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THE SCHOOL OF THE  
CATHEDRAL  
OF MARY OUR QUEEN

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*Spiritual Strength, Academic Excellence*

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

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

**2023-2024**

**Parent-Student Handbook**

The School of the Cathedral is a co-ed elementary school for grades Pre-Kindergarten-8. The School of the Cathedral reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

### ***Message to Parents:***

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

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

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

## **I. MISSION & VISION STATEMENTS**

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

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

## **II. THE SCHOOL: YESTERDAY --- TODAY**

Saint Joseph's Metropolitan School was located on Mulberry Street in downtown Baltimore. In 1871, Archbishop Spalding requested that the School Sisters of Notre Dame staff the school and renamed it The Cathedral School. The School flourished and attracted students from the metropolitan area. In the late 1950s, plans were made to relocate the School to the grounds of a new Cathedral that was being built on Charles Street.

The School opened in 1960 as the parish school on its present site on the grounds of the Cathedral of Mary Our Queen on North Charles Street in Baltimore City. The School opened with an enrollment of 280 students, and in June 1961, 47 students graduated. The School is a coeducational Catholic parish

elementary school, which, within a Christian atmosphere, strives to empower children to achieve academic excellence according to their potential.

### **III. ADMINISTRATION- SCHOOL AND COMMUNITY**

The School of the Cathedral is a co-ed elementary school for grades Pre-Kindergarten-8. The School of the Cathedral reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

#### **A. Administrative Structure**

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

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

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

#### **B. School Staff**

The School staff is composed of:

- Principal
- Assistant Principal
- Office Manager
- Enrollment Manager
- Receptionist
- Librarian
- IT Support
- 19 Classroom Teachers
- 4 full-time Specialty Teachers and 2 part-time Specialty Teachers
- 5 Teacher Assistants
- Regina Program Coordinator
- 8 part-time Orton-Gillingham tutors
- Nurse
- Custodial/Maintenance Staff
- Counselor
- Part-time Communications / Social Media Coordinator (contracted)

- Part-time Development
- After School Program Director (Cathedral Extended Day)
- Band Instructor
- Speech-Language Therapy (contracted)
- Occupational Therapy (contracted)

### **C. Regina Program**

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

## **IV. CALENDAR**

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

## **V. SCHOOL ADMINISTRATION/ FACULTY/ STAFF**

Principal	Mrs. Rosanna Czarnecki
Assistant Principal	Mrs. Kathleen Pendergast
Pre-Kindergarten Teacher	Mrs. Toya Back
Pre-Kindergarten Assistant	Mrs. Maggy Burgess
Kindergarten A Teacher	Ms. Janice Shipman
Kindergarten A Assistant	Mrs. Lindsay Davey
Kindergarten B Teacher	Ms. Caroline Rusinovich
Kindergarten B Assistant	Mrs. Karen Moran
Grade 1A Teacher	Mrs. Caitlin Bromley
Grade 1A Assistant	Ms. Samantha Edwards
Grade 1B Teacher	Ms. Janice Spinnato
Grade 1B Assistant	Mrs. Clelia Gonzalez
Grades K-2 Student Support	Mrs. Julie Mainello
Grade 2A Teacher	Mrs. Patrice Rudolphi
Grade 2B Teacher	Mrs. Tara Macia
Grade 3A Teacher	Ms. Juliana Sanchez
Grade 3B Teacher	Ms. Jessica Hurtt
Grade 4A Teacher	Ms. Morgan Wilder

Grade 4B Teacher	Ms. Peyton Courtney
Grade 5A Teacher	Ms. Brigid Wilder
Grade 5B Teacher	Mr. Frederick McCall
Grade 6A Teacher	Mrs. Angela Barton
Grade 6B Teacher	Ms. Kellee Furno
Grade 7A Teacher	Mrs. Erica Miller
Grade 7B Teacher	Ms. Samantha Donis
Grade 8A Teacher	Mr. Tim Miller
Grade 8B Teacher	Mrs. Randi O'Connor
Art Teacher	Ms. Natasha Szymkiewicz
Librarian	Ms. Diane Fuller
Modern Languages Teachers	Mrs. Kris Strong and Ms. Sueanny Penaherrera
Music Teacher	Mr. Fayber Rodriguez
Band Teacher	Mr. Jon Mathis
Physical Education Teacher	Mr. Rick Bush
Regina Program Coordinator	Mrs. Patty Darby
Regina Tutor	Mrs. Linda Cerino
Regina Tutor	Mrs. Stephanie Hadaway
Regina Tutor	Mrs. Mary Ann Jacokes
Regina Tutor	Mrs. Peggy Moag
Regina Tutor	Mrs. Grace Pollack
Regina Tutor	Mrs. Ann Marie Ramey
Regina Tutor	Mrs. Maria Salvatore
Regina Tutor	Mrs. Sargie Woodward
Cathedral Extended Day	Ms. Megan Bergin
Counselor	Mrs. Emily Hall
Development	Mrs. Mary Bell, Mr. Andrew Likoudis
Enrollment Director	Mrs. Julie Bacso
IT Support	Mr. Aaron Holman
Maintenance	Mr. Russo, Mr. Davis
Nurse	Mrs. Amy Meehan
Office Manager	Mrs. Sue Seiler
Receptionist	Mrs. Kerri Mattes

## VI. SCHOOL BOARD

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

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

The School Board consists of members with a variety of expertise and experience, from within and outside the School community, in accordance with "The Manual for Elementary School Boards in the Archdiocese of Baltimore" (Summer 2004). School Board meetings are typically held every other month from

September through May at 8:00 a.m. in the Parish Center. Requests to address the Board must be made in writing to the Chairperson stating the reason at least two weeks ahead of time.

