



THE SCHOOL OF THE
CATHEDRAL
OF MARY OUR QUEEN

Spiritual Strength, Academic Excellence

**111 Amberly Way
Baltimore, Maryland 21210
410-464-4100
www.schoolofthecathedral.org**

2024-2025

Parent-Student Handbook

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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.

Overview

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

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.

History: 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.

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.

Administrative Team

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.

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.

Faculty and 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. Clelia Gonzalez
Pre-First Teacher	Ms. Joanna Raver
Pre-First Assistant	Ms. Samantha Edwards
Grade 1A Teacher	Mrs. Caitlin Bromley
Grade 1B Teacher	Ms. Janice Spinnato
Grade 2A Teacher	Mrs. Patrice Rudolphi
Grade 2B Teacher	Mrs. Tara Macia
Grade 3A Teacher	Ms. Juliana Sanchez
Grade 3B Teacher	Mrs. Jessica Schiavone
Grade 4A Teacher	Ms. Faith O'Neil
Grade 4B Teacher	Ms. Kellee Furno
Grade 5A Teacher	Ms. Brigid Wilder
Grade 5B Teacher	Ms. Peyton Courtney
Grade 6A Teacher	Mrs. Angela Barton
Grade 6B Teacher	Mrs. Erica Miller
Grade 7A Teacher	Ms. Samantha Donis
Grade 8A Teacher	Mr. Tim Miller
Grade 8B Teacher	Mrs. Randi O'Connor
Student Support	Mrs. Julie Mainello
Art Teacher	Mrs. Thais Cassel
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
Athletic Directors	Mr. Rick Bush and Mrs. Maggy Burgess
Regina Program Coordinators	Mrs. Peggy Moag and Mrs. Grace Pollack
Regina Tutor	Mrs. Linda Cerino
Regina Tutor	Mrs. Stephanie Hadaway
Regina Tutor	Mrs. Mary Ann Jacokes
Regina Tutor	Mrs. Ann Marie Ramey
Regina Tutor	Mrs. Sargie Woodward
Cathedral Extended Day	Ms. Megan Bergin
Counselor	Mrs. Emily Hall
Development	Mrs. Mary Bell
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

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 7:30 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 2024-2025

Mrs. Lisa Melancon (chair)

Mrs. Julie Cain

Mr. Eddie Healy

Mrs. Kristen Kinkopf

Mr. Michael Maloney

Mr. Mark McCoy

Mrs. Lacey O’Neil (CASPA)

