



Cathedral Prep Student & Parent Handbook

2016 - 2017

**Policies and Procedures
for Cathedral Preparatory School**

MISSION STATEMENT

Cathedral Preparatory School and Villa Maria Academy form a Christ-centered, co-institutional, college preparatory Catholic school of the Diocese of Erie. With a foundation of faith, family, excellence, and tradition, we develop men and women of vision in spirit, mind, and body.

VISION STATEMENT

Steeped in Gospel values and the mission of the Catholic Church, Cathedral Preparatory School and Villa Maria Academy will excel as a teaching and learning community fostering service, strong moral character, global leadership, and esteemed academic success.

PHILOSOPHY OF CATHEDRAL PREP

Cathedral Preparatory School is a Catholic school which develops the “whole man”. The Cathedral Prep man is a man of convictions: nurtured by religious and moral values, principled intelligence, and directed discipline.

From its inception in 1921, Cathedral Preparatory School has been joined physically to St. Peter’s Cathedral, a relationship which symbolizes the foundation of and the reason for its existence: to proclaim the message of the redemption.

The United States Conference of Catholic Bishops, relying on the documents of the Second Vatican Council, has this to say:

“Christian education is intended to make men’s faith become living, conscious, and active, through the light of instruction. The Catholic School is the unique setting within which its ideal can be realized in the lives of Catholic children and young people.”

The Cathedral Prep student should be one who understands, believes in, and lives by the teachings and moral principles of Christ and His Church. The Cathedral Prep staff should regard their role as a vocation as well as a career.

The teacher should always be regarded as the primary instrument by which the Prep student is provided with opportunities to develop his God-given talents to the maximum and to reach his potential in every aspect of his development. To that purpose, it is incumbent upon the teacher to impart not only information but also inspiration. Working in concert with the student, his parents, the administration, and guidance personnel, the teacher, properly educated and motivated, stands as the primary source of academic learning and tailors material and methods to meet the abilities and the needs of the individual student. To help in the development of the “whole man,” the Cathedral Prep staff stands legally and morally “in loco parentis”.

The importance of the teacher in no way diminishes the student's role. The student is encouraged to voice his opinions, to develop his skills, and to make decisions appropriate to his age. The student is challenged to do his best morally, mentally, socially, and physically. If the student moves in this direction, he will have fulfilled the purpose of Cathedral Preparatory School.

SPIRITUAL GROWTH

“Catechesis (education in the faith) seeks to move people to live justly, mercifully, and peacefully as individuals, to act as the leaven of the gospel in family, school, work, social, and civic life, and to work for appropriate social change.” (N.C.D. #170)

The experience of Christian community is most appropriately and naturally leading persons to service. Jesus, in His dealings with others, responded spontaneously to the needs of people. In fact, His life bespeaks of service. Each Cathedral Preparatory student, through catechesis, is motivated to model Jesus' life of spontaneous service. Cathedral Prep has established numerous avenues by which the individual can offer concrete and true assistance to those in need.

As the source and summit of the spiritual life, mass is celebrated daily for everyone and periodically for classroom groups and individual classes. On special occasions and feast days it is offered for the entire student body. Students actively participate in the planning of Sacramental celebrations and in the music of the liturgy. Students are reminded that God himself is present at every mass, and as such they are to act with the utmost reverence. Reconciliation is always available on a personal basis and is offered for the entire student body during particular liturgical periods.

PROFILE OF A RAMBLER

The Cathedral Preparatory Student is one who values and therefore strives to develop the following qualities:

SPIRITUALITY

He will strive to nurture his spiritual development by living according to the teachings and moral principles of Christ and His Church. He acknowledges his talents and intelligence as God-given and his responsibility to use them to better the human condition in accordance with God's Law.

INTELLECTUAL COMPETENCE

He desires to prepare himself for a post-secondary education and demands a stimulating and creative curriculum to help him do so. He welcomes a challenging learning atmosphere that will allow him to maximize his potential. Academically, he will be able to think, weigh facts, make valid judgments, see the relationship between disciplines, and be prepared to pursue post-secondary education.

SELF-DISCIPLINE

He values an environment that will foster the development of the self-disciplined man. He physically maintains his well-being and is emotionally sensitive to his own needs, and through self-discipline, is in control of his life and of his future.

COMMUNITY AWARENESS

Socially, because of his training and inspiration, he strives to better the human condition. He uses his gifts and talents in the service of others, especially the poor, the needy, and the disadvantaged.



CATHEDRAL PREP ADMINISTRATION

The Most Reverend Lawrence T. Persico, J.C.L.	Bishop of Erie
Rev. Scott W. Jabo, M. Div., M.S. Ed.	President
Mr. James Smith, M. Ed.	Principal
Mr. John Dey, M.B.A.	Chief Financial Officer
Mr. William Flanagan, B.A.	Director of Athletics
Mr. Christopher Hagerty, B.A.	Director of Strategic Initiatives

CATHEDRAL PREP CONTACT NUMBERS

School	(814) 453-7737
	.Fax (814) 453-6180
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	Fax (814) 455-5462
Admissions	ext. 2242
Athletics	ext. 2277
	Fax (814) 455-3985
Main Office	ext. 2221
Cafeteria	ext. 2268
Campus Ministry	ext. 2275
Finance	ext. 2226
	Fax (814) 456-3859
Guidance	ext. 2231
	Fax (814) 459-6709
Nurse	ext. 2236
President	ext. 2230
	Fax (814) 459-6188
Principal	ext. 2232
Technology Office	ext. 2279

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ATTENDANCE

I. Purpose & Authority

As per state compulsory attendance law, attendance shall be required during the days and hours that school is in session. The educational program offered by this school is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Poor student attendance disrupts the flow of the instructional process, limits accomplishments, and reinforces a habit which will handicap the individual in future education or employment.

II. Excused and Unexcused Absences

A student may be excused for legitimate illness/ injury, emergency of self or family, major medical/ dental appointments, or other extenuating circumstances deemed excusable by school administration.

III. Verification

Parent(s)/ guardian(s) are required to call the school Main Office (814-453-7737 ex. 2221) **prior to 9:00 AM** if the student will not be attending school that day. When the student returns to school he is required to **bring a written and signed excuse** from a parent or guardian and present it to the Main Office before school begins. If the absence involves an extended illness, injury, or emergency medical/ dental appointment, a certification from the associated medical professional must accompany the written excuse. Failure to provide a written excuse within one week will result in an unexcused absence. **A Saturday detention will be assigned for after three unexcused absences and for every subsequent unexcused absence.**

IV. Notification of 8 and 12 Days Absent

Parent(s)/ guardian(s) will be notified by letter when a student has accumulated absences of 8 and 12 days. This does not include sustained illness/ injury with certification by medical professional, school-sponsored curricular or extra-curricular events, and emergencies/ major life event of self or immediate family.

V. Absences Exceeding 12 Days

A student who is absent 12 days or more in a given school year will be placed on an attendance contract. The student will serve a Saturday detention for each additional day absent without a doctor's excuse. If the number of days absent reaches 18, the student and parent must have a conference with the principal. At this meeting, it will be determined if the student may remain enrolled at Cathedral Prep.

VI. Illegal School and Class Absence

Skipping school is an illegal and unexcused absence. Skipping school includes missing the whole or part of a day illegally, including unauthorized departure from school grounds during school hours. This includes skip days of any kind. Consequences of an illegal absence are twofold: zeroes given for all missed work during the illegal absence and a **Level 4, Critical Offense will be issued.**

Skipping class includes missing the whole or part of a class illegally, including unauthorized departure from class while in session. Consequences are twofold: zeroes given for all missed work during the class absence and **a Level 3 Serious Offense will be issued.** This applies to required school events as well.

VII. Leaving School for an Appointment

If a medical or professional appointment must be scheduled during school hours an excusal note which includes the time of dismissal, estimated time of return, and professional's name must be submitted to the Main Office prior to the appointment. Verification from the professional must be presented to the Main Office upon return that day or on the following day. Failure to provide appropriate verification will result in the student being marked absent.

VIII. Sign In and Sign Out

When students leave from or return to the building during the school day they are required to report to the Main Office to sign out when leaving and sign in when returning. **The 9th St. main entrance is the only permitted point of entry/ exit during school hours.**

IX. Activity/ Athletic Participation

A student who does not attend school on time and receive credit for a full day's attendance will not be permitted to participate in any school-sponsored events, practices, or contests that day. Students are also required to be in school and on time the day after an event, unless otherwise noted by the Assistant Principal or Athletic Director. Only excused medical absences will be accepted.

A student taking part in an extra-curricular event other than athletics will be given an Academic Eligibility Form by the sponsoring teacher (athletic eligibility will be taken electronically). Students must have this signed by all teachers and returned to the sponsoring teacher within two (2) days of the event. The teacher will then submit all forms to the Assistant Principal. **Any student failing two or more classes will be ineligible to participate in the activity.**

X. Vacation Policy

Vacations during school time are disruptive to the teaching-learning continuum and are strongly discouraged. However, if circumstances dictate otherwise the following protocol must be followed:

- A. A written request from a parent or guardian must be submitted **at least one week in advance** to the Principal or **such request may be denied.**

- B. Vacations are limited to two separate occasions and a maximum of five (5) school days. Vacation days will reduce the total number of days allowed for excused absences (12) by the number of days taken (e.g. if a student takes five (5) vacation days, he will then have a maximum of seven (7) days authorized absence remaining for the year).
- C. The student will be given an Academic Eligibility Form by the Principal or his designee. This must be signed by every teacher and returned to the Principal within two (2) days. **If the student is failing two or more classes he will be denied time away from school and must make up all missed days in Saturday detention.**
- D. It is the student's responsibility to arrange for all work to be completed prior to and during a vacation and return to school prepared to continue with class work as if no absence has occurred. The class teacher shall determine due dates and long-term assignments must be submitted prior to the vacation. Teachers need not accommodate students who have been denied time away from school or who have not followed this protocol.

XI. College Visit/ Career Shadowing Policy

Students are encouraged to schedule college visits/ career shadowing on days Cathedral Prep is not in session. However, if circumstances dictate otherwise the following protocol must be followed:

- A. A written request from a parent or guardian must be submitted at least one week in advance to the Principal or his designee.
- B. College visits / career shadowing are limited to three days for seniors and one day for juniors. These days are not counted as absences.
- C. The student will be given an Academic Eligibility Form by the Principal or his designee. This must be signed by every teacher and returned to the Principal within two (2) days. **If the student is failing two or more classes he will be denied time away from school and must make up all missed days in Saturday detention.**
- D. It is the student's responsibility to arrange for all work to be completed prior to and during days absent and return to school prepared to continue with class work as if no absence has occurred. The class teacher shall determine due dates and long-term assignments must be submitted prior to the absence. Teachers need not accommodate students who have been denied time away from school or who have not followed this protocol.
- E. The student must provide certification from the college's admissions office stating the visit occurred upon his return.

XII. Summer School Attendance

Students are expected to attend all sessions for their full length. Absence and Tardy procedures will follow the same protocol as a regular school day. Students missing more than two (2) days of any class will result in a failure for the course. Two (2) tardy offenses of any degree will constitute one (1) day of absence. These policies apply to excused absences only. Any unexcused absence or tardy will result in a failure for the course.

XIII. Tardiness

A student is tardy to school if he is not in first period by **8:00 AM**. Students who are tardy must report to the Main Office for an admittance slip. This policy applies to all tardiness whether accompanied by parent excuse or not. A student shall not be deemed tardy if special circumstances pertain, as determined by the appropriate Administrator. Tardiness is recorded as follows:

- Arrives prior to 8:30 AM: tardy
- Arrives after 8:30 AM but before 11:30 AM: up to half day absent
- Arrives after 11:30 AM: full day absent

Consequences for tardiness are as follows:

- Five tardies: Notification letter sent to parents
- Eight tardies: **Student placed on attendance contract**
- Nine **and subsequent** tardies: **A four-hour Saturday detention will be issued.**

A student is tardy to class if he is not in the classroom when the bell rings. Students are allowed a maximum of three (under 5 minutes) tardies per class regardless of course length. On the fourth and subsequent tardies a **Level 2 Major Offense will be assigned.**

XIV. Withdrawal

If a student wishes to withdraw from Cathedral Prep, he and his parents must arrange to meet with the Principal to officially announce their decision. All school materials must be promptly returned to the Main Office and all fines and obligations cleared at the Finance Office before transcripts can be released.



