

Cathedral Grade School

CATHOLIC SCHOOLS

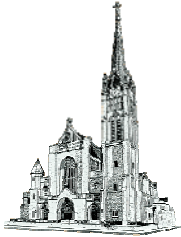


DIVIDENDS FOR LIFE

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**SAINT PETER
CATHEDRAL GRADE SCHOOL
MISSION STATEMENT**

As a ministry of Saint Peter Cathedral, Saint Peter Cathedral Grade School's mission is to exemplify a living Catholic Faith. Cathedral Grade School will be the catalyst for our students, our families, our parish community and other families in the community interested in a Catholic education, pursue academic excellence and to appreciate our Catholic traditions and values.

To fulfill its mission Saint Peter Cathedral Grade School will provide skill oriented instruction and opportunities that will enable students and their families to realize Catholic and secular goals throughout their lives. Saint Peter Cathedral Grade School will:

- Integrate teachings of Catholic Faith in curricular and extracurricular educational experiences from our Early Learning Center through Grade 8.
- Encourage mutual respect among students, faculty and families in a positive, safe and nurturing environment.
- Provide a quality education by supporting an experienced staff, maintaining current technology and resource materials and sustaining an effective administration.
- Focus on the future and continually evaluate goals, make plans and accomplish them.

Rector Very Rev. John T. Myler

Date August 10, 2007

*Revised by LRPC – March 2006
Reviewed by Faculty and Staff – April 2006
Reviewed by Parents and Parish – April/May 2006*

PHILOSOPHY OF CATHOLIC EDUCATION

Catholic education is an expression of the teaching ministry of the church, organized to promote human development in response to the spiritual, moral, intellectual, emotional, and physical through a ministry embracing a message of faith, taught and lived in community, and reaching out in service to others.

The desired outcomes of Catholic education include "personal sanctification and social reform in the light of Christian values". Further, academic excellence in all curricular areas and development of a positive self-concept and moral values are sought. The secular is taught for its own inherent value, and the religious is provided to deepen an understanding of the faith experience. Religious and secular, each complementing the other, offering a deeper and fuller picture of reality.

Unity of purpose is promoted through a variety of structures. Educational institutions, processes and services are designed to create an environment in which living, conscious and active faith may grow to maturity. To this end, priests, administrator, teachers, staff, parents, and students share appropriate responsibilities.

Christian education is intended to "make people's faith become living, conscious, and active, through the light of instruction." The Catholic school is the unique setting within this ideal can be realized in the lives of Catholic children and young people.

Instruction in religious truths and values is an integral part of the school program. It is not one more subject alongside the rest, but instead it is perceived and functions as the underlying reality in which the student's experiences of learning and living achieve their deepest meaning.

Nondiscriminatory Policy

In employment practices the school and/or parish shall provide equal employment opportunities to all employees and applicants for employment without regard to race, sex, national origin, age, disability, or any other status protected by applicable federal, state or local law. This policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church.

This policy applies to all exempt and non-exempt personnel hired by the school and/or parish employer.

PHILOSOPHY OF OUR SCHOOL

Cathedral Grade School is a Catholic School whose staff members work as co-partners with parents and the entire Parish, striving to encourage each student's faith to become more living, conscious, and active through the light of instruction.

The philosophy of our school is anchored in the belief that God creates men and women in His image and likeness and that He desires them to find happiness in knowing, loving, and serving Him.

Cathedral School focuses on teaching Catholic doctrine, building Christian community, and helping students acquire skills, virtues, and habits of heart and mind required for effective service to others. We strive to educate the whole person in an atmosphere of love, respect, and concern for the Lord and for one another. Cathedral School is dedicated to maintaining high standards of educating students in values of peace, justice, brotherhood, and respect for others.

AS EDUCATORS, WE BELIEVE THAT:

- ... our objective is to identify, understand, and meet the needs of each student, thus enabling every child to develop a positive self-image, and meet a reasonable measure of success.
- ... each student and teacher is worth the time, effort, and interest of each other because each one is important. We will not only support each other but also encourage the initiative and creativity of students and staff to accomplish our objective. We also strive for mutual respect among the students, faculty, staff, and administration.
- ... students are uniquely different, and this difference is in background, talent, and ability to learn. We are concerned with the "how" to learn as well as the "what" to learn and think.
- ... the wholesome development of the individual student and his character is of primary importance. To achieve this, the total academic program needs the support of parents. Through open communication we can achieve understanding and cooperation. Parent participation in school activities and conferences with teacher, parents and students is vital in reaching this goal.
- ... students need to feel a responsibility for their own learning. Therefore, we must assist students to develop skills of considering alternatives, examining potential consequences, and acting on their own conscience.
- ... learning takes place through personal involvement in, and enjoyment of the learning activities. Faculty members must work to create an excitement for learning in an atmosphere of truth and excellence.

