



***Student Handbook  
2020-2021***

***Cathedral High School***

***“Belong . Believe . Become .”***

*Cathedral High School  
350 East 56 Street  
New York, New York 10022  
(212) 688-1545  
Fax: (212) 754-2024  
Web Site: [www.cathedralhs.org](http://www.cathedralhs.org)*

*College Code: 333520*

*This Agenda belongs to:*

Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_ Student Number: \_\_\_\_\_

## **THE CATHEDRAL STORY**

Cathedral High School (CHS) was founded in 1905 to serve the daughters of the city's immigrant population. Today we serve more than 500 young women who come from more than 70 nations. Cathedral students receive a high quality education, gain self-confidence, and are prepared for a life as productive, moral adults.

After 115 years, CHS continues its tradition of excellence in academics and our challenging curriculum remains rooted in our Catholic tradition. Students are helped to develop their own unique gifts while they are taught the skills needed to compete in a vast and ever changing global economy.

Volunteerism continues as an important value at Cathedral. Students learn the importance of service by volunteering and making important contributions to the city.

At graduation the CHS student leaves as a highly skilled, literate young woman who is ready to attend a competitive college and who possesses the moral strength to meet the challenges of the 21<sup>st</sup> Century.

### **MISSION STATEMENT**

Cathedral High School, a Catholic College Preparatory school in the Archdiocese of New York located in the heart of Manhattan, welcomes young women of all faiths and cultures. We are a community of students, teachers, staff, parents and alumnae committed to achieving excellence in education. We continually challenge our students to become productive members of society who will conduct themselves with religious and moral integrity in the pursuit of social justice.

### **BELIEF STATEMENTS**

We Believe That:

We form a community of faith and shared values by celebrating the Good News of Jesus Christ.

We respect diversity within our school community by recognizing God's presence in all creation promoting that recognition.

We recognize and nurture the God-given talents of each student to reach her full academic potential.

We are part of a global community, and we empower our young women to respond with integrity to the needs of our times.

Roman Catholic Schools of the Archdiocese of New York base not only their educational purposes, but all their activities on the Christian teaching of the essential equality of all men as rooted in the fatherhood of God, Christ's love, and man's supernatural destiny. Thus with discrimination so repugnant to their nature and mission, Catholic schools in this Archdiocese have not and shall not discriminate on the basis of race, color, natural and ethnic origin in policies, scholarships and loan programs, and athletic and other school administered programs.

## SCHOOL INFORMATION

### Principal

Ms. Maria Spagnuolo  
Ext. 242  
[mspagnuolo@cathedralhs.org](mailto:mspagnuolo@cathedralhs.org)

### Assistant Principal – Academics

Ms. Rosemary Eivers  
Ext. 219  
[reivers@cathedralhs.org](mailto:reivers@cathedralhs.org)

### Assistant Principal – Student Life

Mrs. Elizabeth Lawlor  
Ext. 226  
[elawlor@cathedralhs.org](mailto:elawlor@cathedralhs.org)  
ext. 246

### Dean of Students

Ms. Christine Civitano  
Ext. 231  
[ccivitano@cathedralhs.org](mailto:ccivitano@cathedralhs.org)

### Director of Admissions and Recruitment

Ms. Johanna Velez  
Ext. 224  
[jcastex@cathedralhs.org](mailto:jcastex@cathedralhs.org)

### Director of Development

Gina Lombardo  
Ext. 218  
[glombardo@cathedralhs.org](mailto:glombardo@cathedralhs.org)

### Director of Design & Engineering Tech. Dept.

Mr. Jonathan Boo  
[jboo@cathedralhs.org](mailto:jboo@cathedralhs.org)

### Science Department Chairperson

Mr. Jason Tropiano  
Ext. 214  
[jtropiano@cathedralhs.org](mailto:jtropiano@cathedralhs.org)

### Business Department Chairperson

Ms. Marguerite Kiely  
Ext. 230  
[mkiely@cathedralhs.org](mailto:mkiely@cathedralhs.org)

### English Department Chairperson

Mr. Andrew Pipchinski  
Ext. 241  
[apipchinski@cathedralhs.org](mailto:apipchinski@cathedralhs.org)

### Health Department Chairperson

Ms. Hyacinth Myrie  
Ext. 208  
[hmyrie@cathedralhs.org](mailto:hmyrie@cathedralhs.org)

### Mathematics Department Chairperson

Ms. Angela Conway  
Ext. 247  
[aconway@cathedralhs.org](mailto:aconway@cathedralhs.org)

### Religion Department Chairperson

Ms. Cynthia Garcia  
Ext. 216  
[cgarcia@cathedralhs.org](mailto:cgarcia@cathedralhs.org)

### Athletic Director

Mr. Joel Ildefonso  
Ext. 245  
[jildefonso@cathedralhs.org](mailto:jildefonso@cathedralhs.org)

### Nurse's Office

Ext. 215  
[nurse@cathedralhs.org](mailto:nurse@cathedralhs.org)

### Tuition Office

Ms. Yvonne Graham  
Ext. 205  
[ygraham@cathedralhs.org](mailto:ygraham@cathedralhs.org)

Ms. Arlene Jover  
Ext. 204  
[ajover@cathedralhs.org](mailto:ajover@cathedralhs.org)

## **GUIDANCE SERVICES**

The Guidance Office is opened from 7:30 a.m. until 3:15 p.m. during the school year. All students are seen by counselors for both individual and group counseling during the school year. Students may request an appointment with a guidance counselor at any time.