ACADEMICS

I. Purpose

Cathedral Preparatory School has a long and outstanding history of excellence in its academic programs. Designed to develop men of vision in respect to the mind, Cathedral Prep's curriculum is an integrated, four-year program of studies to provide an exceptional secondary education and solid preparation for collegiate study.

II. Academic Requirements

A full course taken for one year gives the student one (1) unit of credit. Semester classes provide one-half (.5) credit. To graduate from Cathedral Prep, each student must satisfactorily complete 30 academic credits, broken down as follows:

- A. A four (4) year sequence in Theology, English, Science, and Social Studies.
- B. Four and one-half (4.5) years of Mathematics
- C. Two (2) years of the same Foreign Language (third/ fourth years are encouraged but not required).
- D. Two (2) credits in Health and Physical Education taken over the four years.
- E. Two (2) credits of Fine Arts electives.
- F. Four (4) credits of General Electives.
- G. Twenty-five (25) service hours each of the four years for a total of one-hundred (100) hours.

III. Levels of Academic Study

Cathedral Preparatory School offers three levels of study in college preparatory coursework. Students will be placed in the appropriate academic level as freshmen based on their grade school transcripts and teachers' recommendations. Academic levels for the subsequent years will be determined by a student's first semester grades in the preceding year (i.e. first semester grades freshmen year will determine academic levels for sophomore year).

To move up an academic level a student must achieve a 93% average (or greater) for the semester and have the teacher's recommendation. To maintain an academic level a student must achieve an 88% average (or greater) for the semester. Students with an average of an 85%-87% must have the teacher's recommendation to maintain their present academic level.

- A. Advanced Placement (AP): College level courses offered to ambitious students and sponsored by the College Entrance Examination Board. These classes allow students to obtain college credit, advanced placement credit, or both, and are taught within the building. Students enrolled in an AP course will be expected to take the College Board AP exam unless they are not

recommended by their teacher. The cost of the AP exam is in addition to regular tuition, although financial assistance is available through the College Board.

- B. Honors (H): College preparatory courses which require advanced work or in-depth study beyond regular academic requirements.
- C. Academic (A): College Preparatory courses which meet the average standards of college entrance requirements.

IV. Grading Scale and Quality Points

Core academic subjects are weighted with Quality Point Values in respect to the three levels of study. This system provides an equitable method of determining Scholastic Honors and class rank. Students must maintain a cumulative QPA of 2.0 or better to continue at Cathedral Prep year to year. Any student falling below that mark at the end of school year will either be forced to withdraw or placed on an academic contract for the following semester at the discretion of the Administration.

Quality Points

AP	H	A	Grade	
6	5	4	93-99	A
5	4	3	85-92	B
4	3	2	77-84	C
1	1	1	74-76	D
0	0	0	Below 74	Failure

V. Honor Roll/ Quarter Sessions

Students who achieve a grade of 93 or above in all subjects will receive a First Honors card. Students who achieve a grade of 85 or above in all subjects will receive a Second Honors card. Students who receive honor cards will be placed on the Honor Roll and given their cards at a formal Quarter Sessions ceremony.

Quarter Sessions ceremonies are held at the conclusion of the first three quarters. An Academic Pin is awarded to the senior receiving the highest Quality Point Average for that quarter. A Prep Pennant is awarded to the freshmen, sophomore, and junior student receiving the highest Quality Point Average in that quarter.

VI. Missed Assignments and Incomplete Mark

Any assignments, exams, etc. missed due to excused absence or tardiness must be made up/ turned in during the next regularly scheduled class period or alternative time as designated by the teacher. If the absence is extended every effort should be made to contact teachers during the time away to make arrangements. Long-term assignments must be submitted by established due dates either electronically or by a proxy.

At teacher discretion, a student may be given an incomplete at the end of a grading period for outstanding course work. The student has five school days to rectify the situation or a failing grade will result. The teacher will determine the timetable for completion within those five days.

VII. Failed Courses

Every student is required to successfully pass each subject (74 or greater) for which he is enrolled. No credit will be given for failed classes and all failed core classes must be made up in summer school. Any student that is below the required 7.5 credits at the end of a school year must make up deficient credit(s) in summer school. In addition, the following policies regarding failed courses apply:

- A. Any student who fails three (3) or more core subjects at the end of any single school year will be required to withdraw from Cathedral Prep.
- B. Any senior with two (2) or more failures at the end of the year may not participate in commencement exercises. Likewise, failures must be successfully made up *in a summer school, selected by the Principal*, for a senior to receive his diploma.
- C. No student may enroll or re-apply to Cathedral Prep with a failing grade in a core subject on his record. All failures must be successfully made up in summer school for admittance or re-admittance.
- D. Students must maintain a cumulative GPA of 2.0 or better to continue at Cathedral Prep year to year. Any student falling below that mark at the end of school year will either be forced to withdraw or placed on an academic contract for the following semester at the discretion of the *Principal*.

VIII. Summer School

Any student that is below the required 7.5 credits at the end of a school year must make up deficient credit(s) in summer school. Upperclassmen will report to Cathedral Prep for a specified number of weeks to take on-line courses at a separate expense from regular tuition. Incoming freshmen will report to a traditional classroom for a four-week session also at a separate expense from regular tuition. A maximum of two classes may be taken and courses successfully completed will receive a grade of 74 on a student's transcript for upperclassmen and "pass" for incoming freshmen. Failing a course in summer school will necessitate the student's withdrawal from Cathedral Prep. Students must abide by the summer school attendance policy.

IX. Summer Reading

To effectively assist with student workload and coverage of course content, summer reading/assignments may be given to students in Advanced Placement classes. Students should follow all directions from their teacher which we will be e-mailed towards the end of the preceding school year. Students should address any questions to their teacher via e-mail in a timely manner.

X. Scheduling of Courses

At the end of the first semester, students' grades are reviewed for placement in the appropriate academic levels for the subsequent year. After the core classes are assigned, students will select their remaining courses in February. Students may register only for the course levels they are recommended for and should discuss any discrepancies with the course teacher. If there are any conflicts or errors, students will meet individually with their guidance counselor for resolution. All schedules are final once final scheduling meetings have been made. Changes after that point will be rare and only made by the Principal.

XI. Progress Reporting

Academic information is always available to students and parents/ guardians via the Net Classroom software. A report card is sent electronically to parents/ guardians at the end of each quarter and a mid-term report is sent out electronically to all parents approximately four and one-half weeks into each quarter.

XII. Testing Schedule

Cathedral Prep has *instituted an end of quarter testing schedule. Schedules will be announced one week prior to the exam.*

XIII. Parent-Teacher Conferences

Parent-Teacher Conferences are held at the end of the first quarter. Parents/ guardians are encouraged to make appointments to see their son's teachers about their general progress. All members of the faculty, guidance department, and administration are available on this day. In addition, parents are encouraged to meet with their son's teachers throughout the year to monitor progress.

XIV. Physical Education

All students are required to participate in physical education and must provide all necessary clothing and accessories. Students who have a permanent disability which prevents participation must present certification from a medical professional to that effect. They will participate in an alternative program agreed upon by the Department Chair and the medical professional.

Students with a temporary illness or injury may be excused only with written permission from a medical professional. This excuse must be presented to the Main Office before the start of the school day.

XV. Service Program

The Theology Departments of Cathedral Preparatory School and Villa Maria Academy espouse the philosophy that community is the heart of Catholic education. This philosophy is not simply a concept to be taught but rather a reality to be lived. Based on the principle of solidarity, God calls all persons to build community in all areas of life. Education can best assist students to respond to God's call by allowing students to experience community and reflect on its importance through service.

Community service refers to work people do whereby they learn the needs of the community and sacrifice their time to meet those needs through personal contact or advocacy without pay or other compensation.

General Requirements – All Students Will:

1. Complete a minimum of 25 service hours each year, in the form of direct service to the communities of church, school, or society. Students who enroll after the beginning of the year will complete hours in proportion to their date of enrollment.
2. Complete five (5) of the required 25 hours in specific service areas assigned by class:
 - a. Freshmen: service to the school and parish community
 - b. Sophomores: service related to justice for the young
 - c. Juniors: service related to justice for adults living and working in poverty
 - d. Seniors: service related to justice for the sick and elderly
3. Document all service hours by using the appropriate verification forms and submitting completed forms to their theology teachers.
4. Submit a summative reflection essay as directed by their theology teachers.

Other Policies:

1. Service hours and the summative reflection essay are course requirements for the core theology classes. Students who choose not to complete either the service hours or the summative reflection essay accept a year-end failing grade of Incomplete (I) for their theology classes until the students complete both the service hours and the summative reflection essay.
2. Because the service hours and summative reflection essay are requirements, seniors who choose not to complete the service hours or the essay will not receive their diplomas until all service requirements are satisfied.
3. The theology teachers will include four (4) graded service hour checks in their course requirements. These graded checks will generally occur two weeks before the end of each quarter. The theology teachers will communicate the dates of the checks to all students at the beginning of the school year and they will be marked on the school calendar. Each check will require students to have completed a fraction of their service hours, thus helping students avoid unnecessary difficulties at the end of the school year.
 - a. First Quarter: 10 hours complete
 - b. Second Quarter: 15 total hours complete
 - c. Third Quarter: 20 total hours complete
 - d. Fourth Quarter: 25 total hours complete
4. Other than the five class-specific hours (see above), students may use any qualified service to fulfill these requirements.

5. Students may accumulate service hours for the next school year beginning June 1 of the current academic year. Incoming freshmen may begin accumulating qualified hours beginning May 1 of their eighth grade year.
6. Students may not submit service hours verified by their parents, stepparents, or legal guardians. These service hours must be verified by someone unrelated to the student (ex. assistant coaches and site supervisors).
7. Students may use hours accumulated toward requirements for the sacrament of Confirmation as long as the activities fit the requirements of this policy.
8. For long-duration events (one or more days), students may count only the time actually working on the service involved. For example, a student submitting hours from mission trips should count only the time spent working; time spent eating, sleeping, and recreating should not be submitted.
9. For weekend retreat programs (ex. DME and Footsteps), students can claim a maximum of 30 hours of service for being a part of the retreat team. Participating in the retreat itself does not qualify for service hours.
10. The theology teachers urge the students to ask any questions about what qualifies as service hours before turning in hours that may be disqualified. The teachers have the right and responsibility to disqualify any hours that do not fulfill the requirements and spirit of this policy and to amend this policy for the beginning of each school year.

Examples of Class-Specific Hours:

Service to the school and parish community: school or parish summer activities; Vacation Bible School; parish festivals; helping teachers prepare their classrooms for the summer or new school year; Open House, Harvest Gala, Legacy Gala and other advancement functions; other activities serving or hosted by Cathedral Prep, Villa Maria Academy, the grade schools the students attended and the churches where they worship.

Service related to justice for the young: peer tutoring in grade schools; after-school programs sponsored by grade schools or organizations like the Neighborhood Art House; community-based (non-business) day care programs (some day care facilities are for-profit businesses); activities supporting pregnant women and family life; pro-life activities in defense of children and the unborn; advocacy for reform to benefit children (issues include family life, education, health care).

Service related to justice for adults in poverty: volunteering in food pantries, soup kitchens, and clothing distribution; assisting agencies that support the working poor (ex. Saint Benedict Education Center); mission trips to assist impoverished people at home and abroad; advocacy for justice to the poor (issues include family life, education, health care, welfare reform, and economic justice in the workplace).

Service related to justice for the sick and elderly: volunteering in hospitals, nursing homes, and hospice care settings; assisting agencies that provide shelter, health care, and dignity for the sick, elderly,

dying, or deceased; supporting organizations that pursue personal wellness and cures for diseases such as cancer and HIV/AIDS; opposition to physician-assisted suicide and active euthanasia; organizing and supporting blood drives (not time spent donating blood) and organ donor awareness; advocacy for justice to the sick and elderly (issues include economic justice, health care [particularly elder care], and the need to prepare for elder care)

The examples mentioned above do not form an exhaustive list; there are ample opportunities for service not mentioned above that meet the class-specific requirements. There are also opportunities that can be used to meet the general requirement even if they do not meet class-specific requirements. Even though given service hours may be counted only once, some service opportunities can be applied to more than one class-specific requirement (ex. volunteering for a church Vacation Bible School is both service to the parish community [Freshman] and service to the young [Sophomore] and could be counted either way). The goal of the class-specific requirement is for students to interact with members of the class-specific communities, to learn from those being served, and to reflect on our social responsibility for all people.