PRIORITY IS GIVEN TO:

- ... helping students see what the Catholic religion means to them in today's world
- ... incorporating religious considerations and values into other parts of the school program
- ... helping each student assume responsibility for his own learning
- ... engaging students in meaningful activities
- ... progress reporting according to individual ability

COOPERATIVE EFFORTS ARE MADE TO:

- ... create healthy, honest interaction among faculty, parents and students
- ... ensure consistent classroom expectations
- ... provide positive reinforcement of students and co-workers: accentuate the strengths and talents of faculty members and students

SIGNIFICANT FEATURES:

- ... Band Program in Grades 4-8
- ... Chorus in Grades 3-8
- ... P.E. Program in Grade Prekindergarden-8
- ... Computers in Early Learning Center through 8th Grade
- ... Specialized teachers in curriculum areas in Grades 5-8
- ... **AWARENESS PROGRAMS:** D.A.R.E., Project Reality
- ... Human Sexuality Program K-8
- Speech Team - Grades 5-8
- Student Council - Grades 4-8
- Science Club - Grades 6-8
- Reading Club Grades 5-8
- Sports Program - Grades 4-8
- Scouts - Grades K-8
- Art in all Grades

PARENT INVOLVEMENT INCLUDES:

- ... opportunities for parent-teacher conferences
- ... cooperative programs involving parents as teacher aides
- ... meeting with parents to gain their insights and concerns
- ... "open door" policy regarding classroom visitations
- ... parent accompanying students on field trips

CURRICULUM AND INSTRUCTION

ACADEMIC POLICY

We, teachers and parents alike, have a responsibility to educate our students to the best of our ability. Our students likewise, have a responsibility to do their best in school. In order to help them achieve this goal and establish a framework for parent-student-teacher participation in this process, the following Academic Policy has been prepared. We ask for your support and understanding as we strive to do the best we can for all our students. Cathedral's implementation of this policy will take place in the following way:

1. The school year is divided into four periods for reporting to parents and students. Quarter grades are sent home for all students in Grades K thru 8. Midway through the quarter individual conferences with teacher and parent(s) may be arranged by appointment. No such conferences are permitted before school or during class periods, as the teachers use such time for teaching and/or supervision of the children.
2. If, at the end of the next evaluation period, a student has not raised his/her grades, an appointment will be scheduled with the student, teacher, parent, and possibly the principal, to discuss the student's grades. This meeting will conclude with a definite plan of action, which, hopefully, will result in the child improving his/her, grades.

Academic Policy for Extracurricular Activities

All students are encouraged to participate in extracurricular activities. However, it is to be understood by Students and Parents that it is a privilege for a Student to participate in an extracurricular activity. Extracurricular activities are defined as **Chorus, Student Council, Speech, Computer Club, Chess Club, Science Club, Math Club, Band, and Athletics**. Therefore, the Academic Grade Policy is implemented to encourage each student to do his/her best academically while participating in these activities.

The following Academic Grade Policy criteria is to be applied to the seven major subjects of Religion, English, Math, Reading, Spelling, Science, and Social Studies:

1. Student must maintain a minimum "C" average with no "F" in any of the seven major subjects. Eligibility to participate in extracurricular activities is reviewed every Friday during the sports season by the Teacher of each major subject.
2. A student who falls below the minimum grade requirement will be ineligible to participate in extracurricular activities per the following guidelines:
 - A. Teacher will notify the Student, Parent, and Principal in writing that the Student's grade(s) have fallen below the minimum requirements. (A meeting will then be scheduled between the Teacher, Student, and Parent to discuss a plan of action.) After the meeting, the student will be placed on Academic Probation for a period of 2 weeks. If no meeting is scheduled after one week of the Teacher's notification date, the student is automatically placed on Academic Probation. During this period, the Student is allowed to fully participate in extracurricular activities at the discretion of the Parent.
 - B. If within the 2-week Academic Probation period the Student raises his/her grade(s), the Student will return to full eligible status. Written documentation of this improvement will be provided to the Student, Parent, and Principal and kept in the Student's file.
 - C. If after the 2-week Academic Probation period the student has not raised his/her grade(s), yet the Teacher and Parent feel the Student has sincerely improved to the best of his/her ability, a conference will be held with the Teacher, Parent, and Principal. At the discretion of the Parent and with approval from the Principal, the Student will be allowed to fully participate in the extracurricular activity. Written documentation of this decision will be kept in the Student's file. The student remains on academic probation and grades are reviewed every two weeks.
 - D. If after the 2-week Academic Probation period the Student has not demonstrated any effort to improve his/her grades and the Student is not working to the best of his/her abilities, the Teacher will notify the Student, Parent, and Principal in writing. Effective immediately, the Student will be placed on Academic Suspension and will be excluded from participating in any extracurricular activity including practices, games (including tournaments), and/or meetings. Academic Suspension period is a minimum of one week with the total length of suspension to be agreed upon by the Teacher, Parent, and Principal. Written documentation of this decision will be kept in the Student's file.

