to the Internet. Unauthorized use of this access will be treated as theft.

Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other agencies or networks that are connected to any of the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

6. The Student's Code of Internet Conduct is made available to each family. Disciplinary action including suspension may be administered at the discretion of the principal or designee. Technology Coordinators and all other teachers' responsibilities are included in the school's faculty handbook and

with the Technology Benchmarks (syllabus). Internet policies are outlined in greater detail in the Administrator's Handbook of the Diocese of St. Augustine. If a user violates any of these guidelines, his or her access will be terminated and future access could be denied. The Office of Educational Services, school principals, and school technology coordinators each reserve the right to examine the school's data at any time.

**7. Users may not post on personal Internet (ex. Myspace.com) sites to which they have access away from school grounds, any pictures displaying the school's name or uniforms, or inappropriate text comments that reflect a negative image of the school or school personnel, other students, races, and/or ethnicities**

## **ACADEMICS**

### Interim Reports

In grades K-8 progress reports will be sent to the parents quarterly. The reports enable parents to follow their child's progress and keep open communication between parents and teachers. A conference with the teacher may be requested at any time by the parent or the teacher. Interim reports will be issued: **September 18<sup>th</sup>; November 20<sup>th</sup>; February 5<sup>th</sup>, and April 23<sup>rd</sup>.**

### Report Cards

Report Cards are the traditional method of written communication regarding a child's progress. Report Cards are issued four (4) times during the year at every nine week period and should be signed and returned immediately (within two days) to the homeroom teacher. The students' progress is evaluated both in effort and academic achievement. The grades that appear on the report card are given as specified by the Diocese and the table appears on the card itself. Recognition for Honor Roll, is given where applicable at the end of the quarter. Under no circumstances may a parent request that a teacher change a grade unless there was a mathematical error. Kindergarten reports are issued three times during the year with the first report being a progress chart. Parent Teacher Conferences are held after first quarter.

### Edline

Edline is a communication tool between the school and the parents which allows parents to check their student's assignments and grades and communicate with the teachers. If you need assistance, check with the school office.

### Withholding of School Records

The school retains the right to withhold report cards, transference of cumulative record to another school, and diplomas for financial reasons or non-compliance of required service hours by students.

## Grade Waiting for Middle School:

	Test/Quiz	Homework	Behavior	Miscellaneous
Literature-Manfredo	40	20	10	Projects-30
English-Kings	50	15	10	Projects-25
Spelling-Kings	80	20		
Religion-Heiser	40	35	15	Projects-10
Math-Faulconer - 8th grade Pre Algebra	65	35		60/40
Math-Faulconer - 6th,7th, & 8th Algebra	65	35		70/30
Science-Mullin	35	25		Lab-40
Social Studies-Faustini	50	25		Projects-25
Spanish-Mendoza	50	25	10	Participation-15
				Application-25
				Participation-25
Drama-Bruner		25		Character analysis- 25
Computer-Willower		25	30	Projects-45

Homework will be accepted on the day and the period it is due, no later. In case of absence, all class work and homework must be made up within three days (this includes weekends), after returning to school. It is the students' and or parents' responsibility to acquire the make up work. Work not completed within this period will receive a zero, unless there are extenuating circumstances. This will apply to all classes in the middle school, and elementary grades.

Projects and quizzes will be assigned several times a quarter. Projects will be accepted late with a 20% penalty for each day the project is overdue. Projects must be turned in at the beginning of the period the day they are due. In case of absence, the same policy used for homework will apply.

### **Tests/Quizzes**

Students, who receive below a 70% on a test, quiz, will be required to have their parents sign the test/quiz and return it to their teacher within 24 hours. (This includes resource classes)

### **Mid-term and Final Exams**

In order to take these exams, all finances are to be current. Students may only make up an exam with a doctor's note.

## **Service Hours**

Service hours are designed as a requirement to help students practice the Catholic belief in an Apostolic Church. Service hours are to benefit others. Therefore, service hours within your family will not be acceptable. All service hours are to be given to the Religion teacher on the Service Hour form and signed by the person who was the overseer for the hours. Before the final report card and diploma are issued, or cum folders transferred all service hours must be completed. Please check with the religion teacher when you are uncertain if your hours will meet the criteria.

