

THE SCHOOL OF THE

CATHEDRAL

OF MARY OUR QUEEN

Spiritual Strength, Academic Excellence

111 Amberly Way

Baltimore, Maryland 21210

410-464-4100

www.schoolofthecathedral.org

2017-2018

Parent-Student Handbook

Message to Parents:

Welcome to the School of the Cathedral of Mary Our Queen. The entire School community pledges its support to you. Our School is a model school in the Archdiocese of Baltimore and we celebrate our traditions as a Catholic school. "In the Catholic School there is no separation between time for learning and time for formation, between acquiring notions and growing in wisdom. The various school subjects do not present only knowledge to be attained but also values to be acquired and truths to be discovered" (*Congregation for Catholic Education, 1977*).

In enrolling your child in a Catholic school, you agree to certain important responsibilities:

- ❖ being a partner with the School in the education of your child
- ❖ understanding and supporting the religious nature of the School
- ❖ reading all communication from the School and requesting clarification when necessary
- ❖ knowing who your child's teachers are and observing parent-teacher conference dates and special requests for meetings
- ❖ discussing concerns and problems first with the person/s most directly involved
- ❖ volunteering when possible and involving yourself in the School community as much as you are able
- ❖ promoting the School and speaking well of it to others
- ❖ meeting your financial obligations in a timely manner
- ❖ supporting the fundraising efforts of the School when possible
- ❖ appreciating that Catholic education is a privilege that many parents do not have
- ❖ fostering the Catholic faith within the School and Parish community

I. MISSION & VISION STATEMENTS

Mission: To foster our students' *spiritual strength* in the Catholic faith and to challenge them to achieve *academic excellence*.

Vision: As a Catholic Parish School, we prepare students for the future by delivering an innovative education, challenging them to be creative problem solvers and to live a life in Christ.

II. THE SCHOOL: YESTERDAY --- TODAY

Saint Joseph's Metropolitan School was located on Mulberry Street in downtown Baltimore. In 1871,

Archbishop Spalding requested that the School Sisters of Notre Dame staff the school and renamed it The Cathedral School. The School flourished and attracted students from the metropolitan area. In the late 1950s, plans were made to relocate the School to the grounds of a new Cathedral that was being built on Charles Street.

The School opened in 1960 as the parish school on its present site on the grounds of the Cathedral of Mary Our Queen on North Charles Street in Baltimore City. The School opened with an enrollment of 280 students, and in June 1961, 47 students graduated. The School is a coeducational Catholic parish elementary school, which, within a Christian atmosphere, strives to empower children to achieve academic excellence according to their potential.

The Commission on Elementary Schools, Middle States Association of Colleges and Schools renewed accreditation of The School of the Cathedral in 1992. A project proposal entitled “Implementing Technology in an Ever-changing Environment” was approved by the Middle States Commission on Elementary Schools, and implementation began during the 2001-2002 school year. The School received the second renewal of Middle States Accreditation in April 2003. After completing goals set forth in the technology proposal in 2006, the School received a 3-year re-certification. In March 2010, the School was awarded accreditation by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). SACS CASI is an accreditation division of AdvanceED, the world’s largest accrediting and school improvement organization. In 2016, The School of the Cathedral was awarded AdvanceED Accreditation until 2022.

In November 2014, the School of the Cathedral was awarded the National Blue Ribbon School of Excellence Award.

III. SCHOOL AND COMMUNITY

The School of the Cathedral is a coeducational elementary school for grades K-8. It does not discriminate on the basis of gender, race, and /or national or ethnic origin in the administration of its educational policies, admission policies, scholarships, financial aid, and/or other school-administered programs. Requests for reasonable accommodations for a student with a disability may be directed to the Lower and Middle School Deans. Religion is required for each year a student attends the School. All students enrolled in the School must attend Religion classes and services.

The school reserves the right to deny admission to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. The school reserves the right to amend the Parent/Student Handbook. Parents and legal guardians will be notified promptly of any changes, in the weekly bulletin, Principal’s Newsletter, or special communications. This Parent-Student Handbook is an informative booklet for parents and students, setting forth the rules and policies of the School, and is not intended as an expressed or implied contract.

A. Administrative Structure

The School has a Principal, Lower School Dean, and Middle School Dean. The Principal is considered the chief administrative officer of the School, accountable directly to the Rector, and is a member of the Parish Staff. The Principal works directly with the School Board and the Cathedral School Parents Association (CASPA) Board. The Principal is responsible for academic, financial, and physical components of the School as well as all aspects of human resources. The Principal is available for parent conferences. The Lower School and Middle School Deans are responsible for the day-to-day operation of the School in the absence of the Principal. The Deans have been delegated by the Principal to handle academics, instruction, disciplinary issues, and daily parent interaction. The Principal and Deans serve on various committees

within the School and Parish community. An Admissions Director and an Admissions Associate handle the admissions process.

Within the faculty structure, each academic section—Primary, Intermediate, and Middle School—has a full-time teacher appointed to serve as Team Leader. Duties of the Team Leaders include chairing weekly team meetings and organizing section-wide events. Department Heads are responsible for holding monthly content meetings, and serve as instructional leaders.

An appointed School Board serves in an advisory capacity to the Rector and the Principal.

B. Library and Learning Technologies

At The School of the Cathedral, the Information and Digital Literacies Curriculum is taught by librarians working collaboratively with classroom teachers. Technology tools are used intentionally to enhance learning and power pedagogy. Student skills, rather than devices or applications, are the focus of our technology implementation. Furthermore, by developing the 21st century skills of collaboration, communication, creativity and critical thinking within students, we foster their spiritual strength and academic excellence.

Devices, equipment and applications include:

- K-2 - iPads, desktop computers, Lego Robotics
- 3-5 - 1:1 iPads, Lego Robotics
- 6-8 - 1:1 Chromebooks, Lego Robotics

Numerous electronic databases, learning platforms and assessment tools are purchased each year. Many of these can be accessed through the library website for use at home. In addition, the School uses the Google Apps for Education Suite to help augment student learning. The School of the Cathedral also has several 3D printers which are used in Math, Science, Social Studies, and other content areas.

Digital Citizenship is an important component of our curriculum and school culture. Our expectations are outlined in *The Ethical and Moral Use of Technology Agreement*, signed by all students, parents, faculty, and staff each September, can be found in the Appendix to this handbook.

C. School Staff

The School staff is composed of:

- Principal
- Middle School Dean
- Lower School Dean
- Director of Admissions
- Admissions Associate
- 21 Classroom Teachers
- 4 full-time Specialty Teachers and 3 part-time Specialty Teachers
- Director of Library & Learning Technologies
- Library Circulation Assistant
- 7 Teacher Assistants
- Regina Program Coordinator
- 5 part-time Orton-Gillingham tutors
- Custodial/Maintenance Staff
- Counselor
- Nurse
- Communications / Social Media Coordinator

- Business Manager
- Executive Assistant
- Receptionist
- Director of Alumni Relations
- Band Instructor (contracted)
- Cafeteria Staff (contracted)
- IT Support (contracted)
- Speech-Language Therapy (contracted)
- Occupational Therapy (contracted)
- Technology Funding Specialist (contracted)
- The Y of Central Maryland Aftercare Program (contracted)

D. Regina Program

In 1998, The Regina Plan, a strategic plan for learning, was introduced into the School. A coordinator was hired and a team was created to monitor the plan. An advisory council of twenty-five professionals was formed to lend their expertise to the ongoing development of the plan for learning. Intensive inservice training took place to assist teachers in embracing the philosophy of learning. What had always taken place at the School of the Cathedral is now institutionalized and elevated to the Regina Program. A more level learning field has been created for these children who have above average to high intellectual ability yet who learn differently or who have speech and language needs that interfere with their learning. The cost of The Regina Program is financed with fees paid by participating families. An important goal of the program is to keep teachers informed of the latest pedagogical techniques, which is of benefit to all students enrolled at the School of The Cathedral of Mary Our Queen. Collaboration with public school occupational therapists and Admission, Review, Dismissal (ARD) teams provide invaluable assistance in making the Regina Program effective.

E. Volunteers

The presence and enthusiasm of parent volunteers reinforce the value of Christian education. Parents should advise the teacher of an interest in volunteering. All in-school volunteers are asked to sign a confidentiality statement regarding classwork. All volunteers in and out of the classroom (coaches etc.) are required to complete a STAND/Shield the Vulnerable online training session and to submit the appropriate paperwork required and approved by the Archdiocese. In addition, all coaches must attend a special Archdiocesan training session.

The School encourages parents to share the educational experiences of their children by becoming substitute teachers, volunteers, monitors, and chaperones. Parents are also encouraged to assist with one or more of the many social, sporting, and fundraising events sponsored by CASPA, the Cathedral School Parents Association. CASPA has prepared a “Volunteer Opportunities” brochure that describes the various ways in which parents may volunteer. This brochure is distributed to each family and is also available in the Main Office.

IV. CURRICULUM AND PROGRAM OVERVIEW

The instructional program followed is the Course of Study required by the Archdiocese of Baltimore and The School of the Cathedral. Materials are selected to support the curriculum and include textbooks, technological devices, etc. A list of textbooks used at Cathedral is available for review upon request from the Principal's Office.

Students are grouped heterogeneously in homerooms, and in developmentally appropriate groups. Tests are sent home for parent signatures. The following subjects are included in the curriculum:

Religion
Language Arts
Social Studies
Science
Mathematics
Modern Language
Art
Music
Physical Education
Library and Learning Technologies

Comprehensive examinations and cumulative projects are undertaken in academic subjects in Grades 3-8 in January and May/June. The grades will be given to the parents with the second trimester and final progress report cards. Exams count toward a student's overall grade. Exams missed due to illness may be rescheduled with the teacher. Exams are an important part of the child's school experience. Rescheduling of exams for any reason other than illness must be approved by the administration.

Awards Assemblies are held at the end of the school year. The Grade 8 Awards Assembly is held the Wednesday morning before graduation at which time the 8th graders are recognized for their achievements and accomplishments. Outgoing families are also recognized. The Awards Assembly for grades K-7 is held during the last week of school.

Students in grades K-7 receive recognition of academic achievement during the year.

Honor Roll recognition is posted in the school each trimester. Honor Roll recognizes achievements in Math, Language Arts, Social Studies, Modern Language, and Religion.

In grades 6-8, the Principal's List gives recognition to students achieving straight **As** or **A+s** on their Progress Report. First Honors is given to students earning all **As** or **A+s** with only one or two **Bs**. Second Honors recognizes students receiving only **As** or **Bs**. An **I** (improvement needed) or **U** (unsatisfactory) in effort or conduct or an **I** (improvement needed) or **N** (not yet demonstrating) in achievement areas prevents a student from receiving Principal's List or any other Honors List recognition.