The Student's total well being is the primary focus of this policy. Exclusion from extracurricular activities is to be thoroughly discussed by the Parent, Teacher, and Principal prior to any action being implemented. The Principal will have final authority in all matters.

The Principal is responsible for notifying the Moderator, Instructor, and/or Athletic Director of any Student's ineligibility to participate in an extracurricular activity. Discussion of the Student's grade(s) with the Moderator, Instructor, Athletic Director, and/or Coach, is strictly at the discretion of the Parent. Student confidentiality is respected at all times.

If a Student is absent from school, or comes in after 9:30AM on a regular scheduled school day, he/she is not allowed to participate in any extracurricular activity including practices, games (including tournaments), and/or meetings for that same day unless the absence or tardiness has been excused by the Principal.

Adopted by School Board May 28, 2002

Reviewed: May 21, 2007

ACCELERATION/RETENTION: DIOCESAN RECOMMENDATION

When a teacher and/or parent believes that retaining or accelerating a student would be in the student's best interest, the following procedures must be adhered to:

- a. The teacher shall inform the principal when he/she is considering retention or acceleration of a student. The teacher should give reasons for this consideration.

If the request for retention or acceleration of a student comes from the parent, the teacher shall inform the principal of the parent's request and reasons for this request.

- b. The teacher and parent shall meet during the school year to discuss the student's attitude, behavior and academic progress. Discussion of student's progress should take place every four weeks, with a written account of meetings kept on file. The teacher shall inform the principal of the times and dates of these meetings prior to the meetings. The principal may find it advisable to attend these meetings.
- c. The principal shall see that the student is evaluated through adequate testing to discover student's academic and emotional needs and abilities, strengths and weaknesses.
- d. The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.
- e. The decision to retain or accelerate a student should be a cooperative one of parent, student, teacher and principal, with the final responsibility for a student's retention resting with the principal.
- f. Before a final decision is made to retain or accelerate a student, the case must be reviewed by the Office of Education.
- g. Parents must be informed at least 9 weeks before a final decision is made to retain or accelerate a student.
- h. At Cathedral Grade School a more detailed step by step guide to acceleration is available in the school office.
- i. At Cathedral Grade School a student will not be promoted to the next grade if the student has "F" average for the year's work in three (3) of the seven (7) major subjects. If a student has an "F" average for the years' work in two (2) of the seven (7) major subjects she/he must successfully complete assigned work over the summer on one (1) of the two (2) subjects. The subject taken will be at the discretion of the principal. When the work is completed the student will be promoted. A fee of \$25.00 will be charged. If this is an eighth grader the student may take part in the graduation exercises, but will receive a blank diploma.

ADMISSION POLICY

Cathedral Grade School admits students of any race, color, religion, national ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Students are not discriminated against on the basis of race, color, religion, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and local programs, and athletic and other school administered programs.