#### **School Board 2023-2024**

Mrs. Lisa Melancon (chair)  
Mrs. Julie CainMr. Eddie Healy  
Sis. Margaret (Peggy) Juskelis  
Mrs. Kristen Kinkopf  
Mr. Michael Maloney  
Mr. Mark McCoy  
Mrs. Amy Matteini (CASPA)  
Mrs. Heather Volk  
Mr. Ron Werthman

Ex Officio      Rev. Lou Bianco  
                     Mrs. Mary Bell  
                     Mrs. Rosanna Czarenecki

## **VII. CASPA BOARD**

#### **CASPA 2023-2024 Board List**

**President:** Amy Matteini

**Vice-President:** Lacey O'Neil

**Secretary:** Shannon Kelly

**Treasurer:** Mary Kate Federico

**Member-at-Large:** Jen Armstrong

**Communications:**

- Amy Koch, Chrissie Ashby

**Volunteers:**

- Erin Woloszyn, Carrie McMullen

**Social:**

- Annie Werden, Elizabeth Guerin

**Athletics:**

- Lisa Schnell, Kristin Nicolini

**Middle School:**

- Garrity Testa, Michelle Smith

**Technology:**

- Emily Jolicoeur, Marlena Waugh

**Arts:**

- Sonia Byrnes, Gabriella O'Brien

**Cathedral Ball Chairs:**

- Meghan Allison, Quinn Collins

## VIII. ACCREDITATION

The School of the Cathedral is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, The School of the Cathedral met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

## IX. ACADEMICS/ CURRICULUM/ PROGRAM OVERVIEW

### A. Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects in a given year.

### B. Retention

Students who do not successfully complete required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents after following the timeline described below.

Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February, the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan.

### C. Graduation Requirements

Students in 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. An 8th grade student must be in good academic, financial and behavior standing in order to participate in the end of the year graduation activities.

### D. Honor Roll for students in Grades 6-8

Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

**Principal's Honor Roll** -All A's and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

**First Honors**- Sll As or A+s with only one or two Bs n all special classes, standards, effort, and conduct including unstructured time

**Second Honors**- all A's and B's (more A's than B's) and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

An **I** (improvement needed) or **U** (unsatisfactory) in effort or conduct or an **I** (improvement needed) or **N** (not yet demonstrating) in achievement areas prevents a student from receiving Principal's List or any other Honors List recognition.

## E. Progress Reports/Interim Reports

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

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

## Grading System

### Grades Pre-K-2

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

### Grades 3-8

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

### Effort and Conduct (Grades 1-8)

O	Outstanding	I	Improvement needed
G	Good	U	Unsatisfactory
S	Satisfactory		

### Achievement (Grades 3-8)

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

## F. Testing Program

### Standardized Testing

- All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.
- Elementary school students in grades 2-8 are administered the MAP Assessment three times a year to measure growth. Grades 3, 5 and 7 also take the Science Assessment each Spring.
- Pre K and Kindergarten students are administered the BRIGANCE developmental screenings. Parents are given feedback as to how their child is scoring at the end of the year.

## G. ACRE

All students in grades 5, 8, 9 and 12 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. This is a school assessment and no individual student scores are given.



## **Other Assessments and use of assessment data**

1. Overall, teachers will use the data from these assessments to:
  - identify your child's ability levels.
  - demonstrate academic growth over time.
  - place your child in the appropriate instructional group.
  - identify gaps in knowledge and skill acquisition.
2. The Fountas & Pinnell Benchmark Assessment System (F & P) is a tool that is used to assess reading fluency, accuracy, and comprehension. This benchmark assessment system identifies reading levels using an A-Z scale and is done in the Fall, Winter, and Spring. This A-Z scale provides valuable goal setting information. As a result of this assessment, teachers will be able to design differentiated literacy instruction that supports and enriches student learning.
3. Speech and Language Evaluation may be requested for those students who are exhibiting difficulty in language development. A language screening can be given first. Our Regina Program provides this screening under the auspices of our contract with the Scottish Rite Hearing & Speech Agency.
4. Hearing and Vision Screening is a free service provided each year for all Kindergarten, Pre-first, and Grades 1, 3, 5, 7, and 8 students and any student new to the School. Any concerns are shared with the parents.

## **H. Instruction/ Curriculum**

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

Students are grouped heterogeneously in homerooms, and in developmentally appropriate groups. The following subjects are included in the curriculum:

Religion

Language Arts

Social Studies

Science

Mathematics

Modern Language

Art

Music

Physical Education

Library and Learning Technologies

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

## **HOMEWORK/SUPPLY POLICY**

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

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

Home assignments are a vital part of our educational program. Students are subject to dismissal for non-compliance with homework requirements. Planning ahead by students for team assignments or projects is a study skill that is best learned early in education. Saving major projects until the last minute is problematic for the student. Teachers communicate by notices or phone calls regarding homework. Please note some more specific procedures listed below.

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

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

## Religion

The School community as a whole attends Mass weekly and also participates in several Masses throughout the school year. Students in grades 3-8 have the opportunity to receive the Sacrament of Reconciliation during Advent and Lent. Grades 2-8 take part in First Friday Adoration devotions.

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

The parish Office of Faith Formation coordinates the sacramental programs for the school for Reconciliation, First Eucharist and Confirmation. The Sacramental Program is special because it is a time of special grace for you and your child. The Program is designed to accommodate the needs of both parents

and children for first reception of Reconciliation, First Eucharist, and Confirmation. Parent involvement is paramount in the spiritual growth of each child.

## Specialty Classes

Students participate in the following specialty classes: Art, Music, Library, Physical Education, and Modern Language. Elective classes are offered to students in grades 6-8, last period on Fridays.

### Art

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

### Library

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

Devices, equipment and applications include:

- PK-2 - iPads
- 3-5 - 1:1 iPads
- 6-8 - 1:1 Chromebooks

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

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

### **Library Book Exchange**

Because The Library at Cathedral is in part digital, it is open and available 24 hours/7 days per week. All students have access to the library's print resources during school hours and may visit anytime with teacher permission. Students in grades Pre-K-5 also have a scheduled weekly library period. There are NEVER overdue fines; only replacement fees are charged for lost or damaged books. Fees are assessed each term and academic records (ie: progress reports, transcripts, diplomas) are withheld until fees have been paid. Loan maximums and periods are as follows:

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

### Modern Language

Exploratory French and Spanish classes are offered in grades 1-5 and French and Spanish are offered in grades 6-8. The courses develop skills in listening, speaking, reading, and writing, and give students an understanding of the cultures of Spanish- and French-speaking countries.

