

Student & Parent/Guardian Handbook

Cathedral High School, Inc.
74 Union Park Street
Boston, MA 02118

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Fax Number	617-542-1745
Guidance Office	617-542-2325 Ext. 103
Admissions Office	617-542-2325 Ext. 312
Development Offices	617-542-2325 Ext. 202
Business Office	617-542-2325 Ext. 212

Thomas Arria	Headmaster
Mrs. Christol Murch	Principal
Mrs. Carmel Lynch	Vice-Principal/Student Affairs
Mr. Richard Ladner	Business Manager
Ms. Nancy Lane	Director of Guidance
Mrs. LaToya McGlothin	Director of Admissions
Ms. Bonnie McBride	Director of Mission Advancement
Mr. Richard Smyth	Director of Technology

Student & Parent/Guardian Handbook

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Vision Statement

Cathedral High School seeks to become the best private Catholic, inner-city high school in the country. We aspire to provide our students with the best possible educational experience in an urban setting, by optimizing the resources available. We seek to make a private Catholic education available to all those students who desire it. In doing so, we hope to offer an experience in academics, personal and spiritual development, athletics and a host of extracurricular activities that will be life-changing. Our students come to Cathedral from among the most economically and socially challenged neighborhoods of Boston; we hope to provide an oasis of hope where our students can prepare themselves for the challenges of college and beyond. Ultimately, our graduates will become men and women of strong intellect and equally strong spiritual and moral character enabling them to take the lessons they have learned at Cathedral High School to the larger community.

Mission Statement

Cathedral High School, Inc. is an urban, co-educational, multi-cultural, private Catholic, college-preparatory learning community committed to excellence.

A rigorous academic program of studies, small class size, and a safe, nurturing setting provide students the opportunity to develop their full potential. CHS prepares students to think, read and write critically, formulate intelligent opinions, and express those thoughts in an articulate, credible, and convincing manner.

Cathedral High School is committed to the formation of a diverse learning environment. With financial assistance available to those in need, CHS admits students regardless of economic status, faith, race, or educational background. Within the Cathedral family and in keeping with Gospel values, students learn to take personal responsibility for their actions, make morally and socially responsible decisions, and help the less fortunate.

Objectives

Through the implementation of the following objectives, we strive to educate our students. We affirm our commitment:

to **promote** moral standards, Gospel values, compassion, and service to others through the total educational program and through liturgical and prayer services; to develop this spiritual dimension through required religion courses and service connected programs;

to **provide** an atmosphere, in which students can meet, learn and develop respect and appreciation for one another across and within lines of race, color, gender, creed, or culture;

to **develop** competencies in communication, problem solving and information literacy; to provide a foundation of knowledge in content areas; and to offer programs that will allow students to express themselves creatively;

to **coordinate** opportunities for parents/guardians, alumni/alumnae and community members to become involved in supporting the mission of the school;

to **provide** appropriate support services to the students;

to **prepare** students for a post-secondary education, including those considered at-risk; to advise and assist students with course selections and career planning;

to **provide** a program whereby students, whose native language is not English, can achieve a level of competency in English, which will enable them to become part of the regular academic program;

to **promote** positive attitudes and leadership skills through academic programs and extra-curricular activities;

to **encourage** responsible behaviors which will help students learn to accept responsibility for their conduct, and provide a safe learning environment;

to **educate** for peace and justice and for an awareness of world societal issues; and to have students take a personal responsibility for themselves and the world, in which they live.

Daily Schedule

Main Office, Library, Guidance Office, and Health Office are open before school at approximately 7:30 a.m.

07:45	Bell
07:48 – 07:53	Homeroom
07:56 – 08:43	Period 1
08:46 – 09:33	Period 2
09:36 – 10:46	Period 3
10:49 – 11:36	Period 4
11:39 – 12:26	Period 5 (1 st lunch 11:36-12:01)
12:04 – 12:51	Period 5 (2 nd lunch 12:26-12:51)
12:54 – 01:41	Period 6
01:44 – 02:32	Period 7
	Extra Help/Activities*

The library is open every day until approximately 4:30 p.m.

+++Please note that for those students who must attend after-school Mandatory Study Hall or Administrative Detention Hall the school day does not end until 3:30 p.m.

*During this time, it is important to note that student assistance, which is required by a teacher, takes precedence over any activity.

Reduced Day Schedule

07:45	Bell
07:48 – 07:53	Homeroom
07:56 – 08:23	Period 1
08:26 – 08:53	Period 2
08:56 – 09:23	Period 3
09:26 – 09:53	Period 4
09:56 – 10:23	Period 5
10:26 – 10:53	Period 6
10:56 --11:23	Period 7

Chapter 1

Academics

Academic Policy

Students are accepted at CHS, Inc. under the assumption that they are of good character and that they are capable, with sufficient effort and application to meet the standards of the school for graduation. All students are required to take a common core of courses.

