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THE SCHOOL OF THE  
CATHEDRAL  
OF MARY OUR QUEEN

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*Spiritual Strength, Academic Excellence*

111 Amberly Way  
Baltimore, Maryland 21210  
410-464-4100

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

**2021-2022**

**Parent-Student Handbook**

The School of the Cathedral is a co-ed elementary school for grades Kindergarten-8. The School of the Cathedral reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. 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.

The School of the Cathedral does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). The School of the Cathedral is not required to adopt any rule, regulation, policy or personal accommodation that conflicts with its religious or moral teachings, and we will always teach and act consistent with the tenets of the Catholic Church.

Requests for reasonable accommodations for a student with a disability may be directed to Dr. Michael Wright, Principal, [mwright@cmoq.org](mailto:mwright@cmoq.org)/ 410-464-4105 or Mrs. Rosanna Czarnecki, Assistant Principal, [rczarnecki@cmoq.org](mailto:rczarnecki@cmoq.org)/ 410-464-4107.

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

### ***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, observing conference dates and requests for meetings
- ❖ discussing concerns and problems first with the person/s most directly involved
- ❖ volunteering when possible, 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.

### **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 Assistant Principal. 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 and an Assistant Principal. 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 Assistant Principal is responsible for the day-to-day operation of the School in the absence of the Principal. The Assistant Principal has been delegated by the Principal to handle academics, instruction, disciplinary issues, and daily parent interaction. The Principal and Assistant Principal serve on various committees within the School and Parish community. An Admissions Director handles 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 the librarian 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, 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.

### **C. School Staff**

The School staff is composed of:

- Principal
- Assistant Principal
- Office Manager
- Enrollment Manager
- Receptionist
- Director of Library & Learning Technologies
- Library Circulation Assistant
- IT Support
- 19 Classroom Teachers
- 4 full-time Specialty Teachers and 2 part-time Specialty Teachers
- 6 Teacher Assistants
- Regina Program Coordinator
- 7 part-time Orton-Gillingham tutors
- Nurse
- Custodial/Maintenance Staff
- Part-time Counselor
- Part-time Communications / Social Media Coordinator
- Part-time Development
- After School Program Director (Cathedral Extended Day)
- Band Instructor (contracted)
- Cafeteria Staff (contracted)
- Speech-Language Therapy (contracted)
- Occupational Therapy (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.

## IV. CALENDAR

The school calendar is available on the school website- [www.schoolofthecathedral.org](http://www.schoolofthecathedral.org). While the calendar is maintained throughout the year, occasionally there will be additions or deletions on the calendar. Parents should subscribe to the calendar feature on the website to be notified of any calendar changes.

## V. SCHOOL ADMINISTRATION/ FACULTY/ STAFF

Principal	Dr. Michael Wright
Assistant Principal	Mrs. Rosanna Czarnecki
Kindergarten A Teacher	Ms. Janice Shipman
Kindergarten A Assistant	Ms. Lindsay Davey
Kindergarten B Teacher	Mrs. Kathleen Pendergast
Kindergarten B Assistant	Mrs. Christine Unitas
Pre-First Teacher	Ms. Janice Spinnato
Pre-First Assistant	Ms. Karen Moran
Grade 1A Teacher	Ms. Caitlin Bromley
Grade 1A Assistant	Mr. Garrett Bush
Grade 1B Teacher	Mrs. Stephanie Hadaway
Grade 1B Assistant	Mrs. Julie Mainello
Grade 2A Teacher	Mrs. Patrice Rudolphi
Grade 2B Teacher	Mrs. Tara Macia
Grade 3A Teacher	Ms. Peyton Courtney
Grade 3B Teacher	Ms. Jessica Hurtt
Grade 4A Teacher	Ms. Morgan Wilder
Grade 4B Teacher	Ms. Kalie Paranzino
Grade 5A Teacher	Ms. Brigid Wilder
Grade 5B Teacher	Mr. Frederick McCall
Grade 6A Teacher	Mrs. Angela Barton
Grade 6B Teacher	Mr. Brendan Ford
Grade 7A Teacher	Ms. Samantha Donis
Grade 7B Teacher	Ms. Randi Amoss
Grade 8 Teacher	Mr. Tim Miller
Instructional Assistant	Sr. Mary Catherine Thomas
Art Teacher	Ms. Natasha Szymkiewicz
Library & Learning Technologies	Mrs. Jan van Huizen
Library Assistant	Sr. Jane Moran
Modern Languages Teachers	Mrs. Kris Strong and Ms. Sueanny Penaherrera
Music Teacher	Mr. Jon Mathis
Physical Education Teacher	Mr. Rick Bush
Regina Program Coordinator	Mrs. Patty Darby
Regina Tutor	Ms. Regina Cavanaugh
Regina Tutor	Mrs. Jody Escobar
Regina Tutor	Mrs. Mary Ann Jacokes
Regina Tutor	Mrs. Mary Jean Meyer
Regina Tutor	Mrs. Grace Pollack
Regina Tutor	Mrs. Ann Marie Ramey
Regina Tutor	Mrs. Maria Salvatore
Cathedral Extended Day	Ms. Megan Bergin
Communications	
Counselor	Mrs. Bernadette Streett
Development	Ms. Mary Believeau

