

CATHEDRAL
PARISH
SCHOOL

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Parent-Student Handbook

2022-23

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

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, providing a high quality Catholic education to our children, in the heart of historic downtown St. Augustine. Our theme this year is “Be the living expression of God’s kindness...” (Mother Teresa).

The Parent-Student Handbook you are reading now is a 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.

Upon registering, you were asked to sign-off on your willingness to follow the handbook regulations upon enrollment to CPS. You were also asked to sign a “photograph release” allowing your child’s picture to appear in our weekly newsletters, yearbook, etc. upon enrollment. If a photograph release is not received, your child may be asked to step out of a picture to honor this request. The Internet Acceptable Use Agreement Policy is found in the school’s parent/student handbook and agreeing to abide by the school handbook regulations also includes following the rules and guidelines set forward within the Internet Acceptable Use Agreement Policy.

We thank you for entrusting your child(ren) to our care. In order for our community to thrive, we need your support of not only all academic endeavors but support for all of our many activities and events. Your monetary support and volunteer hour support make it possible to continue to offer the spiritual and academically rich program that is provided by Cathedral Parish School. We appreciate your personal sacrifice to afford your children a Catholic education. I am personally grateful to have you as a member of the CPS family.

We ask you to read the Cathedral Parish School Parent-Student Handbook carefully. The fruits of the spirit are within all of us...let us be that living expression of God’s kindness!

Blessings to you all,

Deacon Bryan Ott, Principal

General School Information

Cathedral Parish School is a Catholic elementary and middle school serving students in grades VPK-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 (Cathedral Parish, Corpus Christi, Our Lady of Good Counsel, St. Ambrose, St. Anastasia, St. Monica, and San Sebastian). 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

We, the Catholic Community of Cathedral Parish School, believe that...

...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.

...Catholic education is an integral part of the Church's mission to proclaim the gospel message of Jesus, to build faith communities, to celebrate through worship, to experience faith-based traditions, and to serve without distinction.

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

...Student learning is a priority at this school. The opportunity for success is an important component of student learning.

...Students learn in a variety of ways. They are challenged to demonstrate an understanding of essential knowledge and skills with evidence of active problem-solving and quality work ethic.

...A safe and comfortable learning environment promotes learning and success.

...Ongoing evaluation and improvement of the curriculum is crucial to the development of a sound educational program.

...Mutual respect among and between students and staff creates a wholesome learning environment. A healthy learning environment is everyone's responsibility.

...The success of a school is measured by the participation of the stakeholders.

Administration		
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Pastor	Fr. John Tetlow	frjohnstaug@gmail.com
Principal	Deacon Bryan Ott	bott@cpsschool.org

Administrative Staff		
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Admissions Coordinator	Cindy Forgie	cforgie@cpsschool.org
Administrative Assistant	Lisa Verdugo	lverdugo@cpsschool.org
School Counselor	Kyla Salmond	ksalmond@cpsschool.org
Learning Specialist	Lori Hill	lhill@cpsschool.org
Athletic director	Josh Stewart	jstewart@cpsschool.org
After school care director	Lisa Verdugo	lverdugo@cpsschool.org
Maintenance	Chris Rutherford	crutherford@cpsschool.org
Cleaning Crew	Purdy Cleaners	
Cafeteria	Debora Przybycien	dprzybycien@cpsschool.org

School Board			
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Chairperson	Brian Schoonover	PTO President	Meridith Beach
Member	Mary Elizabeth Dunagan	SJA Representative	Chris Williams
Member	Laura Hemelt	Principal VPK Director	Deacon Bryan Ott
Member	Led Morehead	VPK Director	Lesa Manfredo
Member	Erin Dolan	Faculty Representative	Ree Carroll
Member	Ana Brock	Finance Council:	James Whitehouse, Jodi Kotrady-Hatin,
Member	Ricardo Fernandez		Laura Dellbrugge, Fr. John Tetlow, Deacon Bryan Ott

PTO	
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President/Treasurer	Meridith Beach
Vice-President	Mary Elizabeth Dunagan
Secretary	Dani Sowards
Volunteer Coordinator	Taylor Piesco

Pastors of Parishes Served By Cathedral Parish School			
San Sebastian Church	Rev John Gillespie	St. Monica Church	Rev Anthony Bonela,MSFS
St. Ambrose Church	Rev Steven Zehler	Corpus Christi Church	Rev Matthew Ibok
Our Lady of Good Counsel	Rev Guy Noonan	St. Anastasia	Rev Timothy Lindenfelser

Faculty and Staff 2021-22

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

VPK	Tiffany Carres, Danielle Whitehouse (Nichole Akam, Fatima Knoke--Classroom Assistants; Jordan Verdugo, Olga Viotta--Wraparound Care)
Kindergarten	Megan King, Vicky Tibbitts (Laura Inman, Mirona Kaczmarczyk – Assistants)
First Grade	Judy Lawrence, Nichole Poticny (Erin Johnson, Lillia Przybycien, Krista Speidel, Amanda Tomes, Jordan Verdugo – Assistants)
Second Grade	Taylor Piesco (Nichole Akam, Diedre Birkmeyer, Erin Johnson, Krista Speidel, Amanda Tomes – Assistants)
Counselor/Child Study	Kyla Salmond
Learning Specialist	Lori Hill
Library, 7-8 Religion, Drama	Dawn Liberatore
Third Grade	Rebecca Brain, Nancy Clark (Erin Johnson, Lillia Przybycien, Krista Speidel, Amanda Tomes, Jordan Verdugo – Assistants)
Fourth Grade	Kelly Giglio
Fifth Grade	Halley (Alexander) Fingles
6 th Grade Religion	Diedre Birkmeyer, Danielle Whitehouse
Middle School Soc. St.	Holly Faustini
Middle School Literature	Lesia Manfredo
Middle School Math	Elizabeth Altizer, Ree Carroll
Middle School Science, STEM	Rita George
Middle School English	Donna Jean LaPorta
Computer	Jennifer Hesson

Learning Support	Elizabeth Altizer, Diedre Birkmeyer, Danielle Whitehouse
Art/Photography	Danielle Sowards
Music	Laura Russell
Sign Language	Lissette Villadoniga
Physical Education	Josh Stewart
Dance	Miss Cecilia (St. Augustine Dance Academy)
Spanish	Kelly Franco

Hours of Operation

Cathedral Parish school is in session from 7:50 am until 2:50pm (M-T-W-TH-F). Students may report as early as 7:30am and will report directly to the classroom. Any student still on campus at 3:05 who is not participating in a specific extracurricular activity will be sent to after school care.

Charges begin at 3:15pm.