### Music

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

Special programs include the following:

- Band Program: Students in grades 4 through 8 have an opportunity to participate in a Band Program during the school day. Parents will receive information on joining the band program at the beginning of school.

### Physical Education

The fundamentals of indoor and outdoor soccer, basketball, hockey, volleyball, lacrosse, and other sports are taught. In grades Pre-K-3, aerobic activities and exercises are presented in the form of organized games and activities.

Gym uniforms are required for all grades. Tennis shoes must be worn to participate in class.

## **I. List of Textbooks**

A list of textbooks used at Cathedral is available for review upon request from the Principal's Office.

## **J. Parent/Teacher Conferences**

Parent/Teacher Conferences are mandatory at least once in the fall. Conference days are scheduled on the school calendar and communicated to parents via the teacher and the Principal's Notes.

Special consultations with any of your child's teachers may be requested. Regular parent-teacher communication is important. Parents may not "just stop by" the classroom to converse with the teacher as this interrupts the class schedule. Please set an appointment time by emailing the teacher to request a meeting. Parents and visitors must sign in at the Reception desk during school hours.

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

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

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

## **X. High School Admissions and Visitation Policy**

### **High School Visitations and Transcripts**

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

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

## **XI. Student Records**

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

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

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

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

- To other schools to which a student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information

- Student's and Parent names
- Address
- Telephone Listing
- Electronic mail address
- Grade level
- Photograph

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the principal in writing by September 10th.

- A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.
- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by The School of the Cathedral to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

## **XII. PARENT ASSOCIATION- CASPA- Cathedral School Parents Association**

The Cathedral School Parents Association (CASPA) is designed to be responsive to the needs of the School of the Cathedral and its parent members. CASPA is one of the most active parent-teacher associations in the Baltimore area, sponsoring a variety of social, sporting, and fundraising events as well as many programs that enhance school life. CASPA sponsors several fundraising events for the School. CASPA also manages a parent communication portal called Classroom Parent.

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

In addition to planning social events to promote fellowship throughout the School community and

sponsoring student enrichment activities, one of CASPA's most important functions is to raise funds for the benefit of the School of the Cathedral. The Cathedral Ball is CASPA's major fundraiser. The proceeds from this event directly benefit the students.

## **Volunteers/ VIRTUS**

The presence and enthusiasm of parent volunteers reinforce the value of Christian education. Parents should advise the teacher of an interest in volunteering. All in-school volunteers are asked to sign a confidentiality statement regarding classwork. All volunteers in and out of the classroom (coaches etc.) are required to complete a VIRTUS online training session and to submit the appropriate paperwork required and approved by the Archdiocese. In addition, all coaches must attend a special Archdiocesan training session. The Archdiocese of Baltimore is committed to providing quality, healthy ministry for all persons, particularly for our children and youth.

The School encourages parents to share the educational experiences of their children by becoming volunteers, monitors, and chaperones. Parents are also encouraged to assist with one or more of the many social, sporting, and fundraising events sponsored by CASPA, the Cathedral School Parents Association. Volunteers are welcomed at The School of the Cathedral. There are many opportunities to volunteer in the classroom, for field trips, for school events.

## **VIRTUS**

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

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

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

## **XIII. Partnership with Parents**

In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include:

1. to be a partner with the school in the education of your child
2. to understand and support the Catholic mission and identity of the school
3. to read all communications from the school and to request clarification when necessary
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. to discuss concerns and problems with the person (s) most directly involved
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. to promote your school and to speak well of it to others to include, but not limited to, social media platforms.
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate Catholic education and the benefits of attending a school in a Christ centered environment.

10. to behave appropriately at all school related function, both inside and outside of the school hours, and whether on school property or third-party site, and including sporting events.
11. to follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff.

### **A. Support, Partnership, and Compliance by Families**

In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child or other family member, the administration reserves the right to withdraw child/children from the school. Depending on the severity of the breach of partnership with the school, parent or other family members may be prohibited from entering the campus.

### **B. Parent/Student/Teacher Relations**

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

1. If your child is upset about a school situation, we ask you to listen openly to him/her. Offer your child support, but before offering an opinion in conflict with the School, we respectfully request that you contact the teacher. Time taken for candid communication between home and school will allow you to support your child, to assess the situation with a complete picture of the circumstances and to maintain a harmonious relationship between home and school. The School requires teachers and administrators to maintain a reciprocal style of communication.
2. If you disagree with a teacher's action, please express your disagreement and concern directly to the teacher first by making a phone call or sending an email and requesting a conference. The Assistant Principal or Principal can be part of this conference.
3. Interest in your child reinforces his/her interest in school. If you feel that your child is not working to his/her capacity, contact the homeroom teacher in order to arrive at a mutually agreed-upon program. Homework is for the child's benefit and should be done completely by him/her. It is important for a student to develop independent study habits as he/she moves from grade to grade. The most effective means of assisting your child's scholastic growth can be checking homework; reviewing for tests; and inquiring about projects, test results, and school activities.
4. Responsibility is something caught more than taught. We ask you to value any communication and respond promptly if necessary.
5. All test papers will be sent home after an assessment has been completed. Please sign papers and return to the teacher the following school day.
6. Attend all parent and parent-teacher meetings.

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

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

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



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

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

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

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

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

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

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or “pirating” music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another’s password (passwords should be changed frequently)
- Using or accessing another’s account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, ‘worms’, etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else’s files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

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

Parents are responsible for:

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

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

### **Web-based Services**

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

## **XIV. Administration**

### **Safety Plans/ Security/ Safety Drills**

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

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

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

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

Lockers and desks are property of the School and can be searched at any time. The Administration and

authorized staff of the school reserve the right to conduct reasonable searches of students, visitors, and areas under their control (e.g., desks, personal belongings, lockers) in cases of suspected violation of school policies (e.g., drugs, weapons, tobacco, stealing).

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

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

## **XV. Change in Address**

When there is a change in address, the school is to be notified immediately and that information is immediately changed in School Admin by the parents.