HOMEWORK/SUPPLY POLICY

Homework is not given in kindergarten and pre-first in the same manner as prescribed in grades 1-8. Follow the instructions given in the kindergarten and pre-first weekly folder regarding work at home or supplies or materials needed for class. The primary grades (1 and 2) have 30 minutes of home assignments per night. The intermediate grades (3, 4, and 5) have 1 to 1.5 hours per night. The middle school grades (6, 7, and 8) may have 2 or more hours per night. Expected time to be spent on homework is as follows:

- Math: 45 minutes to 1 hour
- ELA (not including Spelling): 30 to 45 minutes
- Science: 15 to 30 minutes
- Social Studies: 15 to 30 minutes

Home assignments are a vital part of our educational program. Students are subject to dismissal for non-compliance with homework requirements. Planning ahead by students for team assignments or projects is a study skill that is best learned early in education. Saving major projects until the last minute is

problematic for the student. Teachers communicate by notices or phone calls regarding homework. Please note some more specific procedures listed below.

Students in all grades are to complete homework assignments. Assignments are to be neat, complete, according to directions, and must arrive with the student to class. Homework is not to be delivered by someone other than the student, except in the case of illness. Students are to have the supplies needed for class (pens, paper, books, etc.). Some assignments may be submitted electronically via Google Classroom.

Grades 3-8 will receive a homework policy/procedure from the teacher. In grades 3-8, missing homework may be reflected in a student's grade, according to the individual teacher's homework policy. A "Parent Notice" will be issued to notify parents of missing assignments and materials. Chronic problems in completing homework assignments, and missed tests and work during absences are causes for concern. Parents are encouraged to develop responsible and ethical work habits with their children. Computer/printer problems are not acceptable excuses for missing assignments. Missing homework may be reflected in a student's grade. The teacher will notify parents when missed homework will adversely affect a student's trimester grade. Missing homework should be handed in the next day. Parents are encouraged to seek advice of teachers, administrators, or the School Counselor in motivating and structuring the work habits of students who experience difficulty in this area.

Wednesday folders contain information for review and for signatures. Please read carefully. In grades 3-8, test papers in the Wednesday folder are to be signed (please do not initial) and returned on time according to the dates specified by the teacher. Full credit will not be given for late assignments.

A. Grading System

Grades K-2

I	Independent	E	Emerging
P	Progressing	NA	Not assessed at this time

Grades 3-8

A+	97-100	C+	80-84
A	93-96	C	75-79
B+	89-92	D	70-74
B	85-88	E	69 and below

Effort and Conduct (Grades 1-8)

O	Outstanding	I	Improvement needed
G	Good	U	Unsatisfactory
S	Satisfactory		

Achievement (Grades 3-8)

P	Proficient	I	Improvement needed
V	Very Good	N	Not yet demonstrated
G	Good		
S	Satisfactory		

B. Progress Report Cards/Interim Reports

Parents of children in grades 3-8 are able to use "Parent Access" in the online PowerSchool system beginning the first week in October each school year, to monitor their child's progress more frequently. Parent Access training will be available to all parents who have not received it in previous years. Parent training is required in order to obtain the unique username and password for each child. Training is available online and by contacting the local PowerSchool Administrator, Ms. Megan Bergin.

Progress Reports are issued on a trimester basis. The Progress Report is kept by the parent, and the Progress Report Envelope is signed and returned to school each marking period. Parents or teachers may request a conference anytime. A grade of **D** or **E** requires a parent conference. Conferences for all students will be held after the first trimester.

C. Religion

Religion is required each year a student attends The School of the Cathedral. All students must attend religion classes and services.

The School community as a whole attends Mass weekly and also participates in several Masses throughout the school year, prepared and planned by a grade. Class Masses in grades K-8 are held once a year. Paraliturgies are planned seasonally. Students in grades 3-8 have the opportunity to receive the Sacrament of Reconciliation during Advent and Lent. Grades 2-8 take part in First Friday Adoration devotions.

Religion classes are taught daily in grades K-8. Catechesis of the Gospel message, faith community experiences, liturgical experiences, and social outreach are components of the program in instruction in the teachings of the Roman Catholic Church. Human sexuality and personal body safety are included in the Religion curriculum. Notification of the units on Human Sexuality is sent home to parents at the beginning of the school year. In grades 3-8 the resource is sent home for review. The Policy statement of the Archdiocese of Baltimore for Catechesis in Human Sexuality is available for review in the Nurse's Office. As stated, "If, after (reviewing the materials), and expressing their concern to these leaders (principal), and discussing the situation thoroughly, parents/primary caretakers are still not willing to have their children participate, they have a right to withdraw their children from the learning sessions, taking care to cause as little embarrassment as possible. These parents/primary caretakers will be offered resources to provide catechesis for human sexuality at home. However, these parents should not let their feelings express themselves in indiscriminate opposition to all classroom instruction in sexuality, for that would not be consistent with the position of the Second Vatican Council and the Bishops of the United States" (*Catechesis for Human Sexuality*, pp. 19-20). Children excluded from the program will be properly supervised and given independent work when applicable.

The Sacramental Program is special to our curriculum because it is a time of special grace for you and your child. The Program is designed to accommodate the needs of both parents and children for first reception of Reconciliation (Penance) and First Eucharist (First Communion) in grade 2. Catecheses takes place during the school day, and are supplemented by parent activities at home. Parent involvement is paramount in the spiritual growth of each child. The Parish Office of Religious Education coordinates the sacramental programs for the parish school and the School of Religion for Reconciliation and First Eucharist. The Parish coordinates the Confirmation program.

D. Specialty Classes

Students participate in the following specialty classes: Art, Music, Library, Physical Education, Guidance, and Modern Language. Elective classes are offered to students in grades 5-8, last period on Fridays.

Art

Students from kindergarten through grade 8 participate in weekly art instruction. Students' best works are mounted and displayed throughout the school year.

Modern Language

As part of the Strategic Plan, the school is in the process of expanding its Modern Language Program. Exploratory French and Spanish classes are offered in grades 1-3, Spanish is offered in grades 4 and 5, and French and Spanish are offered in grades 6-8. The courses develop skills in listening, speaking, reading,

and writing, and give students an understanding of the cultures of Spanish- and French-speaking countries.

The School welcomes international visitors throughout the year, which allows students to have the opportunity to experience other cultures in their classroom.

Music

The Music Department provides each child with a basic knowledge of and appreciation for music. Students have an opportunity to display their musical accomplishments throughout the year.

Special programs include the following:

- 4th Grade Choir: Practices are during the school day with the Parish Music Director. The choir leads the singing at all School Masses.
- Band Program: Students in grades 4 through 8 have an opportunity to participate in a Band Program during the school day. Parents contract directly with the Instrumental Music instructor for lessons and instruments.

Physical Education and Health Education

The fundamentals of indoor and outdoor soccer, basketball, hockey, volleyball, lacrosse, and other sports are taught. The Presidential Physical Fitness Test is administered in grades 4-8. In grades K-3, aerobic activities and exercises are presented in the form of organized games and activities.

Gym uniforms are required for all grades. Tennis shoes must be worn or a student may not participate in class. In grades 4-8, a written assignment will be given to a student who is not properly dressed for class.

The School of the Cathedral offers an after-school athletic program. The program is managed by the Athletic Director, and supported by volunteer parent-coaches. The opportunity to participate in soccer (Fall), basketball (Winter), and lacrosse (Spring) is open to all interested students who are in good academic standing (see Section VI, "Disciplinary Code").

Primary emphasis is placed on giving all students a chance to participate on an equal basis in a team environment. All players, parents, and coaches are expected to embrace a Christian attitude and display good sportsmanship toward their own team members as well as their opponents. Any variance from this standard may result in suspension or expulsion from the team by the Athletic Director.

For detailed information regarding the rules of the athletic program, including participation, establishment of the teams, and playing time, please request a copy of the Athletic Policy from the Athletics Office. For general guidelines, please see Appendices to this Handbook. A full-time Athletic Director coordinates the after-school athletic program and manages parent volunteers. The age groups are as follows:

Clinic - Grades K-2 - co-ed Teams, but single sex for basketball.

Teams - Grades 3-5 by age, single sex teams, CYO.

Teams - Grades 6-8 by age, single sex teams, more competitive, no cuts, CYO.

Teams - Grades 7-8 by grade, Independent School League, single sex. Each child will be evaluated prior to forming teams. Coaches outside of the Cathedral will hold the evaluations. When teams are formed, the Athletic Director will approve each team.

Please Note: Playing time for each child will be at the discretion of the coach, based on Christian attitude, attendance at practice, leadership, sportsmanship, conduct, and effort.

The School of the Cathedral currently has an informal agreement with St. Mary's Seminary to use their fields for practices only. **Parking is very limited at the Seminary, and parents must park only in the areas designated.** For further clarification, parents should contact Rick Bush, Cathedral's Athletic Director, 410-464-4083. The School also rents the former University of Baltimore fields in Mount

Washington, now called “Northwest Park,” for soccer and lacrosse practices and games. Parents are expected to follow the directions given for parking. We are guests of the City of Baltimore Recreation Department. During basketball season, we rent a gym at both Bryn Mawr School and Calvert School. Once again, we are guests at these facilities.

E. Student Services

Admission, Review and Dismissal (ARD) Process: If a child is not progressing academically, the school may ask the parents to initiate or the parents may initiate on their own the process to request professional assistance from the local public school system. The ARD process is available to children who may need further academic assistance. The ARD process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial ARD meeting with the ARD committee from the child’s local public school (School of the Cathedral must be invited to participate in this meeting) will determine whether or not an evaluation plan is necessary.

If an evaluation plan is developed and the test results determine that there is a need for implementation of an Individualized Education Program (IEP), The School of the Cathedral administrators will consult with the parents to determine the most appropriate academic placement for the child.

F. The Y of Central Maryland Aftercare Program

A child must be enrolled in the program if he or she is to remain at school after 3:00 p.m. Aftercare begins the first full day of school and runs until June. Operating hours are 2:45 p.m. to 6:00 p.m. on regular school days; on early dismissal days, 11:45 a.m. to 6:00 p.m. Pick up for aftercare is located in the cafeteria.

Inclement Weather Policy: If school dismisses early or is closed, aftercare will be closed.

V. PARENT OVERVIEW

A. When entering the school, we ask all parents and students to use the front door under the portico at the school circle. Parents must ring the bell, sign in, and make a name tag at the main office once admitted. All parents and any other volunteers must be Archdiocesan STAND-certified, through the program Shield the Vulnerable.