Late Bell: 7:50 am -- Announcements, Prayer, and Pledge 7:50 am

Afternoon announcements and prayer: 1:00 pm -- Dismissal: 2:50pm

Admissions

Open Admission Policy

Cathedral Parish School has an open admission policy. No person, on the grounds of race, color, gender, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

An essential criterion for admission to Cathedral Parish School is the informed acceptance by the student and parents of the fact that the school is Catholic in philosophy and practice. All students must participate in the religious education courses offered for their grade level, participate in the worshipping community while in school, and agree to act in a manner consistent with Christian values (Late arrivals on Mass days unexcused unless a doctor's note is provided). Students and Parents/guardians are expected to cooperate with all administrative and educational policies of the school. Students or Parents/Guardians who do not fully cooperate and/or are disruptive in their actions to such may be asked to withdraw their children from the school.

Acceptance of Students for admission or re-admission will be judged individually and on the basis of past academic records, citizenship, and behavior. Admission may be denied to individuals for any reason deemed appropriate by school authorities, including, but not limited to:

- Students with past disciplinary or academic problems;
- Students who require special services not available at Cathedral Parish School;
- Students whose families fail to meet financial responsibilities.
- Dishonesty or withholding information on application, including failure to disclose information about psychological testing, behavior issues, support plans, etc. This is also grounds for removal of the student after acceptance/attendance.

New students accepted on a conditional or probationary basis based upon their ability to follow the behavioral and academic requirements of CPS.

The final decision for admission and re-admission rests with the Principal and/or Pastor.

Registration requirements and paperwork

- In order to register for Voluntary Pre-Kindergarten/4-year old Program, students must be 4 years of age on or before September 1st. A new law extends VPK eligibility for 4-year olds with birthdays from Feb. 2 through Sept. 1 in a calendar year. Parents can enroll their child in the state's free, voluntary prekindergarten (VPK) education program that year or wait until the following year when the child is 5.
- In order to register for kindergarten students must be 5 years of age on or before September 1st. **This is a state law.**
- To register for first grade, the student must be 6 years of age on or before September 1st 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 application to be processed, the following documents must accompany the registration form:

- 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 certificate if child has made these sacraments.
- Copy of student's last two years report card (+current year) and standardized test score or FCATS for students entering grades 3-8
- 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 1st:

Original State of Florida 680 Immunization Certificate (blue card) – only medical exemptions may be considered (see health information) and must be approved by the diocesan Superintendent's Office.

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. Immunization Form DH 680 must be e-signed by a doctor and uploaded online to Florida Shots prior to July 1st.

Out-of-State Applicants: A Student Physical Examination form HRS #3040, original only, must be presented prior to July 1st. 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 Form DH 680 must be e-signed by a doctor and uploaded online to Florida Shots.

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. Please visit www.virtus.org for class dates and location.

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 simple accommodations for students with designated needs on a conditional basis.

Withdrawal & Transfer of Ownership

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 tuition, fees, service obligations, and fines must be paid in full before final report cards are given and/or records and transcripts sent. Parents will be notified at least 30 days before a transfer of ownership occurs via email.

Financial Policies

Tuition (Catholic Rate): \$7,943.00 -Book & Tech Fees Included (\$600.00)

Non-Catholic Rate: \$ 9,917.00

Registration Fee for returning families is \$175 if paid by the registration deadline. Fee is \$275 post deadline.

New families need to submit a \$175.00 registration fee per student and \$300 tuition deposit.

Textbook/Technology Fees included in tuition amounts to \$600.00 annually. These fees are non-refundable once admitted to the CPS Program.

It is understood and agreed that:

Non-Refundable Fees: * Registration fees are non-refundable. Tuition may be paid in full or be paid monthly through FACTS Tuition Management. No monthly payments will be made through the school office. Monthly payments may be calculated on a ten, eleven, or twelve-month basis, to begin in July, and will be direct debited monthly. Payments made in full, paid directly to Cathedral Parish School, by check or cash, by a specified date in June will receive a 2% reduction. Credit card payments are not eligible to receive 2% discount. If a student withdraws during the school year, tuition and after school care will be payable for a full month. In addition, a \$300 classroom/technology fee and \$300 book fee balance included in tuition will be collected. This amount is spread out over the course of the FACTS schedule of payment the family has set up. These fees are due and payable in full upon withdrawal.

Students that meet the acceptance criteria are accepted for admission to the school regardless of race, sex, color, religion, or country of national origin.

Tuition is collected by FACTS Tuition Management Program

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

- Payment in full, with cash, or check --2% discount (excluding \$600 used for books & materials, etc.) on or before July 1 - credit card not included)
- 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 tuition, fees, service obligations, and fines must be paid in full before final report cards are given to parents and/or records and transcripts sent to another school.

Volunteers

Cathedral Parish School encourages parent involvement on our campus and depends on that involvement for field trips and other events. **The sense of community that distinguishes CPS and the culture of Christian partnership between parents and staff are strengthened through parent involvement.**

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 and a copy of the PGC certificate is presented to the office. You must have a 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 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 Live Scan fingerprinting policy was 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 require adult family members (18 & over) to provide 25 hours of support service each school year. **At least ten (10) support hours must be spent on the Cathedral Parish School Festival** (this does not include the Monday Middle School Clean-up Day). A record of support hours is maintained. Each family will be billed at the rate of \$40.00 per hour for each hour not met. Five of the fifteen hours may be served in your

home parish. In addition, each family is asked to sell and/or purchase three (3) Books of Cathedral Parish School Raffle Tickets. Deadlines for support hours are in May.

Support hours may be spent assisting with any of the School Fundraising Projects (Festival, Golf Tournament, PTO events, 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 follow the direction provided by PTO to record your Volunteer hours.

It is helpful if parents provide total number of volunteer hours that exceed the 25 hours. We like to detail total number of service hours contributed by our families each year for accreditation reports.

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 7:50am. 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. Students should not walk across traffic. VPK (4-year old students) may come as early as 7:30 am. Parents park in a designated area in front of the Middle School Gates and will walk their VPK student to the classroom in the mornings. **VPK drop-off may be moved to the bus ramp on Bridge St. if the Palatka bus does not run this year.**

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 (2:50 pm) – Our dismissal system is divided into two pickup points. St. George Street for Elementary School (**Grades VPK-5 & 6 Siblings**) and Charlotte Street for Middle School (**Grades 6 without siblings and 7-8 & siblings**). [Parents with K-5 students riding with **7-8** 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 3:05 p.m. 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.** **The front office must be notified of any ride changes by 2:00pm unless there is an unplanned emergency.**

St. George Street: This area will be designated pick-up for students in **VPK-5 & 6 Siblings. Grades PK-3** will stand under the walkway by class in their designated area. The first car is to pull forward to the Parish Hall. **VPK cars should pull off to the left side to be able to load children into seatbelts**

without blocking the flow of traffic. No cars will be allowed to wait on St. George Street. Students in Grade(s) 4, 5, and 6 siblings will be standing under the Parish Hall shelter. **These cars will turn right immediately upon passing through the school gates.** Staff members will be available to pull cars forward to load 4th, 5th and 6th graders. Cars, which cannot fit into the pick-up lane on St. George Street without blocking traffic, will be required to circle the block – or pull over. 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. For the safety of all of our families, parents are not allowed to park in the center of the parking lot and walk their students to their cars without permission from the administration (for things such as teacher conferences and other scheduled events approved by the administration).