Parents are encouraged to contact their daughter's guidance counselor whenever the need arises.

To make an appointment or to speak to a counselor, parents may call 212 688-1545 (extensions listed below).

Counselor/Social Worker:	Sr. Patricia Deasy	ext. 210
	<a href="mailto:pdeasy@cathedralhs.org">pdeasy@cathedralhs.org</a>	
Counselor:	Ms. Cynthia Garcia	ext. 227
	<a href="mailto:cgarcia@cathedralhs.org">cgarcia@cathedralhs.org</a>	
Counselor:	Mr. Joel Idefonso	ext. 206
	<a href="mailto:jildefonso@cathedralhs.org">jildefonso@cathedralhs.org</a>	
Chair/Counselor:	Ms. Danielle Tourdo	ext. 207
	<a href="mailto:dtourdo@cathedralhs.org">dtourdo@cathedralhs.org</a>	

## **STUDENT RIGHTS AND RESPONSIBILITIES**

In order to protect its standards of scholarship, discipline and character, Cathedral High School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient at the sole discretion of the school and its administrators. By the student's attendance at the school, a student and her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending Cathedral High School relinquish certain rights they might otherwise be entitled to if they are attending a public school. For example, a student's freedom of speech is limited in many important respects here at our school.

Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the Church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school.

Another important right all students at Cathedral High School surrender involves searches and seizures. School administrators may search a student's person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and student to whom the desk or locker is assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and her parents or guardians give up when they decide to have student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the members of the board of directors, school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and her parents or guardians, by their acceptance of enrollment at Cathedral High School agree to and accept the school's rule and policy that students, parents or guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decisions relating to a student's enrollment at the school or termination of that enrollment.

While any student and her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

## **PARENTS AS PARTNERS**

Just as parents look to the school to provide the facilities and the trained personnel that are essential to their daughter's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

The safety and security of our students is our priority at Cathedral High School. In order to ensure a safe environment, aggressive and threatening behavior will not be tolerated. This includes verbal abuse and assault of staff members and other parents. Phone calls are recorded and emails are monitored. Any aggressive or harassing conversations or messages will be considered a threat to the school and the safety of our students. With that being said, parents/ or any adults who display this type of behavior will be asked to leave the premises and / or we will notify our school safety officer, and/ or we will issue a ban letter prohibiting entrance to the school.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their daughters.

Parents are asked to take an active role in their daughter's education by:

- ❖ Assisting their child in her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study, and reinforcing school policies.
- ❖ Explaining and reviewing periodically the school behavior code with their daughter. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- ❖ Recognizing their daughter's talents and interests so they may be developed in cooperation with the classroom teachers.
- ❖ Seeing that the dress code, including gym uniform, is enforced, and insisting that their daughter dress according to Cathedral High School's dress code.
- ❖ Insisting on their daughter's regular school attendance and punctuality and on complying with attendance rules and procedures.
- ❖ Making all tuition payments on time, and participating in all fund-raising activities.
- ❖ Teaching their daughter respect for the law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- ❖ Working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- ❖ Attending all Parent-Teacher Conferences.
- ❖ Interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your daughter being required to withdraw from the school immediately or not being allowed to re-register for the following year. The education of a student is a partnership between parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.
- ❖ Parents are asked to trust that the school will appropriately handle all issues or concerns brought to the attention of the administration. Parents interfering in a school situation or ongoing investigation involving the school administration may result in not only compromising the process, but also the safety of the students. Any parents whom the administration feels has put the safety of the students and/or the school in jeopardy, will be asked to immediately withdraw their daughter.

#### **CHANGE OF ADDRESS**

The school office must be informed immediately if there is a change of home address, telephone number, or email address for purposes of mailing and/or emergency. Please visit our website to update contact information.

#### **CHILD ABUSE LAWS**

Under New York State law, school officials are legally obligated to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or care giver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect. If the teacher or school nurse suspects abuse or neglect, he or she must report the alleged abuse to the proper agency.

## **CHILD CUSTODY**

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc.

Please submit to the Assistant Principal for Student Life a notarized copy of all pertinent court records. Parents/guardians who will be out of town and who leave another party responsible for their daughter should send a notarized statement to the Student Life Office with the pertinent names and dates.

## **NON-CUSTODIAL PARENTS**

In the absence of a court order to the contrary, the school will provide a non-custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

## **ACADEMIC INFORMATION**

At Cathedral High School we believe that the greatest service we can provide our students is to instill in them a love of learning and to provide them with the necessary skills to pursue their education beyond their high school years. Every student is expected to use her God-given talents to the best of her ability.