Mrs. Heather Volk

Mr. Ron Werthman

Ex Officio

Rev. Lou Bianco

Mrs. Mary Bell

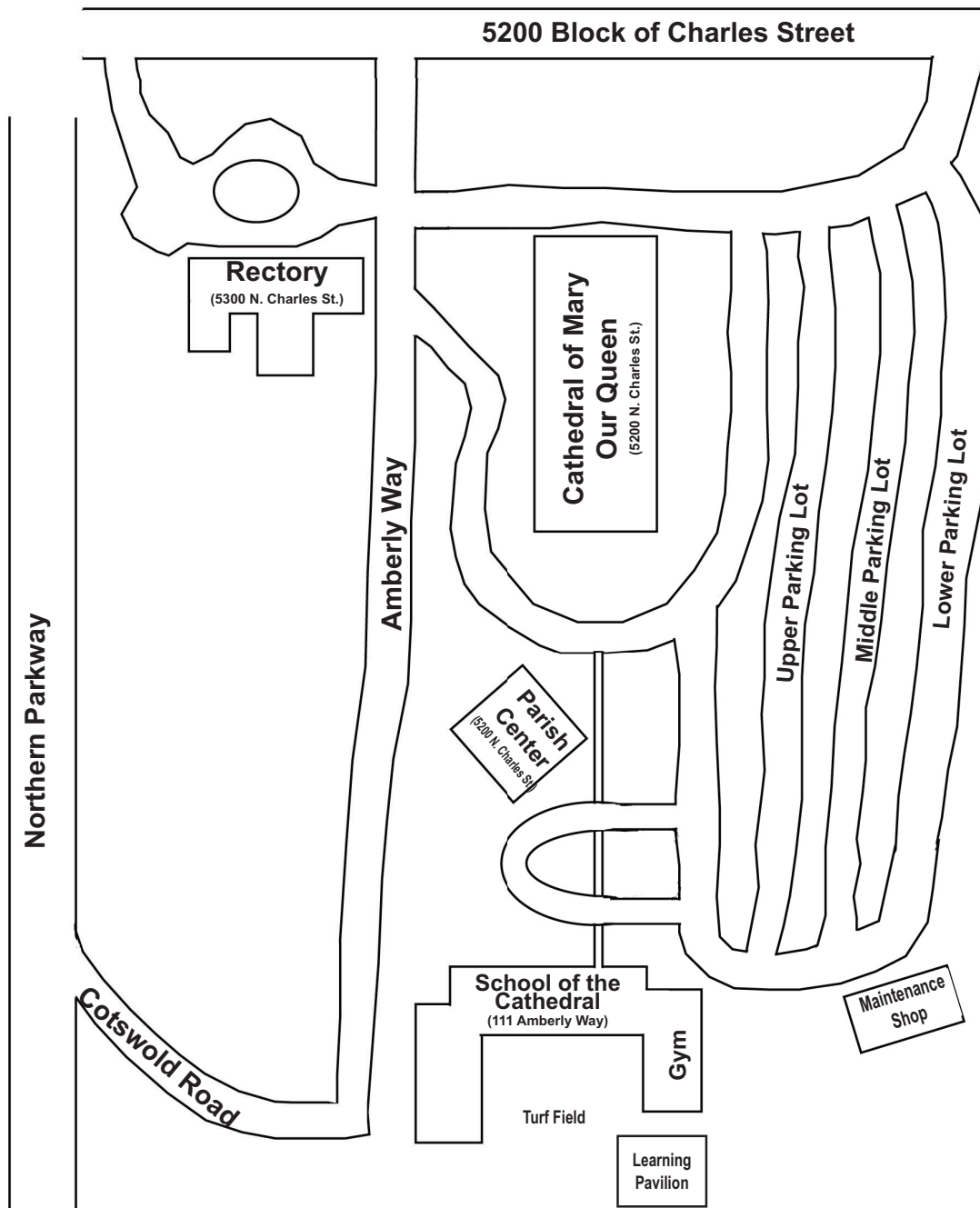
Mrs. Rosanna Czarnecki

Calendar

The school calendar is available on the school website- 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.

New to the 2024/25 school year, The School of the Cathedral will be identifying 3 inclement weather days into the calendar. The days selected this year are April 1, May 5, May 14. Please note that for each inclement weather day we need to use to close school from August-April, we will take away one of the 3 inclement weather (days off) identified in April-May. **Also new to the 2024/25 school year** are 2 asynchronous ½ days for students. Students will be responsible for completion of work posted to students, so that teachers will be given the time to input final grades for the trimester.

Campus Map



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. 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.

Academics

Curriculum

The School of the Cathedral elementary school follows the Archdiocesan Curriculum standards, instructional minutes and the regulations of the Maryland State Department of Education for non-public schools. Courses are update on a rotating basis every 5 years. 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 5-8 Trimester 1 and Trimester 3. 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.

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.

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.

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.

Textbooks and Devices

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

Other Student Services

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.

Individualized Education Plan (IEP) and 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.

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, there will not be 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 and must be VIRTUS approved in order to do so. 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.

Promotion Requirements

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

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. Students may also be retained for severe attendance and tardy issues during the school year, as determined by the school in consultation with the Department of Catholic Schools.

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.

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 or A+s and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

First Honors- All As or A+s with only one or two Bs in 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.

Report Cards and Interim Reports

Archdiocese of Baltimore report cards will be sent home 3 times a year at the conclusion of each trimester. In addition, the school will send interim reports home for grades 3-8 at the middle of each trimester. Parents of students in pre- kindergarten through grade 2 will receive email communications from the teachers if their child is not meeting grade benchmarks. Parents of children in grades 3-8 are able to use "Parent Access" in the online PowerSchool system each school year, to monitor their child's progress more frequently. It is also the responsibility of parents to obtain their passwords for PowerSchool and monitor grades for their children in grades 3-8. Parents will be contacted by the teacher by mid-trimester with an interim report. In some cases, where there is a significant drop in grades or performance, a conference may be required.

Students in pre-kindergarten through grade 8 will receive Report Cards each trimester. Marks are based on actual achievement of the student according to his/her grade level of instruction. These grades are based on the student's daily performance, homework assignments, weekly tests, unit tests, projects, and papers.

Archdiocesan Report Card Grading Codes by Grade Level			
Course	PreK-Grade 2	Grades 3-5	Grades 6-8
Language Arts	Progress Codes	Letter Grade	Letter Grade
Math	Progress Codes	Letter Grade	Letter Grade
Science	Progress Codes	Letter Grade	Letter Grade
Social Studies	Progress Codes	Letter Grade	Letter Grade
Religion	Progress Codes	Letter Grade	Letter Grade
Modern Language	Progress Codes	Achievement Comments	Achievement Comments
Physical Education	Progress Codes	Achievement Comments	Achievement Comments
Art	Progress Codes	Achievement Comments	Achievement Comments
Library	Progress Codes	Achievement Comments	Achievement Comments
Music	Progress Codes	Achievement Comments	Achievement Comments
All Classes		Effort and Conduct	Effort and Conduct

Letter Grades:

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

PreK-Grade 2 Progress Codes		
Grade	Description	Comments
I	Independent/Proficient	<p>The student understands the concept/skills and works with little or no reinforcement or assistance</p> <p>The student shows the ability to apply the knowledge or perform the skills accurately without instructional support. Student is able to do more challenging work.</p>
P	Progressing	<p>The student's knowledge of concepts/skills are developing and are in need of occasional reinforcement and assistance.</p> <p>The student is retaining material and shows the ability to apply the knowledge or skill with little instructional support.</p>
E	Emerging	<p>The student's understanding of the concepts/skills are still at the beginning level and /or need reinforcement and assistance.</p> <p>The student is being introduced to the skill and is beginning to use the skill in context with extensive instructional support. The student needs re-teaching/ reinforcement.</p>
NA	Not Assessed at this time	

Grades 3-8 Core Subject Subcategories and Specials Classes Achievement Comments		
Grade	Description	Grade
I	Independent/Proficient	97-100
V	Very Good Progress	93-96
P	Progressing	85-92
S	Satisfactory	75-84
N	Needs Improvement	70-74
U	Unsatisfactory/ Not Proficient	1-69
NA	Not Assessed at this Time	0

Achievement Comments

I= Independent/Proficient

- Always applies skills or processes with ease and confidence in completing grade level and above academic performance tasks.