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. For the safety of all of our families, 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. Parents are to write their family name and student(s)' names and grade level on an 8 X 11 ½ inch sheet of paper and place in the driver's window (please use dark marker).

Rainy Day Pick-up - When There Are No Electrical Storms. Parents enter from Charlotte Street for middle school students, siblings & VPK. Students will be standing under cover outside the downstairs classrooms. Parents are to follow regular pick up procedures.

Rainy Day Pick-up – When there are electrical storms.

Parents entering from Charlotte Street for middle school students, siblings & VPK. Students will be waiting inside the downstairs classrooms. Parents are to follow regular pick up procedures. Please be patient as this process will add a few minutes.

Parents entering from St. George Street for K-5 & VPK Siblings. Students will be waiting in the hallways behind the office. Please be patient as we work to safely load each vehicle.

Drive Courteously. Drive Slowly. Please do not use your cell phone in any area designated for pick-up or drop-off. Please do not pass vehicles on St. George Street...they may have pulled over to wait to enter the parking lot...you are “skipping line!”

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.

Regular school attendance is a necessary part of a student’s education, and it is closely related to student learning and academic success. Excessive absences impair a student’s educational progress and may, at the principal’s discretion, impact whether the student passes or fails a grade. Students will be considered absent when they miss 50% of their school day (3 ½ hours).

It is the parent’s/guardian’s responsibility to contact the school if their child will be absent and to state the reason for the absence. Students returning to school from an absence are required to present a written explanatory excuse from their parent(s) or legal guardian stating the cause for the absence. Failure to provide a note will result in an automatic unexcused absence. A physician’s note is needed when the student (1) has been absent for three or more consecutive days, (2) has had surgery, (3) is returning to school after hospitalization, (4) has been under a doctor’s care for a significant illness, or (5) is returning to school after being excluded because of a communicable disease.

Excused absences include the following: (1) illness or injury of the student; (2) serious illness or death in the student’s family; (3) scheduled doctor or dentist appointment; (4) special events such as family weddings, important public functions, etc., which require permission from the principal at least five days in advance; (5) required court appearance or supervised visitation; and (6) having or being suspected of having a communicable disease or infestation, including, but not limited to COVID-19, head lice, ringworm, impetigo, and scabies.

Unexcused absences include but are not limited to the following: (1) pleasure trips); (2) suspension from school; (3) truancy; or (4) other avoidable absences that are not on the “excused absences” list. Students with more than 8 unexcused absences in any given class within a quarter risk receiving a failing grade for that quarter. The principal can waive this policy in extreme circumstances. Missed work due to unexcused absence during the last 5 days of the quarter will be recorded as a “0”.

A student with 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-calendar day period shall be referred to the principal for a conference to be held with the student, his or her parent(s) or legal guardian, and the school administration.

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, especially if he/she was informed of the test date in advance and present for the coverage of all material on the test. 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.

1. A student may not attend a practice or game the day of a school absence. A student arriving late must report to school by 11:20am in order to be eligible for practice athletic competition. Extraordinary circumstances will be considered by the principal, but contact must be made by the parent prior to the event.
2. 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 and work is missed, this is considered an unexcused absence (families may appeal to the principal when extenuating circumstances occur). Please do not schedule vacations during Terra Nova testing periods or midterm/final exams. If the Terra Nova is missed because of an unexcused absence or because the family is on vacation, the student will be unable to make-up the Terra Nova Tests. If a Mid-Term or Final is missed due to an unexcused absence, the student will be assigned a "0" for the mid-term/final (this equates to 10% of student's grade). Due to time constraints and determination of awards, we are unable to extend the testing schedule for mid-term and finals. Should an emergency or death in the family occur, the student **may** be exempt from finals and the grade prior to the final exam (quarter grade) will stand for honors recognition.

Tardiness and Early Dismissal

Students should arrive a few minutes early to get prepared for the day. School begins promptly at 7:50 a.m. Students arriving after 7:50 am must report to the office for a tardy slip and then report to the classroom. Please make every effort to bring your student(s) to school on time; tardiness can lead to disruptions of classroom routine and to the student being disorganized for the remainder of the day.

Tardy students are to report to the school office before going to class. If your child is tardy five (5) or more times during a marking period it is considered excessive. **Communication with parents and consequences for tardies for elementary school students will be handled by the teacher.**

Middle school students will receive an after-school detention until 3:30pm for the 5th tardy in a quarter. This detention takes priority over all sports practices and games and would be re-scheduled only with a documented medical absence/appointment. If a student misses the after-school detention, he/she will have to serve 2 such detentions. If either of those are missed, a \$25 fee will be assessed to the parents for each detention missed. For the 6th tardy in a quarter and all subsequent tardies in a quarter, the student will attend a 7:00am detention and the parents will be assessed a \$25 fee. If a student arrives late to the 7am detention, it does not count and the student must serve the detention the following day. If the student misses the 7am detention, he/she will be assessed two 7am detentions with the parents assessed a \$25 fee for each. Please help us teach our students to take responsibility for themselves.

Students will not be released from school after 1:30 p.m. unless they have a doctor's / dentist's appointment (doctor's note required upon return to school the next day. Withdrawals after 1:30 are very disruptive to school routine.

Middle School Exams

Midterm and Final exams must be taken when scheduled. The school must 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 (failure to notify school office) a grade of zero will be given. The principal may exercise discretion to waive or reduce this consequence if circumstances merit. If there is an extreme emergency or death in the family, you may be exempt from the exams. Please note due to the limited amount of time to determine honors status, the grade prior to the missed mid/term or final will be used to determine honors status. Approval to miss school on an exam day for an important family event such as a wedding must be granted in advance by the principal with the parent providing written documentation of the event. If possible, travel plans should be made around the exam schedule.

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 8th 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. Testing day is a school attendance day. Level II disciplinary referrals during the fourth quarter may result in the loss of the exemption. See Attendance Policy for details.

Academic Policies	
Grading scale for grades in grades 3-8	Grading scale for grades K-2
A 90-100	S Student is proficient in meeting grade-level skills
B 80-89	N Student shows a developing understanding of skills, assistance is required
C 70-79	U Student shows little understanding of the skills, cannot complete task independently
D 60-69	Skills: Proficient, Developing Proficiency, Emerging Proficiency, Insufficient Proficiency
F 0-59	

No student can receive a grade higher than 100.