Cheating

Cheating will not be tolerated at CHS, Inc. Students are responsible for their own work and for using their minds and creative talents to accomplish their work. Any student caught cheating, either on tests or homework, will not be given credit for that work.

Exemption from Spring Assessments

Students, who maintain an A+, A or A- for each of the four (4) marking periods in a subject, may be exempt from the final exam. However, the ultimate decision is at the discretion of the teacher.

Grading

The marking system of the school is by letter grade and evaluates the progress of the student. We realize that a grade can never fully measure the amount of knowledge that a student has retained. Our grading system, however, is a fair measurement of the student's completion of the objectives of a particular course. Report cards are issued four (4) times a year at the completion of each quarter of the school year. Progress reports are issued midway through each quarter.

<u>Letter</u>	<u>Numerical Value</u>	<u>Verbal Explanation</u>
A+	4.3	Excellent; accomplishment well beyond requirement.
A	4.0	
A-	3.7	
B+	3.3	Good; achievement beyond the minimum requirement.
B	3.0	
B-	2.7	
C+	2.3	Satisfactory; accomplishes the minimum requirement.
C	2.0	
C-	1.7	

Grading (continued)

D+	1.3	Improvement Needed; barely meets the minimum requirement.
D	1.0	
D-	.7	
F	0	Failure
Inc.		Incomplete; work not completed due to extenuating circumstances.

Incomplete (Inc.) is given to any student, if a substantial amount of home assignments and/or major projects have not been completed for an excused reason. The student has two (2) weeks after the close of the marking period to complete the requirements. If the work has not been completed, the grade automatically becomes a failure. Students in this situation are notified by their particular teachers.

Failure (F) usually indicates a serious deficiency. It is given to a student, who regularly fails to complete assignments, has an extremely poor command of the subject matter and fails to show sincere effort. However, excessive absences can also cause failure.

Graduation Requirements*

- English: 20 Credits (4 full-year courses)*
 - Fine Arts: 2.5 Credits (Art & Culture)
 - World Languages: 10 Credits (2 full-year courses)
 - Mathematics: 15 Credits (3 full-year courses) and
2.5 Credits (Computer Education)
 - Sciences: 15 Credits (3 full-year courses inclusive of Biology)
 - Physical Education: 5 Credits (P.E./Health I and II)
 - Social Studies: 15 Credits (3 full-year courses inclusive of U.S. History)
 - Theology: 20 Credits (4 full-year courses)
- *Does not include English I Foundations

Seniors must complete a research paper according to the specifications directed by the English Department.

Students must fulfill the service requirements, as determined by the Religion Department.

In addition, each student must accumulate another 25 credits for a total of 130 credits in order to earn a diploma. Since most students continue on to post-secondary education, the major goal of the curriculum programs is to prepare students to succeed in college.

Homework

Homework is a necessary part of each student's educational program. Each student is expected to complete homework assignments, in addition to scheduled class instruction, in order to achieve and maintain satisfactory grades. Completion of homework assignments is mandatory. Students who do not complete homework are required to meet with their teacher(s) after school.

Honor Roll Requirements

Chief Administrator	All A's
High Honors	A's and one B or B+
Honors	A's and B's and one C or C+

National Honor Society

The CHS, Inc. Chapter of the National Honor Society requires that its members possess the qualities of character, scholarship, leadership, and service. To be eligible, students must have A's and B's for five (5) straight marking periods, be recommended by teachers and perform 20 hours of service. The Induction Ceremony is held in the spring.

Plagiarism

Students at CHS, Inc. are taught how to cite sources used. Plagiarism is the act of using someone else's words or ideas without properly citing the source. Whenever a student takes the ideas of someone else, whether or not the ideas are written in the exact words, paraphrased or summarized, the student must give reference to the source according to the standard rules of citation, usually either the American Psychological Association (APA) or the Modern Language Association (MLA). The rules apply to electronic and written sources. As an academic institution, which values integrity, CHS, Inc. will not tolerate plagiarism. Ignorance of citation rules is not an excuse for plagiarism. If a student needs help, he/she should ask a teacher or look in their English book, *Writers Inc.*

Promotion

Promotion from one academic year to another requires that a student successfully pass all academic subjects each year. Students, who do not meet these requirements, must attend courses and receive passing grades from an approved summer school.

Students who fail three (3) courses for the year will have their academic status reviewed to determine whether or not they will remain at CHS, Inc.

SAT Preparation

Placement in the SAT preparation course is at the sole discretion of administration. Students who successfully complete this course will be awarded 2.5 credits.

Study Hall

When Progress Reports and quarterly grades reflect student failure in one or more courses, that student must report every day to Mandatory Study Hall, Monday - Thursday from 2:45 – 3:30 p.m. It is the hope of CHS that concentrated study during Study Hall will help students become academically successful.