### **A. Change in Name or Family Status**

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

## **XVI. Emergency & Weather related Closings/Delayed Openings**

All official announcements regarding school closings, late openings, early closings, or emergencies are made on local radio and TV stations. **The School of the Cathedral follows Baltimore County Public School System for inclement weather closing and delays.**

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

If the School of the Cathedral needs to **announce an early closing, following Baltimore County Public School System, all after-school athletics, meetings, and clubs, including after-school care [Cathedral Extended Day CED] will be canceled:**

- 1 hour early means that Cathedral will close at 1:50 p.m.**
- 2 hours early means that Cathedral will close at 12:50 p.m.**
- 3 hours early means that Cathedral will close at 11:50 a.m.**

**PLEASE NOTE:** The only instance where The School of the Cathedral will **NOT** follow Baltimore County Public School System for a closing would be **heat-related as we have an air-conditioned building.**

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

Every effort will be made to communicate as thoroughly as possible with parents regarding early closing. An email and inclement weather text will both be sent out.

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

## **XVII. Communication to Parents**

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

The School of the Cathedral website address is [www.schoolofthecathedral.org](http://www.schoolofthecathedral.org). This handbook material is on the website along with related information of interest to parents and others. Each teacher has a Google Classroom page with information related to classes as well as homework. The Parish website is also very valuable for school parents. The address is [www.cathedralofmary.org](http://www.cathedralofmary.org).

Each morning and afternoon, the students listen to the announcements. Each morning, the names of families and staff members will be mentioned along with the intentions of the day. The prayers and good works of the student body will be offered for those mentioned that day. The announcements will also remind students of any changes to the day and any upcoming events.

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Please contact your child's teacher directly by email or phone to schedule a mutually convenient time to meet.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher immediately.

### **Non-Custodial Parent**

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.

The School of the Cathedral does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

### **Swift K-12 Communication**

Swift K-12 is a text messaging system through our PowerSchool system that the school will use in emergencies to communicate with parents.

### **Family Directory**

A Family Directory is distributed electronically each year.

## **XVIII. Non-Discrimination Statement**

The State of Maryland requires the following statement in the Student Handbook:

"It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

(1) Title VI of the Federal Civil Rights Act of 1964; and

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

(i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

(ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

Requests for reasonable accommodations for a student with a disability may be directed to the Principal, Mrs. Rosanna Czarnecki, rczarnecki@cmoq.org /410-464-4107 or Assistant Principal, Mrs. Kathleen Pendergast, kpendergast@cmoq.org / 410-464-4105

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

**We will always teach and act consistent with the tenets of the Catholic Church.**

## **XIX. Harassment Policy**

### **Policy**

It is the policy of the Archdiocese to prohibit harassment on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity (i.e. opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

A Scope

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

B. Prohibited Conduct

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

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

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

(iii) Otherwise adversely affects an individual's educational opportunities.

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

C. Procedure

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

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

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

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

## XX. Bullying Policy Statement

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

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

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

- a. Creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance or with a student’s physical or psychological well-being and:
  - i. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
  - ii. Is sexual in nature; or
  - iii. Is threatening or seriously intimidating; and
- b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

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

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

The principal or designee will notify the parent/guardian of the alleged victim of a report of bullying, harassment or intimidation within three (3) business days after the incident is reported. The principal or designee will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment or intimidation within five (5) business days after the incident is reported

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

### A. Transportation and Traffic Procedures

By car: In the morning, parents are to drive through the parking lot, around the top of the circle, and then drop off the children at the main entrance of the School. Children may be dropped off beginning at 7:30 a.m. In the afternoon, cars must be backed in and parked in the parking lot closest to the School. Children will be dismissed at 2:50 p.m. through the side entrance and the Safety Patrol will cross them. Only when all cars are parked will the children be permitted to leave the sidewalk to enter the cars. Once all children have entered their cars, the Safety Patrol will dismiss cars one row at a time. Drivers must follow the

directions given by the Safety Patrol. Buckle up! **NO PARKING IN THE CIRCLE during the following times: 7:30-8:10 a.m. and 2:15-3:00 p.m.**

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

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

By public bus: There are bus stops on Charles Street and on Northern Parkway are the closest public bus lines to the school.

**No child is to be dropped off or picked up on Amberly Way, at the Parish Center, or in front of the Cathedral.** Parents are to follow the aftercare policy for aftercare pick-up.

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

## **XXII. Admissions**

### **A. Application Process**

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

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

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

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

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

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



## B. Admissions Testing

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

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

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

School administered placement test  
Teacher recommendation (from sending school)  
Progress reports  
Standardized test results

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

Students are initially placed using the results of the following:

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

## XXIII. Financial Obligations

### Tuition and Tuition Policies

#### **Tuition Rates: 2023-2024 School Year**

Parish Tuition Rate	\$11,283 per child
Out-of-Parish Rate	\$13,120 per child
Class Trip Fee (Grades K-8)	\$125 per child
Chromebook Fee	
(Gr. 6 and new students in Gr.7 & Gr. 8)	\$300 per child
Graduation Fee (Gr. 8 only)	\$100 per child
CASPA Parent Association Fee	\$100 per family
Application fee for new students	\$50 per child (non-refundable)
Re-registration Fee	\$325 per child with \$225 applied to following year’s tuition
New Student Deposit	\$500 per child (non-refundable)
Regina Program, additional fee	
1 times per week	\$1,895
2 times per week	\$3,790
3 times per week	\$5,685
4 times per week	\$7,580

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

- **Parishioner Rate:** This rate applies to children of parishioners. For tuition billing purposes, a Parishioner is defined as a registered and regularly contributing using Faith Direct for 6 months of

the past year. A parishioner with no record of using Faith Direct for contributions will be assessed at the non-parishioner rate per child at the next billing.

- Non-Parishioner Rate: This rate applies to those who do not fulfill the above requirement.

\*The Instructional Supplies are included in the tuition. The School is receiving \$65.00 per student for textbooks from the State Department of Education.

#### Tuition Policies

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

Students are enrolled for the entire academic year as stated in the completed contract. In the event that a student withdraws from the school after signing the contract, before the new start of the new school term or during the school year for any reason, the release of tuition obligation/ tuition refund is as follows:

90% of billed tuition on or before May 15, **parent is responsible for 10% of the billed tuition**

60% of billed tuition on or before October 1, **parent is responsible for 40% of the billed tuition**

30% of billed tuition on or before January 1, **parent is responsible for 70% of the billed tuition**

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

#### Tuition Payment Plans

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

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

#### FACTS Tuition Management Services

The School of The Cathedral, as per the Archdiocese of Baltimore's directive, uses the FACTS Management Company, ("FACTS") to manage collection process. FACTS will assess a fee for payment plans.

