



## **CATHEDRAL CATHOLIC HIGH SCHOOL**

### **Student Handbook 2019 - 2020**

Cathedral Catholic High School  
5555 Del Mar Heights Road  
San Diego, CA 92130  
Telephone: (858) 523-4000  
Attendance: (858) 523-4001  
Fax: (858) 523-4093

### **ADMINISTRATION**

**Stevan Laaperi**  
President

**Kevin Calkins**  
Principal

**Christy Bailleul**  
Dean of Academics

**Jeff McMurtry**  
Dean of Academics

**Ashly Bascom**  
Dean of Counseling

**Michael Wallace**  
Dean of Students

**Carolyn Sturz**  
Chief Financial Officer

**Stacy Wells**  
Dean of Mission and Ministry

**David Smola**  
Director of Athletics

## TABLE OF CONTENTS

Mission	5
Philosophy	5
Integral Student Outcomes	7
General Information	8
Academics	11
Academic Dishonesty/Honesty	11
Academic Ineligibility	12
Add – Drop/Class Changes	12
Advanced Placement/Honors Program	13
Advanced Placement Testing	13
Course Load	13
Dual Enrollment	13
Failures	13
Final Exams	13
Grades	14
Grade Point Average	14
Grade Progress	15
Grade Scale	15
Grade – Weighted	15
Graduation Participation	14
Graduation Requirements	15
Honor Roll	16
Off Campus Credits	16
Ranking Policy	16
Report Cards	16
Scheduling Procedures	16
Special Education	17
Summer School	17
Transcripts	17
Accessing Student Records	18
Buckley Amendment	18
Procedures for Challenging Content/Student Records	18
Transfer Students	18
Advancement	19
Advisory Board of Directors	19
Dons' Athletic Club	19
Parent Association	20
Athletics	20
Athletic Clearance Card Process	20
Concussions Protocol	20
Sports Listing	21

Attendance Information	22
Absence Definition	22
Excessive Absences	23
Tardy Policy	24
Tardies - Excessive	25
Counseling Department	25
Evaluation of Students (by outside agencies)	25
Standardized Tests	25
Work Permits	25
Dean of Students Office	26
Bullying/Cyberbullying	26
Campus Security	26
Cell Phones	26
Dance Guidelines	27
Dance – Outside Guest Policy	27
Policy Infractions and Consequences	28
Disciplinary Ineligibility	28
Drug, Alcohol and Controlled Substance	29
Harassment	30
Interquest Detection Canine	30
Alcohol and Drug Screening	30
Parking Lot	30
Parking Permit	31
Student Threat Policy	32
Dress and Appearance	32
General Clothing Requirements	32
Specific Dress Code Attire	33
Uniform Enforcement Policy	34
Emergency Information	35
Mission and Ministry	35
Christian Service	36
Retreats	37
Financial Information	38
Financial Assistance	38
Insurance Claims	38
Tuition Payment Information	38
International Tuition Agreement and Registration	39
Health Policies	39
Health Procedures	39
Non-Discriminatory Policy	42
Student Activities	42
Ambassadors for Christ Corp	42
Associated Student Body	42
A.S.B. Officers	43
Honor Societies	43
Overnight Activity Policy	44

Use of the Internet	44
What to Know	49
Academic Center	49
Bicycles	49
Chapel	49
Deliveries	49
Lockers	49
Student Media Consent and Release	50
Lost and Found	50
Student Store	50
Unauthorized Publications	50
Visitor's Policy	50
CCHS Class Schedule	51

## **MISSION**

We are an innovative academic community of lifelong learners grounded in the Catholic faith that prepares our graduates to live God's call and build the Kingdom.

## **PHILOSOPHY**

Cathedral Catholic High School is a leader in Catholic, college preparatory education. Our rigorous, innovative education program is offered in a nurturing community based on teachings of Jesus Christ and Traditions of the Catholic Church. Our CCHS core values — faith, knowledge, character, and responsibility — developed from our University of San Diego High School heritage guide our graduates' growth to become responsible leaders. Our program is student-centered, recognizing that each person is made in the image and likeness of God and shaped by differences in interest, ability, and background. We are a collaborative community, dedicated to learning and teaching students to assume responsibility for their own educational and spiritual growth. In partnership with parents, we form an educational ministry that is mutually supportive and committed to excellence.

## **ALMA MATER**

Proudly Dons tell the world that we sing  
to the glory of our Red and Gold.  
For Courage we stand, and for Honor we die,  
as we go through this land, with our heads held high.  
We live for our Savior, and by our behavior  
you'll know we're the Dons! Ole!

## **CCHS COMMUNITY PRAYER**

Lord Jesus Christ,  
Let my gifts change the world.  
Help us live the call,  
Build the Kingdom.  
Veni Sancte Spiritus.  
St. Joseph, Our Patron, Pray for us  
AMEN

## **FIGHT SONG**

All Hail Cathedral Catholic High School  
Mighty Dons All Hail to Thee  
Tradition, Loyalty, and Honor  
Carry Us to Victory  
With Faith in God and One Another  
We March Forward Brave and Bold  
All Hail Cathedral Catholic High School  
Wear It Proud, the Red and Gold  
Ole

## **INTEGRAL STUDENT OUTCOMES**

**Cathedral Catholic High School Graduates are:**

**People of Faith who:**

- Understand Church teachings and practices and integrate them into their lives
- Practice and reflect upon the Catholic values of charity, service, and social justice
- Participate in the sacramental life of the Church
- Foster respect, love, compassion, and peace in their community

**Skilled Lifelong Learners who:**

- Acquire knowledge and skills that lead to intellectual inquiry
- Communicate effectively and responsibly through a variety of media
- Demonstrate a broad understanding of technology and an aptitude for innovation
- Engage in constructive discussion and debate while respecting differing viewpoints

**People of Character who:**

- Respect themselves and others as reflections of God's image and likeness
- Value diversity while learning and working collaboratively and cross-culturally
- Practice ethical citizenship and leadership
- Build the Kingdom by making moral choices to improve themselves and their community

**Responsible Individuals who:**

- Demonstrate independence and initiative as learners
- Exercise their social and personal responsibilities in their community (school, church, civic, national, global)
- Develop a healthy lifestyle and nurturing relationships
- Promote the common good by applying their gifts to change the world

## GENERAL INFORMATION

### SCHOOL OFFICE

The main school office and the attendance office are open from 7:00 a.m. to 3:00 p.m. Monday through Friday. Both offices are closed on school holidays.

Main School Office: (858) 523-4000

Attendance Office: (858) 523-4001

### PHONE CALLS

Emergency phone calls and emergency messages for students, from parents only, should be directed to the attendance office (858-523-4001).

**E-MAIL ADDRESSES** for all faculty and staff consist of first initial, last name:  
[name@cathedralcatholic.org](mailto:name@cathedralcatholic.org)

**WEBSITE** is [www.cathedralcatholic.org](http://www.cathedralcatholic.org)

**VOICE MAIL** If you'd like to leave a message for administration, faculty or staff at any hour, please call (858) 523-4000 and follow the prompts.

### ACADEMICS

#### Ext/Voice Mail

Principal

Dr. Kevin Calkins

1143

Deans of Academics

Mr. Jeff McMurtry

1102

Freshmen & Sophomores

Mrs. Christy Bailleul

1102

Juniors & Seniors

### ADMISSIONS

Director

Ms. Elizabeth Tysor

1148

### ADVANCEMENT OFFICE

President

Mr. Stevan Laaperi

1117

Director of the Fund for Cathedral

Mrs. Debby Rosenberger

1114

Director of Institutional Advancement & Alumni

Mr. Sean Doyle

1151

Director of Marketing & Communications



Mrs. Anne Majer	1120
Director of Major Gifts and Planned Giving	
Mr. Michael Trunzo	1115

## **ASSOCIATED STUDENT BODY**

Director	
Mrs. Sara Rhodes	1318

## **ATHLETICS**

Director	
Mr. David Smola	1390
Trainers	1121

## **BUSINESS OFFICE**

Chief Financial Officer	
Ms. Carolyn Sturz	1136
Other	1134,1135,1137

## **COUNSELING**

Dean of Counseling	
Mrs. Ashley Bascom	1193

## **EDUCATIONAL TECHNOLOGY**

Director	
Mrs. Kathy Garcia	1211

## **MISSION AND MINISTRY**

Dean of Mission and Ministry	
Mrs. Stacy Wells	1180

Assistant Dean of Mission and Ministry	
Mr. Nicholas Hurt	1293
Assistant Dean of Mission and Ministry	
Mr. Jeff Gramme	1260

Chaplains	
Fr. Martin Latiff, MC	1610
Fr. Paul Soza, MC	1237
Fr. Richard Castro, MC	1610
Fr. Michael Ortiz	

## **NURSE**

Mrs. Kate Pe, RN	1126
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## **REGISTRAR**

Ms. Hannah Yen	1141
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**School Discipline**

Dean of Students

Mr. Michael Wallace

1127

Assistant Dean of Students

Mr. Manuel Terzoli

Assistant Dean of Students

Dr. Kathy McIntosh

**SPECIAL EDUCATION**

Director

Dr. Megan Burton

1215

**STUDENT STORE**

Mr. Dan Geiger

1122

**TECHNOLOGY**

Director

Mr. Dustin Nies

1153

## **ACADEMICS**

As a college preparatory high school, Cathedral Catholic High School's curriculum is designed to challenge our students to become lifelong learners developing in faith, responsibility and character. Academic expectations detailed within the handbook are created to provide students guidance on their path to fulfill high levels of achievement.

In the following cases, a student is subject to academic dismissal:

- Students who earn 50 credits or less in a school year are subject to academic dismissal.

### **ACADEMIC HONESTY**

Students at CCHS are expected to be students of character who differentiate between moral choices that have positive and negative consequences for themselves, their families, and the community. Students are expected to pursue their education with a commitment to honesty and integrity in all they do.

### **ACADEMIC DISHONESTY**

Academic dishonesty includes but is not limited to cheating, plagiarism, sharing work without teacher's permission, or any dishonest means to achieve credit. The protocol for academic dishonesty includes both department and teacher policies and the following:

- First occurrence of academic dishonesty will result in a meeting with student, parent/guardian, and teacher to discuss the dishonesty and to create a student agreement. A signed copy of the agreement must be provided to the family, teacher, dean of academics, and dean of students. The assessment will receive no credit. The teacher may allow the student an opportunity to recover partial credit.
- A second occurrence of academic dishonesty during a student's time at Cathedral Catholic will result in a meeting with student, parent/guardian, teacher, a dean of academics, and a student's counselor to discuss ongoing concerns about academic dishonesty. A signed copy of a new/edited student agreement will be drafted by the dean of academics and shared with the family, teacher, and dean of students.
- A third occurrence of academic dishonesty during a student's time at Cathedral Catholic will result in a meeting with the school principal to discuss the student's enrollment status at Cathedral Catholic.

The following are examples of academic dishonesty:

- Copying any part of someone else's homework, quiz, test, or any assignment designated as individual work and/or providing the opportunity for another student to copy answers on a quiz, test, or homework assignment.
- Using any sources, materials, or equipment not authorized by the teacher, including previously submitted work.
- Allowing another student to submit your work in their name.
- Stealing or reproducing tests, quizzes, answer keys, or any other assignment belonging to a student and/or teacher.

- Attempted cheating (e.g. intent to use unauthorized notes on a test or quiz).
- Violating a teacher's stated policy, instruction, or expectation on an assignment, quiz, or exam.
- Falsifying grades and/or altering a graded assignment with the intention of resubmitting for an improved grade.
- Allowing yourself and/or another person to achieve an academic advantage by the following means: talking, gestures, signs, texting, notes, photos, etc.
- Using technology to gain an unfair academic advantage for yourself or others.