Always demonstrates a thorough understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester.

- Always uses knowledge to skillfully communicate complicated ideas and concepts within the content area.
- Always completes and turns in accurate class work and homework.

V= Very Good Progress

- Consistently applies skills or processes with ease and confidence in completing grade level appropriate academic performance tasks
- Consistently demonstrates an above average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Consistently demonstrates the ability to use knowledge to effectively communicate difficult ideas and concepts within the content area
- Consistently completes and turns in above average class work and homework

G= Good Progress

- Demonstrates above average uses of skills or processes in completing required grade level and appropriate academic performance tasks
- Demonstrates above average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates above average understanding of important information
- Usually accomplishes purposes of academic tasks
- Demonstrates average ability to use required knowledge to communicate important information.
- Completes and turns in above average class work and homework

S=Satisfactory

- Demonstrates meeting the level of expectation.
- Demonstrates average application of skills or processes required to complete grade level academic performance tasks
- Demonstrates average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates average knowledge of important information
- Demonstrates average ability to use required knowledge to communicate ideas
- Completes and turns in average class work and homework

N= Needs Improvement

- Makes many errors when applying skills or processes required to complete grade level academic performance tasks
- Demonstrates an incomplete understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates an incomplete knowledge of important information
- Unable to use acquired knowledge to correctly communicate important ideas
- Performance is markedly below grade level
- Class work and homework fail to meet teacher criteria

U=Not Progressing

- Unable to perform any understanding of skills or processes required to complete grade level academic performance tasks
- Demonstrates no understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught during this trimester
- Demonstrates no knowledge of important information
- Unable to use acquired knowledge to correctly communicate ideas
- Class work and homework fail to meet teacher criteria

Effort Comments

O= Outstanding

- Always exceeds the level of expectation

- Immense amount of effort put forth
- Highest level of class participation
- Class work/project/assignment criteria meets highest standards

G= Good

- Most of the time exceeds the level of expectation
- Admirable amount of effort put forth
- Above average level of class participation
- Class work/project/assignment criteria meet above average standards

S=Satisfactory

- Meets the level of expectation
- Adequate amount of effort put forth
- Adequate level of class participation
- Class work/project/assignment criteria meets standards

N=Needs Improvement

- Below average amount of effort put forth
- Below average level of class participation- almost always called on, rarely volunteers
- Class work/project/assignment criteria sometimes meets standards/not all criteria met

U=Unsatisfactory

- Little or no effort put forth
- Little to no class participation- always called on, never volunteers
- Classwork/project/assignment criteria rarely meet standards/criteria barely met
- **Students failing two or more core subjects may not be advanced to the next grade level.**

Conduct Comments

O=Outstanding

- Always exceeds the level of expectation
- Demonstrates highest level of self-control
- Follows classroom rules
- Makes good choices
- Role model to other students

G=Good

- Most of the time exceeds the level of expectation
- Demonstrates self-control, rarely needs reminders
- Follows classroom rules, rarely needs reminders
- Makes good choices, rarely needs redirected

Effort & Conduct Achievement Comments		
Grade	Description	Grade
O	Outstanding	93-100
G	Good	85-92
S	Satisfactory	75-84
N	Needs Improvement	70-74
U	Unsatisfactory	0-69

S=Satisfactory

- Meets the level of expectation
- Demonstrates self-control, sometimes needs reminders
- Follows classroom rules, sometimes needs reminders
- Makes good choices, sometimes needs redirection

N=Needs Improvement

- Has trouble demonstrating self-control, needs reminders
- Has trouble following classroom rules, need reminders
- Sometimes has trouble making good choices, needs redirection

U=Unsatisfactory

- Has difficulty demonstrating self-control, needs constant reminders
- Has difficulty following classroom rules, needs constant reminders
- Has difficulty making good choices, needs constant redirection

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. 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. Some assignments may be submitted electronically via Google Classroom.

Grades 3-8 will receive a homework policy/procedure from the teacher. Parents will be notified 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 assignments will adversely affect a student's trimester grade. Parents are encouraged to seek advice of teachers in motivating and structuring the work habits of students who experience difficulty in this area.