#### Tuition Assistance

The Tuition Assistance Policy is according to the Archdiocesan Guidelines for the Catholic Schools Project. Limited grants are available for students/families in financial need. Families wishing to be considered for financial aid must annually submit a financial aid statement to the FACTS Grant & Aid Website. You can apply directly online at [www.factstuitionaid.com](http://www.factstuitionaid.com). The deadline for applications must be honored. Requests outside the stated policy should be addressed to the Principal.

#### Outstanding Debts

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

1. The School of the Cathedral reserves the right to refuse admittance to class, withhold Progress Reports and transcripts, and/or shut off Power Grade Parental Access when the family fails to meet payments satisfactorily or to conclude a financial arrangement mutually convenient to both parties. No Progress Reports will be issued for any family whose payments and obligations are not current. **ADMISSION FOR**

**EACH TRIMESTER IS CONDITIONAL ON SATISFACTORY COMPLIANCE WITH ALL FINANCIAL OBLIGATIONS.**

2. Failure to meet all financial obligations in a timely manner may result in a student being removed from his/her class list for the upcoming academic trimester. Once tuition obligations have been met, a student may be re-admitted on a space-available basis.

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

**Re-registration/ Intent to Enroll**

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

**Re-registration Fees for 2024-2025:**

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

**XXIV. Attendance**

**A. Absence**

Regular attendance is considered essential for learning at The School of the Cathedral. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school by 8:10 am to report the reason for absence. All absences and tardiness become part of a student's permanent record.

There are regularly scheduled vacations and holidays in the school calendar, which is based on mandated instructional days by the State of Maryland and the Archdiocese of Baltimore. Please check these ahead of time when scheduling trips or doctor's appointments. Permission may not be given by any teacher or administrator for students to be absent for extra vacations or holidays. These decisions are the responsibility of the parents. Prolonged unauthorized absences can and does affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. Personal instruction delivered by the teacher cannot be replicated. Missed work and assignments may only be obtained upon return and provided that missed work assignments may not be available for all absences, as they are dependent upon the nature of the work. Teachers are not responsible for creating alternative assignment or experiences for absent students.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc.

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities.

If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

Per the AOB policy, a student marked absent for more than 20 instructional days in one school year is considered excessively absent and may result in the student being retained. The administration reserves the right to request a conference with parents of student with excessive absences and tardies at any point during the school year in order to make parents and students aware of the possible consequences of not attending school on a consistent basis.

Full attendance at school benefits the learning experience. Parents should phone the School by 8:10 a.m. to report the child's absence on each day of absence. Please use the following procedure:

- **Call 410-464-4100**
- **Press 0 to reach the Absentee Line**

Students who arrive late on Thursdays must be escorted to church by their parent or guardian. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

## **B. Truancy**

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion and may be reported to the Maryland State Department of Education.

## **C. Lateness/Assignments**

Students may enter their homerooms at 7:45 am. The school day begins at 7:55 am. Students must be present in their homerooms at 7:55 am. **A student is considered tardy if he/she is not seated in homeroom when the 7:55 bell rings.** All students arriving late must sign in at the Reception desk. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

## **D. Early Departure/Late Arrivals**

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.

A student is marked absent a half-day if arriving after 10:30 a.m. or leaving prior to 12:30 p.m.

## E. Regular Dismissal

**The school hours are 7:55 a.m. to 2:50 p.m., Monday through Friday.** Students may arrive no earlier than 7:30 a.m. The students remain in the Gym until 7:40 a.m. and then are dismissed to their respective homerooms for a quiet study period under teacher supervision. Class begins at 8:00 a.m. promptly; therefore, students must be in their homerooms by 7:55 a.m. to avoid being considered late. Conduct at this time is to be the same as at any other time during the school day. Office Discipline Referrals (ODR) may be given for misconduct. Orderliness and safety are primary concerns at all times.

The school day ends at 2:50 p.m. The school is not responsible for the supervision of students before or after the times stated above. Therefore, children must be picked up from the parking lot by 3:00 p.m.

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

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

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

## F. Early Dismissal Days

On scheduled early dismissal days, the children are dismissed at 11:50 am unless noted on the school calendar, Cathedral Extended Day will be open from 11:50 am until 6 pm.

The school is not responsible for the supervision of students before or after the times stated above. Therefore, children must be picked up from the parking lot on early dismissal days by 12:00 p.m. **Children are not permitted to wait in the Marian Foyer to be picked up.** Safety of the children is a prime factor and this policy will be strictly enforced. Violation of this policy may result in disciplinary action up to and including suspension or dismissal of the student. Parents are required, therefore, to follow the times stipulated when dropping off or picking up students. **After students have been picked up late two times, parents will be required to register for aftercare and students will be sent there in the future when not picked up on time. If the aftercare program is full and parents are late picking up their child/ren,**

**parents will be charged \$1 per minute per child past 12:00 pm** This fee will be billed directly to the parents' FACTS account. If a student is participating in a scheduled, supervised activity after the hours noted above specific arrangements must be made for drop off and/or pick up at the designated times of the event or activity. **In other words, students may not stay at school unsupervised until the event starts.** If students are participating in the aftercare program, parents must comply with the rules established by the aftercare program for arrival and pick up. Students may not stay after school because a sibling is involved in an after-school activity. Proper transportation must be arranged prior, for each student.

## **XII. DISCIPLINE**

### **1. Philosophy of Discipline**

The School of the Cathedral strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

Students may be disciplined for conduct that occurs on school premises or at school- sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

### **2. Behavior**

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

- Disrespect in manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have necessary supplies for class work
- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations
- Gum
- Harassment of any kind by word or manner
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches/vaping/gummies
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Harassment

After school activities, while riding to sports games or other such activities are included in the definition of on-campus conduct.

When it comes to social media, whether posted during school hours, and on school property, or while occurring outside of the school property, if creates a substantial disruption, the school can take action to support the school environment.