## **GRADING**

The school year consists of four marking periods. Report cards are issued at the end of each marking period. The passing grade for all students is 70%. There is no minimum grade policy. All students will receive the grade they deserve on both exams and marking periods. Certain subjects are weighted (according to difficulty); this weight determines a student's rank in class. Parent-teacher conferences are held twice a year. If you feel the need to see your daughter's teacher at any other time, please call for an appointment. All report cards and progress reports will be available online.

## **HONORS**

- ❖ Principal's Honor Roll: 95% average; no grade lower than 90%
- ❖ First Honors: 90% average; no grade lower than 85%
- ❖ Second Honors: 85% average; no grade lower than 80%

Any student who exceeds 5 lateness per marking period will forfeit their honor roll status.

## ACADEMIC PROGRESS REPORTS

In order to keep parents/guardians informed, Academic Progress Reports are issued at the mid-point of each marking period to all students. Parents/guardians should use this time to encourage their daughter to achieve her best performance in all classes and to contact the school for teacher/counselor/parent conferences if necessary.

## SENIOR EXAMS

Senior finals are administered in May. Any senior with a 90% or a higher average will be exempt from the final in that particular class. Senior exams will account for 40% of the 4<sup>th</sup> marking period grade.

**All financial obligations must be met in order for a student to receive academic credit for courses taken and to receive their report card and / or transcript.**

## SCHOOL EXAMS

Any student missing a class test due to legitimate absence will not be penalized. On the other hand, it is the student's responsibility to be present for all tests and examinations. Vacations are not excused absences for exams. No makeup exams will be given for school exams administered in January and June. If a student misses a school exam, a medical note must be presented.

## TESTING

The following excerpt is from the New York State Manual for Regents Examinations: "You may not use any communication device while taking a State examination, either in the room where the test is being administered or while on a supervised break (such as a bathroom visit). Such devices include but are not limited to, "Cell phones, iPods and MP3 players, iPads, tablets and other eReaders, laptops, notebooks or any other personal computing devices, cameras, other photographic equipment, and personal scanning devices, wearable devices/smart wearables, including smart watches and health wearables with a display, headphones, headsets, or in-ear headphones such as earbuds, and any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio or video messages ."

If a cell phone rings, the student may not answer it. A student must turn these and other devices **off and secure them in her bag in the front of the examination room.**

A student's examination will be invalidated and no score will be calculated if a student uses any device or related communication technology or if a student wears headphones while in the testing room."

## DIPLOMA REQUIREMENTS

To receive a diploma from Cathedral High School, the following credits must be earned:

Subject	Years	Credits
Religion	Four	2
English	Four	4
Social Studies	Four	4
Mathematics	Three	3
Science	Three	3
Language Other Than English	Three	3
Health/Technology	One	1
Music and/or Art	One	1
Physical Education	Four	2
Electives		3
CPR		1

All students entering grade 9 from September 2008 and beyond must receive at least a 65% on Regents examinations in English, Science, Mathematics, Global History and Geography, and United States History and Government to be eligible for a high school diploma in New York State.

Students can receive a Regents Diploma with Honors if they achieve an average of 90% or more on the five required examinations. Students can receive a Regents Diploma with Advanced Designation if they attain a 85% on the five required Regents examinations plus a 85% on additional Regents examinations in Mathematics (all three), Science(one physical and one life science), and a Language Other Than English. Cathedral High School will not issue a New York State Local Diploma.

## FAILURES

If a student receives a failing grade in any subject, she is required to make up the course at Cathedral's summer school the year of the failure.

Students who fail three or more subjects at the end of the year may be asked to withdraw from Cathedral High School. This is not seen as a punitive measure but one that will allow the student to find a school that is better suited to her needs.

## CLASS PREPARATION

- ❖ Daily preparation for classes includes review, study and written work.
- ❖ Students are expected to complete all assignments on time..
- ❖ Each teacher has a school email for both parents and students to use.
- ❖ Students are responsible for making up work missed during an absence. It is the responsibility of the student to contact each teacher to make up work missed during an absence.

- ❖ Credit will not be granted for work missed during an unexcused absence.
- ❖ If a student will be absent due to illness for a prolonged period (5 days or more), the student's teacher must be contacted for assignments and/or class assignments which can be checked on line in Google Classroom.

### **ACADEMIC PROBATION**

- ❖ Students who fail three or more subjects during the first semester will be placed on academic probation or asked to transfer.
- ❖ Students on probation will be evaluated individually by the administration to determine whether they may continue at Cathedral High School.
- ❖ A student carrying two academic failures may not participate as a member of a competitive athletic activity. At the discretion of the Principal and Athletic Director, a student may be reinstated if her academic record improves.

### **STUDENT PROGRAMS**

A Course Booklet is available each year that describes the courses and any prerequisites. Students should discuss information with their guidance counselor, department chairpersons, teachers, parents and the Assistant Principal for Academics.