Enrollment Director	Ms. Gina McGee
IT Support	Mr. Aaron Holman
Maintenance	Mr. Pat Bergin, Mr. Aaron Oxner
Nurse	Mrs. Cathy Lobo
Office Manager	Mrs. Sue Seiler
Receptionist	Mrs. Elise Elbourne

## **VI. 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 every other 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 2021-2022**

Mrs. Julie Cain (chair)  
 Mr. Adam Boyd  
 Mrs. Maggie Dates  
 Mrs. Alexa Gilmore  
 Mr. Michael Maloney  
 Mr. Mark McCoy  
 Mrs. Jenn McDermond (CASPA)  
 Lisa Melancon  
 Mrs. Heather Volk  
 Mr. Ron Werthman

Ex Officio      Rev. Lou Bianco  
                       Mr. Michael Wright  
                       Ms. Mary Beliveau  
                       Mrs. Rosanna Czarenecki

## **VII. CASPA BOARD**

### **CASPA 2021-2022 Board List**

**President:** Jennifer McDermond

**Vice-President:** Sheehan Burch  
**Secretary:** Eleni Bowden  
**Treasurer:** Lindsay Redfield  
**Member-at-Large:** Renee Nathaniel

**Communications:**

- Mary Eileen Aldana
- Julie Baumgartner

**Volunteers:**

- Lacey O'Neil
- Melanie Pyne

**Social:**

- Karin Lombardi
- Garrity Testa

**Athletics:**

- Maggie Burgess
- Lindsay Purpura

**Middle School:**

- Amy Matteini
- Katie Pinheiro

**Technology:**

- Caroline Alcarese
- Chris Gangemi

**Arts:**

- Meghan Allison
- Sarah Fenhagen

**Cathedral Ball Chairs**

- Kristin Nicolini
- Jamie Halloran

## **VIII. ACCREDITATION**

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.

## **VIII. ACADEMICS/ CURRICULUM/ 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.

Students in grades K-8 receive recognition of academic achievement during the year. Honor Roll recognition is posted in the school each trimester.

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 Middle School 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. 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. Full credit will not be given for late assignments. Parents are encouraged to seek advice of teachers 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 the next school day.

## 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 Reports/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.

Progress Reports are issued on a trimester basis. The Progress Report is emailed 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. 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.

### **D. Testing**

1. The Archdiocese of Baltimore's Department of Catholic Schools is using Performance Series by Scantron this year as our diagnostic and placement tool for Grades 2-8. The Performance Series assessments make it easy for your child's teachers to identify areas of strength and areas for growth. The new suite of assessments will provide teachers with detailed information that will inform their daily instruction. Overall, teachers will use the data from these assessments to:
  - identify your child's ability levels.
  - demonstrate academic growth over time.
  - place your child in the appropriate instructional group.
  - identify gaps in knowledge and skill acquisition.
2. The Fountas & Pinnell Benchmark Assessment System (F & P) is a tool that is used to assess reading fluency, accuracy, and comprehension. This benchmark assessment system identifies reading levels using an A-Z scale and is done in the Fall, Winter, and Spring. This A-Z scale provides valuable goal setting information. As a result of this assessment, teachers will be able to design differentiated literacy instruction that supports and enriches student learning.
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.