A student will be required to attend Study Hall until the next formal grade report, Progress Reports or Quarterly Grade Reports, notes that the student is no longer failing.

Textbooks & Class Materials

Students are responsible for purchasing their own textbooks, paper, notebooks, and classroom materials (pens, pencils, etc.). It is expected that students will have all the necessary materials for class. Students, who do not purchase these materials and/or who constantly come to school without them, are to be brought to the attention of the Principal. They are subject to exclusion from class until assurance is given that the materials will be brought on a regular basis.

Winter & Spring Assessments

1. Winter and spring assessments will be given in all classes.
2. After the bell has rung, no student will be admitted into the classroom to start the assessment.
3. Any student absent for an assessment will receive an F for the exam, unless excused by the Principal.

Chapter 2

Directives and Guidelines

Directives

Absence

Parents/guardians are required to call the school's Main Office (617-542-2325) to give notification of a student's absence. Any appointments made during school time, except for emergencies, are not excused absences. Students must submit a note from a parent/guardian on the day of their return to school. Parent/guardian and doctors' notes will be accepted if received in the office on the day that students return. CHS determines excused absences.

Attendance

Students are limited to five (5) days of unexcused absences per quarter. If a student is absent from school six (6) days or more in a quarter and the absences are considered unexcused, he/she will automatically receive an F in his/her courses for the quarter, subject to review by the Principal. (Missing more than 25 minutes of a class is considered an absence from that class.)

During the fourth quarter, seniors are limited to three (3) days of unexcused absences. If a senior is absent four (4) days or more in the fourth quarter, and the absences are considered unexcused, he/she will automatically receive an F in all subjects for the quarter, subject to review by the Principal.

If a student cuts a class, he/she will not receive credit for the class. The student may not make up the work in that class and will receive 20 demerits for cutting the class.

Change of Address

Students are required to notify the Main Office immediately of a change of address or telephone number.

College Visits for Seniors

Seniors, who visit a college during school time, may be given an excused absence with a limit of two (2) days, if they have:

1. initiated the application process with that school;
2. received written permission from parent/guardian; and
3. obtained approval from the Director of Guidance.

Early Dismissal

A student, who wishes to be dismissed early from school, must bring a note from home, stating the reason and time of dismissal. This note should be brought to the Main Office before school. A student dismissed before the end of the fourth class of the day will be marked absent for the day. Students who are

dismissed early are expected to make up the work for the classes which they missed.

Homeroom

All students are assigned to a homeroom. When the first bell rings, students are to report to their homerooms and remain in their homerooms until the bell rings to begin the first class. In addition to attendance and school business being taken care of at this time, the homeroom provides a base for students to receive needed information. Students must be dressed in the official CHS school uniform when in homeroom.

Illness

When a student does not feel well, he/she must report to the Nurse's Office and must have a pass from his/her teacher. No arrangement will be made to send the student home, unless a parent/guardian or relative is reached. If a student is sent home by the nurse, this may be considered an excused absence, subject to review.

Late Policy

When the first bell rings at 7:45 a.m., each student must be in the building. A student is late, if he/she arrives in school after 7:48 a.m. A student is limited to being late five (5) times per quarter. If a student is late six (6) or more times in a quarter, the student will be suspended from school on each day that he/she is tardy. The parent/guardian will be informed, and the student will be sent home for the day. This is an unexcused absence. Students who arrive at CHS after the first period has ended will be sent home unless permission to stay in school is granted by the Principal.

Purchase & Sales

To purchase or sell any and all products on school grounds, permission must be obtained from the Principal.

Truancy

A student, who is absent from school without his/her parent/guardian's permission, will be considered truant. On the day that a student is absent, if a parent is unaware of the absence or has not made a telephone call to the school excusing the absence, the student will be considered truant. No credit will be given for the missed work. The parent/guardian will be notified, and the student will receive 50 demerits.

Visitors

Students may neither bring visitors to school, nor bring children to school during school hours. All visitors must sign in and obtain a visitor's pass from the Main Office to remain in the building. Anyone in the building without permission will be considered trespassing.

Student ID

Each student is issued an official CHS student ID. Students are required to wear this ID at all times during the school day.

Guidelines

Cafeteria

The school cafeteria is maintained as a vital part of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Since the school has an established Federal lunch program, food may not be ordered from outside merchants and delivered to school. Breakfast is also available to students until 7:40 a.m. When the 7:45 a.m. bell rings, all students must leave the cafeteria. No student is allowed to remain in the cafeteria. In order to maintain a pleasant and clean atmosphere, we ask the students to deposit all litter in barrels and leave the tables and floor clean.

*Students must be attired in the official CHS school uniform while in the cafeteria.