Once approvals are submitted to the Assistant Principal for Academics, **no changes** may be made by students. This is to insure good planning and proper distribution of students in each course. **Students may not drop a course during the school year.**

The administration of the school has the final decision on course selections.

### **ADVANCED PLACEMENT COURSES**

Cathedral High School offers several Advanced Placement courses. Due to the level of difficulty and the volume of material in these courses, a student who chooses an AP course and her parent/guardian must sign a contract. The contract will state that under **no circumstances** will a student be permitted to withdraw from an AP course once the school year begins. There is a fee to take the Advanced Placement examination.

### **HONORS PROGRAMS**

In addition to the Advanced Placement Courses, an honors program exists in all major subjects.

### **MEDICAL GATEWAYS PROGRAM**

This unique program introduces freshmen to over 140 occupations on entry, technical and professional levels. Students choosing to continue the program in grades 10, 11, and 12 will take part in internship and mentorship programs with medical institutions.

## **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is “to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character.” Membership is an honor bestowed upon 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade students.

Membership is extended to students who have demonstrated outstanding scholarship (95% average or better), character, leadership and service and have been approved by the faculty and administration.

An induction ceremony is held each spring for new members.

## **LIBRARY AND MEDIA CENTER**

The Library and Media Center is generally open from 8:00 a.m. until 3:30 p.m. Materials may be checked out for a period of three weeks. Permission to renew the loan period may be granted in special cases. In rare cases, reference materials may be checked out **overnight only**.

In order to give everyone equal opportunity to use the materials available in the library, the following rules will be enforced:

- No more than five items may be checked out at one time.
- Fines for overdue late returns will be collected at a rate of \$.25 per day per item.
- Students using the library should be mindful that it is an area of quiet study. Failure to comply with acceptable library behavior will result in disciplinary action.

The computers in the resource room of the Library and Media Center are designed for special work dictated by faculty assignment.

## **TRANSPORTATION PASSES**

Metro Cards are issued by the Bureau of Pupil Transportation Services of New York City to students living within the five boroughs of New York City. No passes are issued for private or express bus lines. If a Metro Card is lost, the student must notify the Assistant Principal for Student Life. There is a waiting period of one to three weeks for replacement of a lost pass.

## **TUITION/FEES**

All tuition payments may be mailed directly to **FACTS** or to Cathedral High School. Any questions regarding tuition payments should be directed to FACTS at 1-866-412-4637. Students with tuition accounts that are eight weeks overdue will not be permitted to attend classes until their account is settled.

The school fee for the 2020-2021 school year is \$800. The payment of the school fee (check, money order, cash, or credit card) should be made by July 30<sup>th</sup> to the school business office.

Special fees during the school year include:

- ❖ Graduation fee of \$370.00 is charged to members of the senior class. Payment can be made to the school business office by January 30<sup>th</sup>.
- ❖ Re-registration fee of \$200 is charged to all returning students. Payment can be made to the school business office by March 8<sup>th</sup>.

**Students with overdue accounts will not be permitted to participate in special events. These include but are not limited to: school sponsored trips, senior prom, graduation, and ring day. Seniors may not receive caps, gowns, and invitations for graduation on schedule. Transcripts and diplomas will also be held.**

## **ATTENDANCE**

It is our belief that a student's academic achievement is a result of various factors, one of the most important being regular school attendance. The attendance regulations of Cathedral High School are based on guidelines issued by the City and State of New York. The parent/guardian of an absent student is asked to call the school (212 688-1545 ext. 211 or 226) by 9:00 a.m. to report the reason for the absence. If a phone call is not received, the school will call the student's home to verify the absence. On returning to school after being absent, the student must present a written explanation to her homeroom teacher. The student's name, ID, homeroom, dates of absence and reasons for absence with the parent's/legal guardian's signature and phone number must be included in the note. **Parents may use the absence note found on our website.** After an absence of three consecutive days, a doctor's note is required. If a note is not presented, the absence is unexcused. Students who exceed 10 unexcused absences will be placed on probation and reviewed by the Administration.

Administration will make the distinction between an unexcused absence and an excused absence.

\*A senior may have an excused absence for a college visit if she brings a note from her parent/guardian giving permission to miss school and indicating the name of the college and the date and time of the appointment. This note must be signed by the parent/guardian, a Cathedral High School guidance counselor, and brought to the Assistant Principal for Student Life on the day preceding the interview.

\*\*Truancy refers to a student's absence of which the parent had no knowledge at the time of the absence. Truancy is a serious offense and is recorded in the official school attendance register and in the student's file. Before readmission to the school, a student who has been truant must be accompanied to the Assistant Principal for Student Life's office by a parent. The student will receive a corrective action letter in her file.

If a student knows she will be absent from school her parent/guardian should notify the Assistant Principal for Student Life in writing a week in advance of the absence.

- ❖ Students with excessive lateness/absences may be excluded from school events and trips.

Punctuality fosters courtesy, communication, and effective use of time. Students who are habitually late miss class time, cause interruptions and impede learning within the school community.