## **ACADEMIC INELIGIBILITY**

Participation in extracurricular activities is a privilege. A student earning two “F” grades or a grade point average of less than 2.0 for a grading period is ineligible to participate in extracurricular activities. The student is ineligible until grades are posted for the next grading period and a new ineligibility list is posted. First quarter ineligibility is determined by the previous year’s 4<sup>th</sup> quarter grades. Students may change their 1st quarter ineligibility status by improving their grades through summer school.

Extracurricular activities are defined as any activity that requires a significant amount of time after-school (e.g., more than 2 hours a week) to participate in the activity; school retreats are excluded from this list.

The purpose of ineligibility is to ensure the needed time for a student to refocus his/her priorities and to develop an improvement plan focused on academic success. A student’s counselor and academic dean will collaborate with the student and his/her parents to build an appropriate and supportive improvement plan.

## **ADD/DROP/CLASS CHANGES**

Students will be allowed to make course selection changes, based on space available, within the three-week timeline and limitations listed. Proper protocol and paperwork must be followed before a change is made. Please note, due to master schedule restrictions, CCHS cannot accommodate student-initiated course changes for convenience such as teacher preference, class block, or semester.

Prior to the first day of school:

- Students may change class selections based on space available and required prerequisites.

First academic week of school:

- Students may change class selections based on space available and required prerequisites.

Second and third academic week of school:

- Teacher/counselor/administrator-initiated level down changes as space permits (AP to Honors/College Prep, Honors to College Prep, College Prep to B level).
- Student initiated course drop to a non-academic course as space permits.
- No class changes will be made after the third week of school.

## **ADVANCED PLACEMENT & HONORS PROGRAM**

The AP/Honors program is for students with exceptional ability, commitment, and interest in the subject. Students may choose to take one or more if qualified. All students enrolled in an AP course are strongly encouraged to take the AP exam in May.

Be sure to check the prerequisites for each AP/Honors course in the Curriculum Guide and obtain department approval when necessary before selecting the course.

Students seeking to enroll in honors or AP courses must meet the prerequisites stated in the Curriculum Guide and follow the prescribed approval and procedures set by each department. Students who do not meet prerequisites or follow the prescribed procedures will not be enrolled in the honors or AP course.

### **ADVANCED PLACEMENT TESTING**

Students registered for an AP Exam are excused from school for the day they are registered for the exam. This means students do not need to attend school before the exam and/or return to school after the exam. If a student registered for an AP exam desires to attend school on the day of an AP exam, prior approval is required.

If you are an AP student but did not register for an AP Exam, or registered for but did not attend, you are expected to be at school as usual.

### **COURSE LOAD**

Students are required to take seven (7) classes each semester. Students must enroll in required courses for graduation before elective courses may be taken. Students are required to take a minimum of five (5) academic courses each semester. Non-academic courses include PE, Learning Center, Study Hall, Academic Coaching, Options and Academy Mentor, and Office Aide.

### **DUAL ENROLLMENT**

Cathedral Catholic High School partners with local community colleges to offer dual enrollment courses. Students earn credit and a grade from both CCHS and the partnering community college. Students will follow both CCHS and the partnering community college policies including registration and add/drop policies. All dual enrollment courses are UC/CSU transferable. Credit is awarded by private and out of state colleges at their discretion.

### **FAILURES**

Students receiving an F in any required course(s) must remediate the failure during the summer or repeat the course the following school year.

### **FINAL EXAMS**

- There will be no unit tests or major projects the week prior to final exams.

- Students who miss their final exam due to illness must schedule a make-up with the teacher before the end of the final exam week.
- The deans of academics will approve any absences with extenuating circumstances and work with students to reschedule missed final exams. Parents/guardians must also report the absence to the school's attendance line.

## **GRADES**

All grades for each semester are cumulative; that is, the work of each grading period is counted into the overall average grade of the semester. Semester assessments are required for all students at CCHS, and they constitute a percentage of the semester grade.

**Incomplete (I)** = A student has not completed the course for medical reason or family emergency. An incomplete grade must be cleared within three weeks of the end of the grading period.

**Withdraw (W)** = Administration may issue a grade of "W" for any student who withdraws from a course beyond the approved three-week course change window.

**Pass/Fail (P/F)** = Students meet or fail to meet the stated attendance and coursework expectations as a student assistant or other specified academic contract requiring administrative approval.

## **GRADUATION PARTICIPATION**

To participate in graduation, a student must meet all the requirements for graduation and be in good disciplinary standing. Students with ten or fewer outstanding units will be allowed to participate in graduation ceremonies.

## **GRADE POINT AVERAGE**

A student's cumulative overall grade point average (GPA) includes all grades earned in grades nine through twelve. This average is based on A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0.0. Honors/AP/Dual Enrollment courses are weighted on 5.0 scales for a grade earned of A, B and C.

A student may be afforded the opportunity to remediate a grade of D or F by repeating a semester in its entirety. Upon successful remediation, the original grade remains on the transcript but is excluded from the GPA calculation.

The cumulative overall grade point average that appears on the report card is the average for the student for the entire time he/she is at CCHS. The cumulative average is based on grades received in ninth through twelfth grades and does include physical education. This average is based on A = 4.0; B = 3.0; C = 2.0; D = 1.0.

## **GRADE PROGRESS**

Aeries (Student Information System) allows parents and students to view official quarter/semester grades. Schoology allows parents and students to track academic progress during each grading period. Teachers will update the gradebook in Schoology

every three weeks. Teachers are required to contact parents if the grade falls below a C- at the gradebook update or if other issues arise. Visit [www.cathedralcatholic.org](http://www.cathedralcatholic.org) for the link to Aeries and Schoology.

## GRADE SCALE

A+	96.5% – 100%	A	92.5% – 96.49%	A-	89.5% – 92.49%
B+	86.5% - 89.49%	B	82.5% – 86.49%	B-	79.5% – 82.49%
C+	76.5% - 79.49%	C	72.5% – 76.49%	C-	69.5% – 72.49%
D+	66.5% - 69.49%	D	62.5% – 66.49%	D-	59.5% – 62.49%
F	0 - 59.49%	Pass=	59.5% - 100%	Fail =	0% - 59.49%

## GRADES - WEIGHTED

CCHS has two levels of courses determined by the pace and rigor of the course and ability level of the student. A distinction is made in assigning grade points for Honors, Advanced Placement, and Dual Enrollment courses:

A = 5.0; B = 4.0; C = 3.0; D = 1.0; F = 0.

The University of California and California State Universities do not accept a "D" grade for any of their required courses. Colleges and Universities recognize completion of a required high school course with a grade of "C" or better. A spring semester grade of "C" or higher in a math or language course will validate a fall semester grade of "D", therefore nullifying the need to repeat the semester. Students are encouraged to repeat all other courses in which a "D" grade was earned to improve college admissions options.

## GRADUATION REQUIREMENTS

Four years (eight semesters) of high school attendance is required to earn a Cathedral Catholic High School diploma. Early graduation is not permitted.

**Students must earn 280 credits to graduate.**

Religious Studies	40 Credits
English	40 Credits
Language	20 Credits
Mathematics	30 Credits
Science	30 Credits
Social Science	30 Credits
Visual & Performing Arts	10 Credits
Electives	60 Credits
Physical Education	20 Credits

## **Physical Education Requirements**

No more than 20 physical education credits and/or elective credits may be earned through participation on a CCHS athletic team or independent physical education.

## **HONOR ROLL**

An Honor Roll is published at the end of each semester. First Honors requires that a student have an "A" average or a GPA of 4.0. Second Honors requires that a student have a GPA between 3.60 and 3.99. The GPA used to calculate the honor roll is the weighted cumulative GPA.

## **OFF CAMPUS CREDITS**

CCHS does not accept credits for required courses from non-approved extension courses, online courses, evening schools or summer schools unless written permission is given prior to enrollment in those courses. Permission is obtained from the dean of counseling, and these forms are available in the Counseling Office.

## **RANKING POLICY**

Cathedral Catholic High School does not rank students by grade point average or other academic measures.

## **REPORT CARDS**

Report cards are issued online every grading period.

## **SCHEDULING PROCEDURES**

**Step 1:** Counselors will meet with students starting early second semester to explain the course registration process. Counselors will discuss course offerings and graduation requirements and will also give thorough instructions for completing the Course Registration Form and registering online.

**Step 2:** Teachers will take time during class to explain the next level of courses available to the students in their departments, including required prerequisites.

**Step 3:** Students will consult the Curriculum Guide online and complete the Course Registration Form at home with their parents. Students will also register online through Aeries at this time.

**Step 4:** Students will return to the Counseling Office for one-on-one meetings with their counselors to review their chosen academic program and lock in schedules.

**Step 5:** Students and parents will finalize schedules with counselors on Aeries.



## **SPECIAL EDUCATION**

Cathedral Catholic High School responds to the call to minister to all of Christ's children. We pledge to, where at all possible, admit and educate students with documented learning differences. Any student who, through an approved psychoeducational evaluation, qualifies for special education services will be placed in one of our three programs: Learning Center, Academy, or Options. All approved accommodations and modifications will be documented in a Cathedral Catholic Education Plan. Any request outside the parameters of the CCHS Education Plan will not be granted. Each student needs varying degrees of support, and we promise to honor the educational and spiritual journey which aids in the formation of the whole child.

## **SUMMER SCHOOL**

Cathedral Catholic High School offers summer school for acceleration and remediation purposes. Summer school acceleration is an academic enrichment program designed to support students interested in advancing in a particular area. This fast-paced academic environment requires students to be dedicated to their school work.

Cathedral Catholic High School summer school offers classes for student remediation of D's and F's. The summer curriculum is designed to help students recover credits while remediating any course weaknesses. Failures (F) are required to be recovered before returning to CCHS the following fall semester, and D grades are strongly encouraged to be recovered for college acceptance. Failure (F) grades for CCHS students are only allowed to be recovered at CCHS on-campus summer school.

College prep and honors courses can be remediated by a college prep course, such as English 10 in place of English 10 Honors. However, an AP course must be remediated by an AP course; A dual enrollment course must be remediated by a dual enrollment course.

For classes in which a student earns a grade of D or F and are remediated through summer school or during the school year, a student's cumulative grade point average will only include the higher grade earned. The only exception to this practice is when a student remediates credit from a different level course: For example, a student remediating an F grade from AP World History who takes a college prep level World History class to satisfy graduation requirements. In that case, both grades would appear on a student's transcript and both grades would be included in a student's grade point average.

## **TRANSCRIPTS**

A transcript is the official record of a student's grades. All student records are the property of CCHS. CCHS respects the confidentiality of records. Information regarding a student's academic record, grades, and GPA will not be given over the phone. The student, or parent/guardian, if the student has not reached legal age, may request copies of the student transcript. You may request transcripts by using the Transcript Request Form. This form may be accessed by clicking on "Transcript Request" under "Academics" on the CCHS

website ([www.cathedralcatholic.org](http://www.cathedralcatholic.org)).

CCHS cannot issue an official transcript for classes taken at other schools. Transfer students are required to submit official transcripts from previous schools to the registrar for CCHS graduation credit inclusion. Students must contact former schools for their official transcripts.

## **ACCESSING STUDENT RECORDS**

To request a student's record, the parent/guardian must submit a written request to the registrar. The registrar will then make copies of the records for the parent, and it is then the responsibility of the parent to deliver copies to the requesting agency. Outside agencies will not be granted access to student records, unless there is a medical emergency and written permission is on file or required by law.

It is the responsibility of the parent/guardian to update contact information in Aeries to ensure the information is accurate.

## **BUCKLEY AMENDMENT**

This school voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will be given access to unofficial copies of student records unless a court order dictating otherwise is filed with the school.

Divorced parents must file a notarized copy of the custody section of the divorce decree with the school; such a procedure helps to protect the rights of everyone in the family. If one parent does not want the other parent to receive the school's communication materials, the school must have a court order on file stating this.