## **E. 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. Class Masses in grades K-8 are held once a year. 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 is 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.

## **F. Specialty Classes**

Students participate in the following specialty classes: Art, Music, Library, Physical Education, 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

Exploratory French and Spanish classes are offered in grades 1-5 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:

- 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

The fundamentals of indoor and outdoor soccer, basketball, hockey, volleyball, lacrosse, and other sports are taught. 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 to participate in class.

## **G. Admissions, Review, and Dismissal (ARD) Process**

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.

## **X. PARENT OVERVIEW**

### **A. Visitors**

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, proceed to the receptionist desk, present a valid state ID, and a name tag will be issued. All parents and any other volunteers must be Archdiocesan VIRTUS-certified, the youth protection program through the Archdiocese of Baltimore.

### **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

- Assistant Principal or Principal 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. All test papers will be sent home in the weekly Wednesday Folder. Please sign papers and return to the teacher in the Wednesday Folder the following school day.
  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 emailing the teacher to request a meeting. Parents and visitors must sign in at the Reception desk during school hours.

### **D. High School Visitations and Transcripts**

Each 7<sup>th</sup> grader is allowed one (1) excused day to visit a high school. Each 8<sup>th</sup> 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.

### **E. Student Records Policy (Family Educational Rights and Privacy Act)**

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 [school name] 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.

## **F. CASPA- Cathedral School Parents Association**

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 sponsors several fundraising events for the School. CASPA also manages a parent communication portal called Classroom Parent.

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.

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 help fund tuition assistance.

## **G. Volunteers/ VIRTUS**

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 VIRTUS 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 Archdiocese of Baltimore is committed to providing quality, healthy ministry for all persons, particularly for our children and youth.

The School encourages parents to share the educational experiences of their children by becoming 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. Volunteers are welcomed at The School of the Cathedral. There are many opportunities to volunteer in the classroom, for field trips, for school events.

## **VIRTUS**

With our longstanding commitment in mind, all parishes and Archdiocesan Catholic Schools use VIRTUS, a compliance management system that allows all parishes and schools to facilitate compliance with Archdiocesan child protection requirements for all volunteers who work with minors, employees, and clergy.

All those who wish to work or volunteer in our school must be appropriately screened and trained and provide three written references to the school. All who wish to do so must go to [virtusonline.org](http://virtusonline.org). You will register by clicking "First-Time Registrant." Select: "Begin the registration process," and then "Baltimore Archdiocese." You will create a login-ID and password.

**IMPORTANT:** Every volunteer needs to select "Volunteer with substantial contact with children" when registering.

Thank you for your service to our Church and especially for your commitment to the children and youth.

## **H. Family Directory**

A Family Directory is distributed electronically each year.

## **I. Acceptable Use Policy for Internet and Technology Tools**

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 your enrollment documents. The document completed as part of the student enrollment and must be submitted 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 this Handbook.

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

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

**Acceptable** uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

**Unacceptable** uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols

- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child's technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

### **Web-based Services**

The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including

the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

## **J. Safety Plans/ Security**

The School has a comprehensive Crisis Plan in conjunction with first responders.

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, present a state ID, 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.

Evacuation, Tornado, and Shelter in Place Drills are conducted periodically throughout the school year during suitable weather.

## **K. Change of Address/ Change in Name or Family Status**

If there is a change of address or in the family status/or the change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school.

## **L. Snow, Inclement Weather, and Unexpected Closings**

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) makes inclement weather decisions independent of city and county school systems. The principal consults with the rector, facilities, and local stakeholders in order to make the most appropriate call.

- **If Cathedral opens 1 hour late, the building will open at 8:30 am, school will begin at 8:55 am.**
- **If Cathedral opens 2 hours late, the building will open at 9:30 am and school will begin at 9:55 a.m.**

If the School of the Cathedral needs to **announce an early closing, all after-school athletics, meetings, and clubs, including after-school care will be canceled:**

**1 hour early means that Cathedral will close at 1:50 p.m.**

**2 hours early means that Cathedral will close at 12:50 p.m.**  
**3 hours early means that Cathedral will close at 11:50 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. An email and inclement weather text will both be sent out.

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.