Medical and business appointments should be made after school hours. When it is absolutely necessary to have such an appointment during the school day, the following procedures must be followed:

- ❖ The day before the appointment, the student must present to the secretary in the Student Life Office a written request from the parent/guardian. Requests may also be faxed to the school 212-754-2024.
- ❖ All requests will be verified by a telephone call to the parent/guardian and must be approved by the Assistant Principal for Student Life. Please be sure the contact information on the note matches the contact information in the school database.
- ❖ A parent/guardian must pick up the student and must show photo ID. At the time of leaving, the student will report with her pass to the receptionist in the main lobby and sign out.
- ❖ If an early dismissal is approved, the student must inform all of her teachers and make-up all missed work. If not approved, class participation credit is deducted for missed class work.
- ❖ Upon returning to school the next day, the student must bring to the Student Life Office a note from the doctor verifying the appointment.
- ❖ Early dismissals before 10:00 a.m. will be an excused absence.
- ❖ Any student arriving after 11 a.m. will be considered present for a half day.

Students are required to attend class each day and to be on time. A student may not leave a classroom without the permission of her teacher. Each student is responsible to make up work and assignments missed during an absence.

Cathedral High School does not give permission for extended vacations or other reasons for unexcused absence.

All students are expected to attend orientation, retreats, special events, and school liturgies. Absence from these events requires a parent note.

If there is a school closing for any reason, the message will be posted on the school website, [www.cathedralhs.org](http://www.cathedralhs.org), and an email will be sent to all parents and students.

#### **ATTENDANCE REQUIREMENTS FOR COURSE CREDIT**

A record of student absences and tardiness is reported to parent/guardian via the report card. In the case of excessive absence or tardiness the parents/guardians will be contacted by telephone or letter and asked to attend a conference with the Assistant Principal for Student Life and the student's guidance counselor. The purpose of the meeting is to define the problem and to develop specific strategies to eliminate the problem. If no improvement is noted, the student will be reported to ACS as an educational neglect case.

The attendance/tardiness record of each student will be reviewed each year by the school administration. In the case of excessive absence or lateness, a student may be asked to repeat the year or be asked to leave the school. Credit will not be granted to a student who has exceeded the absent limits which is 30 days for the school year.

## UNIFORMS

Cathedral High School educates the whole person. A uniform/dress code policy is instituted for the following reasons:

- ❖ To help establish and maintain proper academic tone within the school community
- ❖ To provide financial relief for parents/guardians
- ❖ To reduce superficial competitiveness in dress among students and to support the dignity of the individual based on character rather than appearances
- ❖ To instill good grooming habits and neatness in appearance

**The school administration reserves the right to revise the dress code at any time it deems necessary. Additionally, the school administration reserves the right to make all final judgments in terms of the appropriateness of a student's attire and appearance.**

**The school uniform must be worn to and from school.** Students must wear the uniform school slacks or skirt along with the school shirt and blazer where applicable at all times. Any student out of dress code will be automatically suspended and be sent to in house suspension.

The uniform company may be reached at:

Flynn & O'Hara School Uniforms  
136 Westchester Square, Bronx, New York 10461  
(718) 863-7561  
(800) 441-4122 – Toll Free  
(215) 637-6392 – Fax  
[custserv@flynnohara.com](mailto:custserv@flynnohara.com) – Email

There is a specific uniform for each grade level. This information is available at Flynn & O'Hara as well as through the office of Student Life.

9<sup>th</sup> grade students must wear uniform shoes sold by Flynn & O'Hara. Shoes must be plain black flats – no sneakers of any kind....or booties, this includes hush puppies (or similar styles), timberland boots (or similar styles), Uggs (or similar styles, and/or moccasins (with or without fur). Shoes must only have black soles; no white or colored soles. Ankle socks over tights are permitted.

During the winter months, students are permitted to wear a long sleeved turtleneck under the oxford uniform blouse issued by Flynn and O'Hara or a long sleeve white or blue shirt. No hoodies or sweatshirts.

Physical education uniforms are to be worn only in gym class. Students are not permitted to wear their Cathedral High School Sports/Club attire unless announced by the administration.

Students are to be groomed in an appropriate manner for school. Hair is to be neat and clean at all times. Hair dyed an unnatural color (decision of “unnatural” will be determined by the school administration) is not permitted. Students may not have visible (including the tongue) body piercing (nose, eyebrows, and lips). Likewise, no visible tattoos are permitted. Students are never permitted to attend school with any head covering, including hairnets. (The definition of head covering will be determined by the administration.) Students not in compliance with the dress code will be sent to in house suspension.

### **STUDENT ID CARDS**

Students must have their ID cards with them at all times. If the ID is lost during the school year, it must be replaced at a cost of \$5.00. To obtain a new or replacement ID card, a student should pay the fee at the tuition office before asking for a new card to be printed or the fee will be added to the parents’ account.