## **PROCEDURES FOR CHALLENGING THE CONTENT OF THE STUDENT'S RECORD**

Challenges to the content of the student record may only be concerned with the correction of data in the record not with the substantive decisions on academic grades. These challenges are to be settled through proceedings at the local level.

- The parent of a student may file a written request to the principal to correct or amend any information in his/her child's permanent records which he/she alleges to be:
  - inaccurate;
  - an unsubstantiated personal conclusion or inference;
  - a conclusion or inference outside of the observer's area of competence or based on personal observation
- If the request is denied, the parents shall be given an opportunity to present evidence relevant to the issue raised. This should be done in a meeting with the principal or responsible school official. After the hearing is concluded, the principal or official shall inform the parents in writing concerning the conclusion reached.
- If the decision is not to amend according to parental request, the parents shall be informed of their right to place in the student's records a statement commenting upon the information

in the records and/or parental reason for disagreeing with the decision. If the contested portion of the record is released, the parental comment must also be released.

## **TRANSFER STUDENTS**

The following policies regarding credits are used in evaluating the status of transfer students.

- For a student to transfer to CCHS, he/she must have a 2.0 GPA. He/she must have passed all required subjects and have made up any failed subjects in summer school.
- If a student transfers from a non-Catholic high school, the requirement for Religion is waived for the time he/she attended the school.
- All other required courses for graduation from CCHS are taken and passed.
- Weighted courses are accepted as such for transfer students.
- International Students: Prior to attending the first day of class at CCHS, international students must obtain an I-20 Student Visa by contacting the Registrar by email.
- Official transcripts must be received prior to the first day of class to verify credits.

## **ADVANCEMENT**

The Advancement Office is responsible for the planning and management of all Cathedral Catholic High School business operations, admissions, marketing, public relations, communications, the annual DONS annual report magazine, special events, fundraising events, grant requests, memorial scholarships, endowments, capital campaigns, annual gifts, planned-giving, and alumni/ae activities.

Please visit the Advancement section of our website or call extension 1117 for detailed information on how you can support the Cathedral Catholic High School community.

## **ADVISORY BOARD OF DIRECTORS**

The Advisory Board of Directors is constituted by the bishop of the Diocese of San Diego. The purpose of the Board is to foster and promote programs and policies consistent with the Diocese of San Diego and the full expression of the mission, philosophy and goals of CCHS. The Board's responsibilities include: a) approval of the mission and strategic planning for the school; b) approval of general policies relating to mission, finance, facilities, admissions, public relations and advances; c) to speak with one voice regarding policy through the president of the school.

## **DONS' ATHLETIC CLUB**

Athletics at Cathedral Catholic High School are an integral part of our students' learning experience as we strive to educate the whole person: body, mind and spirit.

All CCHS families are considered members of the Dons' Athletic Club as we know that our Dons' community members are our biggest fans. There is no cost to belong to the club, however, fundraising for special projects related to athletics is accomplished through donations made to athletics through The Fund for Cathedral link located on our website's

Advancement section <https://www.cathedralcatholic.org/advancement/make-a-gift>, through participation in our annual Wine and Microbrew Tasting and Auction (*for adults only*), and through purchase of our premium “Devoted Dons’ Fans” packages for reserved event seating (football and basketball) and premium parking.

## **PARENT ASSOCIATION**

The Cathedral Catholic High School Parent Association is a committee of CCHS parents/guardians created to demonstrate and affirm their belief in Catholic education and the mission of our school community. The CCHS Parent Association supports the school in an effort to provide the best resources for our students, faculty, and staff. The CCHS Parent Association exists specifically to:

- Promote the mission and philosophy of Cathedral Catholic High School;
- Assist, support, and provide input to the administration of Cathedral Catholic High School;
- Foster cooperation among parents/guardians, teachers, and students in the implementation of school policies;
- Support the school by organizing social and other activities as approved by the Cathedral Catholic High School principal or president.

## **ATHLETICS**

Cathedral Catholic High School offers an extensive athletic program that allows students to use their God given talents in a competitive activity. These activities are meant to promote fair play, self-discipline, teamwork, and a life-long appreciation of physical fitness. All sports are subject to the rules and regulations of CCHS and the California Interscholastic Federation (CIF), unless designated a non-CIF sport. Non-CIF Sports are governed by the rules and regulations of their respective associations and Cathedral Catholic High School. All sports subscribe to the ideals of good sportsmanship and positive behavior.

### **ATHLETIC CLEARANCE CARD PROCESS**

Students and parents/guardians must complete the online athletic packet provided on the Cathedral Catholic High School website (<http://www.cathedralcatholic.org/athletics/athletic-forms>).

### **CONCUSSION PROTOCOL**

- Injury occurs
- School nurse notified (via athletic trainers or parent)
- Email notification sent by nurse (to student’s teachers and counselor)
- Student is given up to 2 weeks for homework/assignments, etc.
  - Communication: between student and individual teacher
- If symptoms persist and/or unable to RTP
  - Student will see school nurse for medical accommodations paperwork
  - Nurse to notify counselor and Learning Center once paperwork is handed out

- Student and parent to meet with counselor with completed paperwork ASAP
- Student given additional 4 weeks of accommodations
- Counselor to notify Learning Center and teachers
- If symptoms persist beyond 4 weeks (total of 6 weeks)
  - Re-evaluate for anticipated additional needs
  - Meeting with counselor, nurse, student and parent to discuss outside options

## **TRANSFER ELIGIBILITY**

Transfer students and/or foreign exchange students must meet CIF guidelines for residential eligibility. Students who are interested in participating in athletics must meet with the athletic director. If necessary, the athletic director will meet with the parents/guardians to establish eligibility rules and procedures. Once a decision is made by CIF San Diego Section regarding eligibility, the athletic director must sign the student's clearance card for final approval to participate in a sport.

### **Cathedral Catholic High School 2019-2020 List of Sports Teams**

<b>FALL SPORTS</b>	<b>GENDER</b>	<b>LEVEL</b>
Cross Country	Boys' & Girls'	Varsity/JV
Equestrian	Coed, Non-CIF	Varsity/JV
Field Hockey	Girls'	Varsity/JV
Football	Boys'	Varsity/JV/Freshman (2)
Golf	Girls'	Varsity/JV
Sailing	Coed, Non-CIF	Varsity
Sand Volleyball	Boys', Non-CIF	Varsity
Tennis	Girls'	Varsity/JV (2)
Volleyball	Girls'	Varsity/JV/Freshman
Water Polo	Boys'	Varsity/JV/Novice
<b>WINTER SPORTS</b>	<b>GENDER</b>	<b>LEVEL</b>
Basketball	Boys'	Varsity/JV/Freshman (2)
Basketball	Girls'	Varsity/JV/Freshman
Crew	Coed, Non-CIF	Varsity/JV
Equestrian	Coed, Non-CIF	Varsity
Inline Hockey	Coed	Varsity
Rugby	Boys', Non-CIF	Varsity/JV
Rugby	Girls', Non-CIF	Varsity
Soccer	Boys'	Varsity/JV/Freshman
Soccer	Girls'	Varsity/JV/Freshman
Surfing	Coed, Non-CIF	Varsity
Team Tennis	Coed, Non-CIF	Varsity
Water Polo	Girls'	Varsity/JV/Novice

Wrestling	Boys'	Varsity/JV
Wrestling	Girls'	Varsity/JV
SPRING SPORTS	GENDER	LEVEL
Badminton	Coed	Varsity
Baseball	Boys'	Varsity/JV/Freshman
Golf	Boys'	Varsity
Lacrosse	Boys'	Varsity/JV
Lacrosse	Girls'	Varsity/JV
Sand Volleyball	Girls', Non-CIF	Varsity
Softball	Girls'	Varsity/JV
Swim/Dive	Boys'	Varsity/JV/Novice
Swim/Dive	Girls'	Varsity/JV/Novice
Tennis	Boys'	Varsity/JV
Track and Field	Coed	Varsity/JV/Freshman
Volleyball	Boys'	Varsity/JV/Freshman
Non-Seasonal		
Cheer	Girl's	Varsity/JV
Dance	Girl's	Varsity/JV

## ATTENDANCE INFORMATION

### Attendance Office

**24-Hour Voicemail 858-523-4001**

**Press 1 for a passport, 2 to report an absence or tardy**

- When students need to leave campus during the school day, a parent/guardian must call the Attendance Office passport line the morning that the scheduled early release is needed.
- Only a parent/guardian listed in the school's official SIS may phone the Attendance Office to request a passport or verify an absence.
- Parent calls must be received with 48 hours of the student's absence. After 48-hours the absence will remain unexcused.

In accordance with our mission, regular classroom attendance is required to support the learning process. Please consider the academic consequences when planning college trips, family vacations, etc. as this may directly affect the student's academic standing. The administration reserves the right to decide which absences will be excused. Approval for an absence that is not defined as excused or absences that exceed excessive absences limits, require an email request to our dean of students one month prior to the planned absence.

### ABSENCE POLICY

Missing more than 20 minutes of any class is considered an absence.

### Excused Absences

School-related activities (e.g., athletics, CIF competitions, band and/or choir concerts, field trips, school-related retreats, on-campus college representatives, counselor meetings, service related meetings) are not considered absences. Missing more than 20 minutes of class due to illness, doctors' appointments, college visits, planned surgeries, funerals, weddings, and family emergencies are considered excused personal absences when verified by a parent/guardian within 48 hours. All absences, including excused and unexcused, count toward the excessive absence policy.

To the degree possible, it is the responsibility of the student to meet with their teachers before an anticipated absence to establish a plan for missed work. Projects, papers, known homework assignments, or other large assessments need to be completed and turned in before an anticipated absence or no later than the due date.

It is the responsibility of the student to meet with teachers upon return from an absence. Any missed tests/quizzes must be made up immediately upon return, and if absent for longer than two class periods, a student must meet with teachers immediately to discuss a make-up plan.

### **Unexcused Absences**

Absences lacking proper verification within 48 hours or without prior approval from the dean of students and parental knowledge are unexcused and considered a truancy. Students may only be out of class during the regular class period with a hall pass that is issued by the teacher responsible for the student during that time. Students out of class for an excessive period of time, in an unauthorized area, or without a valid hall pass are considered truant. Unexcused absences may also result in disciplinary action which will include, but is not limited to:

- A meeting with students, parent/guardian, and an administrator from the dean's office will take place to create a student agreement.
- No credit is given for homework, quizzes, or other daily assignments missed.
- For major assignments and examinations, the student may only receive up to 75% credit.

It is the responsibility of the student to research and learn about the material they missed during their absence.

### **Absence Effect on Sports/Extracurricular Activities**

A student that is absent at least 2 classes in a day may not participate in extracurricular activities, including sports practice and competitions, drama, cheer, dance, competitive clubs, and others on the same day as the absences. Any violation will affect a student's future participation in the extracurricular activities.

### **EXCESSIVE ABSENCES:**

These absences can be either excused or unexcused. Parents are encouraged to monitor attendance in Aeries.

While work completion and masterful performance on assessments are crucial elements of receiving official credit for courses, they are not a substitute for regular classroom seat-time and participation. Daily classroom participation is an irreplaceable element to achieving our school mission of forming life-long learners. For these reasons, although a student may be scoring in the proficient range for all work and assessments, course credit may not be earned by students with excessive absences. CCHS school activities including: athletics, service, field trips, etc. do not count towards the excessive absence policy. The following policy will be enforced for students with excessive absences.

**Period 1-6 classes:**

- Upon the 3rd absence in a semester to a particular class, a courtesy letter will be emailed to the parent/guardian and student. The courtesy letter is sent to help families make informed decisions when scheduling medical or other necessary appointments and/or absences.
- Upon the 5<sup>th</sup> absence a mandatory meeting will be made with parent/guardian, student, and an administrator from the dean of students' office. At this time, a student contract will be created to help the student make adjustments for increasing school attendance.
- A student who violates his/her student contract will meet with the school principal, the dean of students, and parent/guardian to discuss consequences, which may include loss of course credit and/or eligibility, and the student's future at CCHS will be discussed.

