

CATHEDRAL  
PARISH  
SCHOOL

1 9 1 6



Parent-Student Handbook

2011-2012

259 Saint George Street

St. Augustine, Fl 32084

904-824-2861

[www.thecathedralparishschool.org](http://www.thecathedralparishschool.org)

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Dear parents,

The Cathedral Parish School community is a rich and vibrant collection of families dedicated to their school and passionate about Catholic education. The tradition of CPS goes back to the earliest days of our 1916 founding by the Sisters of St. Joseph. Here we are, 95 years later, providing a high quality Catholic education to our children, in the heart of historic downtown St. Augustine.

The Parent-Student Handbook you are reading now is a living, breathing document that attempts to cover situations that parents, students, and teachers encounter on a daily basis. At its core, it is a set of rules, regulations, and requirements that support the learning environment, while serving as a guide for each of us as we make decisions regarding a variety of school matters.

Please read this the 2011-2012 Cathedral Parish School Parent-Student Handbook carefully. Specific policy changes, or those where emphasis is being placed, are highlighted in blue for ease of reference.

May we all enjoy a blessed year,

Todd M. DeClemente, Principal

## General School Information

Cathedral Parish School is a Catholic elementary and middle school serving students in grades K-8. Founded in 1916 by the Sisters of St. Joseph, we serve the Cathedral Parish and six sister parishes in the surrounding St. Augustine/St. John's County area. Accredited by the Florida Catholic Conference (FCC) and the National Association for Private Schools, we are a 2007 winner of the prestigious Blue Ribbon Award for Excellence. This selection honored CPS as one of the top 50 private schools in the country and among 287 schools nationwide.

Cathedral Parish School has a rich and storied history. We encourage you to visit our website to read the complete history of our 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.

Administration

Pastor	Fr. Thomas S. Willis	<a href="mailto:frtomstaug@gmail.com">frtomstaug@gmail.com</a>
Principal	Todd M. DeClemente	<a href="mailto:tdeclemente@cpsschool.org">tdeclemente@cpsschool.org</a>
Assistant Principal	Holly Faustini	<a href="mailto:hfaustini@cpsschool.org">hfaustini@cpsschool.org</a>

Administrative Staff

Office Manager	Marianne Rogero	<a href="mailto:mrogero@cpsschool.org">mrogero@cpsschool.org</a>
Receptionist	Cindy Forgie	<a href="mailto:cforgie@cpsschool.org">cforgie@cpsschool.org</a>
Guidance Counselor	Nancy Pyell	<a href="mailto:npvell@cpschool.org">npvell@cpschool.org</a>
Athletic director	John Algreen	<a href="mailto:coach@cpsschool.org">coach@cpsschool.org</a>
After school care director	Lesya Manfredo	<a href="mailto:lmanfredo@cpschool.org">lmanfredo@cpschool.org</a>
Maintenance	Tony Martin	
Cleaning Crew	Purdy Cleaners	
Cafeteria (SLA Management)	Kelle Spears	

School Board

President	Judy Tibbitts
Member	Susan Hagamen
Member	Mike Piesco
Member	Jean Subock
Member	Sharon Einheuser
Member	Kevin Partel
Member	Rita George
Ex officio members	Teacher representative and PTO President

PTO

President	Lynn Spain
Vice President	Angie Welch
Treasurer	Michelle Braun
Secretary	Meegan Raume

Pastors of Parishes Served By Cathedral Parish School

San Sebastian Church	Rev. Thomas Walsh	St. Monica Church	Rev. Ignatius Plathanam
St. Ambrose Church	Rev. Tim Lindenfelser	Corpus Christi Church	Rev. William Mooney
Our Lady of Good Counsel	Rev. Guy Noonan	St. Anastasia Church	Rev. D. Terrence Morgan

Faculty and Staff 2011-2012

**Cathedral Parish School has a professional faculty and staff of nearly 30 men and women dedicated to the education, as well as social and spiritual development of each student.**

Kindergarten	Vicky Tibbitts	
First Grade	Judy Lawrence	
Second Grade	Lisa Sette	
Second Grade	Laurie Mikos	
Third Grade	Nancy Clark	
Fourth Grade	Kelly Giglio	
Fourth Grade	Lynda Weston	
Fifth Grade	Glenna Graff	
Fifth Grade	Karen Amrhein	
Sixth Grade	Diane Heiser	Religion
Sixth Grade	Tom Faulconer	Math
Seventh Grade	Lesa Manfredo	Literature
Seventh Grade	Debra Mullin	Science
Eighth Grade	Holly Faustini	Social Studies
Eighth Grade	Sara Kings	Language Arts
Physical Education	John Algreen	
Art	Alma Clancey	
Spanish	Mayra Rivera-Morales	
Computer	Oksana Willower	
Drama	Linda Bruner	
Library	Kate Poage	
Music	Janice Treadway	
Kindergarten Aide	Mirona Kaczmarczyk	
Teacher Aide	Renee Kirker	