Corridor Courtesy

It should be noted that it is only as we treat one another with respect and courtesy that the spirit and work of this community can flourish.

1. If everyone walks on the right-hand side of stairways, corridors will remain open for smooth passing. Do not block spaces by standing in groups.
2. Walk through the corridors quietly. Be considerate of others in the halls and classrooms.
3. Discard trash in the containers provided. Keep the school clean by picking up papers on the floor.
4. Enter your class before the second bell rings. Do not stand by the door.

Doors of the School

The school has several doors into the building. Upon arrival and at dismissal from CHS, students are required to use the main front door. Students may not exit or enter the building through the back doors except to pass to and from the gymnasium to engage in scheduled Physical Education/Health classes. During the school day, all doors are to remain closed and locked for security purposes. No student is permitted to let anyone into the building.

Dress

CHS, Inc. students are expected to maintain a neat, well-groomed appearance at all times. All students are expected to be attired in the school uniform while in school. All jerseys, sweaters and micro-fleece sweaters and vests described below **must** have an affixed **Cathedral High School logo**.

Cathedral High School Uniform Requirements:

Gentlemen:

- Khaki pants belted at the waist (tan in color)
- Shirts tucked in pants
- Green, yellow or white knit jersey
- White short sleeved tee shirt may be worn under the knit uniform jersey
- Green V-Neck pullover sweater or
- Green micro-fleece V-Neck pullover sweater or vest
- Sneakers or brown, black, gray or tan shoes

Ladies:

- Khaki pants or skirt (skirt must drop from the waist to at least two inches above the knee.)
- Green, yellow or white knit jersey
- White short sleeved tee shirt may be worn under the uniform jersey
- Green V-Neck pullover sweater or
- Green micro-fleece V-Neck pullover sweater or vest
- Sneakers or brown, black, gray or tan shoes (heels may not be higher than 2 inches.)

*Students may not wear coats, jackets, sweatshirts or any hooded attire while in school. When students first arrive at school, they must remove all clothing that is not in accordance with the CHS uniform policy before they are allowed to enter the cafeteria, library, or classrooms. All clothing that is not considered part of the school uniform as mentioned above **must be stored in lockers** and may not be carried around the building during the school day. Students may not wear shorts at any time while in the school building during the school day without permission from administration.

Students found to be dressed in other than the school uniform will be sent home to dress themselves according to the school regulations, and will need to return to school no later than the beginning of period 4. Students who arrive later than the onset of period 4 will not be allowed into the building, and will accrue a day of absence. A student, who is sent home because he/she is not dressed in the CHS student uniform, will not be allowed to make up tests, quizzes or project presentations missed due to the absence.

Field Trips

All field trips are arranged and supervised by a faculty member and approved by the Principal of CHS. A signature of a parent/guardian posted on a Field Trip Permission is required for all students before they may go on any school trips.

Fire Alarms

The fire alarms in the school are for the purpose of alerting people to the danger of fire. Misuse of these alarms is intolerable. Falsely calling the Fire Department to the school is an illegal act and jeopardizes the lives of others who may be in serious danger. A student who pulls a false fire alarm will be required to pay the fine that CHS is required to pay.

Fire Drills

Fire drills are held periodically during the school year. All students are required to leave the building immediately under the direction of their teachers. Fire drill instructions and directions are posted in all rooms.

Graduation Activities

Participation in the Graduation Ceremony and other graduation activities is a privilege, not a right. The Principal may suspend student participation in such activities.

Gum

Gum chewing is absolutely forbidden in any area of CHS, Inc.

Hall Passes

Students are not permitted in the halls during class time unless they have a pass from a teacher. Only one student may leave a classroom at a time. A student must have a hall pass and return it to the teacher upon reentering class.

Lockers

Students are assigned a locker at the beginning of the school year. School locks must be used and may be purchased in the main office of the school. These locks must be returned to the main office at the end of the school year. Students may not use lockers which have not been assigned to them. In order to avoid being tardy for class, students should go to their lockers before school in the morning. CHS, Inc. is not responsible for any articles left in a student's locker. Lockers are the property of the school; therefore, the Principal has the right to inspect student lockers when deemed necessary.

Lost & Found

Students who find lost articles are asked to take them to the Main Office where they may be claimed by the owners. Students should immediately report a theft so that the school can be aware of the incident and take the necessary steps to remedy the problem, if possible.

Motor Vehicles

There is no student parking available on CHS, Inc. grounds. The area in the back of the school is reserved for faculty and staff. Students' cars must be parked on the street. At no time in the school day is a student permitted to leave the building to go to his/her car.

School Cancellations

Announcements concerning the closing of school, due to inclement weather, are made early in the morning over the Boston radio station, WBZ, and the television stations, 4, 5, & 7.