### **GENERAL DISCIPLINARY REGULATIONS**

The following list of school regulations is not intended to be all-inclusive, but rather guidelines for student conduct:

- ❖ Students are expected to make a conscious effort to maintain the clean and safe environment CHS provides them. Students are in no way to deface school property.
- ❖ Any student guilty of causing a false fire alarm will automatically face criminal charges and be expelled from Cathedral High School.
- ❖ No student may be in the school building after dismissal without a faculty supervisor. No student may be in the building after 4:00 p.m. for tutoring, review classes, make up exams or any other academic activity or obligation or for any club meeting.
- ❖ Students with after school jobs in the Catholic Center may not return to the school building.
- ❖ All students are expected to be in the cafeteria for their lunch period.
- ❖ The consumption of food and drink is prohibited in classrooms, halls, and all areas of the school except the cafeteria.
- ❖ Chewing gum while in school is inappropriate.
- ❖ Cell phones interrupt the educational process. Cell phones will be stored in a safe for the day. Students will retrieve their cell phones at the end of the day. Parents needing to contact their children will be asked to call extension 200. A receptionist is available from 7:30 am to 3:30 pm. You will be able to speak to your daughter at any point during the day if necessary. Students needing to contact their parents, will have access to a phone in any school office at any time during the day.
- ❖ CHS is not responsible for the loss of or damage to any banned or confiscated item.
- ❖ Any student in the company of a student violating the Code of Conduct may also be judged in violation of the Code and will be subject to appropriate penalty.
- ❖ The school administration has the authority to regulate any conduct or action it deems inappropriate.
- ❖ Outside students are not permitted to loiter outside of the school or 1011 1<sup>st</sup> Avenue before or after school.
- ❖ Students will receive demerits for other disciplinary infractions. Those demerits will be put on student report cards.

## **VIOLATIONS WARRANTING SUSPENSION, PARENTAL CONFERENCE OR EXPULSION**

The following violations of the rules of Cathedral High School may result in in-house suspension, out of school suspension or expulsion. This list is not all-inclusive and may be edited by the school administration at any time:

- ❖ Truancy from school or skipping class.
- ❖ Use of tobacco, vaping pens, and/or electronic cigarettes anywhere in CHS or within the vicinity of the school. By vicinity is meant—both sides of 56<sup>th</sup> Street from First to Second Avenues, in front of the Catholic Center and in front of St. John the Evangelist Church.
- ❖ Defacing school property or theft is not tolerated. Students may be charged for the cost of repairing damaged property. Students found to have stolen property from the school or member of the school community may be liable for legal repercussions and expulsion from CHS.
- ❖ Cheating is never acceptable behavior. Cheating involves not only receiving from or giving aid to another student but also includes plagiarism. Students will be sent to the Assistant Principal for Academics and will receive a grade of 0%. The Assistant Principal will notify the student's parents.
- ❖ Any type of violence or fighting is not tolerated at CHS. In cases in which a student engages in a fight which causes injury to another student or adult, the police and parents will be summoned. Cathedral High School reserves the right to expel the student.
- ❖ Weapons or drugs are never, under any circumstances, to be brought into Cathedral High School. If a weapon or drugs are found in the student's possession or in her locker, the police will be called immediately and the parents will be notified. The student will be expelled from CHS.
- ❖ Any student who is asked to leave a class because of inappropriate behavior will be immediately suspended. If the administration deems a meeting necessary, then the teacher must meet with the parent, student and the administration before the student may return to school for classes.
- ❖ Students will be suspended for riding the elevator without a legitimate elevator pass.
- ❖ Students sent to in house suspension will receive a zero for the day's classwork. If a student misses a test as a result of being sent to in house suspension, the student should receive a 50% on the exam. The administration will dictate grading policies for students put on out of school suspension.

## **ACCEPTABLE USE POLICY**

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. Technology use including but not limited to cell phones, e-mail, text messaging, camera phones, cameras, pda's, and social media outside the normal academic hours and/or off

school grounds are subject to the same guidelines cited in the Discipline Code for Student Conduct, Harassment Policies, and the Summary Statement in the *Student Handbook*.

4. Students must abide by the generally accepted rules of network etiquette. These include but are not limited to:
  - Be courteous and respectful in your messages to others.
  - Use appropriate language. Do not use vulgar, harassing, obscene, threatening, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
  - Illegal activities are strictly forbidden.
  - Do not reveal your home address or phone number, or that of other students, faculty or staff.
  - Note that e-mail is not guaranteed to be private. People who operate the system do have access to all mail and have the authority to read all e-mail. Messages related to or in support of illegal activities will be reported to the authorities.
  - Proof read your message before you send it.
  - Never agree to get together with someone you meet on-line.
  - Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
  - Do not reveal personal passwords or try to learn others passwords. Do not copy, change, read or use files from another without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
  - Do not use the network in such a way that you would disrupt the use of the network for others.
  - Any student who uses a camera, camera phone or other personal electronic device in school or in the classroom for any reason will be suspended. Further disciplinary action including expulsion will be considered depending on the nature of the camera, camera phone or personal electronic device used.
  - The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use and their decision is final. The administrators, faculty, and staff of the school may request the system administrator to deny, revoke or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
  - Transmission of any material in violation of any U.S. or state regulation is prohibited. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
  - Videotaping, recording, or photographing of any member of the faculty, staff, administration, or student body without their consent is against the law and prohibited. Anyone who engages in this illegal activity can be suspended or expelled.