Hours of Operation

Cathedral Parish school is in session from 8:00am until 2:50pm. Morning supervision begins at 7:30am and any student still on campus at 3:15pm who is not participating in a specific extracurricular activity will be sent to after school care. On the first Wednesday of the month the school will close at noon for faculty meetings. 1<sup>st</sup> bell: 7:55 Late Bell: 8:00am -- Announcements, Prayer, and Pledge 8:02am  
 Afternoon announcements and prayer: 2:45pm -- Dismissal: 2:50pm

## Admissions

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. CPS does reserve the right to make the final determination on a family's enrollment. That final decision for admission and re-admission rests with the Principal and/or Pastor.

### Registration requirements and paperwork

- In order to register for kindergarten students must be 5 years of age on or before September 1<sup>st</sup>.
- To register for first grade, the student must be 6 years of age on or before September 1<sup>st</sup> and have successfully completed Kindergarten.
- There will be a re-enrollment period during which current families will have priority over new families to register for Cathedral Parish School.
- Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. **The school will not be held responsible for failing to honor arrangements that have not been made known to us.**

In order for a new student's registration to be processed, the following documents must accompany the registration form:

- Completed application for admission
- Birth Certificate: Original- a copy will be made in the office and the original returned.
- If baptized Catholic, a copy of your child's baptism certificate and First Communion or Confirmation certificate if child has made these sacraments.
- Copy of student's last two years of standardized test score or FCATS for students entering grades 3-8
- Copy of student's last two years report card (where applicable) and current year to date report card
- Copy of psychological or educational testing, including IEP's, if applicable.
- Catholic families who qualify for Catholic subsidy from their Parish must have their parish signed Active Parishioner Discount Form.
- Previous school will be sent a student recommendation form. Transfer acceptances are conditional pending recommendation.

If your child is accepted at Cathedral Parish School, the following document or forms will be required by July 1<sup>st</sup>.

Original State of Florida 680 Immunization Certificate (blue card)

**Florida Residents:** Students entering Cathedral Parish School for the first time must present a Student Physical Examination for HRS #3040, original only, signed by a Florida physician and a current copy of Immunization form HTS # 680, original only, returned to the office prior to July 1<sup>st</sup>.

**Out-of-State Applicants:** A Student Physical Examination form HRS #3040, original only, must be presented prior to July 1<sup>st</sup>. The Public Health Department will transfer the medical information to Florida Certificate at no charge. The student's health data must be on a FLORIDA Physical Examination HRS #3040, original only, and Immunization form HRS #680, original only.

If it is the intention of the parent's to fulfill the required volunteer hours by working with students, a background check and fingerprint check is required and processed through the Diocesan Office of Education. There is a processing fee. In addition, volunteering parents are required to attend, "Protecting God's Children" class which is offered at various Diocesan locations. Contact the school office for the location of classes.

**Accommodations:**

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.

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 any time, 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.

Financial Policies

<u>Tuition</u>	Number of Children	Active Parishioner Rate	Catholic Rate
	1	\$4444	\$5044
	2	\$7541	\$8741
	3	\$9227	\$11027
	4	\$10038	\$12438
	5+	\$11025	
	Non-Catholic:	\$6793 per child	

Registration Fee for returning families is \$150 if paid by the registration deadline. Fee is \$250 post deadline.  
 New families need to submit a \$150.00 registration fee per student and 1/10 of the tuition payment.  
 Families will also be responsible for text books, supplies, and the classroom fee.

### **Tuition is collected by FACTS Tuition Management Program.**

Tuition must be paid in accordance with one of the following options:

1: Payment in full, with cash, check or credit card (2% discount on or before 5/30/11 - credit card not included)

2: 10, 11, or 12 month payment plan.

Tuition is considered delinquent if more than two monthly payments are missed. Families who have not paid tuition in accordance with the school's tuition policy and have not contacted the school to make payment arrangements, may be notified of non-admittance of their child to the school. As noted earlier, all financial responsibilities need to be current for records to be transferred. This includes unfulfilled service obligations.

### **Volunteers**

Cathedral Parish School encourages parent involvement on our campus and depends on that involvement for field trips and other events. The safety of our students is our number one responsibility. As such, all volunteers must submit to a background check in accordance with Diocesan policy. This process includes fingerprinting and completion of a Protecting God's Children (PGC) workshop.