Smoking

CHS, Inc. and its entire property is a smoke free environment. Smoking is strictly forbidden.

Telephones

Cellular telephones may not be used in the building during school hours. When necessary, students will use office telephones. Parents/Guardians may communicate with their children during the school day by calling the school at (617) 542-2325.

Vacation Time

Since the school calendar includes vacation periods in December, February and April, along with the summer schedule, extra time for vacation will be counted as unexcused absences. Since the curriculum of studies at CHS, Inc. necessitates a student's presence and participation in class, a teacher will not be expected to provide homework to take the place of extra vacation days.

The above list of Directives does not contain every rule or regulation, which is incorporated into the daily life of CHS, Inc., nor could it. It is understood that each student is to act in a courteous and respectful manner so that all students may pursue their education in a supportive atmosphere.

Chapter 3 Discipline

Statement of Discipline

Discipline at CHS, Inc. is a very important part of the learning process. Discipline has many facets. It involves displaying self-control, acting responsibly, adhering to rules and regulations, accepting authority, and treating individuals fairly and consistently.

The primary aim of the discipline policies at CHS, Inc. is to provide the safest and best educational environment for everyone at the school. Policies are not made to punish students, but they are made to hold students responsible for their own behavior. CHS believes that a joint effort of administrators, teachers, staff members, students, and parents/guardians in this area benefits all at CHS, Inc.

All disciplinary policies apply to students before, during, and after school, and at all school related functions.

Planning Center

The Planning Center serves as the cornerstone of our disciplinary program. It is designed to help students accept responsibility for their behavior in school. The Planning Center is seen as a source of help or referral for various problems, and the students do view it as such. It is a place of dialogue and support for those students, who are experiencing some kind of difficulty. It is also a place, where students can go when they feel the need for adult help or intervention.

The goals of the Planning Center are as follows.

1. Prevention: To prevent irresponsible behavior on the part of students.
2. Mediation: To hold students accountable for disruptive behavior.
3. Resolution: To work toward a solution with students, teachers and parents/guardians.

There are four categories of offenses:

1. those, which result in demerits;
2. those, which result in probation;
3. those, which result in final probation or which may result in permanent dismissal; and
4. those, which result in permanent dismissal*.

*Permanent dismissal decision will be made by the Principal and will depend on the severity of the action.

Offenses Resulting in Demerits

• Truancy	50
• Disruption of Class	20
• Leaving a Classroom or School Grounds without Permission	20
• Defacing or Destroying School Property (Repair, replacement or payment for the damaged property is required.)	20
• Cafeteria or Corridor Disturbance	20
• Cutting Class	20
• Offensive Language/Rudeness	20
• Gambling	20
• Smoking in the Building or on School Grounds	20
• Food/Beverages Outside of the Cafeteria	20
• Not Reporting to the Main Office, Planning Center or Detention	20
• Electronic Device Use	20

Administrative & Saturday Detention

At times, students will be asked to report to Administrative Detention held Monday –Thursday after school from 2:45 until 3:30 p.m. When it becomes necessary, students will be asked to report to detention held on Saturday mornings from 8:00 a.m. until 12:00 noon.

Offenses Resulting in Probation

1. Disrespect to an administrator, teacher, staff member, or student.
2. Stealing (Replacement of, or payment for a stolen item is required.).
3. Accumulating 120 demerits.
4. Possession of pornographic material.
5. Continued violation of the Electronic Device Policy. Student is prohibited from bringing any electronic device to school for the remainder of the school year.

Offenses Resulting in Final Probation

There is no Appeals Board for students, who are placed on final probation, with one of the following offenses. Students, who do not comply with the terms of their final probation, accumulate 80 demerits or commit an expellable offense will be permanently dismissed.

1. Fighting.
2. Bullying or threatening others.
3. Endangering the safety of any administrator, teacher, staff member, or student.
4. Instigating trouble.
5. Displaying acts of insubordination.
6. Possessing drugs or alcohol.

7. Displaying acts of discrimination.
8. Exhibiting acts of harassment/sexual harassment.
9. Violating the Acceptable Use Policy Contract.
10. Wearing or displaying any gang related symbols or defacing school property with any gang related symbols.

Offenses Resulting in Permanent Dismissal

1. Possessing of a weapon or what appears to be a weapon or an object of no reasonable use to a student in school.
2. Physically assaulting administrators, teachers, staff members, or students.
3. Distributing drugs, alcohol or pornographic material.
4. Setting fires.
5. Hazing.
6. Violating final probation.
7. Pulling **false** fire alarms.

*If a student fails to comply with the conditions of his/her final probation contract, accumulates 80 demerits or commits any other expellable offense, he/she will be permanently dismissed from Cathedral High School, Inc., subject to review by the Principal.