**Service Hours are required for students in grades 6, 7, 8. The sixth grade will complete 10 hours every year. The seventh grade will complete 15 hours every year, half of these must be completed at the end of the first semester. The eighth grade will complete 20 hours- half of these must be completed before Confirmation.**

## **Homework**

Homework supports the lessons of the day or prepares for understanding of certain areas. It also assists the child to grow in personal responsibility. Parental interest is a definite asset, but too much help destroys the spirit of independence and creativity. Ordinarily, no homework is assigned on the weekends, with the exception of Saxon Math. Individual teachers will provide the student and parents with a syllabus for the year on how homework will be evaluated and a timeline for handing in homework. For the good of parents and students, students **WILL NOT BE PERMITTED TO CALL FOR FORGOTTEN ASSIGNMENTS.** To obtain homework for the day a student is absent, please call the office by 9:00 am. Homework will be ready for pick-up at 2:30 pm.

### **Grading Scale**

100-90	A	Passing
89-80	B	Passing
79-70	C	Passing
69-60	D	Passing
Below 60	F	Failure

### **Art, Music Grading Scale for Grades K-5**

VG	Very Good
S	Satisfactory
I	Needs Improvement

### **Library Grading Scale for Grades K-8**

VG	Very Good
S	Satisfactory
I	Needs Improvement

## **Honor Roll**

In order to be on the Honor Roll, students must receive 90-100 for the "A" Honor Roll and 80-100 for the "A-B" Honor Roll.

## **National Junior Honor Society**

The National Junior Honor Society at Cathedral Parish School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the nation office of NJHA and have been revised to meet our local chapter needs. Students are selected to be members by a seven member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty or our school each October.

Students having finished seventh grade at Cathedral Parish School, with at least the last two semesters being completed at Cathedral Parish School and not at another school, are eligible for membership. For the scholarship criterion, a student must have a cumulative seventh grade average of 90% or better. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty

Council with information regarding the candidate's leadership, citizenship, and service. The Junior High faculty may give input regarding their professional reflections on a candidate's character and leadership. A majority vote of the council is necessary for selection. Candidates notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize the newly selected members. Once inducted, new members are required to maintain the same level of performance in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year, and participation in the chapter service projects.

### **Elementary Homework Guidelines**

No late assignments. In case of absence, all class work must be made up, within three days (this includes weekends), after returning to school. It is the parent's and/or student's responsibility to acquire the make-up work. Work not completed with this period will be given a zero grade, unless there is extenuating circumstances.

### **Field Trips**

In correlation with the educational program, field trips are planned periodically. Such trips are used to introduce or climax a unit of study or provide enrichment to students. Prior to a scheduled field trip, a permission slip **MUST BE RETURNED TO THE SCHOOL** or the student **MAY NOT** be permitted to participate with his/her class. Verbal permission is **NOT ACCEPTABLE**.

Trips to the Cathedral-Basilica (Grades 1-8) for the weekly liturgies or religious ceremonies are not considered field trips but part of the school curriculum.

In compliance with Diocesan policy, students who fail to submit a proper form **will not** be allowed to participate in the field trip. A blank form has been provided online. This form may be duplicated should your child misplace the original form. Students can be denied participation if they fail to meet behavioral requirements.

A parent survey was taken in Spring, 2008. The results were: parents chose to be assessed for field trips on an on-going basis. Sixty-six percent of the parents responded to the survey.

### **School Masses and Religious Curriculum**

All students, Catholic and non-Catholic, participate in religion classes and in the weekly liturgies. **NO CHILD IS EXEMPT FROM THESE CLASSES OR LITURGIES. NO EXEMPTIONS WILL BE MADE.** Catholic parents are encouraged to see that their children attend Mass on Saturday evening or Sunday. School Masses are Tuesday at 8:15 a.m. No shorts are allowed on Mass days. The office will be closed during Mass. Tardy students should be dropped off at the Cathedral on Mass days.