Excluded Activities:

1. Any activity for which students receive compensation, whether paid or unpaid.
2. Certain youth group activities that are required as part of being in the youth group.
3. Any ministry offered as part of worship, including but not limited to: altar serving, extraordinary ministry of Holy Communion, reading, music ministry and hospitality ministry.
4. Any work made obligatory by membership in a club, sport, or organization.
5. Any work provided for a student's family members.
6. Fundraising, unless the fundraising activity is part of a formal event organized by an appropriate agency that lets the students connect with people attached to or served by the agency. An example of excluded fundraising would be the door-to-door sale of tickets or goods, even if the fundraiser benefits an appropriate agency.
7. Work rendered during a regularly scheduled school day, including the school-organized Outreach Day.
8. Work rendered to any for-profit business or for non-profit entities that do not support the needy or advocate for justice. Businesses sometimes organize service events; students may count such events as qualified service after consultation with their theology teachers.
9. Work done in the homes of private persons, unless such service is organized by a community service organization.

10. Work done in support of any candidate for public office; Students may count time spent working to support the voting process by participating in voter registration drives or by volunteering at local polling places, as long as the effort does not support a particular candidate or political party.

XVI. Guidance Services

The Cathedral Prep Guidance Department assists students in their educational, vocational, and personal development and serves as a liaison between students, parents/ guardians, teachers, administrators, and support staff to facilitate the success of each student. Counselors monitor academic progress throughout the year and meet with students *several times during their four years at Cathedral Prep*. In addition, Guidance holds several parent information nights and is available to meet with students, parents/ guardians, and teachers at any time *when pre-scheduled*. If a student or parent/ guardian has personal, social, or academic concerns they are encouraged to contact the appropriate counselor in the Guidance Office.

The Cathedral Prep Guidance Department will also monitor the following graduation requirements:

- Successful performance on the SAT test and optional performance on the ACT exam
- Applications to at least three (3) colleges or universities.
- Required acceptance to at least one four (4) year college or university.

XVII. Exemption from Final Exams

Any student who has achieved a grade of 93 or higher for the year in any class may be exempted from the final exam at the teacher's discretion. It is the student's responsibility to ask for the exemption, and if granted he will receive the grade he has earned in the fourth quarter without taking the final exam.

XVIII. Release of Student Records

Any student who desires the release of standardized test scores, academic information, etc. to colleges and other agencies must fill out the appropriate documents in the Guidance Office. These must be signed by the student and parent/guardian for information to be released. Transfers of academic records to other high schools do not require signatures of release.

XIX. Special Academic Opportunities

a. Eighth Grade Honors Program

Eighth grade students who excel in Mathematics, Science, Social Studies, or English may request their grade school principals to submit them for the Eighth Grade Honors Program. If recommended, students may attend classes in these disciplines at Cathedral Prep and credit will be given for graduation from their grade school. This enables students to enter Cathedral Prep at an advanced level and allows them more scheduling choices over their four years.

b. Gannon Scholars Program

Select Juniors and Seniors with high-ranking QPA and PSAT scores may be invited to participate in the Gannon Scholars program. Students take 3 courses each semester on the Gannon University Campus in the morning and return to Cathedral Prep when classes are finished. Courses may be taken for college credit and students will meet with the Guidance counselor to enroll and select classes each semester. All costs associated with this program are in addition to regular Prep tuition. Students will be selected in rank order based on a combination of their QPA and PSAT score until the available slots at Gannon are filled.

Students must maintain a B average or higher in all courses and maintain an attendance record consistent with Gannon's Freshman Class expectations. Failure to do so will result in a student's removal from the program. Students operate on professor policies for all course participation, grading, and final exams. Mid-term grades from Gannon will be used as the 1st quarter and 3rd quarter grades at Prep.

c. Dual Enrollment Program

Select Juniors and Seniors with high-ranking QPA and PSAT scores may alternatively be invited to participate in the Gannon Dual Enrollment Program. Students take 1 course each semester on the Gannon University Campus in the morning and return to Cathedral Prep when classes are finished. Courses may be taken for college credit and students will meet with the Guidance counselor to enroll and select classes each semester. All costs associated with this program are in addition to regular Prep tuition. Students will be selected in rank order based on a combination of their QPA and PSAT score until the available slots at Gannon are filled.

Students must maintain a B average or higher in all courses and maintain an attendance record consistent with Gannon's Freshman Class expectations. Failure to do so will result in a student's removal from the program. Students operate on professor policies for all course participation, grading, and final exams. Mid-term grades from Gannon will be used as the 1st quarter and 3rd quarter grades at Prep.

d. Prep-Gannon Matriculation and Articulation Agreements

Any Cathedral Prep student who completes four years of study (3.5 in languages) on the Honors or AP level in Theology, English, Social Studies, Math, Science, and World Languages will receive, upon attendance at Gannon University, three (3) college credits in each discipline at no charge to the student. The Gannon University Admissions Office will review the student transcript and grant those credits without any further action by the student. Gannon University has also developed a number of articulation agreements with Cathedral Prep that will enable students to skip their freshmen year of undergraduate studies at Gannon if the appropriate courses are taken and grades achieved while at Cathedral Prep. Students should consult their Guidance Counselor for information.

e. **Other College Credit Opportunities**

Cathedral Preparatory School also has agreements with the University of Pittsburgh to give students college credit in several other courses taught on the Prep campus. Cathedral Prep continues to pursue agreements with additional colleges and universities in an effort to offer even greater opportunities to students. Programs will be made available to all students who meet the requirements of the individual institution.

f. **National Honors Society**

The National Honor Society is a prestigious organization that is rooted in the ideals of scholarship, leadership, service, and character. Students are invited to apply to the Cathedral Prep branch of the organization after meeting the minimum QPA. All applications for admittance to the club are evaluated by a confidential Faculty Council. Students must have substantial evidence of scholarship, leadership, service and character to receive the degrees of the organization. A lacking in one area will disqualify a student from membership. Members are required to maintain the qualifying QPA in order to remain in good standing of the organization. Participation, academic achievement, and behavior are continually monitored in order to maintain a group that is representative of the mission of The National Honor Society.

GENERAL INFORMATION

I. Change of Information

It is necessary for the school to have an accurate record of the home address, phone number, etc. of all students. Please report any changes to the Main Office immediately.

II. Care of School Property

Every student in our school is entrusted with various supplies for study including computers, textbooks, lab equipment, etc. These supplies are paid for by Cathedral Prep and lent to the students for their education. If a student willfully, accidentally, or negligently loses or damages an article of school property they will be assessed the full replacement/ repair and labor cost of the item and are subject to disciplinary action.

III. Lockers

Every student will be assigned a locker each year and issued a school lock freshman year. This lock may be used for all four years and is the only authorized lock to be used on the student's locker. Students are not permitted to change locks or lockers without the permission of the Principal. Lockers must be locked at all times and damaged or lost locks must be replaced through the Principal's office.

Each student is responsible for the cleanliness of his locker and at no time may any locker contain or portray offensive material. This includes material related to sex, violence, drugs, alcohol, cults, racism, sacrilege, etc. **Lockers are school property and can be searched, along with their contents, by School Administration at any time without consent and without prior notification.**

IV. Electronic Devices

To maintain a safe and orderly environment and preserve student focus **the possession/ use of cellular phones, portable music players, and other personal electronic devices is not permitted during school hours**. All personal electronic devices must be stored in off or silent mode in student's locker during the school day. If a student has a legitimate emergency they may ask permission to use the phone in the Main Office. The Main Office phone is the only acceptable phone to be used for communication from or to students during the school day. Headphones are permitted for use with iPads only and they may be used only with teacher permission. **Headphones are to remain out of sight outside of the classroom or they will be confiscated and discipline issued.**

V. Copies/ Printouts

Every student is allotted one-hundred (100) copies or printouts per semester. The copying/ printing machines will not print any pages above that limit unless a student has paid to add more copies. The fee is \$.10 per page and more copies/ printouts can be added at any time in the Finance Office

VI. Backpacks

Students are allowed to carry backpacks with them throughout the school day. Backpacks must be in good taste and of a traditional one or two shoulder style. Backpacks may not be left unattended in any place except locked in the student's locker. **Backpacks may be checked randomly at any time and at any school function to maintain the safety of the school and that of students and staff. Electronic devices are not permitted in backpacks during school hours.**

VII. Cafeteria System

Each student will be issued a meal account and a corresponding number for use in the cafeteria. The account acts as a debit account that deducts money from the student's prepaid account balance when the student gives his number at the register. Parents can send cash or checks to the finance office at any time to be deposited into their son's meal account and money can be used for breakfast, lunch, ala carte items, or milk. ID numbers must be used for all transactions- cash or prepaid.

Students will no longer be permitted to charge for meals as the new system will send an automatic e-mail to the student and/or parent on the Friday when the account reaches a level considered to be insufficient to provide a week's worth of meals.

No food or drink is permitted outside of the cafeteria at any time before or during school hours. Students may have food or drink outside of their backpack/ locker only on their way to lunch. Students may purchase food items from snack and drink machines in the school only before school, after school, and on their way to lunch. Students must abide by regular dress code while in the cafeteria during school hours.

VIII. Lost and Found

Items found in and around the building should be turned in to the Main Office and any person who has lost an item should check with the Main Office secretary. If a student must bring something of particular value to school on a certain day he should bring the item to the Main Office at the start of the day and retrieve it there after school.

IX. Substitute Teachers

Substitute teachers have the same authority as regular members of the faculty and must be accorded the same respect given to a teacher. They are invested with the same jurisdiction to make assignments, discipline, and to award marks indicating their judgment of the success of the student in completing the assignments.

X. Library Services

The Library will be utilized by students through their classroom teachers on an as needed basis. Students must use their student ID card to check out library books and fine of \$.10 per item per day will be imposed for overdue materials. Students will be financially responsible for any lost or damaged library materials and replacement costs will be based on the current market price of the item.

XI. Student Photo ID

Students will be issued a photo ID card with a unique ID number. *Students must have ID card at school and all school functions. Any student that loses or misplaces their ID will have to pay a \$5 replacement fee.*

Some purposes may include:

- A. Library - the card/ number will serve as a library card.
- B. Cafeteria - the card/ number will be used for all purchases in the school cafeteria as required.
- C. Identification – Proof of identity. Failure to produce will result in a Level 1, Minor Offense infraction.

XII. Student Parking

A parking permit is required for a student to park in the Student Parking Lot at 11th and Chestnut streets during the school day. Permits can be purchased in the Finance Office at any time during the school year. Discipline infractions involving motor vehicles, the Student Parking Lot, or parking in unauthorized areas at any time will result in appropriate disciplinary action and may result in the loss of parking privileges and/or towing of the owner's vehicle at the owner's expense.

XIII. Clubs, Organizations, and Activities

Clubs, Organizations, and Activities play a major role in the life of Cathedral Preparatory School students. An updated list of clubs and activities, their faculty moderators, and descriptions can be found online at www.prep-villa.com.

Any student who wishes to charter a club/ activity must first secure a faculty moderator. He must write up a description of the organization and its goals and aims and present it to the faculty moderator for approval. The faculty moderator will in turn submit it to the Assistant Principal for approval.

Class officers are responsible for planning, organizing, and fundraising for class events. They are elected by their fellow students in each grade level and consist of a President, Vice President, Secretary, and Treasurer. Class officers will run for office as one group on one ballot. Student Government is responsible for planning, organizing, and fundraising for full school events. Membership consists of four (4) students from each grade level who are elected by their fellow students in the same grade level. Student Government Officers are elected by their fellow Student Government Members and consist of a President, Vice President, Secretary, and Treasurer. To qualify for and remain in a class officer position a student must be in good academic standing (passing all classes every quarter), have a good discipline record (accumulating no more than six(6) demerits for the school year), and possess the requisite ability and character for the office (leadership, professionalism, rapport with classmates, etc.).