## **iPad / Chromebook Usage**

- The iPads/Chromebook primary function is as an educational tool. By accepting the iPad/Chromebook, students agree to participate in all class activities and assignments as directed by their teachers.
- The iPad/Chromebook is school property and CHS maintains the right to inspect it and its contents if deemed necessary by school personnel and to confiscate student iPads/Chromebooks if necessary.
- Only the student who receives the iPad/Chromebook is authorized to use it, unless otherwise instructed.
- Students are responsible for populating the iPad/Chromebook with apps as directed by the school.
- Students leaving Cathedral High School must return the iPad/Chromebook in like condition as received
- The user cannot modify the equipment at any time.

Due to the COVID 19 pandemic, Cathedral High School is allowing students to live stream and participate in remote learning. Teachers may provide the opportunity for virtual meetings via Google Hangouts, Google Meet, Zoom, or other video conferencing tools. Participating in video conferences is a great way to stay connected and learn, but it is important for you to follow these rules and guidelines:

1. You are never permitted to video record, audio record, or photograph a remote learning session and / or the teacher or other students participating in the video conference.
2. Remember that you are on camera and live. Your teacher and classmates can see what you are wearing and your facial expression. Each student will have their camera turned on for every class and wear their uniform shirt. This will ensure an appropriate dress code.
3. When participating in remote classes, you should be seated at a table or desk. You are never permitted to participate in a remote classroom from your bed.
4. Be on time for your remote classroom. Lateness disrupts the classroom environment and learning.
5. You are not anonymous. Be mindful of your expressions, speaking tones, and what you say. Your voice and video are viewed by everyone participating in the conference. Other people in your house can hear what you and others in the video conference are saying.
6. Follow the same classroom rules that you would follow in the actual classroom. Listen to the teacher. Take turns to speak. Be kind and considerate.
7. Think before you speak. Stay on topic. Make sure your comments are clear and appropriate to the conversation. Don't say anything you wouldn't say in your actual classroom.
8. Be a good listener. Take the time to listen to what people are saying. Don't interrupt others.
9. Think before you type. If your educator enables the Chat feature you may be able to participate by typing into a chat. Choose your words carefully. Use appropriate spelling and grammar. Stay on topic. Don't use sarcasm or humor that could be misunderstood.
10. Take it slow. Remote learning is probably a new experience for you. Resist the impulse to be silly or to say or type the first thing that comes into your mind.
11. Video conferencing is a privilege. If you cannot use it responsibly your access to school managed video conferencing tools will be removed.

**The Code of Conduct of Cathedral High School applies to all students regardless of whether they are participating on site, in person, or live streaming remotely.**

## **BULLYING/HARASSMENT POLICY**

Cathedral High School is a microcosm of all ethnic, racial, religious, and social groups. The community of individuals who work and study here must integrate and use the full range of human resources at its disposal. We cannot and will not permit behavior that in any way

violates or compromises the rights of others. Such behavior will be punished to the full limit of the school's authority.

Any use of social media that is irresponsible, inappropriate, disrespectful and incongruous with the mission, beliefs, and code of conduct of Cathedral High School is a direct violation of Cathedral's policies and may result in student expulsion. Students are never permitted to use the school name or logo on any personal social media accounts without permission from the school.

#### **LOCKERS**

The lockers assigned to students are the property of Cathedral High School. The school reserves the right to inspect any locker. A Supreme Court ruling makes such an inspection legal because all lockers are the property of the school and the inspection is in the interest of the health, welfare, and safety of all the students. At the beginning of the school year, CHS students are provided with a combination lock. Lockers may not have writing, stickers, posters or photographs on the outside. Lockers are to be kept neat and clean on the inside.

Cathedral High School is not responsible for items lost, stolen or damaged on school property or taken from a student's locker. Students may not provide locker combinations to any other student. Anything missing or damaged from lockers left unlocked or without a school issued lock will not be the responsibility of the school.

#### **MEDICAL INFORMATION**

Each student is required to have an up-to-date immunization record and physical on file in the Nurse's Office. Please check our website for all necessary immunizations.

Any student taking prescription medication in school must bring it in the original, labeled prescription container to the Nurse's Office before the school day begins. With the teacher's permission, students may return to the Nurse's Office at the prescribed time to take their medication. The administration, faculty, and staff of Cathedral High School are prohibited from dispensing any form of medication to students, including common over-the-counter drugs.

A student who becomes ill during the school day should ask her subject teacher for permission to go to the Nurse's Office. The student must obtain a pass from the teacher. At the nurse's discretion, she will call the parent/guardian for permission for the student to be picked up and taken home. Students must be picked up and must be signed out by their parent/guardian in the Nurse's Office and at the Reception Desk.