B. Parent/Student/Teacher Relations

The partnership between school and home is facilitated by the cooperation and support of parents and teachers. This alliance is necessary for effective discipline and guidance. Teachers and parents should strive to remain neutral in the presence of their student/child, thus maintaining the utmost respect for all parties involved. The following guidelines may help frame this partnership.

1. If your child is upset about a school situation, we ask you to listen openly to him/her. Offer your child support, but before offering an opinion in conflict with the School, we respectfully request that you contact the teacher. Time taken for candid communication between home and school will allow you to support your child, to assess the situation with a complete picture of the circumstances and to maintain a harmonious relationship between home and school. The School requires teachers and administrators to maintain a reciprocal style of communication.
2. If you disagree with a teacher’s action, please express your disagreement and concern directly to the teacher first by making a phone call or sending an email and requesting a conference. The Lower or Middle School Dean can be part of this conference.
3. Interest in your child reinforces his/her interest in school. If you feel that your child is not working

to his/her capacity, contact the homeroom teacher in order to arrive at a mutually agreed-upon program. Homework is for the child's benefit and should be done completely by him/her. It is important for a student to develop independent study habits as he/she moves from grade to grade. The most effective means of assisting your child's scholastic growth can be checking homework; reviewing for tests; and inquiring about projects, test results, and school activities.

4. Responsibility is something caught more than taught. We ask you to value any communication and respond promptly if necessary.
5. Request to see test papers. Please sign papers when requested, and return to the teacher.
6. Attend all parent and parent-teacher meetings.

C. Parent-Teacher Conferences

Special consultations with any of your child's teachers may be requested. Regular parent-teacher communication is important. Parents may not "just stop by" the classroom to converse with the teacher as this interrupts the class schedule. Please set an appointment time by calling the teacher at school and leaving a message on voice mail. Parents and visitors must sign in at the Main Office during school hours.

D. Student Records

Student records are maintained in the school office. Access to records is governed by the Records Policy.

Records Policy: The School of the Cathedral complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of The School of the Cathedral are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the Principal, a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected. A representative of the School must be present while the records are being reviewed.
- Non-custodial parents in the absence of a court order to the contrary will be provided access to the educational or legal agreement records and other school-related information regarding the students. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders or legal agreements regarding access to educational records.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal, and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
 - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing

his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.

- To other schools to which a student is transferring.
 - In connection with financial aid under certain circumstances.
 - To specified officials for audit or evaluation purposes.
 - To organizations conducting certain studies for or on behalf of the school.
 - To accrediting organizations.
 - In order to comply with a judicial order or lawfully issued subpoena.
 - To appropriate officials in cases of health and safety emergencies.
- A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.
 - Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by The School of the Cathedral to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

E. Bulletins, Newsletters, and Website

A weekly Principal communication is sent out Tuesday mornings. The *Wednesday Bulletin* is the School's weekly newsletter. This bulletin provides families with pertinent information regarding upcoming events and activities. The *Wednesday Bulletin* is emailed each week and posted on the School website. Any information of interest to the School community may be included in this bulletin. To submit an announcement, please email Beth Awalt, Social Media Coordinator, (Beth.Awalt@cmoq.org) by 12 Noon on Friday for inclusion in the following week's *Wednesday Bulletin*.

The School of the Cathedral website address is www.schoolofthecathedral.org. The *Wednesday Bulletin* as well as this handbook material is on the website along with related information of interest to parents and others. Each teacher has a Google Classroom page with information related to classes as well as homework. The Parish website is also very valuable for school parents. The address is www.cathedralofmary.org.

F. Counseling

A school counselor is available four days a week, Monday through Thursday. The purpose is to provide services that enhance our students' overall learning and social development.

G. Handbook

The Handbook is provided electronically to each family. It is also posted on the school website.

H. Health and Safety

1. Emergency Information Card: Each student has an Emergency Information Card on file with the Main Office. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian. **IF THERE IS A CHANGE IN THE FAMILY STATUS AND/OR THE CHILD'S NAME, IT IS IMPORTANT THAT THE SCHOOL BE INFORMED PROMPTLY OF THE CHANGE.** Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parents can be

- reached. It is essential that the school have this information in case of emergency. It will be kept in strictest confidence. Any change in phone number should be given to the Main Office and the homeroom teacher in writing within a week after the change occurs. It is imperative that the information provided is kept up-to-date by the child's parents/guardians.
2. In case of a change in custody, a copy of the portion of the court order that names the custodial parents must be on file with the School.
 3. Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records. The School of the Cathedral does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.
 4. Each new student is given an official immunization record for immunization documentation. The form must have the month, day, and year of each vaccination, be signed by a physician or health department official and be approved by the School. A parent must show a medical contraindication, signed by a doctor, for a child to be excused. The form must be completed by a physician and returned to the School before the child may attend classes. Parents have the responsibility of seeing to their child's immunizations. Any child who does not have the necessary immunizations will be excluded from school until they are received. Physical examinations are required of all incoming students and for all sixth graders as they enter Middle School.
 5. Dispensing of Medication: The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the physician is required. Medication can only be dispensed with a written order from the student's physician, specifying the start and stop date. The original medication container or box for an inhaler must be brought to school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade. Students may not possess, dispense, or distribute medication on their own. All medication must be delivered to the School by the parent/guardian. A school medication order must be renewed each year by the physician, and the order must be signed on or after July 1.
 6. Head Injury: If any injury to the head or any other serious injury occurs to the student, the nurse will call the parent and send home a report. The report is to be signed by the parent and returned to the School. If a parent or guardian cannot be reached in an emergency, the School will contact the police/ambulance for assistance.
 7. Allergies: Parents must notify the School of their child's allergies, including food allergies. If a student carries an Epi-Pen®, the physician must state this requirement in writing.
 8. AHERA: In October 1986, The US Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop Asbestos Management Plans that address asbestos hazards in school buildings, and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions, and post-response activities, including periodic surveillance activities that are planned or in progress. The plan is kept in the principal's office and may be reviewed upon request during normal school business hours.
 9. Bloodborne Pathogens: A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the School and can be found in each Faculty Handbook and on file in the office. All staff members are trained in and practice Universal Precautions when dealing with any bodily fluids.
 10. Child Abuse and Neglect: Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports

Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department.

11. The School has a comprehensive Crisis Plan in conjunction with first responders.
12. As of November 2014, the School of the Cathedral has adopted a policy allowing the availability of stock epinephrine in the Health Suite and in the Main Office for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.
13. Communicable Diseases: Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

Measles – regular or German (Rubella)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Hepatitis	Rocky Mountain Spotted Fever
Food Poisoning	Human Immune Deficiency
Mumps	Virus Infection (AIDS and all
Adverse reactions to Pertussis Vaccine	other symptomatic infections)
Lyme disease	Animal bites / Rabies
Chicken Pox (varicella)	Influenza

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over.

I. Attendance: Absences and Late Arrivals

Students in a Catholic school must comply with Maryland State Law concerning compulsory attendance. The law requires regular attendance during the school year. Students are held accountable for time/s they are absent from school. **Students are to be in homeroom before 8:00 a.m. Students in grades 3-8 arriving late to school ten (10) or more times per trimester will be required to serve an after-school detention.**

- Unlawful absences are considered truant. The school informs parents that if truancy persists, the public authorities will be notified.
- More than 20 days absence per year is considered excessive. Excess of 20 days may require retention or summer school. It is the responsibility of the homeroom teacher to investigate as well as to notify the administration regarding repeated absences.
- A student can only be marked "present" if he/she is physically in school.
- When a student has a chronic or intermittent health problem, parents should contact the Local Educational Agency (LEA) for Home and Hospital Services.
- Children arriving late to school must stop at the Main Office and sign in. A parent or guardian must sign out children leaving school early.
- A student is marked absent a half-day if arriving after 10:30 a.m. or leaving prior to 12:30 p.m.
- Teachers are required to make sure that attendance records are accurate. Absences of more than three days require a phone call from the School Nurse or the homeroom teacher.

- Parents must call in a child's absence from school and provide a written note on return to school.
- Vacations are strongly discouraged during the school year. Students must make up all missed work. Per Archdiocesan policy, teachers are not required to provide work in advance.

If a child is absent due to a contagious disease, the School Nurse must be notified immediately. In this way, the homeroom teacher can be alerted to possible outbreaks of the disease in other students. Before the child can return to class, he/she must have a Doctor's Release for School.

J. Evacuation, Tornado, and Shelter in Place Drills

Drills are conducted periodically throughout the school year during suitable weather.

K. Safety Patrol

The Safety Patrol is comprised of student volunteers, and used for crossing and traffic directions. Please respect the Safety Patrol in the performance of their duties.

L. Morning Announcements and Prayers

During the announcements each morning, the names of families and staff members will be mentioned along with the intentions of the day. The prayers and good works of the student body will be offered for those mentioned that day. The date that your family's name will be mentioned is listed on the School Calendar. If there is a calendar change due to inclement weather, the names will be moved to the following day. Parents are asked to remember these families in their daily prayers.

M. Snow and Inclement Weather

All official announcements regarding school closings, late openings, early closings, or emergencies are made on local radio and TV stations. The School of the Cathedral (K-8) follows the same procedure as the Baltimore City Public Schools, per Archdiocesan policy of strictly adhering to the directive of the chosen local public school system, for closing or delayed opening due to inclement weather:

- **If Baltimore City opens 1 hour late, Cathedral will open 1 hour late, at 8:55 a.m. (building opens at 8:30 a.m.)**
- **If Baltimore City opens 2 hours late, Cathedral will open 2 hours late, at 9:55 a.m. (building opens at 9:30 a.m.)**
- **If Baltimore City is closed, Cathedral will be closed.**

When Baltimore City announces an early closing or cancels all afternoon after-school activities, Cathedral will close accordingly, and all after-school athletics, meetings, and clubs, including after-school care will be **canceled**:

- 1 hour early means that Cathedral will close at 1:45 p.m.**
- 2 hours early means that Cathedral will close at 12:45 p.m.**
- 3 hours early means that Cathedral will close at 11:45 a.m.**

Parents are expected to arrive to pick up their children promptly or to have made prior arrangements with a relative, neighbor, or friend to do so. If there is concern about road conditions, a child may leave for the day after the parent reports to the Main Office. At all times, it is the parents' decision to send children to school in adverse weather conditions.

Every effort will be made to communicate as thoroughly as possible with parents regarding early closing. When feasible, a flier indicating that school may close early due to expected adverse weather conditions will be distributed to parents at the morning drop-off. Email blasts as well as Alert Solutions will be used to communicate with parents.