Late Work Policy for Grades 3-8	
Assignments turned in late will not be accepted for full credit	
Short Term Assignments (classwork/homework)	Long Term Assignments (projects, writing assignments, something with a rubric)
<ul style="list-style-type: none"> • Ideally, finished within the class period. • Students have workshop classes within the week and may have class time to finish assignments. <p>Intermediate:</p> <ul style="list-style-type: none"> • If it is not turned in the class period assigned, students have one week to turn the assignment in without penalty. • After 1 week, 1 point will be removed each day. <p>Middle School:</p> <ul style="list-style-type: none"> • If it is not turned on the due date, each day the assignment is late, 5% is taken off the total possible points. (ex. 3 days= minus 15% off total possible points) • Any assignment turned in after one week will result in a 0. 	<p style="text-align: center;">Intermediate and Middle School:</p> <ul style="list-style-type: none"> • Assignments more than one week late will receive a 50% credit (e.g. if an assignment is out of 25 points, the student would get 12.5/25 (providing the assignment is fully completed) • Each day the assignment is late, 5% is taken off the total possible points. • Assignments that are not turned in will result in a 0.

Admissions

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
- \$100 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. At that time, a nonrefundable deposit is required to secure the child's placement.

Placement

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.

Students are initially placed using the results of the following:

- School administered placement test
- Teacher recommendation (from sending school)
- Report cards
- Standardized test results

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

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

In order to make sure that the school is a good fit for the student, all new students entering the School of the Cathedral are subject to a one-yr probation. If during that time the school is unable to meet the needs of the student or the student demonstrates an inability or unwillingness to comply with school policies, the parent(s)/ guardian(s) will be asked by the principal to place the child(ren) in another school. Such recommendations would only occur after continued communication and a conference with the parent(s)/ guardian(s) and school administration.

High School Admissions, Visitation Policy, Transcripts

Each 8th grader is allowed up to three (3) excused shadow days to visit a high school. Advance written notice to the homeroom teacher from the parent/s is necessary. While these days are the only excused days off, students will be marked absent since they will not be in the building. 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 transcript release forms from the high schools and turn those into the school office, no forms should be submitted directly to the teachers.

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.

Assessment Program

Standardized Testing

All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

Pre-Kindergarten 4 and Kindergarten students

Pre-Kindergarten 4 and Kindergarten students are administered the BRIGANCE developmental screening in the fall and/or spring.

Elementary Students

Elementary school students in grades 2-8 are administered the NWEA MAP Assessment three times a year to measure growth. Grades 3,5 and 7 also take the Science Assessment each Spring. Parents are given feedback as to how their child is scoring at the end of the year.

Assessment of Child/Youth Religious Education (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) for Grades K-1- 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 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 Gateway Maryland, formerly Hearing & Speech Agency.

Attendance and Student's Records

Absences

Regular 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. Please use the following procedure:

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

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.

Tardiness (coming to school late or leaving school early) is another action that affects a student's readiness to learn. Coming in and/or leaving early, not only disrupts the educational learning for your child, but also those of other students in the class. Parents will be notified in writing for 5 or more tardies and a conference may be requested by the administrative team to address the issue and consequences.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, CED, dances, and possibly field trips. After 7 student absences in a trimester, a parent, teacher and administrator conference needs to take place to discuss the potential educational impact on the students academic standing.

After an absence and 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 including recess.

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.

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.

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.

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.

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.

No dismissals will occur within the last 25 minutes of the school day which means on full days no students may be picked up after 2:25 pm and on early dismissal days no students may be picked up after 11:25 am. Any student picked up early is responsible for any missed work.

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. All children must exit the building with their class at dismissal. 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. **Students picked up from the foyer at 3:00 pm or after will be charged \$5 per minute per child.** 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.

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.

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 is closed on these days.

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. All children must exit the building with their class at dismissal. 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. **Students picked up from the foyer at 12:00 pm or after will be charged \$5 per minute per child.** 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.

Location & Access to Student Records

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

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 (yearbook)

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 3rd.

- 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.

Discipline

Statement on 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.

Positive Behavior Intervention and Support (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 follow the PRAY model.

- Practice Peace
- Respect yourself and others
- Accept responsibility
- Your best effort always

Students in grades Pk-5 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 Demerit (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.

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 action including but not limited to digital harassment
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) including distribution of both physical and digital
Smoking/using matches/vaping/gummies
Willful destruction of school property
Leaving school property without permission
Theft or extortion
Fighting or threats of violence
Public displays of affection
Harassment

After school activities, while riding to sports games or other school or parish sponsored 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 it creates a substantial disruption, the school can take action to support the school environment.

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 Demerits (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 (Level 1 infractions). Students with 3 Fix-It-Tickets/Demerits at any given time in the year may 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 principal will exercise his/her discretion whether the suspension should be served in-school or at home. 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, (unless approved in consultation with the superintendent) 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. In some cases, 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.