Volunteering may begin only after the fingerprinting process and background check has been returned to the school; three personal references are provided; 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 via School Check-In on the computer in 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. To expedite the process for major events involving a large volume of parents, a sign in table for volunteers may be available.

**As of 7/1/11 a new fingerprinting policy has been instituted by the Diocese. This process applies to those who are renewing their expired background check. 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 also applies to field trips.*

## Support Hours

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 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 4, 2012. Deadline for K-7<sup>th</sup> grade support hours is May 21, 2012.

Support hours may be spent assisting with any of the School Fundraising Projects (Festival, Golf Tournament, Oyster Roast, restaurant nights, etc.) Sports Booster Clubs, field trips, library, cafeteria, volunteer workshop, 'centers' assisting teacher/students, etc. We will also attempt to provide a list of additional opportunities via the PTO meetings and the weekly updates. Please log in online on [www.cps.ptomanager.com](http://www.cps.ptomanager.com) to record your hours.

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

## Arrival and Dismissal Procedures

### Arrival

Students are encouraged to arrive between 7:30am and 7:55am. Students should report to the gymnasium for supervised care. Cathedral Parish 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 – enter 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.

Charlotte Street Drop off -- 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.

### Afternoon Pick-up

Our dismissal system 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 with K-5 students riding with middle school students are to enter on Charlotte St. K-5 students, riding with middle school students, will be waiting in the grassy area outside the Computer lab.] 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. See after school care policies.

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 and K-5 students riding with middle school students. 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. For the safety of all of our students parents are discouraged from parking in the center of the parking lot and walking their students to their cars.

Safety Patrol and Faculty should be shown the utmost 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.

If your child cannot buckle their own seatbelt, you will need to pull to the paved area outside the gym door to buckle your child's seatbelt.

**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 are electrical storms.**

Parents entering from Charlotte Street for middle school students. Students will be waiting inside the fourth and fifth grade classrooms. Parents are to follow regular pick up procedures.

Parents entering from St. George Street for K-5. Students will be waiting in the gymnasium. Please be patient as we work to safely load each vehicle.

**Please note: the Charlotte Street gates will be locked by 4pm.**

**Drive Courteously. Drive Slowly. Please do not use your cell phone in any area designated for pick-up or drop-off.**

## Attendance Policies

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. 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. Notice will come from the school upon the fifth absence and a conference should be held prior to the eighth absence
  - a. Extreme medical situations documented by a physician will allow for an absence to be removed from the student’s quarterly total. A funeral for an immediate family member will also allow the absence to be removed.
  - b. Under conditions that warrant special consideration, the principal will make the final decision after meeting with the parents and the teacher.
2. Upon return to school, a WRITTEN excuse is to be presented to the HOMEROOM 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.
3. If a student is excused early, a WRITTEN excuse is to be presented to the HOMEROOM TEACHER. The student must be picked up and signed out in the SCHOOL OFFICE.
4. Students who miss class due to an excused absence must make up work according to the days absent +1 chart below. 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.

Days Absent	Days work is due following return to school
1	2
2	3
3	4
4	5
5+	See teacher

If a student is absent on the day of a previously announced test or quiz he or she may be responsible for taking that assessment on the day of their return. Students absent on the day a project or major essay is due may be subject to a classrooms late work policy. Matters such as these are to be determined in consult with the principal, if necessary.

5. A student may not attend a practice or game the day of a school absence. A student missing more than three (3) classes is considered absent for athletic competition. Extraordinary circumstances will be considered by the principal, but contact must be made by the parent

prior to the event.

6. Vacations: Absences for vacations **do** count towards the student's quarterly absence total. Please schedule these during school holidays. If a vacation is planned during the school year, a student must notify the school office prior to the vacation. The student must make arrangements with the teacher to receive make up work. It is up to the teachers' discretion as to whether work is given prior to the vacation or upon the student's return to class. Again, see the above chart for make-up work timelines.
7. Students attending gifted or resource 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.
8. Perfect attendance awards will be given to students with no absences, no tardies, and no early dismissals.
9. Medical appointments are excused absences with a doctor's re-admittance slip presented to the front office upon the student's return.

### **Tardy and Early Dismissal**

Students should arrive a few minutes early to get prepared for the day. Homerooms begin promptly 8:00 a.m. 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 child is tardy five (5) or more times during a marking period it is considered 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. **5 tardies equals a ½ day absence.**

### **Middle School Exams**

Midterm and Final exams must be taken when scheduled. Only in cases of extreme emergency will the administration excuse a student from taking an exam on the scheduled date. The school should be notified prior to the start of school on the day of the exam, by the parent, if a student is absent due to illness. If an exam is missed due to an unexcused absence a grade of zero may be given. If arrangements must be made for a student to make up an exam on a day other than the scheduled exam day, there may be a \$25 fee charged for each exam to cover the cost of supervision.