Officers are encouraged to plan as many events as possible to contribute to a positive environment. All functions must first be approved by their faculty advisors and then by administration. Due to expense, major class trips will be reserved for only the senior class.

XIV. Health & Medications

The School Nurse is present in the building as often as scheduling will allow and will administer examinations as needed or required by state law. If a student has a health problem he is encouraged to discuss it with the School Nurse, and parents are encouraged to do so as well. If a student has a health problem when the nurse is not in the building he should proceed to the Main Office where the School Secretary will notify the appropriate parties.

All medications are dispensed from the Main Office only. **Students may not have medication with them during school hours.**

In order for medication to be dispensed a **Medication/ Treatment Authorization Form** must be submitted by the parents. These are available in the Main Office and must be signed for either prescription or non-prescription medications. All medications must be brought to the Main Office, in a properly labeled current prescription bottle with the student's name, doctor, name of medicine, dosage and time it is to be given. Non-prescription medicine must be brought in the original bottle.

A change in medication during the year requires a new authorization form and forms must be renewed annually. Students will be responsible to report to the Main Office to receive their medication at the proper time. In cases where a student must carry a medication on them for emergencies the physician must indicate so on the authorization form.

XV. Emergency Drills

Emergency drills will be conducted periodically to properly prepare for emergency situations. Procedures will be explained to staff and students in advance and all are to consider each drill as an emergency situation.

XVI. Student Bussing

Bussing to and from school is set up by Cathedral Prep in conjunction with a student's home school district. Students must abide by the same conduct code as when in the building and will use good manners and judgment at all times. Infractions will incur appropriate disciplinary action and may include revocation of transportation privileges.

XVII. Visitors

Cathedral Prep is a secure facility. All visitors must be admitted at the 9th St. Main Entrance, sign in at the Main Office for a visitor's pass, and sign out when exiting. The only exception is for specific Athletic Office business for which entry can be gained at the 10th St. Athletic Office entrance.

XVIII. Non-Discrimination Policy

Although Cathedral Prep is a distinctly Catholic School it welcomes young men of all backgrounds and does not discriminate against any qualified student on the basis of race, color, religious creed, ancestry, national origin, disability or age, as required by law, in the administration of its educational policies, admissions procedures, financial aid, and any other school administered programs.



ATHLETICS

I. Philosophy

Athletics is considered an integral part of Cathedral Prep's education program and one of the key pillars in developing men of vision in spirit, mind, and body. Students grow physically, mentally, socially and emotionally through athletic activities. The element of competition and winning does not determine the nature of the program but rather good values and a good work ethic. Students are stimulated to want to excel, but the principles of good sportsmanship must prevail at all times to enhance the educational value of the program.

II. Goals of the Athletic Program

- A. To provide a Christian learning environment for all athletes to achieve to the highest level they are capable of individually and as a team.
- B. To enhance the academic program of the school.
- C. To teach lessons that will carry-over to life, including:
 1. Honor and Integrity.
 2. Discipline.
 3. Respect for authority, rules, officials and coaches.
- D. To make the effort to win. Athletes will learn from success and failure and understand the reasons for success and the causes of failure.
- E. To foster participation in the sports program by as many students as possible. Participation will be measured by the number of athletes who complete the season.
- F. To develop a commitment toward excellence in regards to the team's mental preparation and physical conditioning.

III. Athletic Teams

Cathedral Prep is represented by thirteen varsity athletic programs and holds membership in the Pennsylvania Interscholastic Athletic Association.

Fall Athletics

Football: Freshman, J.V. and Varsity

Cross Country: J.V. and Varsity

Golf: J.V. and Varsity

Hockey: Freshman, J.V., and Varsity

Soccer: J.V. and Varsity

Water Polo: J.V. and Varsity

Winter Athletics

Basketball: Freshmen, J.V., and Varsity

Indoor Track: J.V. and Varsity

Swimming: Varsity

Wrestling: J.V. and Varsity

Spring Athletics

Baseball: Freshman, J.V. and Varsity

Lacrosse: J.V. and Varsity

Tennis: Varsity

Track and Field: Varsity

IV. Eligibility Requirements

Participation in athletics at Cathedral Prep is a privilege and secondary to a student's academic progress. As such, all student athletes must abide by the following academic requirements and protocol for participation:

- A. Every student athlete will be monitored for academic progress a minimum of every two weeks. Eligibility checks will usually take place on Wednesdays.
- B. Students will be rated for each class as passing or failing. If no grade is yet available, the last available grade will be taken for eligibility.
- C. If a student is failing two or more classes he will have until Monday (five days) to raise his marks.
- D. If the student is still failing two or more classes at the end of the school day on Monday, he will be ineligible for all of that week's contests. The student may not dress nor have any role in all of that week's contests. The student will be allowed to practice that week only at the head coach's discretion. The student can also attend the game as long as it doesn't affect him leaving school early to do so.
- F. To regain eligibility, the student must raise his marks by the following Monday. The student will be given a sheet to be signed by his teachers tracking his progress.

G. Failure to return this sheet to the Athletic Office by Monday at 3:30 PM will result in a two-week suspension from the sport.

H. Quarter grades, following PIAA guidelines, shall determine eligibility after their posting. If no grades are given during an eligibility period, eligibility reverts back to the quarter grades.

Participation in athletics is a privilege and a student may be suspended from any activity for discipline issues or other reasons for any length of time. All suspensions of student athletes will be made by the Administration in conjunction with the Athletic Director. Violations of Cathedral Prep's Drug and Alcohol Policy or a positive result on a Random Drug Test incur mandatory suspension from all athletic involvement for the following periods:

1. **First offense** – two week suspension
2. **Second offense** - dismissal from activity

If a student violates the Drug and Alcohol Policy while on a school sponsored athletic trip/ at an athletic contest he will be suspended from that sport for the remainder of the season.

V. Athletic Fees

To help defray the cost of hosting athletic programs, students are required to pay a participation fee for all sports as follows:

1. Participation in one sport..... \$150.00
2. Participation in two sports..... \$200.00
3. Participation in three or more \$225.00

Students will not be able to participate in any athletic activities until the participation fee is paid in full or other arrangements made with the Athletic Office. All equipment must be returned immediately after the season.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is a process designed to identify and assist students that are having difficulties at school, home, or elsewhere. The Student Assistance Team consists of teachers, administrators, guidance counselors, and outside behavioral health and drug and alcohol counselors who have all been trained and certified by the state to help identify students who are experiencing behavioral, social, or academic difficulties which pose a barrier to learning and success in school. The process is outlined as follows:

I. Referral

Anyone can refer a student to SAP when they personally observe any behaviors of concern. The referral consists of contacting any of the SAP team members, any guidance counselor, or the Principal who will then assist with the completion of the referral form.

II. Team Planning

The student's parents are notified to provide or refuse their consent for SAP involvement. When consent is given the SAP team gathers objective information about the student's performance from parents, teachers, coaches, and the student himself.

III. Intervention and Recommendation

A plan is developed by the SAP team and put into action. If warranted, the student may meet with behavioral health and/ or drug and alcohol counselors.

IV. Support and Follow-Up

The SAP team continues to work with and support the student and family throughout the entire process and beyond.

CODE OF CONDUCT

I. Purpose

Cathedral Preparatory School takes its mission of developing men of vision in spirit, mind, and body very seriously. Being a Catholic School requires our diligent attention to the moral instruction of our students and our persistent guidance in their growth. Cathedral Prep holds Catholic Values in the highest esteem and encourages students to accept and adopt them in order to develop the honor, charity, and self-discipline needed to become a responsible member of society. These values are good for all involved and if not accepted, will result in the enforcement of certain consequences that will protect the rights of Cathedral Prep to maintain the standards it considers acceptable. **School Administration will be the sole arbiters of interpretation, violation, and penalization of every aspect of the Code of Conduct.**

II. Student Responsibilities

It is the responsibility of the student to:

1. Be aware of all rules and regulations for student behaviors outlined in this handbook and conduct themselves accordingly- both inside of school and outside of school.
2. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.

3. Dress and groom themselves in accordance with school standards.
4. Assume that until a rule is waived, altered, or repealed, it is in full effect.
5. Assist the school staff in operating a safe school for all students.
6. Be aware of and comply with state and local laws.
7. Respect the rights of students, teachers, staff, administrators, and all others who are involved in the educational process.

III. Dress and Grooming Code

All students must abide by the following Dress and Grooming Code for the entirety of each school day. Exceptions will only be granted for medical necessity and the student must see the Principal before school begins for an excusal pass.

A. Required School Uniform

All articles must be in excellent condition with no damage or marring, in good taste, and must complement one's overall appearance. **Students failing to comply will be sent to the main office and violations corrected. Student will return to class in compliance or with a pass. The student must maintain possession of the pass for the entire day or face additional consequences. Specialty items may be approved by administration.** In the event a student comes to school 'dressed down,' mistakenly out of uniform, a parent will be called to bring in their student's entire uniform. It is not the responsibility of the school to put students in uniform.

Dress Shirt: Solid color light blue or white oxford, long or short sleeve, with traditional button-down front. Shirt must be tucked in with all buttons fastened. Shirt sleeves may not be rolled and must be buttoned (if long sleeved).

Tie: Traditional necktie of **traditional size or bowtie**. May not be gaudy, offensive, or clashing and tie knots must be snug against the collar. JROTC cadets will be permitted the option of not wearing a tie when the full JROTC uniform is worn during the months of September and May with only the top shirt buttoned opened. On occasion during warmer months, the Administration may allow students to remove their ties during the school day. In these cases, only the top shirt button may be undone.

Dress Pants: Gray tri-blend, gray or navy poly/ wool, or khaki poly/ cotton pleated or flat front. Pants must be of appropriate size and worn properly at the waist. No accessories are permitted and cuffs may not be rolled. All buttons and zippers must be fastened.

Belt: Traditional belt of traditional size with traditional buckle, worn properly at the waist. Belts must be leather or leather in appearance and may not be gaudy or clashing. No accessories are permitted (e.g. studs, rings, images, etc.).

Socks: Traditional dress socks, crew or calf length, in black, navy, gray, or khaki. White socks are not permitted.

Shoes: Traditional dress shoe in Oxford, Derby, or Loafer style. Shoes must be a solid color in shades of black, brown, or burgundy, fully laced and worn properly. Shoes may not extend above the ankle and no accessories are permitted.

Sweater: Official school sweater with Prep Crest or CP logo on the front. Sleeves may not be rolled and the required school uniform must be worn under sweater. School sweaters may be purchased from the School Store.

B. Undershirts

Undershirts may not be visible in any way through the dress shirt or outside of the dress shirt (e.g. sleeves visible).

C. Boots

Boots may be worn to school during the winter months. Students are required to change into proper dress shoes by the start of the school day. Boots must be put in lockers away from school materials that may become soiled.

D. Hair

Hair must be neatly cut, generally short, and generally tapered (short on sides and back and longer on top). Hair may not extend beyond the collar in the back, may not fall naturally in front of the eyebrows or over the ears, and sideburns may not extend below the middle of the ear. Hair, including eyebrows, may not be unkempt, dyed, gaudy in appearance, totally shaven, or contain design cuts of any kind, i.e. mohawks, twists. The maximum length of hair on top of the head is not to exceed 1 inch in length, as measured from the start of the hair line to the height of the hair.

E. Shaving

Students must be clean shaven upon their entrance to the building as no facial hair is permitted. Students in violation of this policy will be required to shave immediately and will receive one (1) demerit for each offense. Disposable razors may be purchased from the Main Office.

F. Headwear & Jackets

All headwear must be removed upon entrance to the building and is not permitted to be worn at any time inside the building. Jackets and sweatshirts are not permitted to be worn during school hours and must be stored in students' lockers until the final bell.

G. Jewelry, Accessories, Tattoos, etc.

Students are not permitted to wear or have visible any gaudy jewelry or accessories at any time in the building (e.g. necklaces, key chains, watch chains, wristbands, etc.). Nothing is permitted to be worn in or on the ears at any time, including piercings covered with a bandage. Tattoos must be fully covered (non-visible) by regular school uniform at all times.