Enrichments in the Elementary School will be Graded as "S – N – U". Middle School Enrichments will be Graded "A-B-C-D-F".

Skills explanation for grades 3-8

4 means the student exceeds grade-level expectations. The student shows initiative, challenges him/herself, and demonstrates this knowledge at school. A 4 is difficult to achieve.

3 means the student meets grade-level expectations. A 3 is something to be celebrated.

2 means the student has basic understanding and is working towards grade-level expectations. Assistance is required to meet this standard.

1 means the student is lacking understanding and does not meet grade-level expectations.

Report cards, interims, and Parent Portals: Cathedral Parish School will issue four report cards (one at the end of each quarter, grades 1-8), four digital interim reports (one at the midpoint of each quarter) and teachers in grades who use electronic gradebooks will update the parent portal on a regular basis.

Service Hours

Service Hours are required for students in grades 6, 7, 8. (Service hours are designed as a requirement to help students understand the importance of serving others within our community). Service hours within your family may not be included in the total hours submitted. The sixth grade will complete 10 hours every year (due date-May 1st). The seventh grade will complete 15 hours every year, half of these must be completed at the end of the first semester (due date-December 1st—last half by May 1st). The eighth grade will complete 20 hours--half of these must be completed before Confirmation (last 10 hours are due by May 1st). Before attendance of end-of-year activities and before 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. All service hours are to be turned in on the Service Hour Form to your Religion teacher. Hours worked must be signed-off by the person(s) overseeing the service hours completed. Students with the highest number of completed service hours at the end of the school year will be recognized at the end-of-year award presentations.

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. Individual teachers will provide the student and parents with an explanation for how homework will be evaluated and a timeline for handing in homework.

- 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 within this period will be given a zero grade, unless there are extenuating circumstance (completion of homework enhances the student(s) classroom participation and comprehension of lesson presented). 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 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.
- Middle School students should defer to classroom “buddy” to obtain missed assignments. **Students may also consult the Learning Management System or contact the teacher directly to obtain missed assignments due to an excused absence.**

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.

Assignment Posting Policy for Middle School Students @ CP

Middle School teachers all adhere to the policy that the students must use their planners. Impromptu and unforeseen events that could interrupt class time may cause posted tests and quizzes to change. The student planner is the most accurate source of daily assignments. Planners provide the student with an extremely valuable opportunity to be responsible for their school work requirements and deadlines as well as the ability to practice important life skills for high school and beyond. The middle school teachers feel that the use of the planners helps place our students on a path for future success.

Missing Homework Policy for Middle School Students @ CPS

- The teacher may choose to send a student to the office for a working lunch to complete any missing homework assignment. Homework is meant to reinforce the daily lesson and is essential to a student's success in the classroom.
- Each time a student accumulates three (3) missing homework assignments for a class, the teacher will issue a demerit to be recorded on the Academic Notice Form and forward a copy of the Academic Notice to the Principal.
- When the Principal has received confirmation of three (3) demerits (nine (9) missing homework assignments), whether the missing homework is from three different teachers issuing the demerits or the same teacher(s) issuing the demerits, the student will be assigned an Academic Appointment (after school).
- When the Principal has received confirmation of five (5) demerits (fifteen -15 missing homework assignments), the student will be assigned an In-School Academic Appointment (all day) to make up missing assignments. Any tests or quizzes given on this day may be taken during the student's Academic Appointment. A student "buddy" will be assigned to take class notes for the student and will provide these notes to the student prior to his leaving school for the day. Any homework assigned on this day will be due the following day. Homework grades that are made up on this day, will remain a "zero". Students assigned In-School Academic Appointments will be ineligible to participate in sports practices or games on this day.

The administration reserves the right to restrict the student from participating in field trips and activities due to an excessive number of assignments missed during a semester. Second semester, students will be allowed to begin the semester with "0" demerits.

Bring Your Own Device (BYOD)

Bring your own device (BYOD) refers to a technology model which allows students to bring a personally owned device to school for the purpose of learning. For the purpose of our CPS BYOD initiative, a personally owned device is a device brought into the school and owned by the student's family.

Acceptable Wi-fi capable devices include:

- Chromebooks – (used at St. Joseph Academy)
- Laptop computers running windows OS (Apple Devices are not compatible with Network)
- Students may not use devices such as iPhones, iPod touch, android smartphones, etc.

BYOD Expectations:

CPS will allow student owned devices in the middle school classrooms for the purposes of learning. A Wi-Fi network has been created for all student devices that will allow connection to the internet via the school's web filter. Use of a 3G or 4G LTE connection is strictly prohibited.

Devices may be utilized for note taking/word processing, accessing textbooks, use of educational apps, research for school related assignments, and other activities as authorized by the teacher.

Use of the device will be allowed in the classroom if:

- The activity is directly related to the students educational activities;
- The device usage has been approved by the classroom teacher

Devices are not to be used in the following areas: (unless authorized for an educational purpose)

- Parish Hall at lunch
- Restrooms
- Locker rooms
- Hallways between classes
- Dismissal

Some student textbooks will be available via the internet as one year web subscriptions. CPS will provide the log in information necessary for students to access the sites. In some cases the digital textbook will only be accessible when an internet connection is available. Where applicable, teachers will have hard copies of the textbooks available in the classroom. The ever changing nature of technology requires that we continue to grow and be flexible as we move through this process. The policies herein may be changed or adjusted as deemed necessary by the school.

Important Information for students-

- Students not following the guidelines may have their devices confiscated for parents to pick up in the school office.
- Students having their equipment confiscated three times may forfeit their ability to bring their own device to school.
- Students are not allowed to take pictures of other students or the staff unless part of school projects approved beforehand by a staff member.
- No pictures or information in the school is to be used outside of school on social networking or similar websites.

- The student assumes total responsibility for bringing such devices to school, including loss or damage that may result to the device.
- The school shall not be liable for the loss, damage or misuse of any electronic device brought to school.
- The classroom teacher will have the final say regarding the use of personal devices in the classroom.
- Recording of teachers, administration, students is allowed only with express permission of the classroom teacher.
- You may review the full BYOD Frequently Asked Questions (FAQ) on our website.

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 on 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/or 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. Should a student need to repeat a grade level in 6-8, another school setting will need to be selected. 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 no more than 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 be "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 (Florida Virtual School Summer School is Acceptable)

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.

Any student failing three major subjects will fail for the year. Additional coursework is not an option.

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 meet the behavioral classroom requirements and receive (core subjects) 90-100 for the "A" Honor Roll and 80-100 for the "A-B" Honor Roll. For all Enrichment courses (Spanish, Computer, Art, Music, Sign Language, Library, P.E.) students must maintain a "S" or "C" average in order to be considered for Honor Roll Status and maintain good discipline. Discipline Referrals and In-School Academic Appointments and/or In-School Suspensions will eliminate a student(s) eligibility for Honor Roll.