## Academic Policies

### Grading Scale for academic subjects in grades K-2

**S: Successful progress**

**N: Needs more time to accomplish/master this skill**

**U: Unsuccessful progress**

**NC: Not covered at this time**

### Grading scale for academic subjects in grades in grades 3-8

**A 90-100**

**B 80-89**

**C 70-79**

**D 60-69**

**F 0-59**

### Electives K-8 (Library, Art, Music and/or Drama)

**VG: Very Good**

**S: Satisfactory**

**N: Needs Improvement**

**No student can receive a grade higher than 100.**

**Report cards, interims, and Edline:** Cathedral Parish School will issue four report cards (one at the end of each quarter), four interim reports (one at the four to five week mark of each quarter), and teachers in grades who use electronic gradebooks will update Edline on a bi-weekly basis. As a trial for the 2011-2012 school year, interim reports will also be sent to Edline (our password protected, online grade and communication website) and placed in a student's private reports folder for digital viewing. Directions for viewing these reports will be made available on Edline.

### **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.

### **Middle School Midterm and Final Exams**

Students in middle school will be responsible for taking midterm and final exams. Each of these exams account for ten percent of the students yearly average in a course. Exam exemptions for 8<sup>th</sup> grade students require a student to earn a 90 or better average in each quarter (does not apply to the diocesan pre-algebra and algebra exams), as of the day the measurement is taken, prior to exams. Disciplinary referrals during the fourth quarter may result in the loss of the exemption. See attendance policy regarding absences during exams.

## Grade Weighting 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		
Math-Faulconer - 6th,7th, & 8th Algebra	65	35		
Science-Mullin	35	25		Lab-40
Social Studies-Faustini	50	25		Projects/quizzes-25
Spanish-Rivera-Morales	50	25	10	Participation-15
Drama-Bruner		25		Application- 25 Participation 25 & Character Analysis- 25
Computer- Willower		25	30	Projects-45
Art-Clancey	Projects: 75		10	Participation 15

### Homework Guidelines

Homework is used to reinforce the learning experience that takes place in school. It gives students the opportunity to practice the skills taught in class, to develop independent work habits, and to complete projects and long-term assignments accurately, neatly, and punctually. 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

- No late assignments. In case of absence, all class work must be made up according to the days absent +1 chart available in the attendance section. 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 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. They must be turned in at the beginning of the period the day they are due
- To obtain homework for grades K-5 on 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.

### Parental role

1. Take an interest in the homework, but realize that homework is only beneficial if done by the student.
2. Provide the child with a definite time and quiet place each day to do homework.

3. Develop organized study habits by teaching children to check off assignments from the student planner when completed and to pack all homework and books in the backpack before going to bed.

### **Diocese of St. Augustine Promotion Standards**

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:

- Class performance according to grade level requirements.
- Student age and ability.
- Student achievement of required passing average.
- Student achievement of tests and examinations.
- Effort put forth by the student.
- Class participation.
- Regular attendance.
- Excessive tardiness.

### **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.

### **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. 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.

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**

Any student failing one major subject must receive 30 hours of tutoring in that subject area.

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.

### **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. Subjects with VG, etc which meet once a week will not keep students off the 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.

### Organizational Tips that help teach students study skills

Teachers can teach effective study skills by organizing the classroom with a color-coded system. Color-coding each subject helps students develop a filing system.

- \* Red Mathematics
- \* Blue Reading/Literature
- \* Purple Spelling/English/Writing
- \* Green Science
- \* Orange Social Studies
- \* Yellow Religion
- \* Any Choice Friday Folder - Kindergarten through 5<sup>th</sup> Grade- Cardboard/Pockets
- \* Black Resource (Jr. High Students Only)

Please refer to your child's individual Classroom Supply List for specific Folders needed; not every class will require every folder.

Elementary – Grades 3<sup>rd</sup> through 5<sup>th</sup>: Colored folders that are designated in your child's individual Classroom Supply List (with the exception of the Friday Folder), will need the Student's Name and Subject notated on them. The colored folders are to have pockets and prongs. The Friday folder is to be of a heavier substance/cardboard material and will require pockets only and the student's name notated on it.

Jr. High Students (6<sup>th</sup> through 8<sup>th</sup>): Junior High Students will require 3 ring binders (1 inch). The binders will need to be white with a clear transparent cover over the front and sides. During the first week of school, teachers will have colored paper for the students to insert in accordance with the specific subject material that is to be kept in that folder. The colored paper will coincide with the colored folders to kept in grades in 3<sup>rd</sup> through 5<sup>th</sup> for organization; i.e., a colored coded system.