H. Dress Downs

On special occasions students will be permitted to dress in casual clothes. All articles must be in excellent condition with no damage or marring, in good taste, and must complement one's overall appearance. Certain dress downs may revolve around a theme that would permit variations on the following code (e.g. participation in spirit dress down days encourages students to wear orange and black). These events and their regulations will be announced in advance. In addition, members of athletics, clubs, and activities will be permitted at certain times to wear jerseys or other clothing representing their organization. These events and their regulations will likewise be announced in advance. Students in violation will be subject to disciplinary action and responsible for procuring the required article as soon as possible during the school day.

Shirt: Clean tee or polo shirt. Gaudy or offensive coloring, lettering, or images are not permitted.

Mesh, tank, and sleeveless shirts are not permitted along with other athletic-style shirts.

Pants: Clean pair of long trousers worn properly at the waist. Gaudy or offensive coloring, lettering, or images are not permitted. Sweat, mesh, nylon, and wind pants are not permitted along with other athletic-style pants.

Shorts: Clean shorts in dress, athletic or cargo style, of appropriate length and worn properly at the waist.

Shoes: Clean athletic shoes or boots worn and tied properly. Shoes must be worn with socks and fully enclose the foot (i.e. sandals, Crocs, etc. of any variety are not permitted).

IV. Discipline Infractions

Cathedral Preparatory School has the authority to make reasonable and necessary rules governing the conduct of students in school. The purpose of these rules is to guide students in that utmost important endeavor of moral development and to develop in them the Christ-like qualities of honor, charity, and discipline. These regulations have stood the test of fairness and reasonableness and will apply to all students at all times.

Failure to maintain Cathedral Prep's standards and expectations of behavior will result in disciplinary actions that may include:

- **Verbal Reprimand**
- **Parent Notification**
- **Demerits**
- **Detention (Teacher or Office Assigned)**
- **Loss of Privileges (Hall, Technology, Extra- Curricular)**
- **Suspension**
- **Expulsion**
- **Involvement of Legal Authorities**

Consequences will be levied according to the degree of the offense and infraction codes are listed below. Those listed are not all inclusive, but rather cover the general categories of offenses resulting in disciplinary action. As much as possible, parents will be made aware of discipline problems regarding their son- especially for serious infractions or repeated offenses. Parents are responsible to support and uphold this discipline code and its consequences.

A Dean of Students will be available to assist individuals who may be in need of behavior modification counseling. The Dean of Students will strive to make sure every student is given the necessary tools to be a successful man of Prep.

School Administration will be the sole arbiters of interpretation, violation, and penalization of every aspect of the Code of Conduct.

A. Level 1 – Minor Offenses

1st offense = 1 demerit

2nd offense = 3 demerits, 2 hour detention and \$10 fine

3rd+ offenses = 6 demerits, 4 hour Saturday detention and \$20 fine

Offenses include, but are not limited to:

- a. *Lying/dishonesty*
- b. *Refusal to do work/participate in class*
- c. *Eating food or drinking beverages (other than water) outside of the cafeteria*
- d. *Dress & Grooming Code infractions*
- e. *In the hall with no pass*
- f. *Horseplay*
- g. *Student cannot produce his student ID upon request*

B. Level 2 – Major Offenses

1st offense = 3 demerits, 2 hour detention and \$10 fine

2nd offense = 6 demerits, 4 hour Saturday detention and \$20 fine

3rd+ offenses = 10 demerits, 6 hour Saturday detention and \$30 fine

Offenses include, but are not limited to:

- a. *Tardy more than 5 minutes*
- b. *Cell phone possession outside of locker*
- c. *Abuse of school or another's property*
- d. *Disruptive behavior*

- e. Insubordination
- f. Violations of the Technology Agreement
- g. Possession of over the counter medications on school property or school sponsored events
- h. Failure to serve a teacher assigned detention
- i. Profane/Vulgar Language

C. Level 3 – Serious Offenses

1st offense = 6 demerits, 4 hour Saturday detention and \$20 fine

2nd offense = 10 demerits, 6 hour Saturday detention and \$30 fine

3rd offense = expulsion

Offenses include, but are not limited to:

- a. Unexcused absence
- b. Plagiarism
- c. Cheating
- d. Possession of tobacco products/vaping paraphernalia
- e. Bullying in any form
- f. Gambling
- g. Thievery
- h. Possession of immoral or offensive material
- i. Jeopardizing the safety of another person
- j. Skipping a class
- k. Indecent Exposure
- l. Profane/Vulgar language towards an adult

D. Level 4 – Critical Offenses

1st offense = Ranging from 10+ demerits, 6+ hour detention, fines, suspensions and possible expulsion

Offenses include, but are not limited to:

- a. Use of tobacco products/Vaping on school property or school sponsored events.
 - Cathedral Prep will assess fines of its own accord rather than systematically send each offender to the District Justice for citation and fining. Fines are levied as follows and must be paid by the date specified at the time of the infraction.

First violation = \$100.00

Subsequent violation = \$200.00

- b. Use/possession of drugs of abuse without a prescription.
- c. Possession/use of a weapon.
- d. Willful infliction of injury or violence towards another person.
- e. Skipping more than one period.
- f. Leaving school grounds without permission.

V. Demerits

Demerits will be assigned to a student when an infraction has been committed. Demerits will be proportionate to the level of the offense and the circumstances surrounding it.

The accumulation of 9 demerits will result in a hearing before the Discipline Review Panel, assignment of a mentor, and possible exclusion from class/school activities.

The accumulation of 24 demerits will result in expulsion and a possible hearing before the Discipline Review Board if requested by a parent.

Demerits will be expunged at the end of each school year and each student will start the year with no demerits. However, based on past discipline circumstances a student may be issued a discipline contract at the start of a new school year limiting the number of demerits he can accrue.

VI. Detention

Detention will be issued for specific offenses as outlined in the discipline infraction section above. Teacher detention will be from 3:10 – 3:40 at the teacher's discretion. Administrative detention will be held every Tuesday and Thursday from 3:10-5:10 depending on the infraction.

Saturday detention will start promptly at 8:30. 1st session ends at 12:30. 2nd session ends at 2:45 with a 15 minute lunch in-between sessions. Students may only bring their own packed lunch.

Students will pay a \$5 per hour fine for detention. All fines must be paid within two weeks of student notification of detention. If not paid within two weeks' fines will be doubled. All fines are to be paid to the main office.

Parent/ guardian is notified by letter prior to the scheduled detention. If a student does not report for detention, the student will be assigned additional discipline which may include suspension from school.

Students must be in proper school attire. Students are permitted to work only on school work or read silently and must be actively doing so for the duration of detention. Special assignments may be substituted or added by the school administration at their discretion. Students are not permitted to leave the room at any time.

Students will be notified during the school day at least twenty-four (24) hours in advance of their scheduled detention and a copy of the infraction report will be sent home to parent/ guardian.

Students will not be excused from their scheduled detention time for any reason except major medical appointments and emergencies of self or immediate family. If a student is absent the day before a Saturday detention, he will serve the detention when scheduled unless there is a medical excuse provided. If a student does not report to an administrative detention they will be assessed a Level 3, 2nd offense violation. If a student does not report to a Saturday detention the student will be issued a Level 4 offense. No student will graduate or be promoted to the next grade level until all outstanding detention hours are served and all fines are paid.

VII. Discipline Review Panel

Cathedral Preparatory School has instituted a Discipline Review Panel to assist and direct students who are having disciplinary problems. The DRP consists of three faculty members and will examine the root causes of a student's infractions and guide the student towards a responsible solution and a positive change.

When a student accumulates nine demerits he may be scheduled to appear before the DRP at their availability. Parents will be notified in advance when this meeting will take place and what discipline infractions have been accumulated thus far. The DRP will generate a Confidential Summary Report which will be mailed to parents and kept on file in the Principal's Office. In addition, a faculty mentor will be assigned to the student to assist in making a positive change. Students must meet with their mentor every week for the remainder of the school year to discuss behavior, academics, social relationships, etc.

VIII. Suspension

Suspension will be issued when a student's disciplinary situation warrants removal from the regular daily routine of Cathedral Prep. Suspension may be In School or Out of School depending on the circumstances, may be issued for any length of time, and may be accompanied by any variety of other consequences including expulsion and/ or involvement of legal authorities.

Suspension is assigned to allow for a thorough investigation/ review by School Administration. The following infractions are examples where a suspension may be applied. These are not all inclusive, but rather cover the general categories of offenses resulting in a suspension:

- A. **Violation or suspicion of violation of drug and alcohol policy**
- B. **Possession or suspicion of possession of a weapon/ forbidden item**
- C. **Flagrant threats, harassment, bullying**
- D. **Willful infliction of injury/ violence toward another**

- E. **Any other action considered threatening, potentially harmful or disruptive, or gravely offensive to any person or property**
- F. **Leaving school grounds without permission.**

IX. Expulsion

Cathedral Preparatory School reserves the right to expel any student at any time for any actions it considers unbecoming of a man of Prep. Expulsion may be permanent or for the remainder of the school year, includes all school sponsored events, and may be accompanied by any variety of other consequences up to and including involvement of legal authorities. The accumulation of 24 demerits will result in expulsion and a possible hearing before the Discipline Review Board if requested by a parent.

Expulsion may automatically be assigned for the following. These examples are not all inclusive, but rather cover the general categories of offenses resulting in expulsion.

- A. Accumulation of twenty-four (24) demerits
- B. Violation of drug and alcohol policy
- C. Possession of a weapon/ forbidden item
- D. Flagrant threats, harassment, bullying
- E. Willful infliction of injury/ violence toward another
- F. Any other action considered threatening, potentially harmful or disruptive, or gravely offensive to any person or property
- G. Failing three or more core subjects for the year
- H. Failing a course in mandated summer school

All school materials must be promptly returned to the Main Office and all fines and obligations cleared at the Finance Office. If so determined by the Administration, expelled students may be given the option to reapply next school year.

X. Discipline Review Board

Cathedral Prep has instituted a Discipline Review Board to examine students who have been expelled from school. The DRB will review the student's information that is presented to them. The DRB consists of the Principal (non-voting member) and a minimum of five faculty members.

The accumulation of 24 demerits will result in expulsion and a possible hearing before the Discipline Review Board if requested by a parent and approved by the Principal. After the conclusion of the Board's deliberations a decision will be made by the President and Principal to determine if the student will remain expelled or reinstated.

XI. Re-Admission Policy

If so determined by the Admissions Committee, an expelled student may be given the option to reapply for the next school year. If a student is eligible for re-admission, they will be notified by the Principal at the same time they are notified of their expulsion. No guarantee is made for the student's acceptance. Anyone applying for re-admission will have the application reviewed by the admissions committee and school administration.

XII. Searches

A school official (i.e administrator, teacher, staff member) is permitted to search a student's person and belongings at any time if the official has a reasonable suspicion that a crime has been or is in the process of being committed, or that the search is necessary to maintain school discipline, ensure safety, or enforce school policies.

XIII. Off-Campus Behavior

The Cathedral Prep Code of Conduct applies to all students while enrolled at Cathedral Prep. Any student engaging in any behavior at any time that would discredit the good name of Cathedral Prep will be subject to appropriate disciplinary action up to and including expulsion.

XIV. Cheating, Plagiarism

Students at Cathedral Prep are expected to conduct themselves with the highest Christian honor in all academic work. As such, falsification of thoughts, words, or ideas will not be tolerated. Any degree of cheating or plagiarism will **result in a zero grade for the assignment and a note placed in the students file in the Principal's office.** Any additional incident will result in a cheating contract and possible expulsion. Students are expected to submit only their own original work with proper citations where appropriate. **Students must complete all assignments solely on their own unless the assigning teacher specifically says otherwise.** Plagiarism includes the following:

- Copying directly from a source without citing the source
- Copying major ideas from a source without citing the source
- Presenting any material from another source as one's own

XV. Weapons, Forbidden Items

It is forbidden for anyone to possess a weapon of any sort, on school property, on property being used by the school, at any school sponsored event, or while the student is on the way to or from school. Exceptions will only be made by prior written approval from the Administration. In addition, any object deemed by the Administration to threaten, harass, do bodily harm to, or disrupt the educational process will be forbidden on school property, on property being used by the school, at any school sponsored event, or while the student is on the way to or from school.