Diocesan Guidelines for Middle School Math Placement—No Exceptions (STUDENTS MUST MEET THE CRITERIA)

		Textbook
Math-6	Course I 6 th Grade Objectives	GO Math 6
Math-7	Course II 7 th Grade Objectives + Pre-Algebra Objectives	GO Math 7
Math 8 Math -Algebra I	Course III 8 th Grade Objectives + Pre-Algebra Completion Course 4 Algebra I Completion	Glencoe-2Yr Pre-Alg/Alg Program Glencoe Algebra I Program

Algebra I Criteria

Math Terra Nova Score: 85%

Math year end average: 90%

Math final exam: 85%

Teacher Recommendation

The goal of diocesan schools is to have students complete high school algebra in the 8th grade or be prepared for high school algebra course in grade nine. Cathedral Parish School will be dividing math classes in grades 6-7-8 in order to provide a smaller classroom environment and more individualized instruction.

If a student falls below any of the set requirements for his/her math placement at any time during the school year, administration will have the flexibility to reassign the student's math placement.

Completing Algebra 1 at the elementary level does not automatically place a student in an honors level course in high school. If students do not pass the End of Course Exam (EOC), they will be required to repeat Algebra 1 in high school. The EOC is administered by the high schools in the summer and is NOT the Diocesan Final Algebra 1 Exam. Students will have to meet the requirements of high school honor course placement.

NOTE: If a student takes Algebra I at the 8th Grade level, they may still be required to take four math courses in high school.

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 national office of NJHS and have been revised to meet our local chapter needs.

- Students are selected to be members by the Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty or our school each year.
- Students having finished seventh grade at Cathedral Parish School, with at least the last two semesters being completed at Cathedral Parish 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 are notified regarding selection or non-selection by the chapter advisor.
- Honor code violations in grades 7 or 8 may make a student ineligible for induction.
- Outstanding Academic Achievement includes the completion of homework in a timely manner. Academic Appointments will preclude membership into the NJHS.
- Good Behavior in class is a requirement. Discipline referrals related to behavior and in-school suspensions preclude membership.
- 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 in the elementary. Color-coding each subject helps students develop a filing system.

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

Middle - Each middle school student is asked to purchase either a 2 or 3 inch binder (the zip-up binders seem to maintain their integrity for a longer period of time). In addition to the binder, students should purchase a pack of 8 plastic page dividers *with pockets AND write on tabs*.

Elementary – Grades 3rd through 5th: 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.

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 in 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 phone number and email. Please read school communiqués, classroom packets, and calendars to stay informed. Contact the office if you fail to receive necessary information. You can also keep up with us on some social media formats.

HALO

The principal will release weekly updates with pertinent calendar and school information, as well as special expanded editions of the school newsletter.

Parent Alert is a tool for notification of emergencies and communication with the parent. Messages will be sent via telephone, cell phone, and email in any combination. A.P. Notify is an effective way to keep everyone informed of closings and emergencies. If you miss a phone call from the alert system, please listen to the message. This will alleviate a high volume of phone calls to the school office.

School Directory (Internal Use Only)

Every year, Cathedral Parish School provides parent directory information, including personal email addresses, in the Family Portal of FACTS SIS. This information is to be used for school-related communication only. The misuse of family information found in the directory is prohibited. It is not the intent of , Cathedral Parish School to allow other individuals—parents, relatives, parishioners, local businesses, etc.—to mass email or make use of the directory-provided information for anything other than school purposes. While directory information is considered public record, the sole reason we collect e-mail information is to provide parents academic information, notify them in the event of an emergency, or to send them important reminders. Parents, relatives, parishioners, local businesses and others may not utilize the directory for mass mailings, solicitation, advertising, etc.

Communicating Concerns

To address an issue or concern, a parent or student must follow the procedure stated below, keeping in mind that the issue should first be discussed with the person(s) most directly involved.

- Step One: Classroom teacher or Coach (The Principal will require this step before addressing issues or concerns).
- Step Two: Principal
- Step Three: Pastor of Cathedral

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 OR SCHOOL COUNSELOR ON THEIR CELL PHONE AT HIS/HER HOME. Should you need to contact a teacher via telephone, please call the school office and leave a message with the Administrative Assistant or on the teacher's voicemail.

Concerns about Teachers/Staff: These matters must be addressed with the school Principal. Please do not contact the School Counselor regarding teacher/staff related concerns.

Emails to Teachers: Students may only use emails to obtain information regarding class assignments. No personal email communications, please. Questions regarding grades, behavior, etc. should be handled via parent/teacher conference. 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 at any time 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.

Recording of Voice & Pictures: Parents/Students may not record voice or take pictures of students, staff and administration without obtaining permission from the classroom teacher or administration.

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). Medical exemptions will be considered if substantial evidence from a qualified medical professional is presented, which indicates that vaccination would present a serious health risk because of conditions such as allergies, immunodeficiency, or neurological disorders. School authorities may request a second opinion from a medical professional of the school's selection. If a parent refuses to cooperate in obtaining a second opinion, the medical exemption request will be presumed to have been withdrawn. The granting of a medical exemption presumes that a determination has been made by school authorities that admission of the child without a vaccination (for medical reasons) would not constitute a health risk to the school community under the circumstances.

Religious exemptions will not be accepted: In that regard, there is nothing in the teachings of the Church regarding matters of faith and morals which could be the basis for a religious exemption. Such an exemption based upon religious beliefs could not, therefore, be legitimately recognized in a Catholic school. Nor could an exemption based upon sincerely or strongly held views against immunization (conscientious objection) be recognized, when weighed against the great public health danger which immunizations protect against.

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 online.

-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 by 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.

Medical Emergencies:

Parents are called for all medical emergencies and are encouraged to take the child to a doctor or hospital for immediate help. The teachers, administration, and staff are not diagnosticians. Emergency personnel (911) will be called prior to parents being notified, if necessary. If a child is injured, parents will be notified according to the numbers listed on the Emergency Cards kept in the front office. It is absolutely essential, for the safety of your child, that contact information be kept current.

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 for those without insurance for their children. When an accident is reported, the parent has 30 days to submit the paperwork.

Individual Medical emergency plans:

Individual emergency care plans for students with diabetes, asthma, known food or insect allergies, etc. should be submitted to the school by parents. These plans will be kept in the main office and teachers will be made aware of pertinent medical conditions.

Accidents:

In cases of minor scrapes or abrasions, the injury may be washed with soap and water, ice may be applied, and we may share band-aids. Parents will be notified when necessary.