# CODE OF CONDUCT

## CODE OF CONDUCT FOR CATHEDRAL PARISH SCHOOL

**We the Catholic Community of Cathedral Parish School will be examples of Christian teachings, will serve others as Jesus would, will achieve academic excellence, and put Christ first in ALL we do.**

In order to support our mission statement at Cathedral Parish School, there must be a cooperative relationship between student, parent and school. Respect for teachers, classmates, and school property is expected of each and every student at Cathedral Parish School. Our Code of Conduct has been created to assist students in their development as well rounded Christian young men and women who live as examples of our Christian teachings. Parental support of the Code of Conduct is expected as part of that cooperative relationship.

When an infraction occurs violating the Code of Conduct, the teacher will complete a slip citing the offense the student has committed. Both the student and the teacher will sign the slip. One copy will go home with the student, one copy will be sent and kept by the homeroom teacher and one copy will be kept by the principal.

### Detention

Detention may be given for any Level II or III offense of the Code of Conduct and will be served from 3-4 p.m., day to be determined or students may be assigned silent lunch. One demerit = 2 silent lunches. Students who are assigned to a detention and fail to attend will be assigned double the hours missed, to be served on the following Thursday. If the parent is not present at the time detention ends, the policy for late pick up will be enforced.

### Suspension

In or out of school suspensions may be given for multiple Level II or single Level III offenses. Student suspension may be issued by the Principal or her designee when a student's conduct warrants such action. Multi suspensions (3 or more) may result in removal of the student from the school or non-acceptance for the coming year.

### Demerits for Grades 5-8 only

In conjunction with the school Code of Conduct, grades 5-8 employ a demerit system. Any teacher may choose to add additional consequences from the infraction level in addition to the assignment of demerits. All Conduct Referral forms noting demerits must be signed by a parent and returned to the homeroom teacher the next school day. The cumulative demerit status will be recorded by the homeroom teacher on both the interim report and report card of the student. Accumulation of demerits will be rescinded at the end of the first semester and a new demerit cycle will commence at the beginning of the second semester.

### **Demerit Accumulation Consequences for Grades 5-8**

- 1 Demerit.....1/2 hour detention after school with homeroom teacher
- 3 Demerits.....1 hour detention after school with the homeroom teacher
- 5 Demerits .....In or out of school suspension- Zero on all class work, homework, and tests or in or out of school suspension

v

### Plagiarism Statement

**Academic dishonesty discredits and demeans our Mission Statement.** Academic dishonesty, or cheating, may be classified as follows:

- Plagiarism- "an act of stealing and passing off as one's own the ideas or words of another" (Merriam-Webster's Elementary Dictionary, 1980).
- Submitting another students' work as your own
- Permitting your work to be turned in by others as their own
- Copying homework, class work, test answers and/or questions, research papers, PowerPoint (or similar presentations), etc.
- Forgery

Consequences for Cheating:

- Student receives a grade of zero for the assignment
- Parent notification
- 1 demerit

### Bullying Statement

Cathedral Parish School promotes a safe environment for learning. By discouraging bullying of any type we are following the teachings of Christ which say "whatever you did for one of these least brothers of mine, you did for me."

Bullying is any behavior by a student that would isolate or threaten (physically or emotionally) any other student. This includes but is not limited to cyber bullying on school computers or any narrative written by a student.

### Zero Tolerance Policy

In addition to the Code of Conduct disciplinary actions for any level III offense, the Administration has the option to take further disciplinary action based on the circumstances. There will be zero tolerances for any infraction of a level III offense. All students involved in a level III infraction could be sent home for the day.

### Cell Phone and Electronics Policy

Cell phones and electronic devices (games, CD players, radios, headsets, or other electronic communication devices) may not be used between the hours of 7:30 am and 3:00 pm. These items will be confiscated and parents will need to meet with the Principal before having them returned.

## **Spirit of CPS Award**

The "Spirit of CPS" honor roll award will be given to students who have consistently shown a high degree of respect for their teachers and fellow students. Qualification for this honor is by vote of the entire Junior High faculty. It will be awarded quarterly.