**Period 7 classes:**

- Upon the 5<sup>th</sup> absence in a semester to a 7<sup>th</sup> period class, a courtesy letter will be emailed to the parent/guardian and student. The courtesy letter is sent to help families make informed decisions when scheduling medical or other necessary appointments and/or absences.
- Upon the 8<sup>th</sup> absence a mandatory meeting will be made with parent/guardian, student, and an administrator from the dean of students' office. At this time, a student contract will be created to help the student make adjustments for increasing school attendance.
- A student who violates his/her student contract will meet with the school principal, the dean of students, and parent/guardian to discuss consequences, which may include loss of course credit and/or eligibility, and the student's future at CCHS will be discussed.

**TARDY POLICY:**

Any student who arrives late to campus must report to the Attendance Office upon arrival. A tardy is defined as being up to 20 minutes late to class. Students who are more than 20 minutes late will be given an absence for that period, and a parent call to verify the absence is required. Excused and unexcused tardies are counted toward the excessive tardy policy. Medical tardies for a doctor's appointment requires a medical note/receipt from a licensed medical provider along with a parent call. The Attendance Office reserves the right to determine whether a student is excused or unexcused in their tardiness.

**EARLY PASS POLICY:**



An early pass is defined as missing up to the last 20 minutes of a class without medical documentation. Students leaving more than 20 minutes early will be given an absence for that period. The Attendance Office reserves the right to determine whether a student is excused or unexcused when leaving campus early.

### **TARDIES/EARLY PASS - EXCESSIVE:**

Excused and unexcused tardies/early passes are counted toward the Excessive Tardy/Early Pass policy.

- (3) tardies/early passes in a semester = Student meeting with assistant dean of students
- (5) tardies/early passes in a semester = Meeting with student, parent, and dean of students to create student contract
- (8) tardies/early passes in a semester = Consequences issued based on student contract
- (10) tardies/early passes in a semester = Meeting with the principal and dean of students in which additional consequences may be issued

## **COUNSELING DEPARTMENT**

The Counseling Office offers academic, college/career and social emotional support based on grade specific needs. Students are assigned by last name to a school counselor for freshman year through fall of junior year to focus on their transition to high school, academic performance, social needs and college exploration. In the spring of junior year, students will transition to their college counselor to finalize and execute their post-high school plan. While all students will meet individually with their counselor, we encourage students to make individual appointments with their counselor as needed.

Cathedral Catholic High School has a non-disclosure policy regarding college applications and counselors will not share information with colleges regarding a student's disciplinary records. Cathedral Catholic High School does encourage students, however, to answer questions about their discipline record openly and honestly, and school counselors will assist families in developing a personal statement to help contextualize discipline situations and will do their best to support students in their college search.

### **EVALUATION OF STUDENTS (BY OUTSIDE AGENCIES)**

If someone wishes to come on campus to observe or test a student, prior approval must be obtained through the dean of counseling. We require that at least 48-hour notice be given when requesting permission to be on our campus.

### **STANDARDIZED TESTS**

Cathedral Catholic administers the PSAT to our 9th — 11th graders. The tests are administered in October and all 9th — 11th graders participate. The purpose of these tests are to help students chart their academic progress, as well as give the students practical experience with standardized tests. The counselors may use the information gathered from the standardized tests to help plan appropriate educational goals. Accommodations are available to all students who qualify through College Board.

## **WORK PERMITS**

California labor laws require any child who is between the ages of 14 and 17 to obtain a Statement of Intent to Employ Minors and Request for Work Permit.

This form is available at the Office Services Department in the Kolbe administration building. The form must be filled out by the student, the potential employer and by the student's parents. The completed form should then be submitted to the Office Services Department. Please allow 72 hours for a work permit to be issued.

## **DEAN OF STUDENTS OFFICE**

Cathedral Catholic High School has adopted a restorative practice which focuses on building relationships, fostering student accountability, and promoting reconciliation for all parties impacted by an offense. A restorative practice approach favors decisions made through a cooperative process by all of the impacted parties rather than solely by the authorities. Aspects of the practice include developing classroom respect agreements, increasing school and family communication, and helping students learn conflict resolution skills.

## **BULLYING/CYBERBULLYING**

Cathedral Catholic believes that every student and staff member has a right to a safe and healthy school environment. Therefore, every member of the school community has an obligation to promote mutual respect, tolerance, and acceptance. Any willful behavior that is reasonably perceived to threaten, intimidate, degrade, humiliate, terrorize, or harass another student will not be tolerated. This kind of activity contradicts the mission and philosophy of the Catholic Church and CCHS. The school may refer serious incidents to the school resource officer with the SDPD. CCHS reserves the right to discipline students for off-campus behavior that creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school.

Students that indirectly participate in bullying and/or cyberbullying by giving the impression that they support or agree with [the] negative behavior may also face disciplinary consequences. Any student who feels that they are a victim or is a witness to bullying is encouraged to report it to a school counselor or the dean of students' office. Reporting is confidential, and every effort will be made to protect the student's anonymity.

Additionally, students that make false accusations will also face serious consequences. Students and parents should report threats of violence or harm in cyberspace to law enforcement immediately.

## **CAMPUS SECURITY**

Cathedral Catholic is a closed campus. Once students arrive on campus, they may not leave the campus or go to their car until the end of the school day. Please contact the Attendance Office in advance if you need your student to leave early on a passport.

All visitors (including alumni) must present a valid government ID to obtain a visitor pass prior to entering campus. A visitor pass must always be visible. Visitors must report to the security guard or see the receptionist in the Kolbe Center to sign in and obtain a visitor pass.

## **CELL PHONES**

Cell phones are to be turned off and put away during class hours, including time out of the classroom on a hall pass, and during all school and standardized assessments. Students will not be allowed to use cell phones during class time, except with teacher permission. Students may use their cell phone during break/lunch but may not access the camera or microphone to capture visual/audio or amplify sound without written permission from the dean of students. School authorities may confiscate cell phones at any time for failure to follow school policy.

The administration reserves the right to search a student's phone when there is reasonable suspicion that it may contain evidence of policy infractions. Evidence of illegal activity may be turned over to our school resource officer with the SDPD. If an emergency phone call needs to be made during class time, students must receive permission from their teacher or an administrator. In an emergency where the student needs to be contacted by a parent, please call the Attendance Office. Audio, video recording or photographing of others without their knowledge and permission is a serious offense and will be dealt with accordingly.

## **DANCE GUIDELINES**

The purpose for these guidelines is to promote a safe, clean, and fun environment at dances. All students and their guests must have proper I.D. to attend any dance. Be prepared to show I.D. when buying tickets and/or entering the dance. Dress attire will be announced two weeks prior to an event. Please check the website for information on dress attire for specific dances or contact the Dean of Students Office with any questions about attire.

The style of dancing must reflect proper behavior between students and reflect the school's Catholic values.

**First Offense** - A warning will be given and the student will be asked to leave the dance floor and will be chaperoned for a period of 10 minutes.

**Same Evening Offense** - The student is removed from the dance floor for the remainder of the evening and a follow-up meeting between parent, student, and dean of students will take place to discuss student's behavior.

## **DANCE – OUTSIDE GUEST POLICY**

Any student bringing a non-CCHS student, for those dances when student guests are allowed, must complete a dance application and return it to the Dean of Students Office for approval. A non-CCHS student will not be admitted without his/her CCHS date.

Students who attend other high schools may be permitted to attend CCHS dances. The following guidelines apply:

- A guest pass must be obtained prior to the event, by the CCHS student who wishes to bring the guest. A Dance/Event application may be required for the guest to be permitted to attend the function.
- Any CCHS student or off-campus date submitting false or forged information on the dance application form will result in a referral and forfeit of dance event for the CCHS student. In addition, CCHS student will not be allowed to bring an off-campus date to future dances.
- The guest must present a valid ASB card, guest pass, and/or ticket and be accompanied by the student who obtained the pass.
- The CCHS student must inform the guest of the regulations, which govern the event. He/she is responsible for the conduct of the guest.

## **POLICY INFRACTIONS AND CONSEQUENCES**

CCHS recognizes a violation of school policy as a breakdown in the relationship between a student and the greater school community. Student(s) may be asked to take time away from school in order to allow the restorative process to begin before student can return to the community. Offenses that make the student liable for consequences and the restorative process include, but are not limited to, the following:

- Violation of the Classroom Respect agreement
- Campus misconduct, running, pushing, littering, general rowdiness
- Disobedience/Disrespect/Disruptive behavior during on and off-campus school activities
- Eating/drinking in classroom
- Not properly securing personal and school items
- Riding a bike, skateboard or any other vehicle on campus
- Throwing, pitching or shooting objects
- Stealing/Theft
- Use of vulgar, racist, sexist, or other inappropriate language, images, or videos
- Possession of drugs, paraphernalia, nicotine, vaping devices, edibles, and/or alcohol or associating with those who are in violation
- Failure to adhere to the CCHS technology agreement
- Failure to follow policies found throughout the student handbook
- Any offense considered inappropriate and/or detrimental to the school, its officials or its students.

The school may consider an offense to egregious to allow the restorative practice to take place while the student is still attending CCHS. A student will be subject to dismissal from Cathedral Catholic High School for any conduct, in or out of school, which is of such a nature as to jeopardize the good name of the school, creates a safety concern, or which is detrimental to the common good, or which is harmful or offensive to any

member of the school community. The school may also ask a student to withdraw if a student and/or parent overtly and persistently refuse to cooperate with policies/regulations, staff, and administration of CCHS, resulting in the inability of the school to serve the student(s).

### **DISCIPLINARY INELIGIBILITY**

A student who commits an offense against the school or any of its community members or violates a student contract may become ineligible from participating in athletics/extracurriculars/student events as part of the restorative process. Students placed on disciplinary ineligibility are not eligible to tryout or participate in athletics or any other extra-curricular activities (including drama and clubs).

### **DRUG, ALCOHOL AND CONTROLLED SUBSTANCE PROGRAM**

Cathedral Catholic High School, as an extension of the Catholic Church, believes life is sacred and that life and physical health are precious gifts entrusted to us by God. We aim to provide a school environment that fosters the sacredness of human life and the health and well-being of each member of the school community. To help foster this environment, the school is unveiling a new Alcohol and Drug Awareness Program.

The Alcohol and Drug Awareness Program (ADAP) will include educational speakers for students, parents/guardians, and school employees. Subject-specific curriculum will include various topics to help educate students about the physical, emotional, and spiritual dangers of alcohol and drug abuse. The school's Wellness Program will continue to provide school activities during Red Ribbon Week that help raise awareness of the dangers of alcohol and drug abuse. An annual mandatory parent/guardian meeting will take place each year to better communicate about alcohol and drug abuse and help build better relationships between home and school. The school has also implemented a voluntary drug testing program. Any parent/guardian wishing to enroll their student(s) in the program may sign up at <https://goo.gl/forms/jxQSEEIMdbltGrjy1>

Results of any testing will remain confidential between the student, parent/guardian, and the dean of students and will be used to help the student make healthier choices in the future.

### **Parent/Guardian Program/Education**

Cathedral Catholic will require at least one parent/guardian to attend an annual meeting to explore and discuss the perceptions and realities of alcohol and drugs that are pertinent to Cathedral Catholic High School students. In partnership with the San Diego Police Department, Cathedral Catholic administrators and counselors will discuss ongoing concerns about alcohol abuse, increased access to marijuana, the vaping culture, prescription drug abuse and more. Students whose parents do not attend the meeting will not be eligible to attend or participate in any extracurricular activities, including athletics, at Cathedral Catholic High School (CCHS).

Scheduled meetings:

May 14, 2019: 6-7pm

June 5, 2019: 8:30-9:30am  
August 7, 2019: 6-7pm  
August 14, 2019: 6-7pm  
October 30, 2019: 6-7pm  
January 29, 2020: 8:30-9:30am

Additionally, optional educational opportunities will be made available to parents/guardians throughout the year related to alcohol and drug abuse.