Electronic Device Policy Violation

First Offense: The electronic device is confiscated by a teacher or administrator. The electronic device is held in the Main Office. The device is returned to the student at the end of the school day.

Second Offense: The electronic device is confiscated by a teacher or administrator. The device is held in the Main Office. The Parent/Legal Guardian must retrieve the device. The student receives 20 demerits.

Subsequent Offenses: Students who continue to violate the Electronic Device Policy will continue to receive demerits and will be prohibited from bringing any electronic device to school for the remainder of the school year.

Accumulation of Demerits

When a student has accumulated 20 demerits, he /she receives a warning, and the parent/guardian is notified by letter. When 120 demerits have been accumulated, a parent/guardian conference is required, and the student is placed on probation.

Probation

Being placed on probation is a serious matter. It is applied when a student has jeopardized his/her proper functioning in the school. If a student commits an offense warranting probation, a parent/guardian must speak with a Planning Center staff member to arrange for an immediate conference. If a parent does

not contact the Planning Center staff, the student will be suspended from classes and required to remain in the Planning Center until a conference is held.

Appeals Board

If a student breaks his/her conditions of probation, he/she appears before an Appeals Board, a group of students and teachers, before whom the student makes an appeal to continue as a student at CHS, Inc. After gathering the necessary information, the Appeals Board discusses recommendation about the continuation of the appealing student at CHS, Inc. The Appeals Board submits their recommendation to the Principal who makes the final decision. If the student is allowed to remain at CHS, Inc., he/she is placed on final probation.

Final Probation

Students who are placed on Final Probation without an Appeals' Board (see page listing of Offenses Resulting in Final Probation) are suspended from school until such time that a parent or guardian meets with administration. The parent conference must occur within two school days following the incident. Students may be suspended for up to 10 days. Students will not be allowed to make up any class work, homework, projects, quizzes or tests.

At the end of each year, the Planning Center, with input from faculty, reviews the final probation status of the student and makes recommendation to the Principal with respect to the status of each student for the following September. For some students, there is the possibility that they will be asked to leave CHS, Inc.

Suspension of Graduation Activities

Participation in the Graduation Ceremony and all associated graduation activities is a privilege, not a right. The Principal may suspend student participation in any and all graduation activities, including the Graduation Ceremony.

Permanent Dismissal

Permanent dismissal of a student from the school is employed in extreme situations, when a student by his/her behavior demonstrates that he/she cannot function within the school or actually poses a threat to the Cathedral High School community. Once a student is permanently dismissed, there is no re-entry into the school. (This is an Archdiocesan Policy and is approved by the Archdiocesan Board of Education). Attendance at school events is prohibited.

The above disciplinary code does not contain every rule or regulation, which is incorporated into the daily life of CHS, Inc., nor could it. It is understood that students will respect themselves and others and act in a courteous manner.

Chapter 4

Tuition and Fees

CHS, Inc, receives no funding from the City of Boston or the state of Massachusetts. In order to remain faithful to its mission of educating youth, we try to keep the tuition affordable for those families who choose a Catholic education for their son(s) and/or daughter(s). This is made possible through the generosity of local and national businesses, corporations, foundations, religious groups, and individuals. In order to maintain this level of financial support, it is imperative that the families' share of student costs be assumed through full and timely tuition payments, as arranged through the Business Office.

1. Tuition payments will be collected through the agency, FACTS Management Company, a tuition management service.
2. Payments are made from August to May through a pre-approved plan, which is authorized by the Business Manager and Principal.
3. No student is officially registered for the school year until the first tuition payment is made.
4. No student may continue in the second semester unless tuition is paid up to date.
5. No student will be allowed to return to school unless all prior year's financial obligations have been settled.
6. No senior will be allowed to participate in graduation activities, unless all bills are paid in full prior to graduation.

Tuition Refund Policy

If a student exits CHS, Inc. prior to January 10th, the school calculates a refund according to the following procedure:

- A daily cost is assessed by dividing the total yearly tuition by 180 school days.
- The daily cost is then multiplied by the number of days of student attendance.
- This total cost is subtracted from the total yearly assessed tuition, less the financial aid, which is forfeited.

If a student is dismissed from Cathedral High School at any time, a refund will NOT be granted.

Tuition Aid

Tuition aid for students is available through three sources.

1. Catholic Schools Foundation
2. Adopt-A-Student Foundation

3. Foundation Grants through CHS, Inc.'s Development Office
4. Individuals

Tuition Aid (continued)

All applications for tuition aid for Grades 10 through 12 must be processed during the spring of the previous school year. Tuition aid applications for new students will be made during the registration process. Applications are made to the FACTS Management Company and are, then, processed by the Tuition Aid Committee. Applications can be obtained from the Business Manager.

Textbooks

All books are to be purchased during the time when books are sold in the CHS bookstore prior to the opening of the new school year.