N. Transportation and Traffic

By car: In the morning, parents are to drive through the parking lot, around the top of the circle, and then drop off the children at the main entrance of the School. Children may be dropped off beginning at 7:30 a.m. In the afternoon, cars must be backed in and parked in the parking lot closest to the School. Children will be dismissed at 2:45 p.m. through the side entrance and the Safety Patrol will cross them. Only when all cars are parked will the children be permitted to leave the sidewalk to enter the cars. Once all children have entered their cars, the Safety Patrol will dismiss cars one row at a time. Drivers must follow the directions given by the Safety Patrol. Buckle up! Please note that the circle in front of the School will be closed to traffic at 2:35 p.m. until dismissal has been completed. **NO PARKING IN THE CIRCLE during the following times: 7:30-8:10 a.m. and 2:15-3:00 p.m.**

By bike: Children riding bicycles to school must park and lock them in the bike rack outside the school building. Bike riders are to enter and exit the school grounds in the same manner as cars. Bike riders must follow the directions given by the Safeties.

On foot: All children who walk and cross Charles Street must cross at Amberly Way under the direction of the Crossing Guards. Children are not permitted to walk through any of the wooded areas or fields.

By public bus: The #51 bus (former #11) on Charles Street and the #30 bus (former #44) on Northern Parkway are the closest public bus lines to the school. An MTA bus card will be given to any student upon request at the Main Office.

No child is to be dropped off or picked up on Amberly Way, at the Parish Center, or in front of the Cathedral. Parents are to follow the aftercare policy for aftercare pick-up, as described in Section IV-F of this handbook.

Note: Per Uber and Lyft policy, individuals under the age of 18 are not permitted to use such services without a parent or guardian being present. In order to ensure students' safety, children may not arrive or depart from The School of the Cathedral in any car service (taxi, Uber, Lyft, etc.) unless a parent or guardian is present.

O. Field Trips

Field trips are considered an integral part of the school educational program and a valuable learning experience for students. Field trips are held at various times during the school year. All trips are prepaid in one lump sum, and are billed in advance with the tuition. Prior to each field trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission slip is signed by the parent or guardian and returned to the teacher by the specified date.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent.

Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.

All chaperones are required to complete Shield the Vulnerable training.

P. Birthday Invitations and Celebrations

In order to exemplify kindness and respect for all students, the School's policy regarding birthday celebrations is as follows: If your child is having a birthday party outside of school, invitations may not be distributed at school unless all members of the class are invited. Also, no birthday treats (food or non-food) may be brought in to be distributed to classmates. Teachers will determine appropriate ways to celebrate birthdays in a manner that reflects our Christian tradition.

Q. Extra Sets of Textbooks

As our book fee covers the cost of only one set of textbooks per student, parents who wish to have an extra set for their child to keep at home should search on amazon.com, half.com, or a similar site in order to purchase any duplicate books themselves. Books are often available either new or used, and are rated as to quality and price. The easiest way to search is by using the ISBN (the number in the barcode area on the back of the book and also listed in the front matter of the book).

R. Lost or Damaged Textbooks

Students are responsible for their books and materials, and are held accountable if any are damaged or lost. Parents will receive notice of the full replacement cost of the book so that their child may receive a replacement from the teacher.

S. Unexpected Closings

For safety reasons, we are occasionally asked to close our school when a large police/fire funeral or Archdiocesan special event is held in the Cathedral. We will notify parents of any such closings immediately.

T. Homeroom Placement of Students

In making decisions in terms of classroom placement of students, the School will consider the following:

- Recommendations of previous year's teachers
- Any recommendations of the Student Advocacy Team, including Regina Coordinator and/or School Counselor if applicable.
- Ability grouping
- Girl – Boy balance
- Familial relationship
- Teachers' strengths (matching a class's needs with a teacher's strengths)
- Parental choice (mixing classes to improve socialization and other similar requests will be considered only after all other criteria listed above have been fully met and as long as it does not negatively impact the proper placement of other students)

All requests for placement must be emailed to the Lower School or Middle School Dean, as appropriate, (and copied to the child's homeroom teacher) by May 15 and must include detailed reasons for the request. Please send a separate email for each child; list the child's present grade and homeroom; list the teacher you are requesting; and give your name, address, and telephone number.

Please understand that our primary goal is to meet the needs of individual children while balancing the needs of all the students.

U. Family Directory

A Family Directory is distributed electronically for free and available as a paper copy for a \$5 donation to CASPA.

V. Insurance

The school provides the option for parents to purchase health insurance for their children.

W. Playground/School Supervision Provisions

Faculty and parent volunteers supervise students during recess. Parents should look towards faculty on duty for instructions and discipline. Best practices state those supervising spread out and do not cluster and converse while on duty.

X. Use of Grounds

Use of school grounds may be granted after seeking permission from the administration and the Rector.

Y. Lost and Found

Lost and Found is located in the cafeteria. Items left behind will be donated at the end of the trimester.

VI. DISCIPLINARY CODE

The aim of the policies of The School of the Cathedral is to help students assume responsibility for their actions as members of a community. Whenever all individuals freely accept this responsibility, discipline exists. Good discipline, impartially administered, is not an end in itself. Its ultimate purpose is to do the following:

- Develop a strong character and sense of responsibility based on Christian ideals
- Establish an atmosphere that will enhance all aspects of growth and learning of the child
- Provide a supportive climate that will promote the welfare of the individual and school community

The School of the Cathedral asks that each student accept responsibility for conduct rightfully expected of a student attending a Catholic school.

The School of the Cathedral is a Positive Behavior Intervention and Support School (PBIS) school. Students follow the PRAY model.

- Practice Peace
- Respect yourself and others
- Accept responsibility

- Your best effort always

Students earn “Mustang Tickets” for demonstrating these values, and are recognized on a weekly and monthly basis.

Involving parents in the disciplinary process is viewed as the school working together with the home in an effort to emphasize corrective measures aimed at developing students’ responsibility for their conduct. Parental indifference to any conference that is deemed necessary may be construed as a lack of concern for the child’s education, and may be prejudicial to the child’s continued enrollment.

Parent Communication Forms (PCF) are given to students for infractions listed under Category I (page 19). Any student in grades 3-8 who accumulates three PCF’s within a 30-day period will receive a one-hour after-school detention. Detentions are cumulative from September through June, but are not carried forward from year to year. However, a record is maintained in the Main Office regarding PCF’s and detentions received. Repeat offenders will not be invited to return to The School of the Cathedral.

Harassment of any kind is unacceptable behavior, and will result in disciplinary action up to and including detention, suspension, and expulsion.

To maintain a positive environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others.

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school’s fair procedure to be used in cases of possible suspension or expulsion is as follows:

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of the School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

The following regulations fall into four categories. Each student has a responsibility to adhere to these regulations at all times while an enrolled student at the School of the Cathedral, including but not limited to, while traveling to and from school and while on the parish property, and during any school-sponsored event.

CATEGORY I - BEHAVIOR - PARENT COMMUNICATION FORM (PCF)

Infractions against the following regulations will warrant Parent Communication Forms (PCF’s). These forms shall be administered by the teachers or those assisting the teachers. Any PCF that is not signed and returned on the following day will require a call from the Lower School or Middle School Dean.

1. Students are to abide by the dress code established in the Student Handbook. Complete uniforms are to be worn in the correct manner.
2. Students are not to chew gum on school property.

3. Students are to be on time for all classes.
4. Disrespect shown to teachers or those assisting teachers is unacceptable.
5. Students will treat all other students with respect and dignity. Teasing and taunting are unacceptable behaviors.
6. Students are expected to conduct themselves in a respectful, courteous, and orderly manner, and they are expected to comply with regulations established for the good order of the entire community in various places at various times.

CATEGORY II - DETENTIONS

This section includes a list of violations that will warrant a detention. Detentions will be served on a day determined by the Administration. There will be no exceptions to this policy.

1. Three (3) PCF's within a 30-day period for infractions in Category I – Behavior will result in a one-hour after-school detention.
2. Dishonesty on tests, on homework, or in conversation
3. Forging another's name.
4. Use of unbecoming or vulgar language, spoken, written, by gesture, or by electronic means.
5. Possession or distribution of indecent literature or pictures.
6. Leaving school/parish property during school hours without permission.
7. Truancy. Cutting class is considered truancy, as is remaining home or elsewhere without knowledge and consent of one parent.
8. Failure to report to a teacher after class, when notified to do so.
9. Violation of the Acceptable Use Policy for the Use of Computers and Telecommunications.
10. Any other violation of a nature similar to those previously enumerated, at the discretion of the appropriate school official, may warrant a detention.

CATEGORY III - SUSPENSIONS

The following violations will be referred immediately to the Principal and Lower School/Middle School Deans and may subject the student to suspension. A meeting will be arranged with the parents. The time lost from school as a result of the suspension shall be made up in the manner decided upon by the Administration and teacher.

1. Two detentions served warrant a one-day in-school suspension with a parent conference with the Lower School/Middle School Dean.
2. If a student has served an in-school suspension and receives two more detentions, a three-day out-of-school suspension is issued. A parent conference with the Lower School/Middle School Dean will be held.
3. Suspension of up to five days may be warranted for the following (a conference with the Principal and Dean will be held with the parents as soon as is reasonably possible):
 - a. Fighting (applies to all persons involved in fight)
 - b. Threatening, harassing, or bullying other students. ("Bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or of damage to the student's property; or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission and the education of any student.)
 - c. Stealing
 - d. Vandalism
 - e. Possession of a dangerous object
 - f. Destruction of school/parish or private property
 - g. Smoking/using matches on school/parish property

4. Violation of the Acceptable Use Policy for the Use of Computers and Telecommunications.
5. Any other violation similar in nature to those enumerated in Category IV, at the discretion of the appropriate school official, may warrant a suspension.

CATEGORY IV - EXPULSION

This section includes the violations that may subject the student to expulsion.

1. A second Category III offense (#2 through #5).
2. The possession, use, sale, or distribution of any drugs, alcohol, or medication in any form on the school premises, on the parish grounds, or at any school-related activity or function.
3. Violation of the Acceptable Use Policy for the Use of Computers and Telecommunications.
4. Any other violation similar in nature to those previously enumerated in Category III, at the discretion of the appropriate school official, may warrant expulsion.

VII. INVOLUNTARY WITHDRAWAL POLICY

The School of the Cathedral is a community of teachers and students working together to pursue knowledge and the development of individuals. Sometimes the unusual needs of students are beyond the professional expertise of the teachers and affect the rights of the other students. The School of the Cathedral reserves the right to require the involuntary withdrawal of any student who is unable to perform academically or to conform his/her conduct to school standards.