## **M. Communication: Bulletins, Newsletters, Announcements, and Website**

A Principal communication is sent out each week. 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. Parent emails are also sent out periodically.

The School of the Cathedral website address is [www.schoolofthecathedral.org](http://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](http://www.cathedralofmary.org).

Each morning and afternoon, the students listen to 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 announcements will also remind students of any changes to the day and any upcoming events.

## **N. 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.

## **O. Archdiocese of Baltimore Bullying Prevention, Intervention, and Response Policy**

### Bullying Policy Statement

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. 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 bullying prevention, intervention, and response.

Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

*“Bullying, harassment, or intimidation”* means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- a. 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:
  - i. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
  - ii. Is sexual in nature; or
  - iii. Is threatening or seriously intimidating; and
- b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

*Electronic technology* means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

*Retaliation* means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

Reporting forms are located in the main office and on the school’s website.

## I. 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.

## II. 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.

## III. 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.

## IV. 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](http://www.schoolofthecathedral.org)
7. Principals will report all bullying incidents that result in suspension to the Superintendent of Catholic Schools.

#### V. 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. 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.

## VI. 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)
- Fix-It-Ticket/Minor Infraction Form or Office Discipline Referral
- 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

## **P. 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 2:50 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! **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 Guard. 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.

**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.

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.

## **XI. 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 the stated deadline. 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

An assessment 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 Assistant Principal, 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.

Parents will be notified by the Admissions Director of the date and time for Admissions Testing.

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

*All new students are given a 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. Tuition and Tuition Policies

### Tuition Rates: 2021-2022 School Year

Parish Tuition Rate	\$10,687 per child
Out-of-Parish Rate	\$12,427 per child
Class Trip Fee	fees will be billed per trip
Class Trip Fee (Gr. 6 only)	fees will be billed per trip
Mission Trip Fee (Gr. 7 only)	fees will be billed per trip
Chromebook Fee	
(Gr. 6 and new students in Gr.7 & Gr. 8)	\$300 per child
Graduation Fee (Gr. 8 only)	\$100 per child

CASPA Parent Association Fee	\$100 per family
Application fee for new students	\$50 per child (non-refundable)
Re-registration Fee	\$325 per child with \$225 applied to following year's tuition
Regina Program, additional fee	
2 times per week	\$3,590
3 times per week	\$5,385
4 times per week	\$7179

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 using Faith Direct. A parishioner with no record of using Faith Direct for 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 Instructional Supplies are included in the tuition. The School is receiving \$65.00 per student for textbooks from the State Department of Education.

#### Tuition Policies

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

Students are enrolled for the entire academic year. In the event that a student withdraws from the school during the school year for any reason the release of tuition obligation/ tuition refund is as follows:

- 90% of billed tuition on or before August 15
- 60% of billed tuition on or before November 15
- 30% of billed tuition on or before January 15

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 5<sup>th</sup> or June 20<sup>th</sup>.
- Plan #2: Two payments, payable to FACTS, one-half tuition and all fees by June 5<sup>th</sup> or June 20<sup>th</sup> and one-half tuition by January 5<sup>th</sup> or January 20<sup>th</sup>.
- Plan #3: Ten equal payments of tuition on a monthly basis beginning in June and ending in March, payable to FACTS. The 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. You can apply directly online at [www.factstuitionaid.com](http://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.

#### **D. Re-registration/ Intent to Enroll**

Student re-registration takes place in December. Re-registration instructions will be emailed to all current families. A nonrefundable fee, which is used for student-related Archdiocesan fees, is required at that time. Part of the fee will be credited toward the tuition for the upcoming school year. 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.

#### **Re-registration Fees for 2021-2022:**

\$325 per student with \$225 applied to the following year's tuition

#### **E. Attendance: Absences, Late Arrivals, Appointments, Leaving Early**

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.

**The school hours are 7:55 a.m. to 2:50 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 8:00 a.m. promptly; therefore, students must be in their homerooms by 7:55 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 2:50 p.m. (On scheduled early dismissal days, the children are dismissed at 11:50 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.

**Students are to be in homeroom before 7:55 a.m. Students in grades 3-8 arriving late to school ten (10) or more times per trimester may 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 each day 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.