Any student who requires elevator use for a medical condition must apply for a pass with Mrs. Lawlor. A \$50 cash deposit is required for an elevator pass, along with medical documentation specifically indicating the student's need to use the elevator.

#### **MESSAGES AND DELIVERIES**

No student should be receiving messages during school time. Unless it is an extreme emergency, no parent/guardian or friend should call the school to leave messages or try to contact the student by cell phone or text message. Cathedral High School will not accept flowers, candy, balloons, or any other items delivered to students. These deliveries will be

refused and the school will not be held responsible for any expenses incurred as a result. Items left at home (lunch, money, clothes, school work, etc.) except medication may not be delivered to the school.

### **NEW YORK STATE TEXTBOOKS**

Textbooks loaned to students under the New York State Textbook Law must be kept covered and in good condition. Damage to or loss of any such books must be paid for. A student is responsible to write her name and date of issue on the form provided inside the front cover of the textbook. A student's records will not be released if a state textbook is not returned or paid for if lost.

### **TELEPHONES**

We understand that as a parent, you may deem it necessary for your daughter to have a cell phone. All cell phones must be put in the school safe at the start of the school day. The phone may not be used in the school building during school hours. If the student violates this rule and the phone is confiscated, the student will be suspended and a parent meeting may be necessary.

### **TRANSCRIPTS**

In accordance with professional ethics, official transcripts may not be given to an individual student or her parents/guardians. Transcripts will be sent to colleges or other designated agencies upon request, as long as all financial obligations are met.

### **PREGNANCY POLICY FOR SCHOOLS IN THE ARCHDIOCESE OF NEW YORK**

The Office of the Superintendent of Schools of the Archdiocese of New York is committed to respect and protect life in all its stages. While not condoning sexual activity outside of marriage and being sensitive to victims of sexual assault, it is the policy of the Archdiocese to assist any pregnant girl with her educational, medical and family plans.

This policy includes educational planning to continue the student's education and obtain a school diploma. The Office of the Superintendent does not consider pregnancy in and of itself reason for the dismissal of any student. Efforts of assistance may include helping the student inform her parents/guardians (if this has not already been done), and providing medical referral for appropriate medical evaluation and prenatal care.

While the following policy is intended to cover most cases of pregnancy, it also recognizes that circumstances in a particular student's situation or in a given school may necessitate a deviation from the policy. If the principal believes such to be the case, then it must be discussed with the Superintendent of Schools, the Associate Superintendent for Secondary Schools, or the Assistant Principal for Pro-Life Activities as soon as the principal determines that an adjustment to the policy is in order.

#### **Procedures During Pregnancy**

The student must submit a letter from her physician which informs the school of her condition, together with any necessary health-related arrangements that the physician recommends. Ordinarily, a student remains in school through her fifth or sixth month of pregnancy. This time line should be followed as nearly as possible, depending on the condition of the student and the educational expectations of the school.

The decision concerning a student's continued school attendance is made by the principal after consultation with her parents/guardians, and in consideration of the best interest of the student, the unborn child and the school's educational expectations. After receipt of a physician's letter concerning a student's pregnancy, the school nurse, the student's guidance counselor and other administrators should be notified immediately. Any adjustment to the student's schedule (e.g. gym class, etc.) should be made after consultation with the parent/guardian, school nurse, and guidance counselor and in the best interest of the student, the unborn child and the school's educational expectations.

The guidance counselor will discuss options with a pregnant student and her parent/guardian for educational plans during and after the pregnancy. Before these options are approved, a conference with the principal, student's parents, guidance counselors, and other administrators is necessary.

#### After the Birth of the Child

The student who chooses to resume regular studies at the high school must present a letter from her physician stating that she is able to resume a full educational program. Consultation with all parties concerned should take place prior to the student's return to school. In all cases, the best interest of the mother and child should remain a priority. If needed, continuing assistance for the care and nurturing of the mother and child can be provided through the Pro-Life Office of the Superintendent of Schools of the Archdiocese of New York. Every student and her parent/guardian are encouraged to meet with Catholic Home Bureau Maternity Services – 212 371-1011 ext. 2187 or 2231.

## **Cathedral High School Student & Parent Pledge**

I understand that from the time I leave home until the time I return at the end of the day I am a student of Cathedral High School and must conduct myself in accordance with the rules and regulations of Cathedral High School found in this handbook.

I understand that as a student of Cathedral High School my conduct will reflect upon the good name of my School and I must therefore conduct myself respectfully during school hours, traveling to and from school and at school events.

I understand that for an enjoyable high school experience and for learning to take place I must act in a mature and respectful manner in dealing with members of the Cathedral High School community including Administration, Faculty, Staff, and fellow students. I further understand that if I believe I have been treated unfairly, that there are many positive methods available for me to deal with the situation. I will not become confrontational, disrespectful, insulting or abusive for any reason.

I understand that my failure to follow the rules of Cathedral High School will lead to disciplinary action.