When such a circumstance exists, the School of the Cathedral shall have the right to require that the child be examined by a licensed psychologist or psychiatrist at the child's parents' expense. This evaluation will determine his/her mental status and ability to continue at the School of the Cathedral. Should the evaluation indicate that the child is unable to continue, the School of the Cathedral has the right to require the involuntary withdrawal of the student in question. Should the parents of the child in question refuse to permit the child to undergo the required evaluation, the School of the Cathedral has the right to require the involuntary withdrawal of the child in question.

The School of the Cathedral will take into consideration any evidence submitted by the parents relating to the psychiatric, psychological, or emotional well-being of the child when making its determination to require involuntary withdrawal.

VIII. STUDENT GUIDELINES AND POLICIES

A. Absences, Appointments, Leaving Early

Full attendance at school benefits the learning experience. A fever or contagious disease warrants absence from school. Any other reason needs to be carefully weighed by the parents. (For a more detailed discussion of the official Attendance Policy, see Section V-I on page 14.) It is the parents' responsibility to monitor a child's extracurricular activities. Over-extension of time and energy has adverse effects on learning. Parents should phone the School by 8:15 a.m. to report the child's absence on each day of absence. Please use the following procedure:

- **Call 410-464-4100**
- **Press 1 to reach the Absentee Line**

When returning to school the child must bring a written note explaining the reason for the absence. These

notes are required by the Health Department. A child generally may not be permitted to return to school until he/she is well enough to participate in school activities, including recess at lunchtime. It is the responsibility of the student to make up work missed through absence, including tests. Frequent absences and/or frequent tardiness may require repeating the grade level or may warrant withdrawal from the School.

A student is considered tardy if he/she is not seated in homeroom when the 8:00 bell rings. All students arriving late must sign in at the Main Office. Frequent and chronic tardiness will impact recognition at awards assemblies at the end of school. All late arrivals and absences are part of the student's transcript that is sent to the next school a student attends. Students who arrive late on Thursdays must be escorted to church by their parent or guardian.

If doctor and dentist appointments need to be made during school time, a request for dismissal is to be made in writing. The child must be picked up by the parent/guardian at the Main Office. Students may not leave the school without first reporting to the Main Office, at which time the parent/guardian must sign the student out. This procedure also pertains to early dismissal due to illness. The office will notify the homeroom that the child is leaving school. A child is considered absent a half day if reporting in after 10:30 a.m. from an early morning doctor's appointment. A student leaving at lunchtime is marked absent for one-half day.

B. Academic Requirements for Extracurricular Activities

Students participating in after-school extracurricular programs must meet the following requirements:

1. A student must maintain at least a **C** in all subjects. If the student's grades begin to drop in any subject, he/she must refrain from all participation in after-school extracurricular activities until the grades improve. This is to be monitored week by week.
2. If the student is absent from school due to sickness, he/she is not permitted to participate in after-school extracurricular activities that day; including practices, games, play practices or performances.
3. If the student is to remain after school to make up homework or to serve a detention, he/she must fulfill this obligation before participating in the after-school extracurricular activities.

C. Book Bags/Backpacks

All students must carry their books needed for homework to and from school in a book bag, backpack, or duffel bag. Backpacks with wheels are permitted for students in grades 1-8 only. **For safety reasons, kindergarten and pre-first students may not use rolling backpacks.** Students in grades 6 through 8 carry their books in a backpack during the school day.

D. Cell Phones

Students are permitted to bring a cell phone to school. Phones are to be powered off and turned in to the homeroom teacher's cell phone box for storage during the school day. Students can collect their cell phones before proceeding out for dismissal. At dismissal, cell phones are not to be used on the parking lot for safety reasons; however, cell phone use is permissible when the student is in the car.

Students who violate this policy will have the cell phone sent to the Main Office. Phones will be returned at the end of the school day. On a second offense, the phone will be sent to the Main Office and parents will be notified and required to come to school to pick up the phone. The student will lose the privilege of having a cell phone at school for the remainder of the school year.

E. Cafeteria

The cafeteria is open Monday through Friday. A hot lunch is served on every full school day. A menu for pre-purchasing lunches is online. The school participates in the Government Milk Program, which allows milk for the entire school year to be purchased in September at a reduced rate. Bag lunches are to be clearly marked with the student's name. If, in an emergency, it is necessary to bring a lunch to school after the start of the school day, please leave it at the Main Office, properly marked.

F. Graduation/Promotion/Retention

An eighth grade student who is carrying a failing average (**E**) in one major area (i.e., Religion, English, Math, Science, Social Studies, Reading or Spanish) will not receive a certificate from this school until the required course has been satisfactorily completed in summer school.

An eighth grade student who is carrying two or more failures (**E**) in the major areas, as listed above, will not be allowed to participate in the graduation (certificate) ceremonies held in the Cathedral. The student must repeat grade 8 at another school.

Grades 1-7: If a student fails two major subjects or four teachers recommend retention due to lack of readiness for the next level, the school recommendation will be enforced if the child is to remain at the School of the Cathedral. Summer school is required for failure of one major subject (see above). A conference will be scheduled in January if a student is in danger of failing a grade. In March, a follow-up conference will be held to determine the student's promotion status.

G. High School Visitations and Transcripts

Each 7th grader is allowed one (1) excused day to visit a high school. Each 8th grader is allowed three (3) excused days to visit a high school. Advance written notice to the homeroom teacher from the parent/s is necessary for the student not to be marked absent from Cathedral on the day of the visitation. Students who do not follow this procedure will be marked absent. Students are encouraged to visit on days when Cathedral may be closed and the high school is open. Students are responsible for any missed work.

No high school application form or transcript is sent before the first trimester grades are recorded. It is the responsibility of the parent or guardian to obtain application forms from the private high schools as well as completing the supplemental forms as requested by the high school admission process.

H. Marion Burk Knott Scholarships

Application forms for the Marion Burk Knott Scholarship are available online for parents of eligible Grade 4 and 8 students. Eligibility requirements include straight As in all major academic subjects for the first and second trimesters, and scoring in the 94th percentile or higher on the previous year's standardized testing.

I. Library Book Exchange

Because The Library at Cathedral is in part digital, it is open and available 24 hours/7 days per week. All students have access to the library's print resources during school hours and may visit anytime with teacher permission. Students in grades K-5 also have a scheduled weekly library period. There are NEVER overdue fines; only replacement fees are charged for lost or damaged books. Fees are assessed each term and

academic records (ie: report cards, transcripts, diplomas) are withheld until fees have been paid. Loan maximums and periods are as follows:

Grade	Maximum Checkouts	Loan Period
K, PF, 1	1	7 days
2, 3	2	7 days
4, 5	3	14 days
6, 7, 8	5	14 days

J. Outstanding Debts

Progress Reports, graduation certificates, and transcripts will be withheld at the end of the school year when there are outstanding debts. Re-registration for the next year will not be accepted until all monies due are paid in full. Any balance outstanding at the end of the school year in tuition or Capital Maintenance Fund will be turned over to Alacrity Collection Corporation.

K. School Hours

The school hours are 7:55 a.m. to 2:45 p.m., Monday through Friday. Students may arrive no earlier than 7:30 a.m. The students remain in the Gym until 7:40 a.m. and then are dismissed to their respective homerooms for a quiet study period under teacher supervision. Class begins at 8:05 a.m. promptly; therefore, students must be in their homerooms by 8:00 a.m. to avoid being considered late. Conduct at this time is to be the same as at any other time during the school day. PCF's may be given for misconduct. Orderliness and safety are primary concerns at all times.

The school day ends at 2:45 p.m. (On scheduled early dismissal days, the children are dismissed at 11:45 a.m.) The school is not responsible for the supervision of students before or after the times stated above. Therefore, children must be picked up from the parking lot by 3:00 p.m. (by 12 Noon on scheduled early dismissal days). **Children are not permitted to wait in the Marian Foyer to be picked up.** Safety of the children is a prime factor and this policy will be strictly enforced. Violation of this policy may result in disciplinary action up to and including suspension or dismissal of the student. Parents are required, therefore, to follow the times stipulated when dropping off or picking up students. After students have been picked up late two times, parents will be required to register for aftercare and students will be sent there in the future when not picked up on time. If the aftercare program is full and parents are late picking up their child/ren, parents will be charged \$1 per minute per child past 3:00 p.m. This fee will be deducted directly from the parents' FACTS account. If a student is participating in a scheduled, supervised activity after the hours noted above specific arrangements must be made for drop off and/or pick up at the designated times of the event or activity. In other words, students may not stay at school unsupervised until the event starts. If students are participating in the aftercare program, parents must comply with the rules established by the aftercare program for arrival and pick up. Students may not stay after school because a sibling is involved in an after-school activity. Proper transportation must be arranged prior, for each student.

L. Student Council

The purpose of the Student Council is to promote good citizenship, to encourage a high standard of scholarship, to raise school spirit, to demonstrate the practical application of democracy, and to advance the

welfare of the School and its members in every possible manner. Students interested in running for a position on the Student Council must meet all of the following criteria:

- only **As** or **Bs** on Progress Reports
- no **Is** or **Us** in effort, conduct, or unstructured time conduct on Progress Reports
- no PCF's

Student campaigns and elections are held in the spring, providing all students in the School with some knowledge of a democratic election. Students who are elected attend monthly meetings where projects are presented and discussed.

The elected members have a Constitution that has been ratified by Faculty and Student Council members. Their qualifications are listed below.

1. Student must maintain an overall **B** average with no individual grade lower than a **C**.
2. Review of possible probation will occur if student receives an **I** or **U** in effort/conduct and/or receives an **I** in achievement and/or receives a PCF.
3. Definite probation will occur if student receives two or more **Is** or **Us** in effort/conduct and/or if student receives two or more **Is** in achievement and/or if student receives two or more PCF's. Definite probation means a student may not attend Student Council meetings. This remains in effect until improvement is noted on the mid-trimester Interim Report.
4. Student will be removed from office if the Interim Report does not show improvement in the area signifying a problem.
5. Student must have an **S** or better in both effort/conduct and achievement in order to remain in office.
6. Only in special circumstances may a student hold the same office for two consecutive terms. If eligible, a student may run for another office.
7. If the student fails to fulfill the obligations and duties of the office, he/she would be subject to removal from office.

M. Tag Days

The Student Council conducts several Tag Days during the school year. On these days, students are allowed to attend school out of uniform, dressed in the designated costume or colors for the day. Students make a donation, which permits them to be at school out of uniform. The monies collected are donated to various community outreach projects. Tag Days are indicated on the School Calendar and usually have a theme, for example Halloween, St. Valentine's Day, and St. Patrick's Day. In lieu of a monetary donation, some Tag Days may be designated for collection of canned goods or other nonperishable items.