The front of the folder should have a class schedule, a calendar for project and assignment due and dates. Perhaps useful charts; i.e., math or language arts' study aids. Study aids should be laminated or placed on a clear plastic sleeve for durability.

## Communication

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. Please make sure that the office has your correct email. Please read school communiqués, classroom packets, and calendars to stay informed. Contact the office if you fail to receive necessary information.

### **HALO**

The principal will release weekly updates with pertinent calendar and school information and an expanded monthly edition of the school newsletter.

**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 on the teacher's voicemail.

### **Emails to teachers may only come from parents**

They will respond within 48 hours, although emails sent on Friday afternoons or during holidays may not be retrieved until school is again in session. Please be patient. Urgent matters should be handled via the phone.

Parents may also copy the principal on any email to a teacher. Let the school office know if you have not received a response to your email so that we may determine the reason for the delay.

### **Conferences**

Cathedral Parish School will organize an official parent-teacher conference day at the close of the first quarter. Additionally, parents may request a conference with a teacher before or after school, although we respectfully ask that you contact the teacher in advance to schedule this time. Conferences with the principal regarding a classroom matter should be requested after a parent has spoken with the classroom teacher.

## Health

**Immunization records:** The State of Florida requires that each student submit a *Florida Certificate of Immunization* form #DH 680 which is maintained in the student's official records (blue form).

**Medications:** 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.

With the exception of medications which alleviate life-threatening situations (ex. Inhalers, Epinephrine injectors), students are not permitted to carry any medications on school premises during the regular school day. Medication must be stored in the front office. It is the parent and student's responsibility to submit medications in their original packaging, to report for required doses (as directed parents or physician) at the designated times, and to obtain medications at the end of the school day, if necessary.

**Note: Parents may authorize students who need prescribed inhalers to carry on their person and self-administer provided they have completed the appropriate Diocesan or presented documentation from the physician.**

## After school Care Program

The program is available to registered 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 the After School Director. If balances are not paid in full, your student will not be admitted to after school care 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.

One Child		Two Children	
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 aftercare 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 session. A calendar will be sent to all registered families.

At dismissal time, After School Care 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 (e.g. Computer lab). If the After School Care goes to another classroom for an activity, a sign will be posted as to 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.

## Athletics

### 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.

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.

- Students' grades are evaluated at mid-quarter (progress reports) and at the end of the quarter (report cards) for eligibility.
- 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
- A student may not receive more than two (2) conduct grades below an S at evaluations.
- 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.
- If a student is ineligible at his school and transfers to another school, his ineligibility will be carried over to the next report card.
- The Pastor or Principal may at any time declare a student, by lack of school attendance or improper conduct, ineligible.
- 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/s he is repeating.

### **Sports Teams**

The volleyball and girls' 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, 2011. The PARTICIPATION form must be filled out entirely signed by parent and student and must be notarized.

### **Student Accident Insurance**

The Diocese requires 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 included in the Student fees. This is a supplemental insurance.

## 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.

### General Student expectations:

The general expectation of students is that at all times each student will conduct himself/herself in an appropriate manner and will be honest and respectful of others, including fellow students, staff, and faculty members. It is expected that Gospel values will be the guiding principle of each student's behavior.

### Cathedral Parish School students will...

- represent our school with pride and dignity on and off campus at all times;
- become familiar with the policies, rules, and regulations which concern the students' conduct at school;
- behave in a manner that allows learning to take place without interruption;
- show pride in the school by keeping the campus clean;
- be actively involved in their education and responsible for learning by demonstrating punctuality, preparedness, and good attendance;
- dress for the learning process; follow school uniform policy at all times.

When an infraction occurs violating the Code of Conduct, the teacher will complete a slip citing the offense the student has committed. Copies will be sent home for parent signature. The appropriate copy should then be returned to school.

### Honor Code

Honesty, integrity, and a sense of honor are Christian values expected of students at all times.

**"I pledge on my honor as a Cathedral Parish School student that I have not given or received any unauthorized aid on this or any other assignment."**

### Plagiarism Statement

Students are expected to understand that academic dishonesty is hurtful to the individual student, their peers, and the culture of the school. Honor codes are an important part of trusting yourself when an assignment is challenging or deadlines are approaching. Home and school need to work together to educate students on the importance of citation and 'fair use' of intellectual property. Language Arts and Library objectives will cover these concepts, but CPS also encourages families to review websites like [www.plagiarism.org](http://www.plagiarism.org) to learn more about how to appropriately give credit to internet and other print sources. **Remember: research, and the statements of scholars, do add value to your essay or argument, but they must be appropriately cited and referenced in your paper.**

Academic dishonesty, plagiarism, or cheating, may be classified as follows:

### **Cheating**

- Copying directly from a book, magazine, journal or website;
- Copying homework, class work, test answers and/or questions, research papers, PowerPoint, etc. from peers or fellow classmates.
- Allowing others to copy your work.