A student is in possession of a weapon/ forbidden item when it is found on the person of the student, in the student's backpack, locker, car, or other personal forum, or under the student's control to any degree. Appropriate disciplinary action will be taken up to and including expulsion and involvement of legal authorities. Examples of weapons/ forbidden items are as follows (non-inclusive):

1. Guns, firearms, projectiles/ missiles, (including paintball, BB, or pellet)
2. Cutting implements of any kind
3. Noxious, irritating, or poisonous gases, liquids, or solids
4. Explosive or incendiary devices
5. Any object designed for personal protection (including stun guns or tasers)
6. Any object intended by the student to threaten, harass, or do bodily injury to another
7. Any facsimile replica or look-alike object of the above

XVI. Threats, Harassment, Bullying

Cathedral Prep students are expected to follow the principles and example of Jesus Christ at all times. Students should have exceptional character in this regard and stand out from the average person.

As such harassment or bullying of any kind to any degree is not permitted at Cathedral Prep. Harassment, sexual or otherwise, can be written, verbal, physical, or electronic and includes, but is not limited to, unwelcome slurs, insults, jokes or other offensive conduct related to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age, or disability. Any behavior that creates an intimidating, hostile, or offensive educational environment is considered harassment and/ or bullying.

Any student who feels he is being harassed or bullied should tell a trusted adult as soon as possible. Any teacher, guidance counselor, or Administrator will help the student deal with the problem and get help.

All threats of harm- written, verbal, or electronic, to one's self or to others are taken seriously and evaluated carefully. A student making a threat of any degree will immediately be isolated from the general population under supervision while an investigation is undertaken. Parents will be notified as soon as possible given the circumstances of the incident and all appropriate measures will be taken to ensure the safety of all students, faculty, and staff up to and including notification of law enforcement and/ or outside agencies, suspension, mandatory counseling/ psychological evaluation, or expulsion.

XVII. Hazing

Hazing violates the purpose and mission of Catholic education, wherein students are called to grow in their commitment to God, one another, the Church, and the wider community. Hazing is defined as any intentional, knowing or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team sponsored or supported by any parish, elementary or secondary school in the Diocese of Pittsburgh, whether such hazing practices were mandatory or voluntarily entered into by any student or organization in question. Examples of hazing include, but are not limited to the

following: • Recklessly or intentionally endangering the physical health, mental health, safety, or dignity of a person • Willful destruction or removal of public or private property for initiation or admission into affiliation with, or as a condition of continued membership in any organization • Forcing or requiring the drinking of alcohol or any other substance • Forcing or requiring the eating of food or anything an individual refuses to eat • Calisthenics such as push-ups, sit-ups, jogging, etc. • Paddling or striking in any manner • Treasure or scavenger hunts, road trips • Marking, branding, or shaving the head or body hair • Preventing/restricting normal personal hygiene • Sexual harassment causing indecent exposure or nudity at any time • Physical harassment such as pushing, cursing, shouting, etc. • Requiring uncomfortable, ridiculous, or embarrassing dress • Requiring the carrying of items • Requiring personal service or acts of servitude • Treating a person in a degrading or demeaning manner • Requiring new members to practice periods of silence • Conducting interrogations or any other types of questioning Student and supervising adults must not remain silent if they observe hazing. Silence condones these activities and may make the observer as guilty as the hazers themselves. Any hazing incident witnessed by a student or supervising adult should be immediately reported to the principal. Individuals or groups found in violation of this policy will be subject to disciplinary action that could include suspension or expulsion from the school.

XVIII. Social Media Policy

The following are prohibited on any personal websites, blogs, or social networking sites. Consequences for violations will be issued in accordance with the school Code of Conduct. Depending on severity this could result in discipline contract, suspension, expulsion, and/or involvement of legal authorities.

1. Pictures, photos, or drawings of Prep's or Villa's name or logo, including clothing.
2. Pictures, photos, drawings of, or references to school employees or students.
3. Threats toward or disparaging remarks about the school, its employees, or its students.
4. Bullying, harassment, or any other behavior that is ill-mannered or disrespectful.

XIX. Tobacco / Electronic Cigarette Policy

No student is permitted the possession or use of tobacco on/at school grounds, facilities, properties, or events at any time as per state law and city ordinances. Due to their inherently unsafe and unhealthy nature, this includes electronic cigarettes and associated paraphernalia of any variety.

XX. Drug and Alcohol Policy

The following chart illustrates the Cathedral Preparatory School Drug and Alcohol Policy. Our students' wellbeing is of utmost priority, and this protocol is designed to assist students in making the right choices.

Student property may be searched for any degree of suspicion and school property may be searched at any time for any reason. A student may be required to take a drug test or breath analysis at any time for any degree of suspicion. If warranted, the student will be taken off-campus to a professional at a local agency and parents will be notified. Results are faxed directly to school administration and will be made known to parents.

DRUG AND ALCOHOL PROCEDURES CHART

SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	DISCIPLINE	NOTIFICATION OF PARENT/GUARDIAN	NOTIFICATION OF AUTHORITIES	DISPOSITION OF SUBSTANCE
A student volunteers information to a staff member about personal drug/alcohol use and seeks help.	The staff member informs the student of available services and of the rights of minors to such help.	None	None	Only with the student's consent, parent/guardian will be informed (unless the student is in imminent danger, in which case parent/guardian would be notified). Parental involvement will be strongly encouraged throughout the Student Assistance Program.	None	None
A staff member suspects a student of possible drug/alcohol use but there is no violation or physical evidence.	A staff member contacts the Principal who will contact the Principal and SAP. Teacher observations are collected regarding symptoms of suspected drug/alcohol abuse as soon as possible. If warranted, student is informed of available services.	Teacher observations are reviewed by the Principal and SAP. If warranted, the student, his locker and other possessions will be searched by the Principal.	None	Parent guardian will be informed of behavioral problems observed.	None	None
A student (a) possesses, uses or is under the influence of drugs/alcohol; or (b) possesses drug or alcohol related paraphernalia on school property.	Principal is summoned who will contact SAP. Drugs, alcohol and/or paraphernalia are confiscated. Student placed in OSS for minimum of 3days pending investigation.	The student, his locker and other possessions will be searched by the Principal. Both the immediate action taken and the investigation methods used will be documented and signed by the Principal, and all staff members involved.	The student will receive a Level 4 or possible expulsion. While suspended, an assessment by a drug/alcohol professional will be required to determine the existence/extent of the student's chemical abuse problem. The student will be required to follow the recommendation of the drug/alcohol professional resulting from the assessment. Two week suspension from extra-curricular activities.	Immediate conference with parent/guardian.	Contact with authorities will be limited to the transfer of confiscated substances.	Confiscated substance will be labeled, sealed and turned over to the police.

<p>A student (a) possesses, uses or is under the influence of drugs/alcohol; or (b) possesses drug-related paraphernalia; on school grounds, at any school sponsored event, or school-related function.</p>	<p>Advisor or chaperone will immediately notify the Principal and SAP. Drugs, alcohol and/or paraphernalia are confiscated. Student placed in OSS for minimum of 3days pending investigation</p>	<p>The student and his possessions will be searched by the advisor or chaperone with a witness present. Both the immediate action taken and the investigation methods used will be documented and signed by the advisor, chaperone and any witnesses involved. A completed report must be given to the Principal as soon as possible after the incident. The Principal will review and sign the report and contact SAP.</p>	<p>The student will receive a Level 4 or possible expulsion. While suspended, an assessment by a drug/alcohol professional will be required to determine the existence/extent of the student's chemical abuse problem. The student will be required to follow the recommendation of the drug/alcohol professional resulting from the assessment. Two week suspension from extra-curricular activities.</p>	<p>Parent/guardian is notified immediately. Student is sent home immediately at the responsibility and expense of the parent/guardian.</p>	<p>Contact with authorities will be limited to the transfer of confiscated substances.</p>	<p>Confiscated substance will be labeled, sealed and turned over to the police.</p>
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DRUG AND ALCOHOL PROCEDURES CHART

SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	DISCIPLINE	NOTIFICATION OF PARENT/ GUARDIAN	NOTIFICATION OF AUTHORITIES	DISPOSITION OF SUBSTANCE
A student has a drug/alcohol related medical emergency.	Standard health and first aid procedures will be followed. The nurse/medical assistant and Principal will be summoned immediately. The student will be transported to a medical facility at the parent/guardian's expense. The Principal will contact SAP. Drugs, alcohol and/or paraphernalia are confiscated. Student placed in OSS for minimum of 3 days pending investigation.	The student, his locker and other possessions will be searched by the Principal. Both the immediate action and the investigation methods used will be documented and signed by the Principal, and all staff members involved. A completed report must be given to the Principal as soon as possible after the incident. The Principal will review and sign the report and contact SAP.	The student will receive a Level 4 or possible expulsion. While suspended, an assessment by a drug/ alcohol professional will be required to determine the existence/extent of the student's chemical abuse problem. The student will be required to follow the recommendation of the drug/alcohol professional resulting from the assessment. Two week suspension from extra-curricular activities.	Parent/guardian is notified immediately. Follow up conference as soon as possible.	Contact with authorities will be limited to the transfer of confiscated substances.	Confiscated substance will be labeled, sealed and turned over to the medical personnel for analysis.
A student (a) possesses, uses or is under the influence of drugs/alcohol; or (b) possesses drug-related paraphernalia; on school grounds, at any school sponsored event, or school-related function for the second time.	Principal is summoned who will contact SAP. Drugs, alcohol and/or paraphernalia are confiscated. Student placed in OSS for minimum of 3days pending investigation.	The student, his locker and other possessions will be searched by the Principal. Both the immediate action and the investigation methods used will be documented and signed by the Principal and all staff members involved. A completed report must be given to the Principal as soon as possible after the incident. The Principal will review and sign the report and contact SAP.	Subject to immediate expulsion.	Immediate conference with parent/guardian.	Police are notified for further action.	Confiscated substance will be labeled, sealed and turned over to the police.
A student distributes any illegal drugs/alcohol or related paraphernalia.	Principal is summoned who will contact the Principal and SAP. Drugs, alcohol and/or paraphernalia are confiscated. Student placed in OSS for minimum of 3days pending investigation.	The student, his locker and other possessions will be searched by the Principal. Both the immediate action and the investigation methods used will be documented and signed by the Principal, and all staff members involved. A completed report must be given to the Principal as soon as possible after the incident. The Principal will review and sign the report and contact SAP.	Subject to immediate expulsion.	Immediate conference with parent/guardian.	Police are notified for further action.	Confiscated substance will be labeled, sealed and turned over to the police.

As stated in the policy, any student found in violation is mandated to comply with all recommendations made regarding assessment, treatment, and follow-up by the Drug and Alcohol Professional. Parents may choose to use the D&A counselor provided through the school's Student Assistance Program or a certified and credentialed D&A professional of their own volition from outside

the school. If an outside professional is chosen a Release of Information form must be signed by the student and parents for the school to communicate with the counselor. Cathedral Prep will require the student to successfully comply with all mandates, directives, and provisions of the D&A counselor until such time as the student is successfully released from the program.

Cathedral Prep will work with the family and student through this process to achieve a positive outcome. However, if the student fails to respond appropriately to any part of this process or has a second offense at any time while enrolled as a Cathedral Prep student he will be subject to expulsion with no possibility for re-admission.

XXI. Random Drug Testing Policy

Recognizing that use of alcohol and illicit drugs by students is a national problem, Cathedral Preparatory School has put a program of deterrence into effect as a pro-active approach to a truly safe and drug free school. Students using alcohol or drugs pose a threat to their own health and safety, as well as to that of other students.

The purpose of this program is fourfold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse use of alcohol or drugs; (3) to assist students who use alcohol or drugs to participate in treatment programs; and (4) to prevent the impact alcohol and drug use has on the learning centers of the brain allowing students to achieve their full academic potential and retain their moral direction while a student within Cathedral Preparatory School. The program is designed to create a safe, drug free, environment for students and assist them in getting help when needed.