N. Telephone

Phones are available in each classroom. With the teacher's permission, a student may make a phone call if there is a need. The teacher will access an outside line, as all phones are security protected. However, if a child forgets homework, books, or any other materials he/she will NOT be permitted to call home.

O. Testing

1. The Iowa Assessments and CogAT tests are administered to all students in Grades 2-8 in March (see the Calendar for exact dates). The CogAT measures the cognitive abilities that relate to a student's ability to learn in school. The Iowa Assessments test assesses the basic curricular objectives in the areas of reading, mathematics, language arts, science, and social studies. The test results become part of the student's transcript. Parents receive a home report with the final Progress Report.

2. Brigance screening is administered to all students applying for admission to Kindergarten, Pre-first, or Grade 1. This nationally known developmental screening is required in the Archdiocese of Baltimore.
3. The ACRE (Assessment of Catechesis/Religious Education) - This test, published by the National Catholic Education Association, is a religion test given to all students in Grades 5 and 8. The results are used to assess the effectiveness of the Religion curriculum.
4. Speech and Language Evaluation may be requested for those students who are exhibiting difficulty in language development. A language screening can be given first. Our Regina Program provides this screening under the auspices of our contract with the Scottish Rite Hearing & Speech Agency.
5. Hearing and Vision Screening is a free service provided each year for all Kindergarten, Pre-first, and Grades 1, 3, 5, 7, and 8 students and any student new to the School. Any concerns are shared with the parents.
6. ARD (Admission, Review, Dismissal) - In some cases a family may need to engage in the ARD process for assessment at the local public school or incur expense with a private evaluator to determine a child's unique learning style. This is recommended after other avenues have been exhausted. For further information contact the Regina Program Coordinator.

P. Security

The school building is locked at all times. Access for parents and other visitors is through the electronically controlled front door (or the electronically controlled cafeteria door for aftercare pick up). All visitors must sign in at the Main Office and fill out and wear a visitor badge.

When school is in session, students may not be outside the school building unless they are involved in a class or recess and accompanied by a school staff person. Empty classrooms and the Faculty Room are restricted areas to students.

Altar servers and couriers to the Parish Center generally walk together in pairs to the Cathedral or Parish Center.

Lockers and desks are property of the School and can be searched at any time. The Administration and authorized staff of the school reserve the right to conduct reasonable searches of students, visitors, and areas under their control (e.g., desks, personal belongings, lockers) in cases of suspected violation of school policies (e.g., drugs, weapons, tobacco, stealing).

Faculty/staff are not permitted to transport students in their private vehicles, as per Archdiocesan policy. This policy applies to events held during and after the school day. Parents should not ask teachers, who may be serving as coaches, to give their children rides to practices or games.

IX. UNIFORMS

School uniforms are available for purchase from Lands' End (www.landsend.com)

Important note: The only items that must be purchased from Lands' End are the green or blue Cathedral gym t-shirt, navy Cathedral gym shorts, and blue or green Cathedral sweats; the Cathedral plaid jumper; the Cathedral plaid kilt; the Cathedral khaki skort; and the Cathedral blue polo shirt. All other items may be purchased at any store of your choosing.

The school uniform, be it the summer, winter, or gym uniform, is to be worn with pride. A well-groomed, neat appearance bespeaks a student ready to learn. As students grow older they may assume responsibility

for the care of their uniforms. In the lower grades, parents are to monitor the way the students are groomed. Undershirts or T-shirts under white shirts or blouses are to be white with no markings. The length of the girls' skirts, jumpers, skorts, and shorts are to be representative of a Catholic school (no shorter than 2" above the knee). Rolling waistbands or deep hems or rolled cuffs on shorts are not permitted. Eye make-up, lip gloss, blush, nail polish (other than clear), and tattoos are not permitted. Socks must be "crew socks."

All students are to be in complete uniform and well groomed. Hair for boys should not cover the eyebrows or ears and should not touch the collar in the back. Hair may not be colored, dyed, or tinted in unnatural hues. Note: The Principal and the Lower School and Middle School Deans have sole discretion in determining whether something not specifically listed here is not appropriate for a Catholic school student.

Jewelry is limited to:

- Religious necklace (boys and girls)
- SMALL stud earrings (girls only)
- Watch (boys and girls)

SUMMER UNIFORM (all students)

Walking shorts may be purchased from L.L. Bean, Lands' End, and many other merchants. Summer uniforms may be worn from the first day of school through early October (begin wearing winter uniforms on October 9) and from April 9 until the last day of school. The summer uniform is not a fashion statement; it is a uniform for warm weather. The Principal may extend the time for the summer uniform if warranted.

- Khaki shorts (minimum 6-inch inseam) for boys and girls; girls may also wear a khaki skort but it must be purchased from Lands' End
- A blue CATHEDRAL shirt (no other logos OR plain shirts)
- White crew socks
- Tennis shoes (any color) with laces or Velcro (no slip-ons or backless shoes)
- Black or brown belt (not required for students in K, PF, Gr. 1, and Gr. 2)

WINTER UNIFORMS

BOYS, KDG-GRADE 3

- PLAIN white polo shirt (long or short sleeved)
- PLAIN white T-shirt to be worn underneath
- Khaki pants (no cargo pants, flares, jeans or bell-bottoms)
- Navy Cathedral sweater or ½ zip blue Cathedral fleece
- Black or brown belt (required for grade 3 only)
- White or blue crew socks
- Brown TIED buck shoes (**no Wallabies, docksiders, loafers, Mocs, Merrells, or slip-ons**)

BOYS GRADES, 4-8

- PLAIN white oxford button-down shirt (long or short sleeved)
- PLAIN white T-shirt to be worn underneath
- Khaki or navy blue pants (no cargo pants, flares, jeans or bell-bottoms)
- Tie (PLAIN dark blue, PLAIN dark green; or Lands' End classic navy, classic navy plaid, evergreen/classic navy stripe)
- Brown or black belt
- White crew socks
- Brown TIED buck shoes or docksiders (**no Wallabies, loafers, Mocs, Merrells, or slip-ons**)
- Navy Cathedral sweater/fleece

- Navy Blue Blazer (grades 6, 7, and 8 only)

GIRLS, KDG-GRADE 5

- PLAIN white polo OR white oxford button-down OR white long-sleeved turtleneck
- PLAIN white T-shirt to be worn underneath
- White crew socks OR navy tights
- Cathedral plaid jumper (hem must be no shorter than 2” above the knee) OR khaki pants (no flares, bellbottoms, jean or cargo pants)
- Brown or black belt, when khaki pants are worn (required for grades 3, 4, and 5 only)
- Navy Cathedral sweater or ½ zip Cathedral blue fleece
- Black and white saddle shoes

GIRLS, GRADES 6-8

- PLAIN white polo OR white oxford button-down OR white long-sleeved turtleneck
- PLAIN white T-shirt to be worn underneath
- White crew socks OR navy tights
- Cathedral plaid kilt (hem must be no shorter than 2” above the knee) OR khaki pants (no flares, bellbottoms, jean or cargo pants)
- Brown or black belt, when khaki pants are worn
- Brown TIED buck shoes or docksiders (**no Wallabies, loafers, Mocs, Merrells, or slip-ons**)
- Navy Cathedral sweater/fleece
- Navy Blue Blazer

GYM UNIFORM, ALL girls and boys

- Blue or green Cathedral or performance T-shirt, navy Cathedral gym shorts (K and PF students do not need gym shorts), and blue Cathedral sweats
- White crew socks
- Tennis shoes, any color, with laces or Velcro (no slip-ons or backless shoes)

Gym uniforms are worn all day. The same uniform is worn all year.

Gym uniforms are available from Lands’ End. Gym uniforms are worn under the Cathedral sweats from October 1 to April 30. Cathedral sweats must be worn to and from school. Only the Cathedral sweats are permitted.

X. ADMINISTRATIVE GUIDELINES AND POLICIES

A. Admissions

Decisions for admission to the School of the Cathedral are considered in the following order of priority:

1. Sibling parishioners
2. Members of Cathedral Parish for one year or more
3. Sibling non-parishioners
4. Members of Cathedral Parish for less than one year
5. Catholics of other parishes
6. Non-Catholics

Applications for admission are available online, and must be completed and returned (along with a nonrefundable application fee) by December 1. Prospective Kindergarten students must be five years old by August 31; prospective First Grade students must be six years old by August 31.

The following items are required at the time of application for admission:

- Copy of Birth Certificate
- Copy of Roman Catholic Baptismal Certificate, if applicable
- Copy of recent Report Card, if applicable
- Recent Standardized Test Scores
- School Transcript, if applicable, and Teacher Referral Forms
- \$50 application fee

The School of the Cathedral reserves the right to accept applicants based upon past school performance, standardized test results, placement test results, and summer school performance when applicable. Letters of acceptance will be mailed in early February. At that time, a nonrefundable deposit is required to secure the child's placement.

B. Admissions Testing

The Brigance screening is administered to all students applying for admission to Kindergarten, Pre-first, and First Grade. The School reserves the right to determine appropriate placement for all students applying or presently enrolled in the program.

All prospective students for Grades 2 through 8 are administered a placement test and a writing assignment. An interview with the Principal or Lower/Middle School Dean, and a “shadow day” may be required. The School of the Cathedral reserves the right to determine the student’s correct grade placement or to deny the student acceptance for grades K-8.

Admissions Testing will be held on Saturday, January 6, 2018 - 7AM - 2 PM.

The Waiting Lists for all grades are dissolved in September of each school year.

All new students are given a six-month to one-year evaluation period. If, during this time, the School is unable to meet the needs of the student, the parents will be asked to place their child in a more appropriate school setting. Such recommendation will only occur after conferences with parents and after exhausting all other methods of help.

C. Capital Maintenance Fund

This may be a tax-deductible, nonrefundable gift or a refundable loan payable the September of the year after the last child leaves the school. The loan may be converted into a tax-deductible gift at any time.

Upon acceptance to the School of the Cathedral the family is required to make a one-time \$1,000 loan to the School to be used for the capital maintenance program that was initiated in the 1993-1994 school year.

D. Re-registration

Student re-registration takes place in December. A nonrefundable fee, which is used for student-related Archdiocesan fees, is required at that time. The School of the Cathedral reserves the right to deny re-registration to any student whose behavior is not acceptable according to the Disciplinary Code, or whose academic performance is not up to the standards set by the school. The School of the Cathedral reserves the right to exercise this prerogative independent of the disciplinary code violation structure.