## **INTERQUEST DETECTION CANINE**

Cathedral Catholic High School utilizes Interquest Detection Canine services as another tool to deter contraband on our campus. Contraband is defined as prohibited items that are brought on campus. This would include, but is not limited to, over-the-counter drugs, alcohol, illicit drugs, and weapons.

Cathedral Catholic High School follows a plan that uses breeds of dogs that are non-aggressive by nature. These fully trained and certified dogs and their handlers conduct random searches throughout the school year. An administrator, the dog, and the handler will inspect various sites on campus.

The procedure for a classroom search is as follows: When a classroom is inspected, the students and the teacher are asked to leave the classroom. Once the class is cleared, the dog handler conducts the search. If the dog alerts on an item, the handler is asked to meet with the search team. The student meets with the administrator and handler to determine what alerted the dog. If the dog's alert comes up with an item of contraband, the student and the contraband are taken to the dean of students' office. Occasionally the dog alerts on an item that has a residual odor. This means the dog has detected an odor but there is no physical evidence. The information is passed on to the dean of students and the student is sent back to class and the parents are notified.

The Interquest dogs are not used to search individual students but are trained to detect odors in and around objects. The dog may come into contact with the students when it is not "working." Students are allowed to interact with the dog in a reasonable manner. The dog will not alert when it is not working.

## **Alcohol and Drug (Prescription Misuse & Illegal) Screening**

Behavioral Screening: Any student whose attitude, actions, language or behavior are cause for concern may be required to undergo an alcohol/drug screening.

Students are subject to alcohol and drug screening at any on or off campus school event including athletics and dances.

## **HARASSMENT**

Any unwelcome conduct of a sexual nature, when such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating,

hostile or offensive learning environment, shall not be tolerated. Any students perceiving such conduct should notify the administration so that the complaint may be investigated, and appropriate restorative action may be taken, if warranted.

## **PARKING**

Cathedral Catholic is working with local law enforcement to provide a Start Smart program at CCHS. The program is designed to address the dangers of distracted driving and provide clarification on current driving laws.

Students and a parent/guardian must complete the course at CCHS in order to obtain a parking space on campus.

Applications for parking spaces may be requested online. The fee for student parking is \$125.00 if purchased April - December and \$75.00 if purchased in January to the end of the school year. The fee includes 1 parking permit sticker and an assigned parking spot. Parking on campus is a privilege. The privilege may be revoked as a result of disciplinary action or when it serves the best interest of the school. The administration has the right to search all vehicles. The school is not responsible for any damage or loss and disclaims any and all liability in cases of violation of the above. Consequences will be issued for failure to follow the parking rules:

- On school days, park your vehicle/motorcycle in the space assigned to you (5:30am to 2:20pm).
- Do not back your car into your space.
- The parking permit sticker must be peeled and attached to the outside back window on the lower left (driver's side).
- A permit sticker must be on each vehicle/motorcycle driven to school. If an additional permit sticker or a replacement sticker is needed, see the Attendance Office. The cost is \$5.
- If you are using a car without a permit sticker for a single day use, you **MUST** notify security or the Dean of Students Office immediately upon arriving to school.
- Any fraudulent use of the permit stickers will result in loss of parking privilege.
- If another vehicle is parked in your space, report the license number of the vehicle to security and they will guide you to a parking space for the day.
- All students must park on campus. There is no off-campus parking allowed for any student.
- Please respect the security personnel, as they will direct traffic as needed.
- Report any other problems you observe to security.
- Use of phone or electronic device is never allowed while driving.
- The parking lot is off-limits during the school day.
- You must communicate with security if you are leaving your car on campus overnight.
- Students are never allowed to park on neighboring streets during school hours.
- Students are expected to drive in a safe manner to and from school and while on school grounds

## **STUDENT THREAT POLICY**

Cathedral Catholic High School takes any threat to oneself or others very seriously. Threats communicated verbally, in writing or electronically could result in suspension or expulsion. CCHS follows the Diocesan Office comprehensive policy regarding student threats.

## **DRESS AND APPEARANCE**

At Cathedral Catholic High School the dress code reflects the Catholic values we strive to instill within our students: modesty, unity, respect for others, and positive self-worth. Research supports CCHS's belief that a student's appearance has a direct effect on his/her attitude and behavior. In the larger scope of preparing our students for their future, the dress code is designed to teach students that different types of dress are appropriate for different settings. The dress code has been established so students understand that their manner of dress should be appropriate to the serious nature of academic study and promote the dignity and self-respect worthy of each student.

Every student must purchase their official CCHS polo shirts at the school's student store or at one of the used clothing sales. All other clothing options may be purchased at the family's store-of-choice but must adhere to the following dress code guidelines:

### **GENERAL CLOTHING REQUIREMENTS**

From the time a student arrives on campus, it is his/her responsibility to be in dress code.

- All clothing must be neat, clean, and free from tears, cuts, and holes.
- Shirts, shorts, and pants should fit comfortably without being form-fitting or too baggy.
- Shirts must be long enough to cover the midriff-area, even when arms are raised above a student's head.
- Undershirts may not have brands, logos, or a design deemed inappropriate by administration.
- Proper undergarments must be worn at all times.
- Altering of any garment that detracts from the original integrity of the garment is not allowed (e.g. hemming shorts to inappropriate lengths or cutting/tearing clothes).
- Students must wear authorized attire during P.E. The P.E. attire cannot be worn as Spirit Attire.
- A CCHS polo must be worn under all outerwear.
- Boys may not wear makeup or earrings during any time they are on campus.
- Visible tattoos are not allowed.

**Pants/Shorts-** Boys and Girls may choose the brand of material pants/shorts as long as they meet the following guidelines:

- Made of khaki, chino, or dress slacks (pants only) material
- Maximum of two pockets in front and back, no side/cargo/or hidden pockets
- Must be worn at the waistline, and shorts must be no shorter than 3" from the top of the knee when standing--this will be strictly enforced.



- Pants/shorts may only be black, navy blue, or khaki in color. Additionally, all shorts and pants must have a button or snap enclosure as well as belt loops. No drawstring, sweats, leggings, athletic wear, or jeggings/yoga pants allowed.

**Outerwear** - All outerwear is considered part of the dress code requirements. The only sweaters, sweatshirts, and jackets allowed on campus at any time must be purchased at the CCHS student store or as part of authorized spirit wear provided in participation on an athletic/academic team or club.

**Shoes** - Only leather or leather-like closed-toe dress shoes or tennis shoes are acceptable; no Uggs, boots, or slippers. Heels must be no higher than 2". All shoes must have a back strap. Please note specific shoe requirement for dress-up days.

**Socks** - Students must wear socks at all times. Girls may wear hosiery as an alternative to socks but they must be a solid material and solid color with no pattern. Hosiery may not be bright or fluorescent colored, sparkling, or fishnet. All socks must be a matching pair.

**Hair** - Hair must be neat and well groomed. No radical cut, style, or color is acceptable. For boys, hair may not extend below the top of the collar, below the eyebrows, or more than 2" out from the scalp. Boys may not have ponytails, braids, dreads, or hair accessories. No facial hair is allowed. If students are unshaven, they may be required to shave immediately.

**Hats** - No hats, beanies, beanie caps or bandanas are allowed on campus during the school day without prior consent from the dean of students.

**Jewelry** - Students may wear up to two appropriately placed modest necklaces and two rings per hand. Girls may wear up to 3 earrings per ear. No other jewelry is allowed on campus.

**Belts** - All boys are required to wear a belt on dress up days. Belts must be leather/canvas dress belts in good condition. Belts must be worn through belt loops. Buckles must be appropriate.

**Rainy Day Attire** - On rainy days, students may wear water-repellent raincoats and water-repellent boots (no Uggs). Flannel jackets, ponchos, or other jackets or non-CCHS sweatshirts are not allowed.

**Blankets** – Blankets are not allowed on campus without prior permission from the Dean of Students office.

## **SPECIFIC DRESS CODE ATTIRE**

### **Regular Dress Attire**

**Boys:** Approved CCHS polo shirt, pants or shorts and socks. Pants/shorts may only be black, navy blue, or khaki in color. All clothing must meet above general guidelines. Tennis shoes and leather or leather-like dress shoes are the **ONLY** acceptable footwear. Sweatshirts and outerwear must be CCHS sponsored. No drawstring, sweats, leggings, athletic wear, or jeggings/yoga pants allowed.

**Girls:** Approved CCHS polo shirt, pants/capris/slacks or shorts and socks. Pants/shorts/capris may only be black, navy blue, or khaki in color. All clothing must meet above general guidelines. Tennis shoes and leather or leather-like dress shoes are the ONLY acceptable footwear. Sweatshirts and outerwear must be CCHS sponsored. No drawstring, sweats, leggings, athletic wear, or jeggings/yoga pants allowed.

### **Dress-up Day Attire (Liturgies and Special Events)**

During liturgies, students may not wear jackets or sweatshirts of any kind unless given specific administrative approval for occasions such as rain. Required dress for these days will consist of the following:

**Boys:** Solid white, button-down, collared dress shirt with tie for the entire school day. Shirts must be without decor of any kind and must remain tucked in for the entire school day. Undershirts worn must be white and may not have any logo, design, or writing of any kind. School approved pants are to be worn on dress-up days, as well as socks and a belt. Dress shoes must be black or brown leather or leather like material and they must have a dress sole. Tennis shoes and canvas/suede material shoes are unacceptable, e.g., Tom's, Sanuk's, and moccasin/slipper type shoes.

**Girls:** Solid white, button-down, collared dress shirt. Shirt must be without decor of any kind. Undershirts worn must be white or skin-tone and may not have any logo, design, or writing of any kind. School approved pants/capris are to be worn on dress-up days. Leather or leather-like closed-toe dress shoes with a dress sole are required, and they must have a heel strap. Tennis shoes and canvas/suede material shoes are unacceptable, e.g., Tom's, Sanuk's, and moccasin/slipper type shoes. CCHS cardigan/pullovers purchased from the student store are the only approved outerwear for liturgy.

### **Spirit Dress Attire**

Spirit Dress is allowed on the last day of the week (except if the last day of the week is a liturgy day) and on designated days to bolster school spirit. Students may wear the regular uniform or spirit day dress attire. Spirit day attire consists of a CCHS-sponsored T-shirt or polo shirt and solid blue/black jeans. Jeans must be free from tears, frays, and rips. No other color jeans are acceptable and jean shorts may not be worn. Additionally, students may not wear jeggings, overalls, coveralls, cargo pants, sweatpants, or denim skirts/shorts.

### **UNIFORM ENFORCEMENT POLICY**

Any student in violation of the dress code is subject to the following:

- Student is sent to the Dean of Student's Office and all efforts will be made to place student in proper dress attire.
- Parents/Guardians may be called to bring proper garments.
- Response to a uniform violation(s):
  - 1<sup>st</sup> and 2<sup>nd</sup> Offense = Notification will be sent to student and parent/guardian
  - 3rd Offense = Meeting with dean of students, respect agreement will be created, and conditions will be set.
  - 4th Offense = Notification will be sent to student and parent/guardian and

- consequences issued based on respect agreement.
- 5th Offense = Meeting between student, parent/guardian, and the dean of students to discuss student's future and CCHS.

\*\*\*The administration reserves the right to hold students out of class for flagrant violation of the dress code.

## **CRISIS PROCEDURE**

Cathedral Catholic High School has implemented a Critical Incident Response Plan that is comprehensive in nature and is designed to provide for the safety of students, faculty and staff. The Plan encompasses possible crises including fire, earthquake, and campus lockdown, as well as procedures dealing with severe weather events, criminal activity, workplace violence, accidental disasters, and medical pandemic.