Disciplinary Policy Rubric
Grades 3-8

Level 1				
Choices/Behavior	Demerit	At 3 Demerits	At 9 Demerits	After 12 demerits and any additional 3 demerits, a L1 form will automatically result in a detention.
<ul style="list-style-type: none"> -Out of Uniform: <ul style="list-style-type: none"> • Untucked shirt • Make up • Blazer not being worn • Colorful socks, socks lower than ankle • Bracelets/ excessive jewelry • Boys hair length covering eyes or touching collar of shirt • Non-Cathedral sweatshirt/ sweatpants/shorts • Proper sneakers (no high tops, light up or mid-rise) -Poor Transitions/Late to class -Items that are not permitted during the school day <ul style="list-style-type: none"> • Gum • Earbuds • Cell phones • Smart watches -Disrespect shown to all teachers, adults and/or students while on campus, this includes through; <ul style="list-style-type: none"> • Words <ul style="list-style-type: none"> ◦ written and spoken ◦ joking is not an exception • Body language • Tone -Disrespect for any teachers, adults, and/or students property such as: <ul style="list-style-type: none"> • Taking without permission • Minimal damages while in student's possession -Devices to be used as a learning tool 	<p>Documentation as a demerit in kickboard and demerit form sent home</p> <p>Parent/Guardian Contact*</p>	<p>3 demerits in Kickboard = L1 form</p> <p>Parent/Guardian Contact</p>	<p>Continued misbehaviors (9 demerits) will result in a detention and a L1 form</p> <p>Parent/Guardian Contact</p>	<p>Parent/Guardians may be requested to join for a conference</p>
	<p>Prior to 1st consequence, teacher will contact parent/guardian contact if student not responsive to redirection</p> <p>Please see primary's teacher's behavioral plan for PK-2 if behaviors continue to escalate after appropriate discussions between teachers, administration, parents and students; further disciplinary policy rubric will be applied</p>			
<ul style="list-style-type: none"> • Network accounts and login information are to be used only by those for whom the account has been established • Devices are not used for accessing social media, email, streaming or other off-task websites/apps while using a school device/school login • Any inappropriate messages must be reported to the school 				

Level 2					
Choices/Behavior	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	5th Consequence
<ul style="list-style-type: none"> • Student(s) did not have permission/consent before filming/photographing other students, teachers, faculty and staff. • Student(s) posted or distributed videos/photographs of another student(s), faculty, and/or staff without permission/consent • Student(s) did not receive consent from faculty, staff, and/or teachers to use device cameras for recording/photographing -Cheating, plagiarizing, or taking knowledge or information that is not the student's work <ul style="list-style-type: none"> • This may include students who are providing the information to be used, copied • This may include students who are aware of the cheating • Student(s) violated Cathedral's honor code -Technology misuse "level 2" examples <ul style="list-style-type: none"> • Unauthorized copying, downloading, or installing of content, software or applications (including plagiarism or "pirating" music) • Downloading or copying information onto disks or hard drives without prior teacher approval • 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 • Intentionally using another student's or teacher's computer under a false identity, i.e. logging onto another student's computer under the computer owners identity -Defacing or vandalizing any teachers, adults and students property; (List options here) 	<p>Contact parent or guardian</p> <p>Office Discipline Referral</p> <p>- Lunch/Recess Detention issued</p>	<p>Contact parent or guardian</p> <p>Office Discipline Referral</p> <p>- After-School Detention Issued</p>	<p>Contact parent or guardian</p> <p>Office Discipline Referral</p> <p>- 2 After-School Consecutive Detention Issued</p> <p>- Parent Conference</p>	<p>Contact parent or guardian</p> <p>Office Discipline Referral</p> <p>- 1 In-school suspension</p>	<p>Contact parent or guardian</p> <p>Office Discipline Referral</p> <p>- 1 Out-of-school suspension</p>
	<p>5 Plus consequences:Determined by administration and disciplinary action may result in multiple day suspension or will be at risk of expulsion</p>				

Level 3 *All level 3 disciplinary actions will be investigated and handled accordingly by administration		
Choices/Behavior	1st Consequence	2nd Consequence
-Creating an unsafe and/or disruptive community at school, unsafe behavior will not be tolerated <ul style="list-style-type: none"> Physical contact with another student(s), faculty, staff and/or administration with the intention or non-intention to hurt or harm Physical contact that results in significant injury Relational aggression including bullying or cyberbullying -Technology misuse "Level 3" examples <ul style="list-style-type: none"> Accessing, downloading, storing, or printing files, videos, images or messages that have explicit, offensive or inappropriate content Using technology to access/send profanity, obscenity, sexual content or other offensive/harmful language Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc. Falsifying information in emails or other electronic communication 	Contact parent or guardian Office Discipline Referral - In school - Suspension	Contact parent or guardian Office Discipline Referral - Out - of - School Suspension OR - Expulsion

Level 4 *All level 4 disciplinary actions will be investigated and handled accordingly by administration	
-The possession, use, sale or distribution of drugs, alcohol, or medication in any form -Bomb/Terroristic Threat -Bringing Weapon -Sexual Harassment -Technology misuse "Level 4" examples <ul style="list-style-type: none"> Using any program designed to disrupt network performance or breach network security, such as software design to capture passwords or break encryption protocols Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc. 	<i>Any of the following choices that occur on the school premises, on the parish grounds, or at any school-related events will result in the permanent expulsion without the possibility of a return to Cathedral.</i>

Student Conduct at all times: Cathedral students represent Cathedral and conduct themselves accordingly. Students shall uphold the values of Cathedral both on and off campus both on and offline. They are to be morally responsible as well as digitally responsible students.