Graduation Fee

A graduation fee is required to be paid by all seniors. The funds are used to pay for caps, gowns, invitations, program booklets, organist, flowers, speaker, and diplomas.

Bookstore

Students may purchase replacement textbooks and general school supplies in the bookstore.

Chapter 5 Health Services

CHS, Inc. employs a full-time Nurse as a Health Coordinator. Health Services are available to students during school hours. Students who complain of illness or who are injured will be referred to the school nurse. The nurse will manage the problem in school or contact the parent/guardian when the student needs to be sent home or referred to a health care facility.

Other services provided are health counseling, and vision, hearing and scoliosis screenings. When a student is in need of a professional medical assessment, the school nurse will notify the parents/guardians.

State law requires that all student immunizations and physicals are current and that a copy of the health record is on file. Also, any student who plays on a sports team must have a new physical every year.

Medication

It is a policy that no medication is provided to students, unless prescribed by a health care provider. Medication may be self-administered but only under the following conditions:

1. Student must have a written order from a physician, which must contain the name of the drug, dosage and method of dispersion.
2. Medication must be in a container and labeled by the pharmacy.
3. All medication, including Tylenol, is to be taken in the Health Office.
4. Students must not share medication at any time.
5. Inhalers must be labeled with the student's name, the name of the medication and dosage. If a student is having an acute episode, the inhaler may be used without reporting to the Health Office.

Alcoholic Beverages and Drugs

If a student is suspected of being under the influence of alcohol or drugs on school grounds, he/she will be referred to the Principal, and parents/guardians will be notified. If a student is suspected of being under the influence of alcohol or drugs at a school function, the CHS function moderator will notify the parents/legal guardians immediately.

Counseling Services

CHS employs a part-time Licensed Clinical Social Worker for its counseling program. Parents/guardians are notified by administration when a student needs outside professional assessment. When students need CHS counseling, parents must give written permission.

Chapter 6 Athletics

Philosophy

The CHS, Inc. athletic program is an integral part of the educational process and strives to embody the same philosophy as the school itself. With participation, teamwork, learning, and personal growth providing the foundation, the program will help young people to achieve the following specific goals:

- To recognize and support the role of athletics in serving as an example of our faith.
- To give public witness to our school's belief in the development of the whole person (spirit, mind and body) by competing with a positive approach, self control and exemplary conduct.
- To supplement the academic program by providing for the development of physical skills and personal character.
- To provide an opportunity for students to learn the value of hard work, discipline, self-sacrifice, and teamwork.
- To conduct a sports program in accordance with the spirit of the rules and regulations of our school, the Massachusetts Interscholastic Athletic Association (MIAA) and other athletic associations, to which our school belongs.

Athletic Eligibility

Under Massachusetts state law, all students wishing to participate in supervised competitive sports must have a yearly physical exam. The policy of CHS, Inc. is that the student must produce written proof of a complete physical exam, which specifically states that the student may participate in supervised competitive sports. The exam must have taken place within the year prior to the start of the particular sport season. The student health form is acceptable for this purpose. The form must be on file in the school's health office. However, it is the responsibility of the Athletic Director and each Head Coach to obtain the individual proof of a complete physical exam. Students, who do not comply with the regulation, will not be issued a uniform and equipment and will not be allowed to participate in practice or in official games. Students, who are absent from school, may not participate in practice or an official game on that day.

Academic Responsibility

A student's first responsibility is to his/her studies. Priority must be given to such things as make-up work, tutoring sessions, etc. Practice may not be used as an excuse to avoid academic responsibility. Participation in practices or games will not be accepted by the faculty as a reason to postpone academic work. In order that CHS, Inc. maintains its high academic goals, no student will be permitted to participate in any interscholastic sports program, unless his/her academic status is judged as satisfactory.

Students who fail two (2) courses are not eligible to compete in athletic events for a period of four (4) weeks. After this period, an evaluation is conducted by the Athletic Director. If the situation is corrected, the student is eligible again to play on a CHS, Inc. team.

Students who fail three (3) or more courses are ineligible for the entire quarter. Evaluation of performance will be conducted at the next marking period. If the deficiency is corrected, the student is eligible again.

To be eligible for the fall marking period, students are required to have passed and received full credits for the previous academic year the equivalent of five (5) year long major English classes.

Leaving/Quitting a Team

Occasionally, a student athlete considers not finishing a season for personal or academic reasons. Before making a final decision, athletes are strongly advised to consult with the Athletic Director. Any athlete who quits a team without consulting the Athletic Director will be called to a private conference. A student, who quits a team, may not join another team in the same season. Among other consequences, students who quit a team are also subject to miss the following season.

Spectator Responsibilities

The rules apply to all spectators, students and parents/guardians alike.