E. Tuition and Tuition Policies

Tuition Rates: 2017-2018 School Year

Parishioner	\$9,425 per child
Non-Parishioner	\$10,990 per child
Regina Program, additional fee	\$4,043 per child
Book Bill, K-8*	\$225 per child
Field Trip fee, K-8	\$100 per child
Graduation fee, Gr. 8 only	\$100 per child
CASPA dues	\$100 per family
Application fee (non-refundable)	\$50 per child

The School of the Cathedral has two categories of tuition rates:

- Parishioner Rate: This rate applies to children of parishioners. For tuition billing purposes, a Parishioner is defined as a registered and regularly contributing member of the parish. A parishioner with no record of church contributions will be assessed at the non-parishioner rate per child at the next billing.
- Non-Parishioner Rate: This rate applies to those who do not fulfill the above requirement.

*The Book Bill fees include a charge for rental and consumable books for students in Kdg through 8th grade, and a charge for Student Fees, which include Physical Education, Art and Stationery, Library, and Technology Fee. The School is receiving \$65.00 per student for textbooks from the State Department of Education for the 2017-2018 school year. This amount is reflected in the book fee stated above.

Tuition Policies

The School Board determines both parishioner and non-parishioner rates annually.

Students are enrolled for the entire academic year. Full tuition payment is expected for the entire year even if a student withdraws from the school during the school year for any reason.

If there are circumstances that prevent timely payment of the tuition, the Principal should be contacted immediately. An alternative schedule for payment may be arranged if sufficient need can be shown. The Principal may request additional information in order to make a final determination.

Tuition Payment Plans

For the convenience of school families, tuition may be paid according to three different plans.

- Plan #1: Single payment of full tuition and all applicable fees payable to FACTS by June 5th or June 20th.
- Plan #2: Two payments, payable to FACTS, one-half tuition and all fees by June 5th or June 20th and one-half tuition by February 5th or February 20th.
- Plan #3 Ten equal payments of tuition on a monthly basis beginning in June and ending in March, payable to FACTS. The books and fees are due with the June payment.

FACTS Tuition Management Services

The School of The Cathedral, as per the Archdiocese of Baltimore's directive, uses the FACTS Management Company, ("FACTS") to manage collection process. There is no charge for families enrolled in Plan 1. FACTS will assess a charge a fee other payment plans.

Tuition Assistance

The Tuition Assistance Policy is according to the Archdiocesan Guidelines for the Catholic Schools Project. Limited grants are available for students/families in financial need. Families wishing to be considered for financial aid must annually submit a financial aid statement to the FACTS Grant & Aid Website found on the school website. Information may be obtained through the Business Office, or you can apply directly online at www.factstuitionaid.com. The deadline for applications must be honored. Requests outside the stated policy should be addressed to the Principal.

Outstanding Debts

If there are any financial obligations, including late tuition payments, we reserve the right to apply the following procedures:

1. The School of the Cathedral reserves the right to refuse admittance to class, withhold Progress Reports and transcripts, and/or shut off Power Grade Parental Access when the family fails to meet payments satisfactorily or to conclude a financial arrangement mutually convenient to both parties. No Progress Reports will be issued for any family whose payments and obligations are not current. **ADMISSION FOR EACH TRIMESTER IS CONDITIONAL ON SATISFACTORY COMPLIANCE WITH ALL FINANCIAL OBLIGATIONS.**
2. Failure to meet all financial obligations in a timely manner may result in a student being removed from his/her class list for the upcoming academic trimester. Once tuition obligations have been met, a student may be re-admitted on a space-available basis.

We realize that from time to time extenuating circumstances may occur that would prevent you from paying your tuition in a timely manner or which might require a different payment arrangement. If so, please contact the Principal as soon as possible to establish a mutually satisfactory arrangement and to note your account. The Principal must approve all special arrangements.

F. After-school Activities

To supplement the education program offered during the school day, after-school activities are available to interested students:

Athletics

- Soccer (boys and girls)
- Basketball (boys and girls)
- Lacrosse (boys and girls)

Fine Arts

- Choir of Men, Women, and Boys and Girls
- Guitar Club
- Band

Altar Servers

- Girls and Boys (Grades 4-8)

Clubs (available according to level of interest and willingness of sponsors/leaders)

- Chess Club
- Drama Club
- Newspaper Club (Mustang Messenger)

Students using our facilities must remain under the supervision of their moderators at all times.

G. Ethical and Moral Use of Technology Policy

All parents and students sign an Acceptable Use Policy (AUP) for the Use of Computers and Telecommunications statement annually before a student has access to school technology. A copy of this policy is in the Appendix of this Handbook for your referral. The document is to be signed and returned to before a student will be allowed access to school technology of any kind. Violations of the AUP are subject to the School's Disciplinary Code, as noted in Section VI of this Handbook.

The fundamental principle behind the policy is: While using the technology, one should never do anything that harms another user.

XI. CATHEDRAL SCHOOL PARENTS ASSOCIATION (CASPA)

The Cathedral School Parents Association (CASPA) is designed to be responsive to the needs of the School of the Cathedral and its parent members. CASPA is one of the most active parent-teacher associations in the Baltimore area, sponsoring a variety of social, sporting, and fundraising events as well as many programs that enhance school life. CASPA also sponsors two fundraising events for the School: the Cathedral Ball and the Cathedral Golf Open. When general meetings are held, at least one parent of each family is required to attend. CASPA publishes an annual Parent-Student Directory in the hope that it will be used frequently by all members of the school community and to further CASPA's goal of establishing a closer bond among the members of the School community.

To make a suggestion for a new program, event or expenditure, please submit a written proposal to the CASPA President. The proposal should include detailed information about who would be involved, who would benefit, and what resources (financial and volunteer) are required. The proposal will be discussed at the next CASPA Board Meeting. These monthly meetings are announced in the School Calendar and are open to all parents. You are welcome to present a proposal in person at the meeting. Contact the President at least one week in advance of the CASPA Board meeting to be added to the agenda. Please keep in mind that typically the calendar of events for an academic year is planned during spring of the previous year.

In addition to planning social events to promote fellowship throughout the School community and sponsoring student enrichment activities, one of CASPA's most important functions is to raise funds for the benefit of the School of the Cathedral. The Cathedral Ball is CASPA's major fundraiser. The proceeds from this event directly benefit the students. In recent years, this money has been used to help finance the HVAC project, to purchase interactive whiteboards for every classroom, to enhance the use of technology in the school, to fund the installation of turf and a drainage system on Newman Field, and to help fund the School's new Science Lab.

CASPA also sponsors the Annual Golf Open; it is a day of fun and fellowship. The Cathedral Golf Open is open to everyone in the Cathedral community: parents, alumni, parishioners, friends, co-workers, and neighbors. Proceeds from the event have funded a variety of enhancements to the school including the school's signage on Charles Street and new cafeteria tables as well as contributions to the Regina Program.

The School provides many opportunities for the students for outreach to those in need in our local community and around the world. Therefore, CASPA-sponsored events do not raise funds for other causes. CASPA-sponsored events and programs are intended to build a stronger school community and to enhance the academic experience of the students. A list of CASPA-sponsored activities and events can be found in the Parent-Student Directory.

XII. SCHOOL BOARD

The School of the Cathedral is an expression of the educational mission of the Cathedral Parish, with which it is associated, and of the Archdiocese of Baltimore. Therefore, the Rector is responsible to the Archbishop for the administration of the total Parish, including the Parish School. The Principal functions as the chief administrator of the School and is a member of the Parish staff. Regular and open communication with the Rector and the Principal is essential.

The overriding responsibility of the School Board is to ensure that the assets and programs of the School are used to promote and strengthen the school and parish community. The Board is advisory in nature, which means that it is responsible for making recommendations to the Rector and the Principal in the areas of finances, building and grounds, and other aspects of corporate management. Board members are expected to perform their duties in good faith, in a manner they believe to be in the best interest of the School, and with the care that an ordinarily prudent person in a like position would use under similar circumstances.

The School Board consists of members with a variety of expertise and experience, from within and outside the School community, in accordance with “The Manual for Elementary School Boards in the Archdiocese of Baltimore” (Summer 2004). School Board meetings are typically held the second Tuesday of each month from September through May at 8:00 a.m. in the Parish Center. Requests to address the Board must be made in writing to the Chairperson stating the reason at least two weeks ahead of time.

School Board, 2017-2018

Linda Murphy (Chair)	linda_murphy@troweprice.com
Gerard Athaide	gathaide@loyola.edu
Julie Cain	jjulieccain@comcast.net
Frank Dingle	frank.dingle@rbc.com
Mary Fitzgerald, SSND	mfitzgerald2@ndm.edu
Peggy Ilardo	pgilardo@gmail.com
Peggy Juskelis, SSND	mjuskelis@mothersetonacademy.org
Lisa Melancon	LisaMelancon957@msn.com
Jeffrey Palkovitz	jeffrey.palkovitz@gmail.com
Joshua Smith	jssmith2@loyola.edu
Hillary Michaud	hillaryjm@comcast.net

Ex Officio Monsignor Richard Woy
 Mr. Michael Wright
 Clarence Bryant

CASPA President: Frances Dingle fdingle@gmail.com

APPENDICES

- Archdiocese of Baltimore Student Harassment Policy
- Archdiocese of Baltimore Bullying Prevention, Intervention, and Response Policy
- Acceptable Use Policy for the Use of Computers and Telecommunications
- Athletic Team Formation Policy

Archdiocese of Baltimore Student Harassment Policy

I. Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment on the basis of race, color, gender, national origin, religion, age, disability or handicap or protected activity (i.e. opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

II. Scope

This Policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

III. Prohibited Conduct

For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, national origin, religion, age, disability or handicap, or protected activity, that:

Has the purpose or effect of creating an intimidating, hostile or offensive environment;

Has the purpose or effect of unreasonably interfering with an individual's performance; or

Otherwise adversely affects an individual's educational opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, gender, national origin, religion, age, handicap or disability. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

IV. Procedure

Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.

Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.

Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.

Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

Archdiocese of Baltimore

Bullying Prevention, Intervention, and Response Policy

I. Policy Statement

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God’s children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for prevention, intervention and response.

The Department of Catholic Schools will provide professional development for principals on prevention education designed to model and teach positive relationship building and appropriate interpersonal communication. School principals will ensure that faculty and staff are notified of this policy and professional development is provided. Each school will educate students and families about the dangers that result when students are bullied or are targets/victims of bullying, and strategies for intervening when these incidents do occur. Schools will inform students of the policy and reporting procedures during orientation sessions in classes during the first week of school. The policy and procedures should be published in each school’s student/parent handbook and on the school’s website.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, by use of electronic technology, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

II. Definitions

As used in this policy, “bullying, harassment, or intimidation” means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance, or with a student’s physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, gender, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- threatening or seriously intimidating; and,

- occurs on school property, after school hours, at a school activity or event, or on a school bus; or, by use of electronic technology substantially disrupts the orderly operation of a school.