## **EMERGENCY DRILLS**

Emergency drill procedures and evacuation routes are posted in every classroom and office on campus. Lockdown procedures are maintained in an emergency envelope posted in each classroom. Faculty and students are apprised of emergency procedures at the beginning of the school year. Emergency drills are held once a quarter.

## **GENERAL RULES**

- Students will follow teacher instructions during lockdown and evacuation situations.
- Students will proceed in a quiet, single file line, using the designated evacuation routes to the class-designated evacuation area.
- Students will remain quiet so that directions can be given.

NOTE: Emergency drills are important and serious exercises that may save lives. Students are expected to act accordingly. No student may leave on a passport during an emergency or emergency drill.

## **MISSION AND MINISTRY**

The Office of Mission and Ministry oversees faith formation opportunities for all students. Students are encouraged to participate in retreats (cost is included in tuition), service opportunities, and faith development opportunities on campus such as monthly XLT and Campus Ministry nights (community and faith focused evenings), spiritual direction with our priests, and daily mass on school days in the St. Therese Chapel at 7:15AM. All school masses, held throughout the school year, are special times for our community to celebrate together. There are many opportunities for student participation including music ministry, Eucharistic Minister, and as a reader or an altar server through campus ministry classes. Students should check the Mission and Ministry section of the website for the latest news and events.

Given the number of meaningful opportunities provided, CCHS has developed a maximum participation standard for Mission and Ministry activities. Please note that each year students may not miss school for more than 9 full school days for Mission and Ministry related events. Such events would include: participating and leading school retreats, experiential service trips (such as our Los Angeles Immersion experience), Dons For Life activities, etc. This only applies to events which cause students to miss an entire day of class time.

### **CHRISTIAN SERVICE – Faith-In-Action**

Cathedral Catholic High School students learn the importance of faith in action, and this is supported through the CCHS service program. The service program is a fully communal approach to service; the entire CCHS school community works together to serve communities near and far, build community at school and beyond, foster awareness for justice in the world, and awaken a sense of social responsibility. This is accomplished by placing the focus on providing meaningful service experiences for our all students. These structured experiences encourage students to serve with their peers in different areas of need during each year of high school.

### **Inspiration Behind the Service Program**

The CCHS Christian Service Program aims to form conscience, build community, and develop faith-filled leaders for the future by capitalizing on students' God-given talents. The Christian Service Program allows students to experience Christianity in a dynamic way by actively participating in a wide variety of service and reflection opportunities. The CCHS Christian Service Program is motivated by the Gospel of Jesus Christ, specifically Jesus' request to his disciples in the fourth chapter of Mark where he says to his disciples, "Let us go over to the other side" (Mk 4:35). In going to "the other side" of the Sea of Galilee, two important things occur. First, Jesus asks to go to "the other side" because it is there that he encounters the outcast, the sick, and the dying. Second, while crossing the Sea of Galilee, Jesus and his disciples are almost overcome by a storm on the sea. The waves of the storm cause the disciples to have great fear until Jesus is able to calm the storm. For the CCHS service program, we ask our students to "go to the other side" so that they can have encounters with people and places that they otherwise might not have. Further, we believe that truly powerful and fruitful service encounters happen when students go beyond their comfort zone. We recognize that serving outside of a student's comfort zone can sometimes prove to be a source of concern just as the disciples were fearful of the storm. However, these service encounters can challenge a student's perceptions, thoughts, actions, and even their own lifestyles. Aiding the students to think critically about these questions will help deepen their own faith, and will also help them to realize, just as the disciples, that as long as they have faith in Jesus' message of love and outreach, there is nothing to fear—not the waves nor what lies on "the other side."

We challenge our students to seek out a way to put their faith into action, to serve as the hands and heart of Jesus in our world. Jesus saw the dignity of each person and the gift that was the individual. We hope our students will find a beneficial use of their gifts to be of service and to change the world!

### **How the CCHS Community Will Serve**

All Cathedral Catholic students take part in a comprehensive school service program run through the Faith In Action Program. Throughout the school year, all freshmen, sophomore, and junior students will serve in the community. Each grade level has specific areas of focus outlined in the chart below.

Each student will sign-up for a day of service. The office of Mission and Ministry will facilitate this off campus service. These service trips will be chaperoned by faculty, staff and/or parent volunteers and will be led by students from CCHS Campus Ministry classes.

Outside of school hours, students are encouraged to go be part of school sponsored service trips and immersion programs to continue to deepen their understanding of the world, Catholic Social teaching, their own faith experience and how to put their faith into action. These trips are optional but highly encouraged. They range from day trips, such as beach clean-ups, to week-long international immersions, such as the Nicaragua Amigos for Christ experience.

### **Areas of Service**

<b>Freshmen Students:</b> Immersion with the Poor/Disadvantaged/Hungry	<b>Service:</b> St. Vincent de Paul Kitchen/Fr. Joe's Villages
<b>Sophomore Students:</b> Immersion with Children, and Education	<b>Service:</b> St. Rita's, Our Lady's, St. Katharine Drexel, and Nativity Prep
<b>Junior Students:</b> Immersion with Sick/Elderly/Disabled	<b>Service:</b> Nazareth House, Belmont Retirement Village, Gary and Mary West Center

### **Service Hours Database and Caritas Award**

All CCHS students, have access to the service hour database to track their service hours, if desired. Students wishing to apply for the Caritas Award must submit their hours through the database to verify eligibility for the award.

### **RETREATS**

The CCHS retreat program embodies the CCHS Community Prayer. The freshman day retreat thematically expresses "Let My Gifts Change the World," where students focus on their God-given gifts and how to use them to enrich their lives and the lives of other. The girls' and boys' sophomore day retreat's theme "Help Me Live the Call," concentrates each student's attention towards his or her personal call to be in a loving relationship with

God, others and creation. The junior overnight retreats' theme "Build the Kingdom" allows students to ignite their vocation to building God's Kingdom. Lastly, the senior retreat is a three-day Kairos retreat, where students reflect on the past four years as part of the CCHS Community and how to live a faith filled life in the future. On the day of their retreat, students may wear spirit dress.

The freshman and sophomore retreats are mandatory and scheduled on a school day. The junior and senior retreats are optional. Multiple junior and senior retreats are scheduled to allow all students to participate, although each individual retreat has a maximum number of spaces. Please see the Mission and Ministry webpage for more details on the retreats including dates. Upper level students are highly encouraged to choose retreat dates at times of the year when they are not on a sports team, in a drama production or plan to be involved in an activity that will conflict with a two or three day, out of town commitment. Students must be present from the start to the finish of the upper level retreats.

## **FINANCIAL INFORMATION**

Cathedral Catholic High School provides a financial assistance program that is funded through the school's annual budget. The purpose of the program is to help make Catholic secondary school education as accessible as possible to a broad spectrum of students. All students are eligible to apply for financial assistance funds. Application is made in January/February, preceding the following school year. Financial assistance, if granted, is for the entire year and if a student withdraws, the assistance is pro-rated accordingly. For further information on the CCHS financial assistance program, please contact the Business Office.

## **INSURANCE CLAIMS (SECONDARY)**

Catholic Mutual Group provides secondary insurance coverage for our school students. This insurance provides benefits for anyone injured while on campus or participating in a school sponsored event. Questions regarding insurance coverage should be referred to the school's Business Office or Catholic Mutual Insurance Group.

The school insurance is designed to help cover those medical expenses that your primary insurance will not cover. There are definite exclusions to this secondary coverage and strict time frames for filing claims. Insurance claim forms may be obtained from the school nurse, athletic trainer or athletic director. Parents are asked to follow the instructions on the claim form.

## **TUITION PAYMENT INFORMATION**

**Tuition Deposit:** A non-refundable tuition deposit is required to register each student. The deposit is due in the spring preceding the upcoming school year.

**Annual Tuition Option:** Total amount due paid on or before July 1<sup>st</sup>, 2019.

Semi-Annual Tuition Option: One-half of total amount due paid on or before July 1<sup>st</sup>, 2019 and one-half of total amount due paid on or before January 1<sup>st</sup>, 2020.

Monthly Tuition Option: Total amount due paid in 12 monthly installments on or before the 1<sup>st</sup> of each month beginning in July.

A 2.5% late charge will apply to past due balances.

An account that is over 60 days past due may result in the following:

- Student will not be permitted to begin a new school year in August or new semester in January,
- student will be excluded from attending classes during the term until the account is current,
- student will not be permitted to take semester exams, and
- if a senior, student will not be permitted to take semester exams and graduation privileges will be withheld.

Refund Policy: All students are enrolled for the entire school year and a full year's tuition is required; however, if a student withdraws before August 1, 2018, only the non-refundable tuition deposit and one twelfth of the yearly tuition will be charged. Withdrawal in August, prior to the first day of school, will result in two-twelfths of the yearly tuition being charged. Withdrawal anytime during a semester requires payment for the entire semester, a total of half of the annual tuition.

## **INTERNATIONAL TUITION AGREEMENT AND REGISTRATION**

Upon acceptance, registration for international students requires a non-refundable \$5,000 deposit within two weeks of acceptance. The remaining tuition is due in full by July 1, 2019. Please note that international deposits and tuition are non-refundable.

## **HEALTH POLICIES**

### **Health and Emergency Contact Forms:**

Health and emergency contact forms must be completed annually by each student and submitted by the 1<sup>st</sup> day of school. These forms can be accessed on the website. Changes to the emergency information can be made by calling the nurse at 858-523-4000 ext. 1126.

### **Immunizations:**

All students entering CCHS as a freshman or transfer student must be fully immunized according to the requirements set forth by the state of California. Besides the original blue California school immunization record forwarded from the student's previous school, an updated copy of a personal immunization record needs to be submitted prior to admission.

### **Illness Procedure/Policy:**

Students should stay home if ill to protect other students and staff. A parent needs to call the attendance office (858) 523-4000 ext. 1128 on the day of the illness to report an absence and on each day missed thereafter. Please report contagious diseases to the nurse.

Returning students having had chickenpox, measles, mono or strep throat should check in with the nurse before returning to class. Students should not come to school ill to take a test and leave early especially if they have been vomiting or had a temperature over 100 degrees that morning. If a student is absent for 3 or more consecutive days, he/she must bring a note to the attendance office from the physician upon their return, stating that the student is cleared to return to school. This note can also be faxed to the nurse at 858-523-4077. This note should include any recommendations or restrictions regarding physical activity. Please refer any questions regarding this note to the nurse at 858-523-4000 ext.1126.

### **Doctor appointments:**

It is best to schedule doctor appointments outside school hours. If a student must see a doctor or dentist during school hours, a parent must call the Attendance Office and a passport will be sent to the student before leaving the campus. To ensure that your student gets the passport in a timely manner, please call the Attendance Office as early as possible on the day the passport is needed. Upon returning to school the student will report to the Attendance Office to pick up an admit slip prior to returning to class.

### **Illness at school:**

If a student becomes ill or is injured during class, the student must request a pass from that teacher to go to the Health Office. Students may not use their cell phones to call home before seeing the nurse. The nurse will call a parent and issue a passport to go home allowing the student to leave the campus, if necessary. Leaving campus without a passport is truancy. Please refer to cell phone use on campus in the detentions, infractions & consequences section of this handbook.

### **Injuries - Foot:**

Students are not allowed to wear flip-flops or slippers under any conditions. In the event of a student injuring a foot or toe, please use either a medical boot on the affected foot and a regular shoe on the unaffected foot, or a student can wear sandals with a back strap.

### **Injuries/Insurance:**

Students should report, as soon as possible, to the nurse or, in the case of sports, to the athletic trainer, any injuries occurring at school-related events. School medical insurance is secondary to family insurance. That means it partially covers charges not covered by one's own primary insurance, with certain limitations and exclusions. Insurance forms are available from the nurse or the athletic trainer. The trainer's number is (858) 523-4000 ext.1121. The trainer is available on campus from 11:30 a.m. daily. Any sport-related injury should be reported to the trainer before any further practice or game participation.