Plagiarism- "an act of stealing and passing off as one's own the ideas or words of another" (Merriam-Webster's Elementary Dictionary, 1980).

- Paraphrasing of another's work closely, with minor changes, but with the essential meaning, form and/or progression of ideas maintained;
- Piecing together sections of the work of others into a new whole;
- Presenting the work of tutors, parents, siblings, or friends as your own;
- Permitting your work to be turned in by others as their own.

### **Consequence for cheating**

**Student receives a grade of zero for the assignment, Parent notification, and 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.

Accusations of bullying should be brought to a teacher or administrator's attention as soon as possible. The school will seek to work with both families to rectify the problem. Consequences may include a parent teacher conference, detention, and/or suspension. Any retaliation for being 'turned in' will be considered a continuation of the bullying offense and may carry additional consequences.

### **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.

### **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. All students involved in a level III infraction could be sent home for the day.

### **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**

**Eating candy or food in classroom without permission**

**Running**

**Gossip**

**Not following directions**

**Unprepared for class**

**Sale of Unapproved goods**

**Inappropriate behavior in lunchroom, bathroom, locker room or hallway**

**Defacing or destruction of another student's property**

**Possession of unacceptable items:** laser pen, trading cards, cell phone(see Electronics policy), pagers, CD players, Ipods, electronic devices, magazines, etc.)

**Violation of classroom rules**

**Gum Chewing**

**Dress code violation**

**Tardiness (see Excessive Tardy section in handbook)**

**Disrupting class**

**Computer violation**

**Littering**

**Skiping class**

### Level – 1 Disciplinary Action

**Verbal reprimand**

**Demerit**

**Parent notification and/or conference**

**Confiscation of contraband item**

**Grades 5-8 - 1/2 demerit or more and/or any of the above consequences**

**Gum chewing-first offense a warning: subsequent offenses \$5.00 fee-money donated to CPS scholarship fund.**

**Level 2 Offense** - Including but not limited to the following:

- **Continuation of a 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)
- **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**
- **Bringing discredit to CPS**
- **Forgery of parental signature**
- **Providing false information to school employee**

**Level 2 - 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 3 - Offense

Including but not limited to the following:

- Continuation of a Level II offense
- Stealing
- Fighting, encouraging others to fight, and physical confrontations (See Diocesan policy on threats and violence in Code of Conduct)
- Threats: written or verbal
- 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 3 - Disciplinary Action

- Demerit (grades K-4 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

## Disciplinary Consequences

### **Receiving and returning referrals**

A student who has received a written referral is required to return the blue copy, signed by his or her teacher within 2 days of receipt. Failure to return the signed referral may result in further disciplinary action.

### **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. 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 detentions after school with the homeroom teacher
5 Demerit	in or out of school suspension- Zero on all class work, homework, and tests

### **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 his designee when a student's conduct warrants such action. Multiple suspensions (3 or more) may result in removal of the student from the school or non-acceptance for the coming year.

## Dress Code

### Uniform Dress Code for All Students

Logomotion is the official distributor for CPS Uniform Items  
2748 US# 1, South; St. Augustine, Fl. 32086; (904) 797-9000

#### **Boys:**

Shirts: White knit polo shirt with school emblem (short or long sleeve). The shirt must be tucked in at all times. A plain white short-sleeve t-shirt may be worn under the polo.

*Important note: uniform shirts bearing the new school logo will be released sometime during the 2011-2012 school year. The current uniform shirt will still be acceptable attire for an appropriate period of time. The official determination will be made in concert with the school board upon the new shirt's release.*

Sweaters/Outerwear: Navy blue cardigan, navy fleece jacket, or grey sweatshirt, with CPS logo. 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, hallways, field trips, or in Church. Exceptions may be made during winter under extreme cold conditions.**

Socks: Black or white socks. No low cut sport socks. No labels or logos.

Shoes: Black dress oxford, tie or Velcro, or Penny Loafer. Must be cut below the ankle with a maximum 1" heel. All athletic, boot or skate type shoes are prohibited. Shoes must have a back and be worn as designed. All shoes must have non-marking soles.