## **Code of Conduct for Grades K-8**

The Code of Conduct for grades K-8 is divided into 3 levels. The offenses and disciplinary actions are as follows:

**Level 1 Offense-** Including but not limited to the following:

- **Irreverence during classroom prayer**
- **Uniform Infractions- Please check Uniform section under Dress Code**
- **Gum Chewing**
- **Eating candy**
- **Violation of classroom rules**
- **Running**
- **Tardiness** (see Excessive Tardy section in handbook)
- **Inappropriate behavior in lunchroom**
- **Inappropriate behavior in bathroom**
- **Inappropriate behavior**
- **Gossip**
- **No food in classroom unless authorized**
- **Disrupting class**
- **Not following directions**
- **Possession of unacceptable items: laser pen, trading cards, cell phone** (see Electronics policy), **paggers, CD players, Ipods, electronic devices, magazines, etc.)**
- **Unprepared for class**
- **Defacing or destruction of another student's property**
- **Tardiness see page 21**

## **Level I Disciplinary Action**

- **Verbal reprimand**
- **Demerit**
- **Parent notification and/or conference**
- **Confiscation of contraband item**
- **Gum chewing - first offense a warning: subsequent offenses \$5.00 fee - money donated to CPS scholarship fund.**
- **Grades 5-8 1/2 demerit or more and/or any of the above consequences**

**Level II Offense-** Including but not limited to the following:

- **4<sup>th</sup> Level I offense**
- **Irreverence at Mass and liturgy**
- **Disrespect towards other students**
- **Disrespect to an adult**

- **Use of obscene or indecent language, gestures, written or spoken**
- **No public displays of affection** (see Diocesan Sexual Harassment Statement in code of Conduct)
- **Bullying** (See Bullying Statement in Code of Conduct)
- **Petty theft**
- **Academic dishonesty** (see Plagiarism Statement in Code of Conduct)
- **Destruction or defacing of school property**
- **Use of racist or discriminatory language, written or spoken,** ex: Gay, homo, lesbian, etc.

### **Level II Disciplinary Action**

- **Verbal reprimand**
- **Financial responsibility/restitution**
- **Removal of student for remainder of day** (without opportunity to make up work)
- **Detention**
- **In or out of school suspension**
- **Parent notification and/or conference**
- **Grades 5-8 1/2 demerit or more and/or any of the above consequences**

### **Level III Offense**

**Including but not limited to the following:**

- 4th Level II offense
- Stealing
- Fighting, encouraging others to fight, and physical confrontations (See Diocesan policy on threats and violence in Code of Conduct)
- Possession, use or transfer of controlled substances, drugs, tobacco products, alcohol, pornographic material, lethal weapons and facsimiles thereof
- Violation of internet policy
- Violation of Diocesan Sexual Harassment policy
- Fire alarm or fire extinguisher activation
- Leaving school property without permission"
- Tampering with and/or causing damage to software or hardware (See Computer Use Agreement in Code of Conduct)

### **Level III Disciplinary Action**

- Demerit (grades K-3 only) at teachers discretion
- Grades 5-8 in addition to any of the above consequences at Principal discretion
- Mandatory office referral and student sent home immediately (without opportunity to make up work)
- Detention
- Suspension
- Expulsion
- Parent conference
- Guidance counselor or intervention
- Financial responsibility/restitution

Diocese of St. Augustine Parent Permission and Release  
of Liability

School field Trip Permission Form

Name of Child: \_\_\_\_\_ Name of Parent or Legal Guardian: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Destination: \_\_\_\_\_

Date and Time of Departure: \_\_\_\_\_ Date and Anticipated Time of Return: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_ Student Cost: \_\_\_\_\_

The above student is eligible to participate in above school-sponsored event requiring transportation to a location away from the school grounds. This activity will take place under the guidance and supervision of employees from the above school.

If you would like your child to participate in this event, please read, complete, sign and return this form which includes your consent, as well as a full release of liability. As parent or legal guardian, you remain fully responsible for any acts of the named student during this activity.

\*\*\*\*\*

Please list any known allergies: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

The undersigned parent, guardian or legal representative hereby consents to the participation of the above-noted student in the event described and further consents to the conditions stated above on participating in this event, including the method of transportation. It is understood that this event will take place away from the school grounds and that the student will be under the supervision of a designated school employee(s) on the stated dates.