Bullying exposing - a student to intentional negative actions on the part of one or more other students which substantially adversely affects the victim's ability to participate in or benefit from the school's educational programs or activities.

Electronic technology - communication (emails, text messaging, social media, web pages, instant messaging, and other electronically communicated messages) transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

Harassment - perceived or actual experiences of discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion, or other identifying characteristics by a student which adversely affects that student's ability to participate in or benefit from the school's educational programs or activities.

Intimidation - subjection of a student to intentional action that seriously threatens and induces a sense of fear and/or inferiority which adversely affects that student's ability to participate in or benefit from the school's educational program or activities.

Retaliation - an act of reprisal or getting back at a person for an act he /she committed.

III. Education

The prevention and intervention of bullying, harassment, an intimidation will be delivered to all students in kindergarten through grade twelve through orientation, religion classes, guidance lessons, or other age appropriate means.

School faculty will ensure that students are involved in activities which address bullying, cyberbullying, harassment, or intimidation and in creating a culture of peer support and mutual respect.

School faculty will promote student involvement in the anti-bullying efforts, peer support, mutual respect, and a culture which encourages students to report incidents of bullying to adults.

School principals will ensure that professional development is provided to school faculty and staff on how to respond appropriately to students who bully, are bullied, and how to empower bystanders.

School principals will provide parents with education on the negative impact of bullying for students, the family and the school community.

School principals will educate School Board members on the negative impact of bullying for students, the family and the school community and the school's bullying preventions, intervention and response policy and education protocols.

IV. Intervention

School principal and / or their designee are responsible for providing appropriate assistance to students and parents who have been affected by behavior prohibited in this policy.

A student who violates this policy may be required to participate in appropriate counseling/intervention designated by the school principal that is designed to increase the student's understanding of the offense and its impact on others.

School principals will collaborate with the Department of Catholic Schools to assist students who continue to be involved in bullying behaviors as perpetrators, targets/victims or witnesses, and whose mental or physical health, safety, or academic performance has been impaired.

V. Procedures for Reporting

1. When a student reports that he/she is currently the target/victim of bullying, harassment, or intimidation, the staff member will respond quickly and appropriately to intervene and report the incident to the school principal.
2. If a student wishes to discuss the incident of bullying, harassment, or intimidation with a staff member, the staff member will make an effort to provide the student with a practical, safe, private, and age appropriate way of doing so.
3. Student reports will be documented using the Bullying Prevention, Intervention and Response Reporting Form.
4. A student may request assistance from a staff member to complete the Bullying Prevention, Intervention and Response Reporting Form at school.
5. The student, a staff member, parent or close adult relative should complete and submit Bullying Prevention, Intervention and Response Reporting Form to the school principal in person, by mail, or electronically.
6. Bullying Prevention, Intervention and Response Reporting Form (attached) is available in the main (front) office, counselor's office, and on the School website:
www.schoolofthecathedral.org
7. Principals will report all bullying incidents that result in suspension to the Superintendent of Catholic Schools.

VI. Procedures for Investigating

1. All reports should be written using the Bullying Prevention, Intervention and Response Reporting Form. A report must then be promptly and appropriately investigated by school principal within two (2) school days after receipt of a reporting form or as timely as possible for school principal.

2. School principal will determine whether bullying, harassment, or intimidation actually occurred by taking steps to verify who committed the act of bullying, harassment, or intimidation and whether others played a role in perpetuating this act.
3. Other related complaints, if any, will be reviewed in making this determination.
4. Neither victim nor witnesses should be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what may result from the ultimate outcome of the investigation. Efforts should be made to increase the confidence and trust of the victim and any witnesses. They will be informed that any information discussed and recorded will be confined to “need to know” status.
5. School principal will promptly and appropriately notify parents of the victim and offender of the incident after receipt of the reporting form.
6. School principal will apply consequences and/or remedial actions consistent with school disciplinary policies. The offender will be informed that retaliation against a victim or bystander is strictly prohibited and that progressive consequences will occur if the activity continues.
7. School principal will create a written record of the bullying, harassment, or intimidation incident and any disciplinary actions taken, as well as the statements of the victim, witnesses, and offender. Discussions with all parties should be documented as soon as possible after the event. Any material records or evidence will not be discarded and will be maintained in a separate secure file.
8. Separate conferences with the victim and offender will occur within two weeks after the investigation to determine whether bullying, harassment, or intimidation has continued and whether additional consequences need to be implemented. These Regina Program Coordinator conferences may occur as part of the counseling intervention. Another follow-up conference or conversation will be held with the victim four weeks after the initial follow-up conference to determine if the bullying, harassment, or intimidation has ceased.

VII. Consequences

Consequences and remedial actions for persons committing acts of bullying, harassment, or intimidation and for persons engaged in retaliation and for persons found to have made false accusations should be consistently and fairly applied after appropriate investigation has determined that such an offense has occurred. The following list of consequences and remedial actions is provided as a guide that by no means limits the school from implementing other additional consequences and remedial actions. Prior behaviors and conduct of the involved students are considered when determining appropriate consequences.

Standard Consequences:

- Parent notification
- Time out

- Loss of a privilege
- Verbal reprimand
- Completion of letter of acknowledgement of action, with apology to the victim (after reviewed by the principal and not in a case of sexual harassment or intimidation)
- Parent Communication Form (PCF)
- Detention
- Reparation to victim in the form of payment for or repair of damage to possessions
- Reassignment of seats in class, cafeteria, or bus
- In-school suspension
- Out-of-school suspension
- Extended suspension
- Expulsion

Remedial Actions:

- Parent/Student Conference
- Counseling with school counselor or school psychologist
- Education about the effects of bullying, harassment, or intimidation.
- Behavioral agreement
- Positive behavioral supports / plan that is appropriate to the developmental level of the student and the student's behavioral history
- Referral to an external agency
- Counseling support (delivered by a school or community mental health provider)
- Cooperation with a behavioral management program developed in consultation with a mental health professional
- Community service

Types of support services available to the student bully, victim, witnesses, and any bystanders:

- Counseling
- Conflict resolution
- Problem solving skills training (proactive, constructive, relationship-building)
- Social skills/competency training
- Anger management training
- Educational programming
- Parental involvement
- Peer support groups
- Schedule modifications
- Targeted use of monitors (e.g. hallways, cafeteria, buses)
- Public or private community-based mental health services
- Faith-based services
- Multi-service centers
- Health Department Programs
- Youth Development Organizations
- Community Mediations
- Department of Juvenile Services
- Department of Social Services
- Law enforcement agencies

School of the Cathedral of Mary Our Queen Acceptable Use Policy for the Use of Computers and Telecommunications

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the School of the Cathedral community. Network and Internet access is provided to further the legitimate educational goals of this institution. The School of the Cathedral provides computing and network resources for the use of students, employees, and others affiliated with the School of the Cathedral. Members of the School of the Cathedral community are encouraged to use the computers, software packages, electronic mail (e-mail), or outside the School of the Cathedral network software for educational or School of the Cathedral related activities and to facilitate the efficient exchange of useful information. However, the services are and remain the property of the School of the Cathedral. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curricula is encouraged.
- Using e-mail capabilities to facilitate distance-learning projects.
- Using Listservs and newsgroups to gain access to current information on local, state, national, and world events.
- Google Apps for Education

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, violate the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some examples include:

- Transmission of any material in violation of any U.S. or state law, including, but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through School of the Cathedral e-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, e-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons, or the transmission or use of e-mail or other computer messages that are sexually explicit constitute harassment, which is prohibited by the School of the Cathedral (see Disciplinary Code in the Parent-Student Handbook). It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use of the Internet for personal, financial, or commercial gain; product advertisement; political lobbying; or the sending of unsolicited junk mail or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected

to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.

- The creation, propagation, and/or use of computer viruses are prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail (e-mail) messages of other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the School of the Cathedral Network Administrator from intercepting and stopping e-mail messages that have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of the School of the Cathedral computer resources.
- Google Apps for Education misuse - online chatting, creating memes, etc.

Access to the School of the Cathedral's e-mail or similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege. School of the Cathedral users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's e-mail or similar electronic communications or to use another's name, e-mail or computer address or workstation to send e-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the School of the Cathedral cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated via e-mail.
- The School of the Cathedral reserves the right to access e-mail to retrieve School of the Cathedral information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data, or files to law enforcement authorities.
- Any information contained on a School of the Cathedral computer's hard drive or computer disks, Cloud workspace which were purchased by the School of the Cathedral, are considered the property of the School of the Cathedral.

This agreement applies to stand-alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of the School of the Cathedral regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Guidelines for Forming Athletics Teams

The Athletic Director shall use the following guidelines when forming any teams for the School of the Cathedral:

- The Athletic Director shall form teams based on age or grade, per sport and league requirements.
- A registration period for each sport will be held. Players must submit forms and fees on time to be considered for teams.
- The number of players chosen for a team will be determined by the sport, the number of registrations received, the number of coaches available, and any league requirements.
- Team members shall be chosen based on the following priority and league requirements:
 1. Current School of the Cathedral students
 2. Former School of the Cathedral students with siblings currently attending
 3. Former School of the Cathedral students and/or parishioners of the Cathedral of Mary Our Queen
- All team members shall pay a registration fee per sport.
- Non-current School of the Cathedral families shall be charged an additional one-half of the registration fee to help defray the cost of field rentals, referee fees, insurance coverage, and other necessary costs.
- Any player not adhering to these guidelines shall not be considered for a team.

RECEIPT OF HANDBOOK

I/we have received a copy of the School Handbook and have carefully read and understand the Policies, Procedures, and Regulations of The Cathedral of Mary Our Queen School. This includes tuition charges, parent/guardian responsibilities, dress, and disciplinary regulations. The school reserves the right to amend the Parent-Student Handbook. Parents will be notified promptly of any changes.

Social Media - Cathedral will be posting pictures of students, classroom activities, school events, etc. to social media and the school website. Images may also be used for advertising by Cathedral and the Archdiocese of Baltimore. If you do not wish to have your child's picture used, please contact Beth Awalt, Communications / Social Media Coordinator, at beth.awalt@cmoq.org. Your request to not have your student's photo used will be granted from that date forward.

PowerSchool access codes, Interims, and Progress Reports will be issued to families with signed form on file.

Please sign and return to school by September 15, 2017.

Student(s): _____

Parent Signature _____ Date _____

Parent Signature _____ Date _____