Illness: Families are asked to continue to keep your child home if they are ill, have a fever, rash, eye discharge or flu-like symptoms.

For the protection of your child, other students, faculty, and staff, your child will not be allowed to attend/remain in school if he/she displays such symptoms. **Students must be fever-free for at least 24 hours before returning to school.**

After school Care Program

The program is available to Cathedral Parish School students in grades Kindergarten through grade 8.

ALL balances must be paid in full each Friday. Families have the option of paying monthly but they must notify After School of this request. Your student may be denied attendance 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.

Registration fee for each child is \$35.00 per year. The fee is non-refundable.

After School Program Tuition			
	One Child	Two Children	Third Child
One Day	\$12.00	+\$8 = \$20.00	+\$4 = \$24.00
Two Days	\$24.00	+\$16 = \$40.00	+\$8 = \$48.00
Three Days	\$36.00	+\$24 = \$60.00	+\$12 = \$72.00
Four Days	\$48.00	+\$32 = \$80.00	+\$16 = \$96.00
Five Days	\$60.00	+\$40 = \$100.00	+\$20 = \$120.00

Late Fees: Late pick-ups after 6 p.m. will be charged an overtime rate of \$10 for the first 5 minutes and \$1 per minute there-after. 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 2:50-6:00 p.m. daily. The program will NOT be open on days when Cathedral Parish School is not in session AND on the last day of school before a holiday break. 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). Students will turn in their cell phones at this time. At 3:15, 4th -8th grade students will proceed inside to begin homework. At 3:35, the remainder of students will proceed to the After School room to begin homework. After School teachers will assist the students with their homework, but it is 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 a drink. After snacktime, 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). **Students can be reached by calling the After Care phone.**

Students may NOT use their cell phones during After School. The After School has a phone, which may be used should a student need to contact a parent. The first time a student is caught using their cell phone, it will be taken away and given to the principal, per school rules. Parents may pick up the phone from the principal as early as the following morning. Upon the second offense, the parent must again meet with the Principal to have the phone returned and the student will receive 1 demerit and a 30 minute detention after school. The student will complete a reflection sheet while attending the detention. The detention will be within 5 school days of the infraction and takes precedence over any athletic practices or games.

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

Registration forms and additional information is available in the school office.

Athletics

Athletic Rules of Eligibility (Academic)

Our teams are members of the Catholic Grade School Conference. Student-athletes are students first. Sports provide a wonderful opportunity for students to learn valuable life lessons, but academics come first.

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, Literature, English, Spanish, PE, and Media Research.

- If an athlete/cheerleader is absent on game day for illness, the student will be ineligible to play on the game day. (Must report to school by 11:20 a.m. of the school day to be eligible to play).
- **If a student receives a demerit for disrespect to an authority figure/student or an in-school academic appointment, the coach will be notified and the student may not participate in an upcoming game at the principal's discretion.**
- 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) meet the rules of eligibility.
- A student may not receive conduct grades below an S at evaluations, if applicable.

- All middle school students shall be given equal opportunities to try-out 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/she is repeating.

Sports Teams

Each member of a sports team is required to pay a \$30.00 participation fee for the season.

The volleyball and girls' softball teams will have early release on days that matches are away (times noted on their schedule). 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. Coaches may NOT transport students to and from games or practices—Diocesan Policy.

Team and Physical Participation Form

All athletes 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, 2019. 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. This is a supplemental insurance for those families without insurance coverage.

<h2>CODE OF CONDUCT FOR CATHEDRAL PARISH SCHOOL</h2>

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 Media Research objectives will cover these concepts, but CPS also encourages families to review websites like 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

<u>Personal and Social Responsibility</u> <u>ANTI-</u> <u>BULLYING POLICY</u>
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We believe that our Discipline and Anti-Bullying Policy is closely linked with our school mission statement and the teachings of the Catholic Church, which calls us to "treat others as Jesus would and put Christ first in all we do." We work to promote positive, respectful, secure, and healthy environments in which students can prosper and learn. Based on our philosophy that Cathedral Parish School has been established to provide an environment of faith, which brings all of life together within the grace and love of God, we have established the anti-bullying policy set forth. We define bullying as an act which:

1. Repeatedly hurts another individual either-
 - a. Physically -such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something, etc.;
 - b. Verbally -such as teasing, name-calling, sarcasm, threatening, spreading rumors, etc.;
 - c. Indirectly -such as excluding, being mean, tormenting, using hurtful gestures, making or writing hurtful comments, etc., including through the use of technology such as cyber bullying (using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites, etc.);
2. Is deliberate and sustained
3. Is intended to isolate, hurt, or humiliate another individual
4. Is unprovoked.

The following steps may be taken when dealing with bullying incidents:

1. Isolated or initial incidents of inappropriate behavior, witnessed by the teacher, will be handled by the teacher at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Students will be placed on the grade appropriate personal and social responsibility rubric and may be required to reflect on their behavior using the "think about it" form. The "think about

it” form is designed to provide students with an opportunity to take responsibility for their actions and reflect on their choices. Copies of their reflections may be made available to parents.

2. Incidents reported by a student or parent to the teacher, counselor, or principal will be investigated; after which students will be disciplined based on the personal and social responsibility rubric. Parents will be notified of expressed concerns.

*The personal and social responsibility rubric referenced above is designed to provide consistent, predictable, and escalating consequences for inappropriate actions.

*Whenever possible any incidents which may constitute bullying should be reported immediately to the classroom teacher.

3. If the bullying behavior does not cease after the student has been disciplined, a mandatory parent conference will be called to discuss the students’ continued enrollment at Cathedral Parish School.
4. If a report of bullying, harassment, or inappropriate use of internet stems from something that occurred outside of the school setting, the school has an obligation to alert the parents of the students involved. The school will only become involved if gossip and/or harassment occurs within the school setting stemming from the incident. In these cases, the student faces potential suspension or expulsion.

Teachers and Staff of Cathedral Parish School will:

- Promote positive environments in their classrooms, using Gospel Values and positive behavioral programs (i.e. Bucket Fillers)
- Encourage all students to refrain from bullying behavior, and encourage reporting of any bullying behavior they witness.
- Remain alert to signs of bullying and investigate all reports.
- Offer support and encouragement to students being bullied or teased, including notifying the parents, principal and other support staff as needed.

Students of Cathedral Parish School should:

- Treat others with the kindness, respect, and dignity that is expected of all Catholic school students.
- Report incidents of bullying (in any of the forms listed above) you experience or witness to a teacher immediately.
- Whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior. Remember that to stand by silently while someone else is being picked on can be as hurtful as joining in. We need to become advocates for our peers.

Parents of Cathedral Parish School students should:

- Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the principal or assistant principal.
- Support the school's anti-bullying policy and actively encourage their child to avoid any bullying behavior.
- Observe and listen to child and take their feelings and concerns seriously.