For and in consideration of the student being allowed to participate in this event, and other valuable consideration, the undersigned parent, guardian or legal representative, on behalf of the student and the student's parents, personal representatives, assigns, heirs, and next of kin, does hereby release and hold harmless the Diocese of St. Augustine Victor B. Galeone, as Bishop of the Diocese of St. Augustine, a corporation sole, Bishop Victor B. Galeone, individually, the above-noted school, and employees and agents of said parties engaged in this particular event, their personal representatives or assigns, from any loss or damage on account of any injury to the person or the personal property, of the student, or death, caused by negligence or otherwise, while the student is engaged in the above-stated event or in transportation to and from said event. The undersigned expressly agrees that this release, waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Florida, and that if any portion of this Agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

The undersigned parent, guardian, legal representative further acknowledges that he/she is authorized to enter this Agreement on behalf of the student, and the student's parents, personal representatives, assigns, heirs, and next of kin.

\_\_\_\_\_  
(Parent / Guardian /Representative Signature)

\_\_\_\_\_  
(Date)

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_  
(Witness Signature)

\_\_\_\_\_  
(Date)

Cathedral Parish School

Janet Morton  
Principal

Fr. Tom Willis  
Pastor

Parents Acknowledgment

For the protection of parents, students, and the school, parents are required to acknowledge they have read the policies and discussed the content with their student(s).

Please sign and Return:

I/We \_\_\_\_\_

Acknowledge that I/We have read the 2009-2010 Student Handbook and agree to be governed by its contents.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

Photograph Consent

I give   do not give  permission for Cathedral Parish School to photograph my child(ren) during school hours or activities. I, also, provide Cathedral Parish School approval to use my student(s) photographs in the HALO, the website, or the St. Augustine Record. Last names will not be printed without parent's permission.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

Print your family name: \_\_\_\_\_

**FUNDRAISING:** See handbook online at [www.thecathedralparishschool.org](http://www.thecathedralparishschool.org) for details

Cathedral Parish School requires that each family take an active role in two major fund raising events sponsored by the School OR pay a Fund Raising Fee. **Please check one of the following choices:**

   Buy or sell a minimum of \$45.00 worth of Cathedral Parish School Festival Raffle Tickets, AND be an active participant in the Cathedral Parish School Festival (5 hours), and complete all the Support hours (20 hours); OR

   Pay a \$1,045.00 Fund Raising Fee at the time of Registration. This Fee exempts your family from purchasing the Raffle Tickets, Cathedral Parish School Festival participation, and 20 hours of support time.

FAMILY NAME(S): \_\_\_\_\_

We, the undersigned, agree to be legally responsible for the support and fundraising requirements.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature(s)

Parent(s)/ Legal Guardian(s)

Date

## Cathedral Parish School Calendar 2009-2010

August	13	Classes begin
September	7	Labor Day Holiday (no classes)
	18	Interims
October	5-16	ITBS Testing
	16	End of 1 <sup>st</sup> Quarter
	19	No School – Teacher Planning Day
November	2	Diocesan In-Service Day (no classes)
	20	Interims
	25	No School Discretionary Day
	26-27	Thanksgiving Holiday
December	18	End of 2 <sup>nd</sup> Quarter
	21	Christmas Holiday Begins
January	4	No School Teacher Planning Day
	5	Classes resume
	18	Martin Luther King Holiday (no classes)
	25-29	Catholic Schools Week
February	5	Interims
	12	No School Discretionary Day
	15	Presidents' Day Holiday (no classes)
March	4	End of 3 <sup>rd</sup> Quarter
	5	Diocesan Institute/Teacher Recognition (no classes)
	8-19	Second Grade ITBS Testing
April	1-9	Easter Holiday
	12	Classes resumes
	23	Interims
May	28	Last day of classes

Day after Festival is a discretionary day – TBA

An additional planning day will be added to the calendar. Cathedral Parish School reserves the right to change planning days on the calendar to accommodate workshop facilitators. Faculty Meetings are the First Wednesday of the Month- Dismissal at 11:30 am- Exception January