Full attendance at school benefits the learning experience. A fever or contagious disease warrants absence from school. 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. Any other reason needs to be carefully weighed by the parents. 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 7:55 bell rings. All students arriving late must sign in at the Reception desk. 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.

## **XII. 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 Punch Cards" 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.

Restorative practice for discipline is used when students need to make corrections on behavior choices. Fix-It-Tickets (K-5) and Minor Infraction Forms (6-8) will be given to students by the teacher and work with the teacher to reflect on behavior choices not aligned with Cathedral Code of Conduct (Category 1 infractions). Students with 3 Fix-It-Tickets/Minor Infraction Forms at any given time in the year will receive a 45-minute after school detention.

An Office Discipline Referral (ODR) is given to a student by the Principal or Assistant Principal if the student continues to act outside the school's code of conduct and further action needs to take place at the office level. Detentions are cumulative from September to June, but are not carried forward from year to year. However, a record is maintained in our PBIS platform system. 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 Assistant Principal.

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) Fix-It-Tickets/Minor Infraction Forms for a Category 1 Infraction will result in a 45-

- minute 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 Assistant Principal 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 Assistant Principal or Principal.
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 Assistant Principal or Principal will be held.
3. Suspension of up to five days may be warranted for the following (a conference with the Principal and Assistant Principal 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. Vaping, 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.

## **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.

### **XIII. Health and Safety**

1. Emergency Information Card: Each student has two Emergency Information Cards on file. One remains in the Main Office and the second one is in the Health Suite. 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 other symptomatic infections)
Adverse reactions to Pertussis Vaccine	
Lyme disease	Animal bites / Rabies

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.

### **A. Hearing & Vision Screenings**

Screenings are scheduled each year by the school nurse.

### **B. Insurance**

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

### **C. Playground/School Supervision Provisions**

Faculty and VIRTUS approved 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.

### **D. 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.

### **E. Use of Grounds**

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

### **F. Visitors**

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of the school building. All volunteers must have completed VIRTUS and received verification that they are permitted to volunteer.

## **XIII. Student Activities and Services**

### **A. IEP Process**

If a child is not progressing academically, the school may ask the parents/guardians to initiate or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public school system. The evaluative process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic School.

## **B. Before and After School Care- Cathedral Extended Day Aftercare Program (CED)**

The doors to the school open at 7:30 am. Students enter the building and go to the gym where they are supervised. At 7:40 am, students go to their homerooms.

Our aftercare program, Cathedral Extended Day, is open beginning on the first full day of school and runs until June. Operating hours are 2:50 p.m. to 6:00 p.m. on regular school days; on early dismissal days, 11:50 a.m. to 6:00 p.m. A child must be enrolled in the program if he or she is to remain at school after 3:00 p.m. The program is an additional fee and based on the number of days in attendance per week. Drop-in options are also available for those who are registered. Pick up for aftercare is located in the cafeteria. The CED Director is Ms. Megan Bergin, 410-464-4159, [mbergin@cmoq.org](mailto:mbergin@cmoq.org)

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

## **C. Cafeteria/Lunch/Milk**

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 and parents can amend or cancel their orders up until midnight. 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.

## **D. PBIS**

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

Students are given Mustang Punch Cards as an incentive for positive behaviors with drawings being held for small prizes. For any behaviors that need corrective and restorative measures, the student will be given a "Fix-It-Ticket (K-5) or a Minor Infraction Form (6-8) and meet with the teacher to reflect on how behaviors can be changed and the situation could have been handled in a positive manner. If the behaviors continue, an Office Discipline Referral (ODR) will be given by the Principal or Assistant Principal with further restorative and reflective conversations.

## E. Guidance and Counseling

A school counselor is available part-time during the week. The purpose is to provide services that enhance our students' overall learning and social development.

## F. 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 94<sup>th</sup> percentile or higher on the previous year's standardized testing.

## G. 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: progress reports, 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

## H. 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 will be billed per trip through FACTS. 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. VIRTUS approved 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 VIRTUS.

## I. 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 in grades 6-8 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.

If the student fails to fulfill the obligations and duties of the office, he/she would be subject to removal from office.