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.

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.

Harassment and Discrimination

Cathedral Parish School is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of St. Augustine. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

CODE OF CONDUCT

The Code of Conduct for grades K-8 is divided into 3 levels. While discipline is often administered in a progressive fashion (with the consequences becoming more severe with each repeated offense), more serious offenses (Level 2 and 3 offenses) typically merit more severe consequences even if it is a first offense. The offenses and disciplinary actions are as follows:

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

Irreverence during classroom prayer

Gum Chewing

Eating candy or food in classroom without permission

Running

Gossip

Not following directions

Unprepared for class

Violation of classroom rules

Skiping class

Dress code violation

Tardiness (see Excessive Tardy section in handbook)

Disrupting class

Computer violation

Littering

Sale of Unapproved goods

Defacing or destruction of another student's property

Inappropriate behavior in lunchroom, bathroom, locker room or hallway

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

Level – 1 Disciplinary Action

Verbal reprimand or Silent Lunch

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. Loss of Extra-Curricular Activities

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**
- **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 or Silent Lunch**
- **Financial responsibility/restitution**
- **Removal of student for remainder of day (maximum 75% grade on all missed work, including tests)**

- Detention
- In or out of school suspension (**maximum 75% grade on all missed work, including tests**)
- Parent notification and/or conference
- Loss of Extra Curricular Activities
- 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, Vape Pens, 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 (**maximum 75% grade on all missed work, including tests**)
- Detention
- Suspension (**maximum 75% grade on all missed work, including tests**)
- Expulsion
- Parent conference
- Guidance counselor or intervention
- Financial responsibility/restitution
- Loss of Extra Curricular Activities & Participation in Graduation Exercises

Disciplinary Consequences (Behavior)

Receiving and returning referrals

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

Demerits for Grades 5-8 only-Behavior

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 <u>or</u> two silent lunches
3 Demerits	1 hour detention after school with the homeroom teacher
5 Demerits	in or out of school suspension- Maximum 75% grade on all class work, homework, and tests

Detention/Work Detail

Detention may be given for any 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 with the Principal. 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 the following week. 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. Students serving a suspension during the 4th Quarter will lose the privilege of attending one or more graduation activities. **A student who is suspended may earn a maximum of 75% of the possible grade points for all assignments given during the suspension, including tests. The student has one day following the first day back in school to make up any missed work regardless of the length of the suspension (students should work on assignments at home or in the front office during the suspension) and should be prepared to take any missed tests on the first day following the suspension, assuming the student has access to all materials necessary to prepare for the test.**

Uniform Dress Code

The Sports Corner is the official distributor for CPS uniform items. All students in Grades K-8 will wear their PE uniform to school on PE days.

Boys and Girls

Shirts: Blue or 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.

Sweaters/Outerwear: Navy fleece jacket, or gray sweatshirt, with CPS logo. Sports sweatshirts may be worn by team members 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 by the principal during winter under extreme cold conditions.

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

Boys Shoes: Black or brown dress oxford, tie or Velcro, or Penny Loafer, in addition to a Sperry/top-sider style shoe with no embellishments or designs (tan, brown, navy—no canvas Sperrys). **Girl's Shoes:** Mary Janes, black dress oxford, tie or Velcro, or Penny Loafer, or Sperry/top-sider style shoe with no embellishments or designs (tan, brown, navy—no canvas Sperrys). No ballet shoes. All shoes 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 nonmarking soles.

Pants and Shorts (girls and boys): Khaki or navy blue uniform dress pants and shorts are to be worn on the waist. Black or brown belts are to be worn with pants unless a non-uniform day is given. Stylized buckles are not allowed. Kindergarteners are not required to wear a belt. (Navy Blue pants will be phased out over the next 1-2 years, with Khaki becoming the official pant color.)

*****SHORTS & P.E. UNIFORMS MAY BE WORN ON MASS DAYS*****

Girls only: Regulation Uniform Jumper Grades K-4; Regulation Uniform Skirt Grades 5-8. Skirts may not be rolled at the waist. Note: Hem length is to be two inches above the top of the kneecap. Shorts, pants and skirts are to be worn on the waist. Navy blue or flesh colored tights may be worn on cold days.

Phys. Ed: Navy blue gym shorts with CPS Logo (mesh-no exceptions) and plain navy sweatpants on cold days purchased from Sports Corner only. Blue T-Shirts with school emblem and CPS gray sweatshirt on cold days purchased from Sports Corner only. (Students come to school in P.E.

Uniform on P.E. Days.)

Hair: **Boys:** Must be kept neat and above the collar, eyebrows, and ears. **No pony tails.** No fad haircuts, such as, but not limited to, razor cuts, Mohawk type, or rat tails are permitted in any grade. Hair must be students' natural color. No facial hair. **Girls:** Girls' hair **must be their natural color and stylized in a way that is non-distracting and free of excessive fashion accessories.** Hair Accessories: Solid blue, white, yellow, or plaid uniform color ribbon. Scrunchies, barrettes, or headbands may be worn.

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

Fingernails: No fake fingernails are permitted for students – this includes acrylic nails and press on nails. No nail polish of any color is permitted (nail polish remover available in school office). 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, lipstick, lip gloss, eye make-up and blush. (Make-up wipes are available in the school office for students not following this policy).

Dress Code for 8th Grade Picture Days, Dances and Special Events:

Students should always dress in a way that reflects their God-given beauty and dignity. Modesty is a Christian virtue through which we witness to the world that our primary value comes from our character and identity as God's precious and beautiful children, not from our dress or exterior appearance. Our bodies are temples of God's Holy Spirit and should be respected by ourselves and others.

1. No strapless dresses, or spaghetti straps (Use the 4-finger rule when wearing sleeveless dresses).
2. No tank tops, bare midriff, **or shirts/dresses with plunging necklines**
3. **No t-shirts for 8th grade picture day.**
4. No jeans or jean skirts for picture day; Jeans will be allowed for dances—no skin tight jeans, no holes or patches—(school uniforms available in lost and found for those students choosing to wear inappropriate attire.)
5. Skirts must follow the uniform skirt length
6. No shorts
7. No flip-flops
8. Students must change into PE uniform if PE is scheduled for a Non-uniform day or it will affect their grades.

Dress Code for Jeans Days or Other Non-Uniform Days:

1. Jeans must be blue or denim (no jean skirts, leggings, or jeans that are too tight...students will be required to call home for appropriate style jeans, if necessary). Parents are asked to monitor jeans and use good discretion regarding what would be considered appropriate.
2. No rips in jeans
3. Jeans day t-shirts: CPS sport shirts, P.E. shirts, saintly character shirts, approved club shirts, and Cathedral festival/Oyster Roast shirts are allowed. (no non-school related t-shirts) as well as the regular school polo.
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.