The complete Random Drug Testing Policy and Procedure as well as a Frequently Asked Questions aid is posted on the school's website and a hard copy can be obtained from Principal's office. The procedure is outlined as follows:

1. A professional, contracted agency will generate a random list from the entire student population.
2. The agency will report to the school unannounced to test the pre-selected students during school.
3. The students will give a urine sample following a private, confidential, and professional protocol.
4. Samples will be analyzed by a licensed physician who is trained and certified in analysis and interpretation of drug testing results.
5. If a student's test is negative no further action will occur.
6. If a student refuses to give a sample it will be considered as a positive test result.
7. If a student's test is positive or adulterated the physician will contact the parent/ guardian directly to notify them and see if there is a plausible explanation, i.e. student is on a prescribed medication, etc.
8. If the physician rules the explanation sufficient no further action will occur.
9. If the physician rules the explanation insufficient or there is none, the physician will notify the Principal.

10. The Principal will notify the parents and student of his obligation to participate in a drug/alcohol assistance program which will begin with an assessment by a Drug and Alcohol Professional. The Principal will also notify the student and parent of the two week suspension from all extra-curricular activities.
11. The student is mandated to comply with all recommendations made regarding assessment, treatment, and follow-up by the Drug and Alcohol Professional. Parents may choose to use the D&A counselor provided through the school's Student Assistance Program or a certified and credentialed D&A professional of their own volition from outside the school. If an outside professional is chosen a Release of Information form must be signed by the student and parents for the school to communicate with the counselor.
12. In addition to successful completion of an approved Drug and Alcohol program, the student will be required to be tested in every subsequent drug test for the remainder of that school year.

Throughout this process student information will be kept in strictest confidence. No information will be disclosed to civil authorities (excepting a subpoena), made part of a student's permanent record, or disseminated to any party other than the President, Principal, Athletic Director, the student's guidance counselor, and the moderator/coach of the student's extra-curricular activities.

A two-week suspension from all extra-curricular activities is the only punitive consequence for a first positive result. Should a student test positive, he will be required to be tested in every subsequent test for the remainder of that school year. A second positive result in the same school year, two consecutive calendar years, or while a student is enrolled in a drug or alcohol assistance program demonstrates an extreme unwillingness to comply with the goal of Cathedral Prep to provide a safe and positive environment for all its students. Therefore, a student with a second positive result under those provisions will be expelled with no possibility for re-admittance.

This protocol applies only to the Random Drug Testing Program. Breaches of the Drug and Alcohol Policy (section XVIII) will be dealt with according to the Drug and Alcohol Policy, i.e. punitive consequences including detention, demerits, and possible expulsion, are assigned.

TECHNOLOGY AGREEMENT AND USE POLICY

Cathedral Preparatory School/Villa Maria Academy iPad Technology Agreement and Use Policy 2015-2016

To enhance learning, enrich the educational experience, and provide for the acquisition of twenty-first century skills, every student is issued an iPad upon their enrollment to Cathedral Prep/Villa Maria. This incredibly powerful tool aids the student in many aspects of academic life and distinguishes Cathedral Prep/Villa Maria as a model of academic excellence.

The iPad is the property of the school so students must take the utmost care of their assigned iPad to ensure it is in good working order when it is to be returned to the school. The following policies and procedures governing the iPad and other school computers must be followed. Infractions will result in appropriate disciplinary action, up to and including limitations/ revocation of technology privileges, restitution, expulsion, and involvement of legal authorities.

The administration, in conjunction with the Technology Department will be the sole arbiters of interpretation, violation and penalization of every aspect of the Technology Policy.

I. Acceptable Use

a. School Computers

- School Computers shall be used expressly for the completion of class requirements or other legitimate educational purposes.
- Students can only use software that is pre-installed on school computers. No other software is to be installed on these computers.
- Misuse of school computers will result in loss of computer privileges and additional disciplinary action if deemed necessary.

b. School iPads

- Apps, music, video, books, etc. henceforth referred to as “media” are allowed to be installed on student iPads as long as the student is the owner of that content. For example; a song purchased by a student on iTunes is allowed on his/her iPad but a copy of the song is not allowed to be placed on another student’s iPad. Each student must pay for their own copy of the song.
- Media must not be offensive to others (Faculty, Staff, Administration, other students)
- Misuse of school iPads will result in confiscation and search of the iPad. If violations of the technology agreement are found on the iPad it will be restored to the school default settings resulting in the loss of all installed media and any school assignments that were not backed up. Students will be held accountable by their teachers for assignments that are not complete because their iPad was restored due to misuse. Additional disciplinary action and or loss of privileges/features may be taken by the school depending on the severity of the infraction.

II. General Information

- a. Loss of School Property – Students are responsible for the loss of computer devices, including iPads that are assigned to them. An optional insurance policy is available to cover

the cost of lost or stolen iPads for \$25. The student will be responsible for the replacement cost of the device if it is not found and they didn't pay for the optional insurance. Any missing or stolen equipment must immediately be reported to the Technology Center and if appropriate the nearest law enforcement agency. Every effort will be made to locate and recover the missing device.

- Procedures for Reporting Theft Outside the School
 1. Report immediately to the law enforcement jurisdiction where the loss/ theft occurred and file a report.
 2. Request a copy of the report to give to the school.
 3. Bring a copy of the report to the Finance Department and the Technology Department.
 - Procedures for Reporting Theft Inside the School
 1. Report immediately to the Technology Office to make an inquiry.
 2. Retrace all steps taken since the loss of the equipment. Check with teachers friends, etc.
 3. Report immediately to the Assistant Principal to make a missing device report.
 4. Follow the above procedures for reporting outside the school.
- b. Damage of school property
- Students are responsible for damage to computer devices.
 - Computer equipment, including iPads, must be reported immediately to the Technology Center so that the device can be repaired or replaced.
 - During the repair process a loaner device will be provided so the student can complete their assignments and be prepared for class. **Damages to loaned equipment must be paid for by the student.**
- c. Unattended iPad – iPads are not to be left unattended and should be secured in a locker when not in use.

III. iPad Check out Procedure

All of the following criteria must be met or the iPad will not be checked out to you:

- a. Both student and parent/guardian must report to the Technology Office during the scheduled check out times.
- b. A completed signed copy of this agreement. (Only the last page is needed)
- c. A completed signed copy of the ACCEPTABLE USE and INTERNET SAFETY POLICY. (Only the last 2 pages are needed)
- d. Photo identification.

It is encouraged that you create an iTunes account prior to picking up the iPad. Instructions for creating an iTunes account are listed under the “User Accounts” portion of this policy

Once the equipment has been checked out it is in the full possession and responsibility of the student.

The assigned iPad will include:

1. iPad
2. Charger
3. Dock Cable
4. Protective Case

IV. iPad Return/Buy Out Procedure

All items that were checked out to the student when the iPad was assigned must be returned when the student graduates, transfers out or when the school upgrades students to a newer iPad. Alternatively the student and parent will be given the option to purchase the iPad for personal non-school use. The price for the purchase of the iPad will be the market value of the iPad at the time the iPad is to be returned.

When the school updates iPads for all students, a notice will be sent reminding you that you can purchase your assigned iPad for personal non-school use. If you decide that you do not want to purchase the iPad, designated times will be set so that the student and/or parent can return the iPad to the school. When the iPad and accessories are returned they will be inspected for damages. Damages outside of normal wear and tear must be paid for by the student or parent at the time of return. If you cannot return the iPad during the designated times, please contact the Tech Center. If you do not return the iPad or make arrangements for return it is assumed you want to purchase the iPad and you will be billed the market value of the iPad.

V. Proper Use/Care

- a. The iPad and all accessories may not be used at any time by anyone other than the student whom they are issued.
- b. No stickers, writing, scratching etc. may be placed on the iPad, case or accessories.
- c. Students are responsible for backing up important files.
- d. iPads must always be in their school issued protective case. Alternative cases are not allowed.
- e. Students are responsible to charge the battery at home the night before school.
- f. No food or drink may be consumed near the iPad.
- g. Do not leave the iPad in direct sunlight, or in places of extreme temperature like a car in the middle of summer or in the middle of winter.
- h. Take the iPad to the Technology Center for repair. Do not attempt to dismantle or repair the iPad, yourself.
- i. Do not attempt to hack or jailbreak the iPad.
- j. Do not attempt to bypass, disable or uninstall security software installed on the iPad.

VI. Repairs

Any questions or repairs must be taken care of outside of class time. Report to the Technology Center for technical support or repair.

VII. Warranty Information/Assessment of Costs

If a problem is caused by manufacturer defect it will most likely be covered under the iPad warranty. Accidental damage warranty coverage is subject to the terms set by the warranty provider who will ultimately decide whether or not the damage will be covered. Here is a summary of the accidental warranty coverage

- a. Two incidents are covered under this warranty.
- b. Each incident will cost the student a \$49 deductible.
- c. Any incidents occurring after the 2nd warranty claim will not be covered and the student will have to pay the full cost of repairs.
- d. See <http://images.apple.com/legal/applecare/docs/applecareplusforipadenglish.pdf> for warranty details.

Intentional damage or willful neglect will not be covered by the accidental damage warranty and the student will pay for the damages out of pocket. Examples of damage not covered by warranty:

1. Throwing or punching the iPad
2. Carrying iPad unprotected in the rain
3. Leaving in extreme temperatures
4. Damage caused while not in the case

VIII. User Accounts

a. School Account

The school will provide you with a user name and password for access to school computers, email, network files, and internal web sites. You are responsible for activities on this user account so you must protect your account from being used by others. Be sure to log out of public computers when you are finished with them and do not share your account information with anyone. If you think someone is tampering with your account, contact the Technology Center. You can also change your password at any time by going to a school computer, logging in, and pressing Ctrl + Alt + Del and pressing the “Change Password” option.

b. iTunes Account

In order to download media to your iPad, you must have an iTunes user account. If you do not already have an iTunes account you can create one at no cost by installing iTunes on your computer or making an app purchase from your iPad in the app store.

If you do not want to associate a credit card or iTunes gift card with your iTunes account you must first purchase a free app from either the iTunes or iPad app store. For detailed instructions on setting up and iTunes account without a credit card you can go to <http://support.apple.com/kb/HT2534>.

The school will be distributing download codes for you to download apps that the school has purchased for you. This code, once redeemed, is forever tied to your iTunes account **It is important that you make sure you never lose control of your iTunes account because the school is unable to take any action in recovering your account for you.**

Be sure to secure your account with a strong password so that no one can hijack your iTunes

account. In the event you have to create a new iTunes account because you lost control of your prior account, you will be responsible for repurchasing any apps the school has provided to you on your prior iTunes account.

IX. Email

An e-mail account will be provided to each student. This account will be used by faculty, staff, and administration and fellow students and will be the main means of student communication.

- a. Email is to be used for school related communication only. Advertising, jokes, chain letters, etc. are not permitted.
- b. File attachments should only be sent when they are for educational purposes.
- c. Email is the property of the school and may be read by any administrator at any time for any reason.

X. Internet Usage

Internet access is a privilege and is monitored at school to ensure that it is not abused. Any attempt to circumvent or bypass the web filter is a major offense. Internet usage on the iPad is not monitored while students are away from the school network and the school takes no responsibility for content accessed by the students. Parents should monitor student activities as they feel necessary while at home.

Posting of school material (photo, video, audio) is subject to the code of conduct under the off-campus behavior provision. Any media involving the school, its students, faculty, staff, administration, alumni, equipment, etc., or implications thereof, is subject to the jurisdiction of the school. Posting of the following is strictly prohibited:

- a. Material that is immoral, offensive, or slanderous.
- b. Material that is embarrassing or defamatory.
- c. Material that contains copyrighted sound bites, sound tracks, still images, video clips, etc.
- d. Material that contains recognizable images of others without their written or oral permission.
- e. Pictures, photos or drawings of the school's name or logo, including clothing.
- f. Cyber bullying or sexual harassment or any behavior that is ill-mannered or disrespectful.

XI. iPad Cameras and Microphone

iPad devices contain cameras and a microphone. These components allow for the iPad user, among other things, to capture photographs, movies and sound recordings. The iPad may not be used to take pictures, record movies or record sounds of other persons without their express consent. Students are not permitted to record teachers in the classroom without specific permission from the teacher. Pictures/Video/Audio should be appropriate and related to relevant course work. Failure to follow this directive will result in suspension of iPad camera privileges and additional disciplinary action up to and including expulsion.

XII. iChat/Instant Messaging

iChat and instant messaging will be allowed for use outside of school hours.