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

- **P**actice Peace
- **R**espect yourself and others
- **A**ccept responsibility
- **Y**our best effort always

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

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

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

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

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

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

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

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

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

### **3. Search and Seizure**

The School of the Cathedral reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

### **4. Conflict Situations**

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

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

## **CATEGORY I - BEHAVIOR**

Infractions against the following regulations will warrant a parent communication. If this communication is not signed and returned on the following day then it will require a call from the Assistant Principal.

1. Students are to abide by the dress code established in the Student Handbook. Complete uniforms are to be worn in the correct manner.
2. Students are not to chew gum on school property.
3. Students are to be on time for all classes.
4. Disrespect shown to teachers or those assisting teachers is unacceptable.
5. Students will treat all other students with respect and dignity. Teasing and taunting are unacceptable behaviors.
6. Students are expected to conduct themselves in a respectful, courteous, and orderly manner, and they are expected to comply with regulations established for the good order of the entire community in various places at various times.

## **CATEGORY II - DETENTIONS**

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

1. Three (3) Fix-It-Tickets/Minor Infraction Forms for a Category 1 Infraction will result in a 45-minute after-school detention.
2. Dishonesty on tests, on homework, or in conversation which includes plagiarism.- including anything using ChatGPT/ AI.
3. Forging another's name.
4. Use of unbecoming or vulgar language, spoken, written, by gesture, or by electronic means.
5. Possession or distribution of indecent literature or pictures.
6. Leaving school/parish property during school hours without permission.
7. Truancy. Cutting class is considered truancy, as is remaining home or elsewhere without knowledge and consent of one parent.
8. Failure to report to a teacher after class, when notified to do so.
9. Violation of the Acceptable Use Policy for the Use of Computers and Telecommunications.
10. Any other violation of a nature similar to those previously enumerated, at the discretion of the appropriate school official, may warrant a detention.



### **CATEGORY III - SUSPENSIONS**

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

1. Two detentions served warrant a one-day in-school suspension with a parent conference with the Assistant Principal or Principal.
2. If a student has served an in-school suspension and receives two more detentions, a three-day out-of-school suspension is issued. A parent conference with the Assistant Principal or Principal will be held.
3. Suspension of up to five days may be warranted for the following (a conference with the Principal and Assistant Principal will be held with the parents as soon as is reasonably possible):
  - a. Fighting (applies to all persons involved in fight)
  - b. Threatening, harassing, or bullying other students. (“Bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or of damage to the student’s property; or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission and the education of any student.)
  - c. Stealing
  - d. Vandalism
  - e. Possession of a dangerous object
  - f. Destruction of school/parish or private property
  - g. Vaping, Smoking/using matches on school/parish property
4. Violation of the Acceptable Use Policy for the Use of Computers and Telecommunications.
5. Any other violation similar in nature to those enumerated in Category IV, at the discretion of the appropriate school official, may warrant a suspension.

### **CATEGORY IV - EXPULSION**

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

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

### **INVOLUNTARY WITHDRAWAL POLICY**

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

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

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

## **XXVI. Health and Safety**

AHERA – In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

**Emergency Information Card:** Each student has two Emergency Information Cards on file. One remains in the Main Office and the second one is in the Health Suite. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian. IF THERE IS A CHANGE IN THE FAMILY STATUS AND/OR THE CHILD'S NAME, IT IS IMPORTANT THAT THE SCHOOL BE INFORMED PROMPTLY OF THE CHANGE. Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parents can be reached. It is essential that the school have this information in case of emergency. It will be kept in strictest confidence. Any change in phone number should be given to the Main Office and the homeroom teacher in writing within a week after the change occurs. It is imperative that the information provided is kept up-to-date by the child's parents/guardians.

As of November 2014, the School of the Cathedral has adopted a policy allowing the availability of stock epinephrine in the Health Suite and in the Main Office for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

### **A. Maryland School Immunization Requirements**

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

## **B. Dispensing of Medication**

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the student's doctor is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

Students may not possess, dispense or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

## **C. Communicable Diseases**

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

Measles – regular or German (Rubella)  
Meningitis  
Hepatitis  
Food Poisoning  
Mumps  
Adverse reactions to Pertussis Vaccine  
Lyme disease  
Chicken Pox (varicella)  
Covid 19

Tuberculosis  
Whooping Cough (Pertussis)  
Rocky Mountain Spotted Fever  
Human Immune Deficiency  
Virus Infection (AIDS and all  
other symptomatic infections)  
Animal bites / Rabies  
Influenza

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

## **D. Health Records**

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

### **Head Injury**

If any injury to the head or any other serious injury occurs to a student, then nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

### **Insurance**

The Office of Risk Management, on behalf of the Archdiocese of Baltimore, offers a voluntary student accident plan for school families to purchase. This coverage is an inexpensive way for families to cover co-pays, high deductibles, and may even provide accident coverage in the event that no other health coverage is available. If a family declines this coverage please be aware that any injuries sustained while at school or during school activities may not be covered by any Archdiocesan insurance policy. For more details regarding purchasing student accident insurance please visit [www.archbalt.org/risk](http://www.archbalt.org/risk).

## **Allergies**

Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician must state this requirement on the order.

## **Bloodborne Pathogens**

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the Office.

## **E. Hearing & Vision Screenings**

Screenings are scheduled each year by the school nurse.

The school follows the directives Baltimore City Health Department and responds to parent's requests for individual testing.

This testing is usually done for:

- 1.) All new students who have not provided documentation for screening in the past year;
- 2.) All students the year they enter the school in Grades Pre-K, Kindergarten, 1, and 8.
- 3.) Grade 3 or Grade 4 if funding is available;
- 4.) Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

## **F. Federal Drug-Free Workplace Act's Applicability to Cannabis Use in Schools**

There have been significant legislative changes at the state level around the use of cannabis in recent years. This year, the Maryland General Assembly enacted legislation that will allow individuals 21 and older to purchase cannabis products legally from a licensed dispensary, beginning on July 1, 2023. However, it is important to keep in mind that, despite these changes, cannabis continues to be classified as a Schedule 1 controlled substance under federal law, and its use remains illegal under federal law.