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, altar serving at the Cathedral, prayer services or other religious ceremonies and to the Sisters of St. Joseph Motherhouse 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. Parent chaperones must be cleared in order to participate.
- 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. If middle school students have excessive zero's on homework, they may lose the privilege of attending the field trip and may have to stay behind at school and complete missed assignments as well as a report covering the topic of the field trip.

CHAPERONES FOR FIELD TRIPS: Younger siblings will be unable to join in the fun on a field trip. Chaperones have signed up to monitor and supervise students and their attention should be solely focused upon this role. Only those chaperones assigned by classroom teachers are able to attend the field trip.

School Masses and Religious Curriculum

- All students, Catholic and non-Catholic, participate in religion classes and in the weekly liturgies.
- Non-Catholic students may go up to receive a blessing at communion, simply by folding their hands across their chest.
- VPK, Kindergarten and Grade One does not attend the weekly Mass.
- NO CHILD IS EXEMPT FROM RELIGION CLASSES OR LITURGIES. NO EXCEPTIONS WILL BE MADE.
- Catholic parents are encouraged to see that their children attend Mass on Saturday evening or Sunday.
- School Masses are Wednesday at 8:30 a.m. The office will be closed during Mass.
- Tardy students may be dropped off at the Cathedral on Mass days... please check in with teacher.

Lunch

The lunchroom Staff will provide lunches to our students through Myfooddays.com. Menus are on the school web site. The cost of lunch varies per day. Parents will need to go on-line to pay for lunches. Students may not charge lunches. If a student forgets their lunch, the lunchroom coordinator will be able to provide a lunch for your child(ren) and your account will be charged accordingly. CPS does not allow the inclusion of sodas with lunches.

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. The school may conduct lice checks during the school year.

Parties

Homeroom parents may plan seasonal classroom parties with the classroom teacher. Correspondence to parents regarding these events should be approved by the teacher or the main office. During the COVID crisis, parents may not deliver treats for birthdays, etc. Birthday invitations may not be given out in the classroom unless the entire class or all the boys/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. Lost items with no name will be placed in the lost and found outside the gym entrance.

Use of Phone

The office telephone may be used by students ONLY when absolutely necessary, i.e. sickness, unexpected change of schedule, etc. Students may not call for forgotten items or to make social plans. Cell phones brought to school must be turned off. No exceptions. Phones will be confiscated and kept in the school office until parents can make arrangements to pick up the cell phone.

Bicycles

Students are allowed to ride their bicycles to school and lock them to the bike rack. While on campus the bikes should be walked and students must wear a helmet at all time

NON BYOD - Cell Phones/Electronic Devices

Cell phones and electronic devices (games, iPods, mp3 players, CD players, radios, headsets, Smart watches 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 parent must again meet with the Principal to have the phone returned and the student will receive 1 demerit and a 30 minute detention after school. The student will complete a reflection sheet while attending the detention. The detention will be within 5 school days of the infraction and takes precedence over any athletic practices or games.

Students in middle school will use an approved laptop, tablet or Chromebook in the classroom for educational purposes under the BYOD policy. Students may not use other apps, games, access digital music, or use the device for any activity other than reading an acceptable text or completing research as determined by the teacher. Keep in mind this policy is subject to development. All students bringing a device on campus must sign a waiver and policy statement.

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.

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

Faculty Meetings will take place on selected Wednesdays after school, on designated half days and after school when important matters arise.

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. CPS severely limits circumstances of advertising for third parties.

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.

Custody Situations

It is the responsibility of the parents/legal guardians to notify the school in writing about custody issues or changes affecting children at CPS.

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 Diocese of St. Augustine. School closings will be posted on the diocesan website @www.dosafl.com

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 and the interpretation of all school policies and procedures are at the discretion of the principal.

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, 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.

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 does 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 fallowed 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 12th 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. (See Bullying Page 31 for incidents reported occurring outside of school setting)

Reporting Alleged Misconduct of School Personnel

All employees and agents of a public school district, charter school or private school have an obligation and legal responsibility to report misconduct by instructional personnel and school administrators which affects the health, safety or welfare of a student. If someone tells you about misconduct, be a Leader: Listen, Evaluate, Act Immediately, Document, Encourage, Report. Professional Misconduct: obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating, testing violations, physical aggressions, accept or offer favors. Report misconduct to the Principal or Pastor.

CPS School Calendar

2022-23

ARRIVAL 7:50 A.M. / DISMISSAL @ 2:50 P.M. MONDAY – FRIDAY

August	1-10	Teacher Pre-Planning
	11	FIRST DAY OF SCHOOL
	26	11:00 Dismissal (After Care Available)
September	5	Labor Day Holiday (No School)
	8	Mid-Qtr. Interims
	30	11:00 A.M. Dismissal (After Care Available)
October	10	Holiday (No School)
	11	School Professional Day (No School for Students)
	12	2nd Quarter Begins
	21	8th Grade Retreat @ SJA
	28	11:00 A.M, Dismissal (After Care Available)
November	4	8th Grade Retreat @ The Shrine
	10	Mid-Qtr Interims
	11	Veteran’s Day Holiday (no School)
	17	Science Fair
	23-25	Thanksgiving Holiday (No School)
December	15-19	Mid-Term Exams
	20	11:00 A.M. Dismissal (NO AFTER CARE)
	21-Jan. 3	Christmas Holiday (No School)

January	4	Classes Resume—3rd Quarter Begins
	16	Martin Luther King Holiday (No School)
	27	11:00 A.M. Dismissal (After Care Available)
February	7	Mid-Quarter Interims
	17	School Professional Day (No School for Students)
	20	President's Day Holiday (No School)
	24 – 26	Festival
	27	Festival Clean-Up Day (No School)
March	13	Diocesan Professional Day (No School for Students)
	17	11:00 A.M. Dismissal (After Care Available)
	20	4th Quarter Begins
April	5-14	Easter Holiday (No School)
	17	School Resumes
	26	Mid-Qtr. Interims
May	1	CPS Golf Tournament
	23-25	8th Grade Final Exams (11:30am dismissal for 8th graders)
	26	School Professional Day (No School for Students)
	29	Memorial Day Holiday (No School)
	30	8th Grade Baccalaureate Mass 8:30am; 8th Grade Graduation @ 6 p.m.; (11:30am dismissal for 8th graders)
	30-June 1	6th & 7th Grade Final Exams (11:30am dismissal for 6th and 7th)
June	1	Kindergarten Graduation @ 9 a.m.
	2	Last Day of School for VPK-7-11:00 A.M. Dismissal
	5-6	Post Planning Days

Notes: ALL DATES AND TIMES ARE SUBJECT TO CHANGE...

□ Terra Nova Test Dates 2/21/23-3/10/23