Pants: Navy blue dress pants and shorts are to be worn on the waist. No casual sport pants (Dockers, jeans, corduroy, etc.)  
Black belts with are to be worn with pants unless a non-uniform day is given. Stylized buckles are not allowed. No boxers are to be visible.

Shorts: Navy blue walking shorts are permitted from August to October 31 and March 1 to the end of the school year, 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 days. Gray T-Shirts with school emblem; CPS grey sweatshirt on cold days.

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 students' natural color.

Jewelry: Earrings are not permitted for boys. A watch and **ONE** religious necklace are permitted. No body piercing or body painting is allowed.  
Students may not wear hologram contacts.

**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 (long and short sleeve). 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 should be worn above the ankle bone.

(K-8) Navy blue tights or flesh colored panty hose 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.

Shorts: Navy blue walking shorts, permitted from August to October 31 and March 1 to the end of the school year, and must be purchased from Logomotion. All students must wear a belt with shorts and have shirts tucked in at all times. **\*SHORTS MAY NOT BE WORN ON MASS DAYS\***

Phys. Ed: Navy blue gym shorts; plain navy sweatpants on cold days. Gray T-Shirts with school emblem; CPS gray sweatshirt on cold days.

Hair: **Girls' hair shall have no wraps or hair extensions. NO EXTREME STYLES. HAIR MUST BE STUDENT'S NATURAL HAIR COLOR. No artificial chemicals, etc. to alter hair color.**

Hair Accessories: Solid navy, white, gray, or uniform color ribbon. Scrunchies, barretts, or headbands may be worn.

Jewelry: Girls may wear only **STUD** earrings. Only one earring per lobe. No hoops are allowed. Girls may wear a watch and **ONE** religious necklace.

**\*\*No Extravagant Jewelry will be allowed. NO OTHER JEWELRY IS PERMITTED.**

Fingernails: NO fake fingernails are permitted for students – this includes acrylic nails and press on nails.

**No nail polish of any color is permitted. This includes clear or sheer.**

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.

**Students may not wear hologram contacts.**

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

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

1. No sleeveless dresses, strapless dresses, or spaghetti straps.
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, if PE is scheduled for a Non-uniform days or it will affect their grades.

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

1. Jeans must be blue or denim
2. No rips in jeans
3. Jeans day t-shirts only Catholic celebration t-shirts, CPS sport shirts, P.E. shirts and Cathedral festival shirts are allowed. (no non-school related t-shirts)
4. Tennis shoes, sneakers, deck shoes, or school uniform shoes
5. No non-uniform jackets
6. No t-shirts with uniform pants/shorts/skirts
7. 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.
  - a. If a shrug is worn over a thin strapped dress, it must be worn at all times.
2. All skirts are allowed, including jeans skirts.
3. No tank tops
4. Skirts must follow the uniform skirt length and must be at the waist
5. Shirts must follow the 4 finger rule for shoulder straps.
6. No shorts
7. No rips in jeans
8. No non-uniform jackets (unless they are heavier and taken off before school begins)
9. Students must change into PE uniform on Non-uniform days or it will affect their grades.

## 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. It 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/she 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 hook-ups. All users/their parents shall assume full liability, legal, financial, or otherwise, for their actions.

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

**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.

**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.

**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.

**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, mis-deliveries, 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.

**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.

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.

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

## 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.

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.

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.

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.

The decision of the pastor will be carried out and upheld by the school administration. The pastor may consult the school board.

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 may be appealed. However, if the school has followed its procedures as outlined in the handbook, there will be no appeal.

## 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 unwelcome 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:

- verbal or written harassment or abuse
- pressure for sexual activity
- 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.

## Additional policies

### 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 K-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, as opposed to including in activity fees.

A student must be in good academic standing and must obtain permission from each teacher in order to participate in a field trip or off-campus activity during school hours. A parent/guardian permission slip and all money must be turned in prior to date of field trip.

### School Masses and Religious Curriculum

- All students, Catholic and non-Catholic, participate in religion classes and in the weekly liturgies.
- Kindergarten does not attend Mass until the end of January (on a monthly, then bimonthly basis.)
- **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 9:00 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.

### Lunch

SLA Management Staff will provide balanced lunches to our students. Menus are on the school web site. The cost of lunch is \$3.75 per day. Parents will need to go on-line to pay for lunches. Students may not charge lunches. Forgotten lunches are to be delivered to the cafeteria for student pick-up.

### Lice

The Diocese of St. Augustine has a no nit policy regarding the admittance of students after head lice infestation. Students with nits (eggs) will 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.