The policies and regulations set forth by the Federal Drug-Free Workplace Act apply directly to the use of cannabis in schools, including childcare facilities located in schools, even if such use might be permitted under State law. All employees, contractors, volunteers, and visitors are required to comply with this law and may not distribute, possess, use, or be under the influence of cannabis while in schools or during working hours, including but not limited to while transporting students or attending school-sponsored activities.

## **XXVII. Safety**

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

### **A. Child Abuse and Neglect Reporting Policy Procedures**

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the Principal.

### **B. Visitors**

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of

the school building. All volunteers must have completed VIRTUS and received verification that they are permitted to volunteer.

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

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

### **D. Supervision Responsibilities Before and After the Official School Day**

Students may enter the school building at 7:30 am. All students wait in the gym before school begins and are supervised by teachers. Students are dismissed at 2:50 pm and are expected to be picked up on time or registered for Cathedral Extended Day. Students are not permitted to wait in the school foyer.

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

### **E. Safety Patrol**

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

## **XXVIII. Use of School Grounds**

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

## **XXIX. STUDENT SERVICES**

### **A. IEP Process**

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

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

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

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

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

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

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

### **XXXL. Cafeteria/Lunch**

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

### **XXXIL. School Activities/Organizations**

#### **A. Extra-curricular Activities**

##### **Academic Requirements for Extracurricular Activities**

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

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

#### **Student Council**

The purpose of the Student Council is to promote good citizenship, to encourage a high standard of scholarship, to raise school spirit, to demonstrate the practical application of democracy, and to advance the welfare of the School and its members in every possible manner. Students in grades 6-8 interested in running for a position on the Student Council must meet all of the following criteria:

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

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

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

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

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

## **After-school Activities**

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

### **Fine Arts**

- Guitar Club
- Ukulele Club
- Band
- Art Club

### **Altar Servers**

- Girls and Boys (Grades 4-8)

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

- Art Club
- Band
- Cathedral Extended Day
- Chess Club
- Drama Club
- Jam Band
- Middle School Musical [grades 6-8]
- Student Council [grades 6-8]

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

## **Athletics**

- Soccer (boys and girls)
- Basketball (boys and girls)
- Lacrosse (boys and girls)
- Track (boys and girls)
- Golf Clinic (Middle School boys and girls)

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

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

Clinic Soccer is Pre-K, Kindergarten and Pre-First  
Teams for soccer- Grades 1-6 by age, single sex teams  
Teams - Grades 7-8 by grade, Independent School League, single sex

Clinic Basketball is for Pre-K- Grade 3  
Teams for basketball- Grades 4-5, by grade, single sex teams  
Teams for basketball- Grades 6-8, by grade, single sex teams  
Teams for basketball- Grades 7-8, independent school league, single sex teams

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

For detailed information regarding the rules of the athletic program, including participation, establishment of the teams, and playing time, please request a copy of the Athletic Policy from the Athletics Office. A full-time Athletic Director coordinates the after-school athletic program and manages VIRTUS approved parent volunteers.

The School of the Cathedral currently has an informal agreement with St. Mary's Seminary to use their fields for practices only. Parking is very limited at the Seminary, and parents must park only in the areas designated. For further clarification, parents should contact Cathedral's Athletic Director, 410-464-4083. The School also rents the former University of Baltimore fields in Mount Washington, now called “Northwest Park,” for soccer and lacrosse practices and games. Parents are expected to follow the directions given for parking. We are guests of the City of Baltimore Recreation Department. During basketball season, we rent a gym at both Bryn Mawr School and Calvert School. Once again, we are guests at these facilities.

## **Guidelines for Forming Athletics Teams**

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

- The Athletic Director shall form teams based on age or grade, per sport and league requirements.
- A registration period for each sport will be held. Players must submit forms and fees on time to be considered for teams.



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

## B. Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience.

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

All chaperones are required to complete Virtus training.

## UNIFORMS

School uniforms are available for purchase from Lands' End ([www.landsend.com](http://www.landsend.com))

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

The school uniform, be it the summer, winter, or gym uniform, is to be worn with pride. Parents are to monitor the way the students are groomed. Undershirts or T-shirts under white shirts or blouses are to be white with no markings. The length of the girls' skirts, jumpers, skorts, and shorts are to be representative of a Catholic school (no shorter than 2" above the knee). Rolling waistbands or deep hems or rolled cuffs on shorts are not permitted. Eye make-up, lip gloss, blush, nail polish (other than clear), and tattoos are not permitted. Socks must be "crew socks."

All students are to be in complete uniform and well groomed. Hair for boys should not cover the eyebrows or ears and should not touch the collar in the back. The School recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity and practice. Accordingly, it is the policy of the school to permit individual families to decide the appropriate cared-for hairstyle for their children. Hair may not be colored, dyed, or tinted in unnatural hues. Note: The Principal and the Assistant Principal have sole discretion in determining whether something not specifically listed here is not appropriate for a Catholic school student.

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

**Out of Uniform Days:** On occasion, there may be out-of-uniform days scheduled. Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature.

**Used Uniform Closet:** CASPA, the parent association, maintains a Used Uniform Closet with uniform pieces available for purchase at nominal fees. The Uniform Closet is open to parents most school days and CASPA holds sales throughout the school year. All funds that are raised through the sale of used uniforms are used for the benefit of the students.

**Jewelry is limited to:**

- Small necklace (boys and girls)
- Small stud earrings (girls only)
- Watch (boys and girls)- Apple watches must be turned off during the school day.
- Any jewelry or watch that is found to be distracting to the student or others will be asked to be left at home.