Standard Expectations of Conduct:

- Students shall respect the authority of the faculty and staff by acting and speaking with dignity at all times. No student has the right to hinder another student from pursuing a meaningful educational program. All students have the right to pursue their academic and extracurricular endeavors in a respectful environment.
- Students are obligated to know, understand and uphold school regulations while recognizing that those in authority have the responsibility for maintaining the orderly process of education.

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.

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.

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.

Bullying Policy

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.

Harassment 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.

Financial Obligations

Tuition Schedule and Tuition Policies

Tuition Rates: 2024-2025 School Year

Parish Tuition Rate	\$11,650 per child
Out-of-Parish Rate	\$13,550 per child
Class Trip Fee (Grades K-8)	\$150 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
Grade 8 Hershey Park fee	\$125 per child
CASPA Parent Association Fee	\$100 per family
Application fee for new students	\$100 per child (non-refundable)
Re-registration Fee	\$500 per child with \$250 applied to following year's tuition
New Student Deposit	\$1000 per child (non-refundable) with \$500 applied to tuition

Regina Program, additional fee

1 times per week	\$1,955
2 times per week	\$3,910
3 times per week	\$5,865
4 times per week	\$7,820

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.

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

Re-registration/ Intent to Enroll

Student re-registration takes place in December; 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, whose academic performance is not up to the standards set by the school, or whose tuition account is not current. The School of the Cathedral reserves the right to exercise this prerogative independent of the disciplinary code violation structure.

Re-registration Fees for 2025-2026:

\$500 per student with \$250 applied to the following year's tuition. Families must re-register **prior to April 1st** which means completing their contract and FACTS. **Those who re-register after April 1st will be assessed a late fee of \$250.**

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 5th or June 20th.
- Plan #2: Two payments, payable to FACTS, one-half tuition and all fees by June 5th or June 20th and one-half tuition by January 5th or January 20th.
- 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. The deadline for applications must be honored. Requests outside the stated policy should be addressed to the Principal. Outside sources for financial assistance such as BOOST, the Knott Scholarship, and other scholarships and grants are available on the school website, it is solely the parents' responsibility to apply for these funds.

Delinquent Tuition and Other Financial Obligations

If there are any financial obligations, including late tuition payments or aftercare, 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.

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.

Early Withdrawals

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:

- May 1st, parent is responsible for 25% of the billed tuition**
- July 1st, parent is responsible for 50% of the billed tuition**
- First day of school, parent is responsible for 75% of the billed tuition**
- November 1st, parent is responsible for 100% of the billed tuition**

Health

Emergency Information Cards

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.

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.

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.

Communicable Diseases

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

Measles – regular or German (Rubella)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Hepatitis	Rocky Mountain Spotted Fever
Food Poisoning	Human Immune Deficiency
Mumps	Virus Infection (AIDS and all other symptomatic infections)
Adverse reactions to Pertussis Vaccine	Animal bites / Rabies
Lyme disease	Influenza
Chicken Pox (varicella)	
Covid 19	

Conjunctivitis (Pink Eye)

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.

Varicella (Chicken Pox)

Students who have chicken pox are excluded from school until all lesions are scabbed over.

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.

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.

Vision & Hearing Screenings

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, 1, 4, and 8.
- 3.) Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

Birthdays

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.

General Use Epi Pens

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.

Naloxone (Narcan)

As of March 2024, the School of the Cathedral has adopted a policy allowing the availability of Naloxone through the Health Suite and in the Main Office for use in the event of a suspected overdose emergency. This Naloxone is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. As required by the "Start Talking Maryland Act" a communication about the program is provided at the beginning of the school year. For those interested in learning more about the program and administration of Naloxone, please refer to the following resources: https://youtu.be/p9hYzykHs_o and Pages-Home (maryland.gov).

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. 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.

Partnership and Communication with Parents

Responsibilities

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.
12. To demonstrate appropriate behavior and respect to all teachers, staff, and administrators. this includes verbal, written, or electronic exchanges.

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.

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.

Communication

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. 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

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.

Change in Name, Family Status, and Custody

If there is a change in the family status/or the change of a child's name, or a change in custody arrangement, 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. The parent also needs to notify the principal.

Change in Address, Telephone Number, and Email Address

When there is a change in address, phone number or email address, parents need to update SchoolAdmin immediately.

Bright Arrow

Bright Arrow is a text messaging system through our PowerSchool system that the school will use in emergencies to communicate with parents.

Family Directory

Family Directory is distributed electronically each year.

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.

Parent Association- Cathedral School Parents Association (CASPA)

The purpose of a Home and School Association, CASPA, is to partner with the school in providing support for both the academic and social aspects of the school.

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

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

In addition to planning social events to promote fellowship throughout the School community and sponsoring student enrichment activities, one of CASPA's most important functions is to raise funds for the benefit of the School of the Cathedral. The Cathedral Ball is CASPA's major fundraiser. The proceeds from this event directly benefit the students.