### **Medical Conditions:**

Students having medical conditions that need monitoring (e.g. diabetes, epilepsy, etc.) must have that information clearly defined on the emergency card with instructions in case of an



emergency. The Authorization for Medication Administration form must be completed by the student's physician authorizing medical intervention in the event of an emergency and is required along with back-up medications for students who have a condition that mandates daily medication. This form is available on the website. The nurse is available for consultations and requests daily during school hours.

### **Medication & the Emergency Health Information Card:**

Students are not allowed to carry or store medicine of any kind in their backpacks or lockers. Students who will be taking over-the-counter or prescription medications during the school day must have the "Authorization for Medications" form completed and on file in the Health office. This form is available on our website. Medications must be left/sent into the Health office in the original container, clearly labeled with the student's name. If your child has asthma and uses an inhaler, please have the physician fill in the comment section stating that your child will have an inhaler and will keep it on his/her person for use as prescribed. (Some students keep a backup inhaler in the nurse's office because they don't always remember to take their inhaler to school.) If your child has allergies and has a prescription for an EpiPen, please complete and return the form and speak with the nurse at the beginning of the school year. All medications are kept in a locked cabinet in the nurse's office; students are not allowed to carry any medications, this includes over-the-counter medications, with the exception of a prescription inhaler or EpiPen.

Your signature on the Emergency Health Information Card below the area titled "Permission for over -the-counter medications" allows the nurse to dispense over the counter medications (see list on form) in the rare instance of an unpredicted incident (cramps, sinus pressure, allergic reaction). The nurse will maintain a supply of the medications listed on the form. (For routine medical complaints, we encourage alternative measures such as heat or cold, a 10 to 30-minute break or the encouragement of food/fluids.) If you would like your student to take over-the-counter medications for headaches, cramps or other routine complaints, you must have the Authorization for Medications form completed and signed by the student's physician and on file in the nurse's office.

**Prescription Medications:** Students are not allowed to carry or store medications in their backpacks or lockers, except for inhalers, insulin or Epi-Pens. Students requiring prescription medications to be dispensed during the school will need to have an "Authorization for Medications" form completed by their physician and on file in the Health Office. Students carrying an inhaler, insulin, or an Epi-Pen will also need to have an "Authorization for Medications" form completed by their physician and on file in the Health Office.

**Over-the-Counter Medications:** The Health Office does supply Acetaminophen, Ibuprofen, TUMs, Benadryl, and Neosporin ointment for students. A parent/guardian may check off for these medications to be dispensed by the School Nurse via the electronic Health Forms, completed at the beginning of each school year. If you would like your student to take an over-the-counter medication not listed above, please complete the "Authorization for Medications" form along and return to the Health Office with a new bottle of the medication, clearly labeled with your student's name.

Physical Education Excuses: A student may be excused from participation in physical education classes due to illness/injury for one to three days with a written note from a parent or guardian. This note must be presented to the school nurse before reporting to class. If a student needs to be excused for four days or longer, he/she must bring a physician's note.

Vision and Hearing Tests: Vision and hearing tests are conducted once during the four years of high school in 10th grade and any time at parent or teacher request. Parents will be notified if test results indicate the need for follow up.

## **NON-DISCRIMINATORY POLICY**

The Catholic schools in the diocese of San Diego, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The Catholic schools in the Diocese of San Diego do not discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, scholarship and loan programs, and athletic and other school administered programs.

Likewise, the Catholic Schools in the Diocese of San Diego do not discriminate against any applicant for employment on the basis of sex, age, disability, race, color and national and/or ethnic origin.

## **STUDENT ACTIVITIES**

Cathedral Catholic High School offers our students many opportunities to be involved in our school community through co-curricular and extracurricular activities. Activities are further defined as religious, cultural, athletic and non-athletic. Participation in activities and various student-leadership roles on campus fosters growth in individual students' intellectual, athletic and artistic talents. Activities also provide the opportunity to build community, spirit and unity within the Dons' family.

## **AMBASSADORS FOR CHRIST CORPS**

The Cathedral Catholic High School Ambassador for Christ Corps was founded in 1993 as a community service/public relations outreach for high school students' organization. Ambassadors are representatives of the school to the outside community. Not to be confused with the Associated Student Body (ASB), the Ambassador for Christ Corps handles events that involve the public. They do not run any student-body activities, although some Ambassadors may be ASB representatives. Current 9th, 10th, and 11th graders are eligible to become Ambassadors. The Ambassadors, though not restricted to Catholic youth, pledge to follow the Ten Commandments and accept Jesus Christ as their role model, both on and off campus. Ambassadors receive training to prepare for service. Interested students must apply to become a member of the Corps, and participate in an interview with the Corps moderator(s). Considerations for nominees may include: spirituality, responsibility, academics, willingness to participate, time commitment, and extracurricular activities. Current Ambassadors are not guaranteed membership to the

Corps for the following year. Returning Ambassadors must also apply and participate in the interview process.

### **A.S.B. (ASSOCIATED STUDENT BODY)**

Cathedral Catholic High School Associated Student Body is an important student-leadership organization committed to encouraging a positive relational environment that strengthens the Catholic faith filled community of CCHS through spirit, service, and integrity. Students may serve in an ASB office position at any grade level. Seniors may be elected into executive class office if they have previous ASB experience or apply for an appointed commissioner position. Freshmen through juniors can only apply for a commissioner position. Junior and senior officers and commissioners are enrolled in the Leadership Education and Development course.

The Associated Student Body of Cathedral Catholic High School sponsors a variety of clubs. Each club exists to give students an opportunity to participate fully in the academic, spiritual, and social life of the school. Please see a complete listing of clubs under ASB on our website.

### **2019-2020 ASSOCIATED STUDENT BODY OFFICERS**

Captain and Co-Captain of Sound and Spirit: Olivia Schleicher and Bella Oliff

Captain and Co-Captain of Outreach: Cameron Gikas and Michaela Marquand

Captain and Co-Captain of Design: Cece Cardenas and Drew Graneri

Captain and Co-Captain of Activities: Kendall Mariano and Bree Flores

### **HONOR SOCIETIES**

The mission of the honor societies at Cathedral Catholic High School is to build a visibly cohesive community of national and international honor societies that promotes the values of academic excellence, leadership, and service.

The following is a list of the honor societies at Cathedral Catholic High School:

- American Sign Language Honor Society at Cathedral Catholic High School
- California Scholarship Federation (CSF)
- Chi Sigma Epsilon National English Honor society
- International Thespian Society
- National Art Honor Society
- National Chinese Honor Society
- National Honor Society (NHS)
- National Junior Classical League Latin Honor Society
- Quill and Scroll International Honor Society for High School Journalists
- Rho Kappa Social Studies Honor Society
- Saint Frances Xavier Cabrini Chapter Sociedad Honoraria Hispánica
- Science National Honor Society
- Société Honoraire de Français

## **OVERNIGHT ACTIVITY POLICY**

An Overnight Activity is defined as any school sponsored event that ends after 12:00 midnight. Students must be dropped off in the evening prior to the event and picked up at the conclusion of the event. No student participating in such an event will be allowed to drive home. No Exceptions will be made. Full cooperation with this policy is mandatory for any student participating in such an event, as this is strictly for the safety of all students.

## **TECHNOLOGY RESPONSIBLE USE POLICY**

The purpose of this policy is to educate students on the responsible use and expectations when using the various forms of technology on and off campus. Allowing students to utilize technology during the educational process is a means for enhancing each student's overall learning experience. Our goal is to provide a safe, appropriate, and effective learning environment for all at Cathedral Catholic.

The Responsible Use Policy includes all forms of technology, such as, but not limited to: iPad, computers, cameras, cell phones, texting, messaging, email, chat, instant-messaging, gaming, and social networking sites. Due to continuous advancement in technology, CCHS reserves the right to add to the policy throughout the school year as deemed necessary.

Violating any portion of the Responsible Use Policy may result in disciplinary consequences, including suspension or expulsion from CCHS and/or legal action. CCHS will cooperate with law enforcement in any investigation related to any potentially illegal activities conducted through our network. The school reserves the right to apply disciplinary consequences for computer-related activities conducted off-campus if such activity adversely affects the safety or well-being of students or other members of our school community or constitutes behavior embarrassing to the school. Students and parents should report threats of violence or harm in cyberspace to law enforcement immediately.

### **Disclaimer**

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk and Cathedral Catholic High School is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at Cathedral Catholic High School is governed by the following policy:

### **Blocking Sites with Inappropriate Content**

CCHS has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in school.

### **Permitted Use of Internet and CCHS Computer Network**

The computer network is the property of Cathedral Catholic High School ("CCHS") and is to be used for legitimate educational purposes. Users are provided access to the computer network to assist them in the performance of their academic pursuits. Additionally, students ("Users") may also be provided with access to the Internet through the computer network. All Users have a responsibility to use CCHS's computer resources and the Internet in an academic, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible expulsion, and civil and/or criminal liability.

### **NON-CATHEDRAL CATHOLIC HIGH SCHOOL ISSUED DEVICES**

Student or family-owned devices not issued by Cathedral Catholic High School may only be used with prior written permission from both the Dean's Office and the Tech Office. Permission may be revoked at any time due to security, disciplinary, or classroom management related concerns.

### **COMPUTER NETWORK USE LIMITATIONS Prohibited Activities**

Without prior written permission from CCHS, CCHS's computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, trojan horse programs, etc.) or any other unauthorized materials. Occasional limited appropriate personal use of the computer is permitted if such use does not a) interfere with the user's or any other student's work; b) have an undue effect on the computer or CCHS network's performance; c) or violate any other policies, provisions, guidelines or standards of this agreement or any other of CCHS. Further, at all times users are responsible for the professional, ethical and lawful use of the computer system. Personal use of the computer is a privilege that may be revoked at any time.

### **Illegal Copying**

Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of CCHS.

### **Communication of Trade Secrets**

Unless expressly authorized to do so, the User is prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets or other confidential

information belonging to CCHS. Unauthorized dissemination of such material may result in severe disciplinary action as well as substantial civil and criminal penalties under state and federal Economic Espionage laws.

## **Duty Not to Waste or Damage Computer Resources**

### **Accessing the Internet**

Any unauthorized technology used for the purpose of bypassing security systems, including internet filtering is not permitted. This includes the use of “ssh”, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.

### **Frivolous Use**

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-educational-related uses of the Internet.

## **UNACCEPTABLE USES OF ELECTRONIC DEVICES THROUGH NETWORK OR INTERNET**

Violating any state or federal law or municipal ordinances, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials that encourage others to violate the law, confidential information, or copyrighted materials:

- Criminal activities that can be punished under law
- Selling or purchasing illegal items or substances
- Spamming; spreading viruses

Causing harm to other or damage to their property, such as:

- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others, or accessing, transmitting, or downloading offensive, harassing or disparaging materials;
- Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
- Damaging computer equipment, files, data, or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
- Using the network or Internet in any manner that violates any school policy.

## **ON-LINE BEHAVIOR**

- Students will not share passwords or use anyone else's passwords.
- Students will not impersonate another's identity.
- Students will be ethical and respect the privacy of others.
- Students will not submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Students will not encourage the use of a controlled substance, alcohol, or tobacco.

## **No Expectation of Privacy**

Students are given access to computers and Internet access to assist them in the performance of their academic pursuits. Students should have no expectation of privacy in anything they create, store, send or receive using CCHS's computer equipment. The computer network is the property of CCHS and may be used only for CCHS purposes.

## **Waiver of Privacy Rights**

User expressly waives any right of privacy in anything they create, store, send or receive using CCHS's computer equipment or Internet access. User consents to allow CCHS personnel access to and review of all materials created, stored, sent or received by User through any CCHS network or Internet connection. Monitoring of computer and Internet usage. CCHS has the right to monitor and log any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users. In addition, CCHS reserves the right to confiscate and search a student's electronic device to ensure compliance with the Responsible Use Policy and school policy as outlined in the Student Handbook.