## J. After-school Activities

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

### Athletics

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

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), lacrosse (Spring), and track (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. A full-time Athletic Director coordinates the after-school athletic program and manages VIRTUS approved parent volunteers. The age groups are as follows:

- Clinic - Grades K-2 - single sex teams.
- Teams - Grades 3-5 by age, single sex teams.
- Teams - Grades 6-8 by age, single sex teams.
- Teams - Grades 7-8 by grade, Independent School League, single sex.

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 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.

## **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.

### Fine Arts

- Choirs of Men, Women, and Children
- 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)
- STEM Club
- Homework Club

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

## **VIII. STUDENT GUIDELINES AND POLICIES**

### **A. 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.

### **B. Book Bags/Backpacks**

All students must carry their books needed for homework to and from school in a book bag or backpack. 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.**

### **C. 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. After a third offense, the student will lose the privilege of having a cell phone at school for the remainder of the school year.

### **D. Out of Uniform Days**

The Student Council conducts several Out of Uniform Days during the school year. On these days, students

who make a small donation are allowed to attend school dressed in the designated costume or colors for the day. The monies or items collected are donated to various community outreach projects. Out of Uniform days are indicated on the school calendar and usually have a theme, for example Halloween, St. Valentine's Day, and St. Patrick's Day.

## **E. 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.

## **F. 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.

## **G. 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 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).

## **H. 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.

## **I. 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 Assistant Principal, as appropriate, (and copied to the child's homeroom teacher) by May 1 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.

## **J. Lost and Found**

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

## **VIII. UNIFORMS**

School uniforms are available for purchase from Lands' End ([www.landsend.com](http://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 Assistant Principal have sole discretion in determining whether something not specifically listed here is not appropriate for a Catholic school student.

Sweatshirts, fleeces, or jackets that are anything other than Cathedral spiritwear or uniform are not permitted to be worn during the school day.

### **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 (see calendar) and from mid-April (see calendar) 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 or black crew socks

- Tennis shoes (any color) with laces or Velcro (no slip-ons or backless shoes)
- Black, brown, or Cathedral spiritwear 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 (optional)
- Khaki pants (no cargo pants, flares, jeans or bell-bottoms)
- Navy Cathedral sweater, ½ zip blue Cathedral fleece, or Cathedral spiritwear sweatshirt
- Black, brown, or Cathedral spiritwear belt (required for grade 3 only)
- White or black crew socks
- Brown TIED 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 (optional)
- 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)
- Black, brown, or Cathedral spiritwear belt
- White or black crew socks
- Brown TIED shoes or docksiders (**no Wallabies, loafers, Mocs, Merrells, or slip-ons**)
- Navy Cathedral sweater, ½ zip blue Cathedral fleece, or Cathedral spiritwear sweatshirt
- 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 (optional)
- White or black crew socks, navy tights, or navy or black leggings
- Cathedral plaid jumper (hem must be no shorter than 2" above the knee) OR khaki pants (no flares, bellbottoms, jean or cargo pants)
- Black, brown, or Cathedral spiritwear belt when khaki pants are worn (required for gr. 3, 4, and 5 only)
- Navy Cathedral sweater, ½ zip blue Cathedral fleece, or Cathedral spiritwear sweatshirt
- Black and white saddle shoes
- Cathedral sweatpants may be worn under the jumper on cold days.

### **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 (optional)
- White or black crew socks, navy tights, or navy or black leggings
- Cathedral plaid kilt (hem must be no shorter than 2" above the knee) OR khaki pants (no flares, bellbottoms, jean or cargo pants)
- Black, brown, or Cathedral spiritwear belt when khaki pants are worn
- Brown TIED shoes or docksiders (**no Wallabies, loafers, Mocs, Merrells, or slip-ons**)
- Navy Cathedral sweater, ½ zip blue Cathedral fleece, or Cathedral spiritwear sweatshirt
- Navy Blue Blazer
- Cathedral sweatpants may be worn under the kilt on cold days.

## **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 or black 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.

**RECEIPT OF HANDBOOK**  
**One form per family must be returned by**  
**Friday, September 24, 2021**

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 and the school yearbook. If you do not wish to have your child's picture used, please contact the school. 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 only be issued to families with signed form on file.

Last Name of Student: \_\_\_\_\_

Student(s): \_\_\_\_\_ Grades: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_