CASPA BOARD

CASPA 2024-2025 Board List

President: Lacey O'Neil, laceyoneil@gmail.com

Vice-President: Amy Koch, askoch98@gmail.com

Secretary: Shannon Kelly, shannonwillettKelly@gmail.com

Treasurer: Mary Kate Federico, marykate.federico@ey.com

Social: Elizabeth Guerin, elizabethethredge@gmail.com; Erin Link, ealessi9@yahoo.com

Athletics: Stefanie Woodhouse, swilk10@hotmail.com; Tiffany Akers, tmazzulli@gmail.com

Communications: Chrissie Ashby, chrissie1220@hotmail.com; Katrina Pemberton, katrina.pemberton@gmail.com

Technology: Marlena Waugh, marlenawaugh@gmail.com; Liz Clinton, ereynol9@jhmi.edu

Arts: Gabriella O'Brien, gabriellafobrien@gmail.com; Meghan Allison, allisoninteriors@gmail.com

Volunteers: Carrie McMullan, carrie.kroll@gmail.com; Sally Furlong, srich1104@gmail.com

Middle School: Sheehan Burch, sheehanburch@gmail.com; Shannon Shamosh, smstierhoff@gmail.com

Member-at-Large: Lindsay Redfield, lindsayaredfield@gmail.com

Cathedral Ball Chairs: Jennifer McDermon, jennifermcdermond@gmail.com; Kim Gunkel, maygunkel@gmail.com

Safety

Emergency Plan

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

Fire and Safety Drills

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 generally walk together in pairs to the Cathedral.

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.

Emergency & Weather related Closings and 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.

Asbestos Hazard Emergency Response Act (AHERA)

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.

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.

Student's 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 and turned in at arrival to homeroom. The school is not responsible for any personal devices brought in to the school.

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.

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 through RAPTOR before visiting other parts of the school building. All volunteers must have completed VIRTUS and received verification that they are permitted to volunteer.

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. 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.

Playground & School Supervision and 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, do not cluster and converse while on duty, and are not on their cell phones while supervising.

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. **Students who return to the foyer at 3 pm will be billed a late pick-up fee of \$5.00 per minute through FACTS.**

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 the drop-off time and after the pick-up time, as listed above. The school is not liable for any injuries or accidents which may occur before the drop-off time or after the pick-up time, as 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 after school care, parents must comply with the rules established by the program for drop-off and pick-up.

Transportation 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. 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 Church. Parents are to follow the aftercare policy for aftercare pick-up.

Students are only to be released to custodial parents or those adults listed on emergency contact forms. Students should never be allowed to leave school in and UBER, Lift, or any private transportation company without a parent or guardian being present.

Use of School Grounds

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

Spirituality

Daily Prayer

Daily prayers are said as part of the announcements in both the morning and the afternoon. Prayers are also said in the classrooms prior to lunch as well as during the day.

School Liturgy Schedule

The School community as a whole attends Mass weekly on Thursdays at 8:15 am unless noted on the school calendar and also participates in several Masses throughout the school year. The entire school also attends Mass on Holy Days of Obligation when those days fall on days that the school is in session. Parents are always invited to join us.

Prayer Services

Prayer Services are held for classes at various times during the year such as holidays and special events.

Sacraments (First Eucharist, Reconciliation, Confirmation)

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.

All sacramental programs for the school are conducted through the parish Office of Faith Formation [410-464-4000]. 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.

Service Projects

All grades participate in Service Projects throughout the school year both as schoolwide projects and grade-specific projects.

Rector of the Cathedral of Mary Our Queen

Fr. Louis Bianco is the Rector at the Cathedral of Mary Our Queen. Father Bianco, who hails from Scranton, Pennsylvania, first came to Baltimore to study music at The Peabody Conservatory of The Johns Hopkins University. While living downtown, he attended and served Mass at the Basilica of the Assumption, which led him to discern a call to the priesthood. He completed his seminary formation at Mount St. Mary's Seminary in Emmitsburg, Maryland. Ordained in 2005, Father Bianco's first assignment was to the Cathedral of Mary Our Queen as Associate Pastor. He served for seven years as priest-secretary to Archbishop Lori before his appointment as Rector of the Cathedral in 2021. If you need to contact Fr, Bianco, 410-464-4006 or lbianco@cmoq.org

Advent

Students in grades 3-8 have the opportunity to receive the Sacrament of Reconciliation during Advent.

Lent

Students in grades 2-8 have the opportunity to receive the Sacrament of Reconciliation during Lent.

Stations of the Cross

All classes visit the Cathedral for Stations of the Cross as well as informative historical tours. Grades 2-8 take part in First Friday Adoration devotions.

May Procession and Crowning

The entire school participates in the May Procession and Crowning of Mary that takes place after Mass.

Catholic Schools Week

Catholic Schools Week is celebrated every year at the School of the Cathedral beginning the last week in January. During the week, each day has its own special theme and activity which includes Student Appreciation Day, Parent Open House, Saints and Service Day, Vocations Day, and Teacher/Staff Appreciation Day.

Religion Curriculum

Religion is taught daily in grades Pre-K-8 using the *Blest are We* and the *Growing with God* Programs. 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.

Living Rosary

Over the announcements the Living Rosary is prayed. The rosary is also prayed in classes.

Retreats

Age appropriate retreats are held throughout the school year both off campus and on site.

Student Services

Before and After School Care

The doors to the school open at 7:30 am. Students enter the building and go to the gym where they are supervised. There is no formal Before Care program. At 7:40 am, students go to their homerooms.