## **RECORDING SOUND / TAKING PICTURES**

Students will not make and/or post photo, audio, or video recordings of another student or CCHS employee/volunteer without specific permission from the individual being recorded and the supervising teacher.

Any use of cameras in restrooms or the locker room, regardless of intent, will be treated as a serious violation.

## **CATHEDRAL CATHOLIC HIGH SCHOOL RESPONSIBLE USE POLICY FOR TECHNOLOGY**

### **General Purpose and Intent of the iPad Responsible Use Policy**

Members of the Cathedral Catholic community will use iPads, along with all other electronic communication and computing devices, in a responsible, ethical, and legal manner at all times. Technological resources, including iPads, at Cathedral Catholic are provided for the purpose of supporting the mission and holistic educational experience of

the school. Cathedral Catholic's goal in providing these resources is to promote educational excellence by facilitating learning through creative thinking, resource sharing, scholarship, research, and communication. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Parent/Student Handbook.

### **Specific iPad Responsible Use Policy**

- Any viewing, sharing or transmission of iPad material containing inappropriate content, offensive language, derogatory rumors/gossip, or other content not in keeping with Cathedral Catholic's mission or philosophy is strictly prohibited.
- Any iPad use, whether or not utilizing the Cathedral Catholic network, which could pose a risk of physical or mental harm to anyone is prohibited.
- Any iPad use, whether or not utilizing the Cathedral Catholic network, which could pose a risk of property loss is also prohibited.
- While on the CCHS campus, iPad may only be connected to the internet using access provided by CCHS.
- Students will not share their passwords, addresses, or other personal information on the Internet without the authorization of a parent or Cathedral Catholic representative.
- Students have no privacy rights in the use of their iPads. All iPad activity, including communications, internet history, or other uses, are subject to monitoring by Cathedral Catholic. Cathedral Catholic representatives may inspect and, if they deem necessary, confiscate, any student's iPad.
- Certain internet materials may not be copied or reproduced without the permission of the author or copyright holder. It is the student's responsibility to respect and adhere to all copyright, trademark, and other intellectual rights and trade secrets laws.
- The Cathedral Catholic network may not be accessed without authorization. This includes, but is not limited to, accessing the network using any account other than a student's own.
- Students are solely responsible for the care and safekeeping of their iPads. Any loss or damage to iPads (outside of reasonable wear and tear), regardless of the cause, will be the strict financial responsibility of the students and parents. Students must immediately report damage or loss, including theft, to Cathedral Catholic. Students are not permitted to repair, alter, modify or replace iPads without express authorization from Cathedral Catholic.
- In consideration for receiving the iPad from Cathedral Catholic, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Cathedral Catholic High School and the Catholic Diocese of San Diego, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the iPad furnished by Cathedral Catholic to the student.



- This iPad Responsible Use Policy applies to Cathedral Catholic students at all times, whether or not the students are on campus, as Cathedral Catholic students are school representatives at all times.
- When using their iPads, Cathedral Catholic strongly encourages students to consider whether their electronic communications and other iPad uses may be regarded as offensive, hurtful, or otherwise inappropriate by others.
- Violations of any portion of this iPad Responsible Use Policy may result in disciplinary measure against the student up to and including expulsion.
- The use of the iPad is for educational purposes. Students are responsible for making sure that space is available on their iPad for this purpose. Any non-essential apps, video, etc can be deleted to make space for classroom use.
- The iPad used as a FaceTime, video camera, still camera, or audio recording can only be done with the permission of the instructor.

## **WHAT TO KNOW**

### **ACADEMIC CENTER**

The Academic Center is open each school day from 6:30 a.m. until 5:00 p.m. Monday through Thursday and 6:30 a.m. until 4:00 p.m. on Friday. Students may use the academic center before and after school and during their lunch period for academic needs. Students are expected to follow all rules and procedures for Cathedral Catholic High School academic center. Academic center rules concerning use and conduct are posted in the academic center.

### **BICYCLES**

Bicycles must be parked and locked in the racks furnished near the main gate. You must provide your own lock.

### **CHAPEL**

St. Thérèse of Lisieux Chapel is located on the east side of the quad. Daily Mass is at 7:15 am, Monday - Friday.

### **DELIVERIES**

All deliveries to students must be made through the Attendance Office. This service is for emergency purposes only. The Attendance office will not deliver gifts, flowers, balloons, food, homework, etc., as this becomes an unnecessary interruption into the classroom. No deliveries for students will be accepted from food delivery companies such as Door Dash, Dominos, or similar companies. Food ordered for students by others outside of CCHS will also be turned away if delivered.

### **LOCKERS**

Every student has the opportunity to check out a locker for the year. Lockers must be checked out through the Dean of Students office. Only CCHS locks may be used and must be purchased from the student store. CCHS reserves the right to remove non-CCHS

locks. Unauthorized locks will be cut off at the owner's expense. Locker combination cards must be filled out and returned to the dean of students the day the lock is placed on the locker. CCHS is not responsible for items left in a locker. Students may not change lockers without permission of the dean of students. Students may not write inside or outside of the lockers. The administration may inspect a locker at any time. Students are responsible for any damage done to lockers.

## **STUDENT MEDIA CONSENT AND RELEASE**

Throughout the school year, students may be highlighted in efforts to promote Cathedral Catholic High School activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our school through print materials, social media, digital media, broadcast media, online, and other types of media.

The acknowledgement form for the Cathedral Catholic High School Student/Parent/Guardian Handbook grants Cathedral Catholic High School and its employees, representatives, and authorized media organizations permission to use Cathedral Catholic High School student's likeness.

If you do not give consent please contact our Director of Communications, Mrs. Anne Majer in writing at [amajer@cathedralcatholic.org](mailto:amajer@cathedralcatholic.org) by August 30, 2019.

## **LOST AND FOUND**

The Lost and Found is located in the Dean of Students Office. All articles and materials not claimed by the end of each quarter are distributed to local charitable organizations. While reasonable effort is made to identify the owners of lost articles, responsibility rests with the student. All books and personal property must bear the name and grade of the student.

## **STUDENT STORE**

PE uniforms, locks, and school supplies are to be purchased on the designated days at the beginning of the year. During the year, the Student Store is open during lunch.

## **UNAUTHORIZED PUBLICATIONS**

Students at Cathedral Catholic High School may not initiate, write, publish or disseminate any unauthorized advertisements, fliers, documents or publications. (Any type of fundraising must be authorized by the president.)

## **VISITOR'S POLICY**

All visitors (including alumni) must present a valid government ID to obtain a visitor pass prior to entering campus. A visitor pass must always be visible. Visitors must report to the security guard or see the receptionist in the Kolbe Center to sign in and obtain a visitor pass.

## CCHS Class Schedules

### **Red/Gold Schedule (Tues-Fri)**

Period 1:	8:00 – 9:25	(85)
7 <sup>th</sup> Period:	9:35 – 10:30	(55)
Break:	10:30 – 10:45	(15)
Period 2:	10:50 – 12:15	(85)
Lunch:	12:15 – 12:50	(35)
Period 3:	12:55 – 2:20	(85)

### **Liturgy (1)**

Period 1:	8:00 – 8:10	(10)
Liturgy	8:10 – 9:30	(80)
Period 1	9:35 – 10:30	(55)
Break	10:30 – 10:45	(15)
Period 2:	10:50 – 11:45	(55)
Advisory	11:55 – 12:45	(50)
Lunch:	12:45 – 1:20	(35)
Period 3:	1:25 – 2:20	(55)

### **Carnival**

Period 1:	8:00 - 9:10	(70)
7 <sup>th</sup> Period:	9:20 - 10:05	(45)
Break:	10:05 - 10:20	(15)
Period 2:	10:25 - 11:35	(70)
Period 3:	11:45 – 12:55	(70)
Lunch/Carnival:	12:55 – 2:20	(85)

### **Dons Day**

Period 1:	8:00- 9:00	(60)
Period 7:	9:05- 10:00	(55)
Dons Day:	10:00 -11:20	(80)
Break:	11:20 – 11:40	(20)
Period 2:	11:45- 12:45	(60)
Lunch:	12:45 – 1:15	(30)
Period 3:	1:20- 2:20	(60)

### **Grandparents Day**

Period 1:	8:00- 9:05	(65)
Passing:	9:05- 9:15	(10)
Period 2:	9:15 -10:20	(65)
Break:	10:20 – 10:35	(15)
Period 3:	10:40- 11:45	(65)
Grandparents' Day:	12:15 – 2:00	

### **Monday Schedule**

Period 1:	8:00 – 9:25	(85)
Break:	9:25 – 9:40	(15)
Period 2:	9:45 – 11:10	(85)
Lunch:	11:10 – 11:45	(35)
Period 3:	11:50 – 1:15	(85)
Meeting:	1:30 – 2:45	

### **Liturgy (2)**

Period 1:	8:00 – 8:10	(10)
Liturgy	8:10 – 9:30	(80)
Period 1	9:35 – 10:30	(55)
Break	10:30 – 10:45	(15)
Period 2:	10:50 – 11:45	(55)
Lunch:	11:45 - 12:20	(35)
Period 3:	12:25 - 1:20	(55)
Advisory:	1:30 – 2:45	

### **Stations of the Cross**

Period 1:	8:00 – 9:10	(70)
7 <sup>th</sup> Period:	9:20 – 10:15	(55)
Break:	10:15 – 10:30	(15)
Period 2:	10:35 – 11:45	(70)
Stations:	11:45 – 12:30	(45)
Lunch:	12:30 – 1:05	(35)
Period 3:	1:10 – 2:20	(70)

### **Emergency Drill**

Period 1:	8:00 – 9:15	(75)
Drill:	9:15 – 9:45	(30)
Passing:	9:45 – 9:55	(10)
Period 7:	9:55 – 10:50	(55)
Break:	10:50 – 11:05	(15)
Period 2:	11:10 – 12:25	(75)
Lunch:	12:25 – 1:00	(35)
Period 3:	1:05 – 2:20	(75)

### **All-Period Schedule (except p.7)**

Period 1:	8:00 – 9:00	(60)
Period 2:	9:05 – 10:05	(60)
Break:	10:05 – 10:20	(15)
Period 3:	10:25 – 11:25	(60)
Period 4:	11:30 – 12:15	(45)
Lunch:	12:15 – 12:50	(35)
Period 5:	12:55 – 1:40	(45)
Period 6:	1:45 – 2:15	(45)

**Rally**

Period 1: 8:00 - 9:10 (70)  
 7<sup>th</sup> Period: 9:20 - 10:05 (45)  
 Break: 10:05 - 10:20 (15)  
 Period 2: 10:25 - 11:35 (70)  
 Rally: 11:40 - 12:30 (50)  
 Lunch: 12:30 - 1:05 (35)  
 Period 3: 1:10 - 2:20 (70)

**Split Schedule**

Period 1: 8:00-9:00 (60)  
 7<sup>th</sup> Period: 9:10-10:10 (60) Period 7 presentation for teachers with last names A through J  
 Period 7 class for teachers with last names K through Z  
 10:10-10:25: Break  
 7<sup>th</sup> Period 10:30-11:30 (60) Period 7 presentation for teachers with last names K through Z  
 Period 7 class for teachers with last names A through J  
 Period 2: 11:40-12:40 (60)  
 Lunch: 12:40-1:10 (30)  
 Period 3: 1:20-2:20 (60)

**ROTATION SCHEDULE**

<b><u>RED 1</u></b>	<b><u>GOLD 4</u></b>	<b><u>RED 2</u></b>	<b><u>GOLD 5</u></b>	<b><u>RED 3</u></b>	<b><u>GOLD 6</u></b>
<b>1</b>	<b>4</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>6</b>
<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>2</b>	<b>5</b>	<b>3</b>	<b>6</b>	<b>1</b>	<b>4</b>
<b>3</b>	<b>6</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>5</b>