**SUMMER UNIFORM (all students grades Pre-K through Grade 8)**

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

- Khaki shorts (minimum 6-inch inseam) for boys and girls; girls may also wear a khaki skirt
- A blue CATHEDRAL shirt (no other logos OR plain shirts)
- White or black crew socks
- Tennis shoes (any color) with laces or Velcro (no slip-ons or backless shoes), no light-up shoes, no high-tops
- Black, brown, or Cathedral spiritwear belt (not required for students in Pre-K, K, PF, Gr. 1, and Gr. 2)

**WINTER UNIFORMS**

**BOYS, Pre-K, Kindergarten, Pre-First**

- PLAIN white polo shirt (long or short sleeved)
- PLAIN white T-shirt to be worn underneath (optional)
- Khaki pants (no cargo pants, flares, jeans or bell-bottoms)
- Navy Cathedral sweater, ½ zip blue Cathedral fleece, or Cathedral spiritwear sweatshirt
- White or black crew socks
- Tennis shoes (any color) with laces or Velcro (no slip-ons or backless shoes), no light-up shoes, no high-tops

**BOYS, Grades 1-3**

- PLAIN white polo shirt (long or short sleeved)
- PLAIN white T-shirt to be worn underneath (optional)
- Khaki pants (no cargo pants, flares, jeans or bell-bottoms)
- Navy Cathedral sweater, ½ zip blue Cathedral fleece, or Cathedral spiritwear sweatshirt
- Black, brown, or Cathedral spiritwear belt (required for grade 3 only)
- White or black crew socks
- Tennis shoes (any color) with laces or Velcro (no slip-ons or backless shoes), no light-up shoes, no high-tops

**BOYS, Grades 4-8**

- PLAIN white oxford button-down shirt (long or short sleeved)
- PLAIN white T-shirt to be worn underneath (optional)
- Khaki or navy blue pants (no cargo pants, flares, jeans or bell-bottoms)
- Tie (PLAIN dark blue, PLAIN dark green; or Lands' End classic navy, classic navy plaid, evergreen/classic navy stripe)
- Black, brown, or Cathedral spiritwear belt
- White or black crew socks
- Tennis shoes (any color) with laces or Velcro (no slip-ons or backless shoes), no light-up shoes, no high-tops
- Navy Cathedral sweater, ½ zip blue Cathedral fleece, or Cathedral spiritwear sweatshirt
- Navy Blue Blazer (grades 6, 7, and 8 only)

**GIRLS, Pre-K, Kindergarten, Pre-First**

- PLAIN white polo OR white oxford button-down OR white long-sleeved turtleneck
- PLAIN white T-shirt to be worn underneath (optional)
- White or black crew socks, navy tights, or navy or black leggings
- Cathedral plaid jumper (hem must be no shorter than 2" above the knee) OR khaki pants (no flares, bellbottoms, jean or cargo pants)
- Navy Cathedral sweater, ½ zip blue Cathedral fleece, or Cathedral spiritwear sweatshirt
- Tennis shoes (any color) with laces or Velcro (no slip-ons or backless shoes), no light-up shoes, no high-tops

**GIRLS, Grades 1-5**

- PLAIN white polo OR white oxford button-down OR white long-sleeved turtleneck
- PLAIN white T-shirt to be worn underneath (optional)
- White or black crew socks, navy tights, or navy or black leggings
- Cathedral plaid jumper (hem must be no shorter than 2" above the knee) OR khaki pants (no flares, bellbottoms, jean or cargo pants)
- Black, brown, or Cathedral spiritwear belt when khaki pants are worn (required for gr. 3, 4, and 5 only)
- Navy Cathedral sweater, ½ zip blue Cathedral fleece, or Cathedral spiritwear sweatshirt
- Tennis shoes (any color) with laces or Velcro (no slip-ons or backless shoes), no light-up shoes, no high-tops

**GIRLS, Grades 6-8**

- PLAIN white polo OR white oxford button-down OR white long-sleeved turtleneck
- PLAIN white T-shirt to be worn underneath (optional)
- White or black crew socks, navy tights, or navy or black leggings

- Cathedral plaid kilt (hem must be no shorter than 2” above the knee) OR khaki pants (no flares, bellbottoms, jean or cargo pants)
- Black, brown, or Cathedral spiritwear belt when khaki pants are worn
- Tennis shoes (any color) with laces or Velcro (no slip-ons or backless shoes), no light-up shoes, no high-tops
- Navy Cathedral sweater, ½ zip blue Cathedral fleece, or Cathedral spiritwear sweatshirt
- Navy Blue Blazer

### **GYM UNIFORM, (all students grades Pre-K through Grade 8)**

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

Gym uniforms are worn to school on gym days and are worn all day.

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

### **XXXIII. PBIS**

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

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

#### **1. Guidance and Counseling**

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

#### **2. Homeroom Placement of Students**

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

- Recommendations of previous year’s teachers
- Any recommendations of the Student Advocacy Team, including Regina Coordinator and/or School Counselor if applicable.

- Ability grouping
- Girl – Boy balance
- Parental choice (mixing classes to improve socialization and other similar requests will be considered only after all other criteria listed above have been fully met and as long as it does not negatively impact the proper placement of other students)

All requests for placement must be emailed to the Assistant Principal, as appropriate, (and copied to the child's homeroom teacher) by May 1 and must include detailed reasons for the request. Please send a separate email for each child; list the child's present grade and homeroom; list the teacher you are requesting; and give your name, address, and telephone number.

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

### 3. Marion Burk Knott Scholarships

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

## STUDENT GUIDELINES AND POLICIES

### A. Book Bags/Backpacks

All students must carry their books needed for homework to and from school in a book bag or backpack. Backpacks with wheels are permitted for students in grades 1-8 only. **For safety reasons, Pre-K, Kindergarten and Pre-First students may not use rolling backpacks.**

### B. Cell Phones/ Smart Watches

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

Please note: **Smart Watches** are permitted to be worn to school but **are to be powered off during the school day.** Any student who is found to be accessing or distracted by their Smart Watch will be asked to leave the watch at home.

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

### **C. Telephone**

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

### **D. Birthday Invitations and Celebrations**

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

### **E. Lost or Damaged Textbooks**

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

### **F. Lost and Found**

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



## **RECEIPT OF HANDBOOK**

This School Handbook has been distributed to every family via email as well as posted on the School of the Cathedral website, and the CASPA Classroom Parent secure site for easy reference. **All parents/ guardians are required to carefully read and understand the Policies, Procedures, and Regulations of The Cathedral of Mary Our Queen School.** This handbook includes tuition charges, parent/guardian responsibilities, dress, and disciplinary regulations. The school reserves the right to amend the Parent-Student Handbook. Parents will be notified promptly of any changes.

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