Cathedral Extended Day Program (CED)

Our aftercare program, Cathedral Extended Day, opens in September and runs until June. Operating hours are 2:50 p.m. to 6:00 p.m. on regular school days; **on early dismissal days CED is closed** as well as other days noted on the school calendar. Students who are picked up after 6:00 pm will incur a **late charge of \$5.00 per minute** billed through FACTS and after a child is picked up late 2 times, that child may not attend CED for the remainder of the school year.

Students may not check into CED after 4 pm which means that students are free to attend school-sponsored events such as clubs, sports activities, in-school tutoring etc from 3 until 4 pm, then may check into CED after those activities at 4 pm. Students may check into CED no later than 4 pm and **ONLY** if coming from a school-sponsored activity on campus such as clubs, sports, in-school tutoring that end by 4 pm. Students may not check in late after outside appointments meaning if a child has left school early for any reason and has not returned during the school day, that child may not attend CED that day. For any activities that end after 4 pm, parents must pick up their student directly from that activity. If a student leaves for an activity at 4 pm or after, they may not return to CED, parents must pick up their student directly from that activity.

Rectory Field practices beginning after dismissal time: If a student has checked into CED after dismissal and has a sports practice on the Rectory Field beginning later, a parent or coach must pick them up from CED and walk them to the field. Students are not permitted to walk to the Rectory Field without a parent or coach. Once that student has left CED, they will not be able to return for the day and should be picked up from the field by a parent at the end of the practice.

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. Pick up for aftercare is located in the cafeteria. The CED Director is Ms. Megan Bergin, 410-464-4159, mbergin@cmoq.org

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

Cafeteria/Lunch Program

The cafeteria is open Monday through Friday. A purchased lunch is offered Monday- Wednesday 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.

School Activities and Organizations

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.

Extra-curricular Activities

- Altar Servers, Girls and Boys (Grades 4-8)
- Art Club
- Band
- Chess Club
- Math Club
- Middle School Musical (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)
- Cross Country (Grades 5-8, 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 VIRTUS trained 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 and Assistant coordinates the after-school athletic program and manages VIR-TUS approved parent volunteers.

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.

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. Emily Hall, School Counselor, ehall@cmoq.org.

Leadership Programs

Student Council and Student Ambassadors

The purpose of the Student Council and the Student Ambassadors 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 or applying to be a Student Ambassador 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

For Student Council elections: 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.

For Student Ambassadors Grades 7 & 8: Student Ambassadors are a leadership group of 7th and 8th grade students who are chosen by the administration after submitting an application and a teacher referral form. This is a distinguished service-oriented organization of Cathedral.

The elected Student Council 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 Is or Us in effort/conduct and/or if student receives two or more Is in achievement and/or if student receives two or more 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.

Technology

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, on-line 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.

Uniforms

School uniforms are available for purchase from Lands' End (www.landsend.com)

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."

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

Shoes, All Year

All students are to wear tennis shoes (any color) with both the summer and winter uniforms. Tennis shoes must be with laces or Velcro (no slip-ons or backless shoes), **no light-up shoes, no mid-rise, no high-tops are permitted.**

Summer Uniform (all students grades Pre-K through Grade 8)

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

- Khaki shorts (minimum 6-inch inseam) for boys and girls; girls may also wear a khaki skort
- A blue CATHEDRAL shirt (no other logos OR plain shirts)
- White or black crew socks
- Belt may be black, brown, or Cathedral spiritwear (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

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

BOYS, Grades 4-8

- PLAIN white oxford button-down shirt (long or short sleeved)
- PLAIN white T-shirt to be worn underneath (optional)
- Khaki 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- no flares
- 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

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- no flares
- 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- no flares
- 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
- 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 Cathedral performance T-shirt, navy Cathedral gym shorts, and blue Cathedral sweats
- White or black crew socks

Gym uniforms are worn to school on gym days and are worn all day. Gym uniforms are available from Lands' End. Cathedral sweats must be worn to and from school. Only the Cathedral sweats are permitted.

Jewelry

Jewelry is limited to:

- Small necklace (boys and girls)
- Small stud earrings (girls only)
- Watch (boys and girls) Smart watches must be turned and turned in to the teacher during for 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.

Labeling Clothes and Belongings

All clothes and belongings should be labeled with your child's name.

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 and Sales

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.

Hair Policy

Hairstyles are to be neatly groomed. For boys, hair is not to exceed the top of the collar, the top of the ear, or be below the eyebrows. Boys sideburns are not to exceed the bottom of the ear. The following styles are examples of prohibited hairstyles: head shaving, lines and designs, faux-haws, mohawks, mullets, spikes, fades, ombre, highlighting or coloring of any kind. 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.

The School of the Cathedral recognizes that particular hairstyles may be part of social, ethnic, spiritual and cultural identities and practices adopted for protective purposes. In those cases, it is the policy of the School of the Cathedral to permit individual families to receive an exception from this policy so that they may choose the appropriate cared-for hairstyle for their child. Should a parent have a question about a hairstyle or wish to request an exemption, they should contact the administration before getting his hair cut or styled.

Lost and Found

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

Book Bags/Backpacks

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

Telephone Use

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.

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.

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.