- Spectators are to appreciate and give proper recognition to the good efforts of participants.
- Spectators are to cheer positively and are to totally avoid “booing”, abusive language and vulgarity.
- Spectators are to respect and to obey property regulations, which are established by each school.
- Spectators are always to respect the official’s decision as final.

These rules are in effect at both home and away games for CHS, Inc. athletes, student, spectators, and parents/guardians, even when not observed by opposing teams and fans. Failure to meet these standards will result in disciplinary action.

CHS, Inc. is a member of the Massachusetts Interscholastic Athletic Association (MIAA) and follows its rules and directions.

Chapter 7

Policies

Legal and Disciplinary Policies

All legal and disciplinary policies apply to students before, during and after school and at all school related functions.

Technology Policy

Each student must adhere to the directives governing the use of technology, as described in the Acceptable Use Policy of CHS, Inc. Only those students, who return the signed copy of this policy to the Technology Coordinator, will have access to the use of technology at CHS, Inc.

Electronic Device Policy

The use of an electronic device for any purpose or function, including but not limited to, telephone calls or text messaging is not permitted at any time before school or during the school day. Use of these devices in school is extremely detrimental to the learning process. The presumption is that, if it can be seen, then it is in use.

Students may not have in their possession any electronic device during school hours. All electronic devices must be locked in the lower half of the student's locker. Occasionally, a student may need to use an electronic device for educational purposes. This may only occur when there has been authorization given by the Principal of Cathedral High School.

Students may use electronic devices after school hours.

Nondiscriminatory Policy

CHS, Inc. admits students of all race, color, national and ethnic origin. All students are entitled to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Cathedral High School does not discriminate on the basis of race, color, sex, national and ethnic origin, in administration of educational policies, admission policies, scholarship programs, and in the hiring of school personnel. The CHS, Inc. community works together to make the school a safe place where each person is genuinely accepted and respected.

Harassment Policy

CHS, Inc. does not tolerate any behavior of students, which constitutes harassment of other students, on the basis of race, color, age, sex, religion, or national origin.

Sexual harassment and unwelcome sexual attention include any of the following actions:

1. making sexual comments, gestures or looks;
2. touching, pinching or grabbing;
3. leaning over or cornering;
4. sending obscene letters, sexual notes, pictures, or graffiti;
5. pressuring to do something sexual; and/or
6. pestering for a date after being told no.

Hazing Policy

The practice of hazing is not tolerated at CHS, Inc.

Hazing – Act Prohibiting the Practice

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows: Chapter 269 of the general Laws is hereby amended by adding the following three sections.

Section 17: Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment. The term “hazing” as used in this section and in Sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other persons. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including deprivation of sleep or rest or extended isolation.

Section 18: Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19: Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership of such group or organization a copy of this section and Sections 17 and 18. An officer of each such group or organization, and each individual receiving a copy of said Sections 17 and 18 shall sign an

acknowledgement stating that such group, organization or individual has received a copy of said Sections 17 and 18.

Unauthorized Use of Cathedral High School, Inc. Name

No student or student’s parent or guardian, without the express prior written authorization by the school’s Principal, may utilize the school’s name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the school name:

- To open up any bank account
- To solicit funds on behalf of the school
- To collect money on behalf of the school
- To sell products on behalf of the school
- To schedule any field trip, vacation or other accommodations
- To post on any web site for any purpose including, but not limited to support of a particular social or political agenda

Any such unauthorized use of the school’s name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school’s name or identifying logo, may result in legal action.

Chapter 8 Attachments

To the Administrators of Cathedral High School, Inc.

We have read the Student & Parent/Guardian Handbook, which includes the Hazing Policy, as stated by the Commonwealth of Massachusetts, and we agree to follow its policies.

Parent/Guardian Signature

Date

Student Name

Date

Student Signature

Homeroom

This page must be completed and returned to the homeroom teacher by the end of the second week of school.

To the Administrators of Cathedral High School, Inc.

Consent to Photograph Form

I give my permission to CHS, Inc. to photograph my son/daughter for use of its publications or other public relations materials, including the CHS, Inc. web site.

Parent/Guardian Signature

Student Name

Address

Telephone

Limitation (if any)

Emergency Information Form

Please Print

Student's name _____ Grade _____

Address _____

Home Telephone # _____

Where parents/guardians can be reached when not at home:

Mother's name _____

Mother's telephone # _____ Cellular # _____

Father's name _____

Father's telephone # _____ Cellular # _____

List two (2) neighbors or nearby relatives who will assume temporary care of your child if you cannot be reached.

1. Name _____

Address: _____ Telephone # _____

2. Name _____

Address: _____ Telephone # _____

To the Administrators of Cathedral High School, Inc.

I have read the Acceptable Use Policy and agree to follow its policies.

Student Name (PRINTED)

Date

Homeroom number