### 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 or to make social plans.

### Cell Phones/Electronic Devices

Cell phones and electronic devices (games, iPods, mp3 players, CD players, radios, headsets, or other electronic communication devices) may not be used between the hours of 7:30 am and 3:00 pm. The first time an item is confiscated, the parents must meet with the Principal before having the item returned. Upon the second offense, the item can be returned at the end of the first or second semester.

**Addendum: on a trial basis, students in middle school may be allowed to use a kindle, nook, or other approved book reader, specifically during the time allotted for silent reading. Students may not use other apps, games, internet browsers, access digital music, or use the device for any activity other than reading an acceptable text.**

### **Middle School Lockers**

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 returning the lock in working condition at the end of the year.

The school requires that ALL students purchase a lock and 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. Violations of the locker policy may result in the loss of the use of their locker.

**The administration reserves the right to inspect lockers and personal belongings at any time.**

### **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 Noon. 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 12:15 P.M.

### **Distribution of Literature/Information**

Any person or organization must have permission from the Principal **BEFORE** literature/information/goods may be posted or distributed on campus. Students may not sell goods for personal gain.

### **School Representation**

Any person or organization that represents Cathedral Parish School off campus or at a community function must have the written approval of the administration.

### **Baker Act**

Any student who is taken into custody, on or off campus, under the provisions of Florida Statutes (Baker Act), may not return to Cathedral Parish School until or unless the school receives a written statement from a licensed mental health professional stating that the student does not pose a threat to him/herself or to others and until an appropriate school official has the opportunity to consult with the professional who makes such statement.

### **Change of vital information**

For the security of your child, please help us maintain accurate records. *Notify the office if there is any change in phone number, address, work numbers, emergency contact numbers, or legal matters such as custodial status and educational/psychological testing.*  
Please provide this in writing.

### **School closings**

In the event of a possible postponement or closing of school due to emergency or inclement weather, Cathedral Parish School will follow the directives of the St. John's County Public School System.

### **Handbook Amendments**

The principal reserves the right to amend this handbook at any time during the school year.  
Any and all such amendments are effective immediately and apply to all students.  
Any items not specifically referenced in this handbook are at the discretion of the principal.

2011-2012 School Calendar

August	9	Open House – Middle school orientation
	10	First Day of School
September	5	NO SCHOOL- Labor Day
	7	Early Dismissal - faculty meeting
October	5	Early Dismissal - Faculty meeting
	7	End of Quarter 1
	13	Report Cards: Conferences 4pm - 7pm
	14	NO SCHOOL- Conferences 8am – 3 pm
November	2	Early Dismissal – Faculty meeting
	11	NO SCHOOL – Diocesan In-service
	23-27	Thanksgiving Holiday
December	7	Early Dismissal – Faculty Meeting
	12-15	Midterm Exams
	16	Early Dismissal – Christmas Program - End of the 2 <sup>nd</sup> Quarter
	19-1/2	Christmas Holiday
January	3	Classes Resume
	16	NO SCHOOL – MLK Day
	29-2/3	Catholic Schools Week
February	1	Early Dismissal – Faculty Meeting
	20	NO SCHOOL – President’s Day
March	2	Diocesan In-service – Teacher Mass and Awards
	5-16	ITBS
	7	Early Dismissal – Faculty Meeting
	9	End of the 3 <sup>rd</sup> Quarter
	16	Report Cards
April	4-13	Easter Break
	16	Classes resume
	20-22	CPS Festival (Tentative)
	23	NO SCHOOL – (Tentative)
May	2	Field Day (Early Dismissal)
	28	NO SCHOOL – Memorial Day
June	1	Last Day of School

CATHEDRAL  
PARISH  
SCHOOL

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You can find a more detailed calendar on our website:

[www.thecathedralparishschool.org](http://www.thecathedralparishschool.org)

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

**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 2011-2012 Student Handbook and agree to be governed by its contents.

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

\_\_\_\_\_  
Date

***Child Photography Release Form***

Without compensation, I hereby grant permission to Cathedral Parish School and the Catholic Diocese of Saint Augustine to use and reproduce photographs and/or video taken of my child. These photographs may be used for news and editorial purposes in publications and other electronic reproductions (websites and video) and/or brochures. In addition, I grant my permission to alter the same photos without restriction and to copyright the same. I hereby release the photographer, the journalists and the publications or media outlets they represent, as well as, the parish/church and/or school involved, the Bishop of the Diocese of St. Augustine, a corporation sole, the Catholic Diocese of Saint Augustine and all of their employees and agents, from all claims and liability relating to said photographs.

Print family Name \_\_\_\_\_ Parent/legal guardian's Signature: \_\_\_\_\_

*I do not grant Cathedral Parish School with permission to photograph my child:*  
*Parent/legal guardian's signature* \_\_\_\_\_