XIII. Personal iPad or computer use at school

Personal computers and other computer like devices such as the iPad are prohibited from use at School. School provided computers are available for computer class assignments that cannot be performed on an iPad.

XIV. Social Media Policy

The following are prohibited on any personal websites, blogs, or social networking sites.

Consequences for violations will be issued in accordance with the school Code of Conduct.

1. Pictures, photos, or drawings of Villa or Prep's name or logo, including clothing.
2. Pictures, photos, drawings of, or references to school employees or students.
3. Threats toward or disparaging remarks about the school, its employees, or its students.
4. Bullying, harassment, or any other behavior that is ill-mannered or disrespectful.

None of these policies and guidelines shall interfere with the right of school authorities to act swiftly and decisively in dealing with situations believed to be detrimental to the welfare of the student, the student population, or learning environment.

**Cathedral Preparatory School/Villa Maria Academy
iPad Technology Agreement and Use Policy 2015-2016**

(Print and Sign just this page)

I agree to abide by all the rules of the iPad Technology Agreement and Use Policy.

I understand that by accepting this iPad, I am responsible for any damages that occur to the device. I understand that the iPad belongs to the school and is being loaned to me.

I understand that the iPad is covered under an extended accidental warranty. Should an accident occur that requires a repair, I will be responsible for making the \$49 deductible payment. If the repair is not covered under warranty, I will be responsible for paying for the replacement of the iPad

I understand that upon withdrawing from school I am required to return the iPad. If the iPad is not returned I will be assessed a fee for the replacement cost of the iPad.

I understand that I must create or use an existing personal iTunes account for use on my assigned iPad. Applications and books that are purchased by the school on my behalf will be redeemed with my personal iTunes account. In the event I lose access to my account, it will be my financial responsibility to pay for the re-purchase of the school provided apps.

This agreement is subject to change.

Printed Parent Name: _____

Parent Signature: _____

Printed Student Name: _____

Student Signature: _____

TUITION AND FINANCIAL OBLIGATIONS

I. Tuition Payment Policy

There are three official payment options for tuition:

1. Payment in full- received by July 15.
2. Monthly FACTS payments- start in July, arrangements must be made by June 15.
3. Payment by semester- first payment due July 15, second payment due prior to start of second semester.

Failure to make one of the above mentioned tuition payment options by July 15 will result in a \$50.00 penalty, as well as immediate revocation of status as an active Cathedral Prep student. All on-line accounts will be suspended and the student will be excluded from all extra-curricular activities, including summer conditioning, weight lifting, fall camps, etc.

No student will be permitted to begin school without payment arrangements in place. If a student is sent to school without arrangements in place he will be removed from his first period class and sent to the Main Office until arrangements are made. If payment cannot be arranged the student will be removed from the school.

II. Delinquent Tuition Accounts

Any student with a delinquent tuition balance as of the last day of each semester (and/or the end of the third quarter) will not receive a report card nor have access to on-line accounts until tuition payments are arranged / received. The student will be allowed to take his semester exams but exams will not be graded, nor will the student be permitted to participate in extra circular activities until payments are brought current. Student report cards will show an incomplete until tuition has been paid in full. If tuition is delinquent at the time of awarding of financial aid for the next school year, applications may be reviewed until such time that the account is brought current. This could significantly reduce financial aid awards as financial aid is distributed on a first-come, first-served basis.

Any student with a delinquent tuition balance as of the last day of the school year will not receive their report cards / will not have access to online accounts until tuition is paid in full. The student will not be notified if it is necessary to take summer school, nor will he be allowed to attend summer school if accounts are not paid in full. The student may not register for fall classes until tuition is paid in full nor will he be able to participate in any summer extra curricular activities including summer conditioning, weight lifting, fall camps, etc.

Seniors with delinquent tuition balances throughout their senior year will not have transcripts sent to colleges. Delinquent balances as of the last day of school for seniors, will not be allowed to participate in any senior activities, e.g. Prom, Banquet, Baccalaureate, Graduation. The student will not receive their

diploma nor will final transcripts be sent to anticipating colleges until tuition has been paid in full. If after 90 days from the last day of school the tuition has not been paid in full Cathedral Prep will pursue restitution in small claims court. All parents sign a legal and binding contract agreeing to tuition terms and as such Cathedral Prep will prevail in small claims court.

Transferring students with delinquent tuition balances as of their last day of school, will not have transcripts sent to anticipating schools. If after 90 days from the last day of school the tuition has not been paid in full Cathedral Prep will pursue restitution in small claims court. All parents sign a legal and binding contract agreeing to tuition terms and as such Cathedral Prep will prevail in small claims court.

III. Tuition Refund Policy

Tuition is charged annually and pro-rated on a per semester basis. Students transferring out of Cathedral Prep after the second week of any semester are not entitled to a refund for that semester and if on the monthly payment plan, may still owe funds to Cathedral Prep.

If you are on our FACTS monthly payment plan, and have not yet paid a sufficient amount of tuition to cover the above, your bank account will continue to be debited until all debt has been satisfied. Transcripts will not be sent to anticipating schools until all debts have been satisfied. If after 90 days the tuition has not been paid in full Cathedral Prep will pursue restitution in small claims court. All parents sign a legal and binding contract agreeing to tuition terms and as such Cathedral Prep will prevail in small claims court. All registrations and deposits are nonrefundable.

IV. Financial Aid

Financial Aid is available at Cathedral Prep to assist those families for whom a Prep education would otherwise be unattainable. Although financial need is the highest consideration, other factors such as achievement and performance also play a role in the decision and award process.

There are two forms which must be completed in order to be considered for financial aid: The Diocesan Bishop's Tuition Assistance Program Application and the PSAS Cathedral Prep/Villa Maria Academy application. Both applications are on our website as early as November each year, and are also available in the Finance, Admissions and Main Offices. These applications, along with your previous year Tax Return are due on March 1st. In order to be eligible for financial aid, you must return these documents on time and the application must contain all required documentation.

Cathedral Prep has been able to distribute more than \$500,000 per year in the past several years. This assistance is available through several financial sources including our Endowment, the Pennsylvania Tax Credit Program, the President's Aid, and Adopt-a-Student monies.

Additionally, Prep offers annual scholarships for the top test takers on our entrance exam and winners of topic specific essay contests. Cathedral Preparatory School does not give preferential treatment to athletes and there are no athletic scholarships.

If you are able to contribute to or would like more information on our scholarship programs, please contact the Director of Finance at 453-7737, ext. 2226

Bell Schedules

	Regular
Per 1	8:00 - 8:50
Per 2	8:53 - 9:38
Per 3	9:41- 10:26
Per 4	10:29-11:14
A Lunch	11:17 - 11:40
Per 5 A	11:43 - 12:38
Per 5 B	11:17 - 11:42
B Lunch	11:45 - 12:08
Per 5 B	12:11 - 12:38
Per 5 C	11:17-12:10
C Lunch	12:13 - 12:38
Per 6	12:41 - 1:26
Per 7	1:29 - 2:14
Per 8	2:17 - 3:05

Early Dismissal	
Per 1	8:00 - 8:36
Per 2	8:39 - 9:10
Per 3	9:13 - 9:44
Per 4	9:47 - 10:18
Per 5	10:21 - 10:52
Per 6	10:55 - 11:26
Per 7	11:29 - 12:00
Per 8	12:03 - 12:34
Meeting	1:00 - 3:20

Liturgy	
1	8:00 - 8:40
2	8:43 - 9:18
3	9:21 - 9:56
Liturgy	9:59 - 11:05
A lunch	11:08 - 11:31
per 4 A	11:34 - 12:29
per 4 B	11:08 - 11:33
B lunch	11:36 - 11:59
per 4 B	12:02 - 12:29
per 4 C	11:08 - 12:01
C lunch	12:04 - 12:29
5	12:32 - 1:07
6	1:10 - 1:45
7	1:48 - 2:23
8	2:26 - 3:05

End of Quarter/honors assembly	
Per 1	8:00 - 8:25
Per 2	8:28 - 8:48
Per 3	8:51 - 9:11
Per 4	9:14 - 9:34
Per 5	9:37 - 9:57
Per 6	10:00 - 10:20
Per 7	10:23 - 10:43
Per 8	10:47 - 11:07
Assembly	11:10 - 12:30

	AM Activity
Per 1	8:00 - 8:45
Per 2	8:48 - 9:28
Activity	9:31 - 10:14
Per 3	10:17 - 10:57
Lunch A	11:00 - 11:23
Per 4A	11:26 - 12:21
Per 4B	11:00 - 11:25
Lunch B	11:28 - 11:51
Per 4B	11:54 - 12:21
Per 4C	11:00 - 11:53
Lunch C	11:56 - 12:21
Per 5	12:24 - 1:04
Per 6	1:07 - 1:47
Per 7	1:50 - 2:30
Per 8	2:33 - 3:05

	PM Activity
Per 1	8:00 - 8:45
Per 2	8:48 - 9:28
Per 3	9:31 - 10:11
Per 4	10:14 - 10:54
Lunch A	10:57 - 11:20
Per 5A	11:23 - 12:18
Per 5B	10:57 - 11:22
Lunch B	11:25 - 11:48
Per 5B	11:51 - 12:18
Per 5C	10:57 - 11:50
Lunch C	11:53 - 12:18
Per 6	12:21 - 1:01
Per 7	1:04 - 1:44
Per 8	1:47 - 2:27
Activity	2:30 - 3:05

Cathedral Preparatory School and Villa Maria Academy

Handbook/ Policy Acceptance Statement and Informed Consent Agreement for Random Drug Testing

This statement must be signed and returned by the student and their parent/ guardian/ custodian for the student to be eligible to attend Cathedral Prep or Villa Maria.

Student Name _____ Grade _____

(Please Print)

AS A STUDENT:

- I understand and agree that enrollment at Cathedral Preparatory School or Villa Maria Academy is a privilege that may be withdrawn for activities contrary to our Philosophy, Goals, and Code of Conduct.
- I have read the appropriate Handbook, policies referenced thereto and including the Random Urine Drug Testing Policy, and recognize my responsibility to ascribe to and support them, even if I may disagree with them.
- I understand that when I enroll at Cathedral Preparatory School or Villa Maria Academy, I may be subjected to urine drug testing, and if I refuse, will be subject to the terms of the policy. I have read the consent on the reverse of this form and agree to its terms.
- I understand this is binding while a student within Cathedral Preparatory School or Villa Maria Academy.

_____ Date _____

Student Signature

AS A PARENT/GUARDIAN/CUSTODIAN:

- I have read the appropriate Handbook, policies referenced thereto and including the Random Urine Drug Testing Policy, and recognize my child's responsibility to ascribe to and support them, even if he/she may disagree with them.
- I understand that my son/daughter, when enrolled at Cathedral Preparatory School or Villa Maria Academy, may be subjected to random urine drug testing, and if he/she refuses, will be subject to the terms of the policy. I have read the consent on the reverse of this form and agree to its terms.
- I understand this is binding while my son/daughter is a student within Cathedral Preparatory School or Villa Maria Academy.

_____ Date _____

Parent/Guardian/Custodian Signature

Parent/Guardian/Custodian Name (print)

Home Phone

Work Phone

Consent to Perform Urinalysis for Drug Testing

School Year 2015-2016

We hereby consent to allow the student named on the front of this form to undergo urinalysis testing for the presence of illicit drugs or banned substances in accordance with the **Policy and Procedure for Random Urine Drug Testing of Cathedral Preparatory School and Villa Maria Academy Students** as approved by Cathedral Preparatory School and Villa Maria Academy.

We understand that the collection process will be overseen by a qualified vendor.

We understand that any urine samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

We hereby give our consent to the medical vendor selected by Cathedral Preparatory School and Villa Maria Academy, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis testing for the detection of illicit drugs or banned substances.

We further give permission to the medical vendor selected by Cathedral Preparatory School and Villa Maria Academy, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer (MRO) working for the medical vendor. We understand these results will be forwarded to the Assistant Principal and will also be made available to us.

We understand that consent pursuant to this **Informed Consent Agreement** will, upon enrollment, be effective for the duration of the student's enrollment at Cathedral Preparatory School or Villa Maria Academy.

We hereby release Cathedral Preparatory School and Villa Maria Academy, the vendor and its employees from any legal responsibility or liability for the release of such information and records.