Revised: May 23, 2005

Reviewed: May 21, 2007

ADMISSIONS REGULATIONS

- A. Early Learning Center, Prekindergarten, Kindergarten and Grade 1**
1. A child may be admitted into Early Learning Center who is age 3 and fully potty trained.
 2. A child may be admitted into Prekindergarten who is age 4 by September 1.
 3. A child may be admitted into Kindergarten who is age 5 by September 1.
 4. A child may be admitted into First Grade who is age 6 by September 1.
 5. A valid State Birth Certificate and a baptismal certificate must be presented at the time of registration.
 6. A completed health form including immunization information is to be returned by October 1st.
 7. All students will be tested prior to acceptance.
 8. All new students are accepted on probation status.
- B. Transfer Students**
1. **Outgoing Students**
 - a. Parents are asked to make a formal withdrawal at the school office.
 - b. Records will be released to the new school when a request from that school is received in the office.
 - c. All tuition and fees must be paid in full before records will be released.
 2. **Incoming Students**
 - a. New students registering at Cathedral School are to be recommended by the principal and/or teachers at current school.
 - b. A copy of Report Card should be presented at the time of registration.
 - c. A Placement Test in Reading and Math will be administered to any student applying for entrance into Cathedral School.
 - d. All new students are accepted on probation status. All new families sign a probationary form at the time of registration
- C.** Each spring registration will take place for the coming year. Each family is asked to register at that time and pay the Student Fee for one child. Participating members of Cathedral Parish will have priority in enrolling during the enrollment period. After the end of the enrollment period, registration will be on a first-come, first-serve basis. Any student meeting our requirements will be accepted, subject to space availability.

ENROLLMENT - PROBATIONARY

This is to inform the parent/guardian that any new transfer students (other than those entering kindergarten & prekindergarten) who register to attend our school shall be considered probationary. This probationary status will remain effective until such time as the student’s school records are received from the transferring school, and a sufficient period of time has passed to guarantee that any special needs of the child can be met by existing school curriculum and resources.

“Sufficient period of time” is to be judged by the principal and teacher/s involved on a case-by-case basis, preferably not to exceed six weeks. Each student and parent/guardian will confer with the principal and teacher/s after this time, to insure that the student is able to meet success in his/her new environment.

Cathedral Grade School reserves the right, at any time, to require that any student with needs that cannot be met by existing curriculum or staff (as decided by the pastor, principal, and teacher/s involved) not be enrolled at this school. The board of education will be kept informed by the principal, on a current basis, of all problem situations existing and the resulting actions taken. All student transfers at the 7th and 8th grade level are to be accepted conditionally and students shall remain on probation for the entire academic year.

Parent/Guardian Signature

Student Signature

Date

2010-2011 TUITION PAYMENT POLICY

Parishioners—

The annual tuition for the academic year for a qualified Parishioner family will be:

1 child	\$3,150.00
2 children	\$5,355.00
3 or more children	\$7,087.50
Early Learning Center	\$150.00 a week -Full Time Part Time - \$30 a day full day/ \$15 half day

The above tuition rates are for the children or wards of a participating member of St. Peter Cathedral Parish. A participating member of the Parish is defined as one whom:

- A. Is registered in the Parish office,
- B. Is actively engaged in the spiritual and familial life of the Parish,
- C. Participates regularly in the Parish weekly liturgy,
- D. Regularly contributes to the financial support of St. Peter Cathedral Church, and
- E. Is willing to give of one’s time and talent for the good of the Parish and its charitable causes.

Families failing to meet these requirements will be considered inactive and will be charged the Non-Parishioner tuition rates. Families being reclassified will be given written notification.

Neighbor Parishioner—

\$4,736.00 per child, per academic year

A Neighbor Parishioner is defined as a member of a nearby Catholic church which does not have a school or that do not have space available. Currently, St. Luke and St. Henry, Belleville are Neighbor Parishes.

Non-Parishioner —

\$5,132.00 per child, per academic year

A Non-Parishioner is defined as anyone who is not a member of the Roman Catholic Church or anyone who does not meet the criteria as stated above.

The cost of educating each Cathedral student this year is projected to be **\$5000.00**. Fund raising activities and the parish subsidy reduce the tuition charged each family. Your participation in fund raising activities is strongly encouraged.

Payment Methods—SMART TUITION

Tuition and Fees must be paid in one of the following ways:

- Book Fees - Pay in full to school
- Tuition - Pay the tuition in 10 monthly installments to SMART Tuition.

All families are required to participate in the SMART program.

There is a \$20 fee for all returned checks written to the School (this includes tuition, field trips, TWB, etc.).

Delinquent Accounts

Accounts not current within 30 days will be considered delinquent and the student(s) subject to dismissal. Notices will be sent to the account holder requesting a meeting with the Principal to discuss the status of the account.

The Cathedral School Board policy prohibits the entrance of students to the new school year if tuition, student fees, Band fees, Athletic fees or fines remain unpaid. A student requesting a transfer should have all bills paid before a request is made to have records mailed to a new school.

Any outstanding tuition, student fees, Band fees, Athletic fees or fines not paid in full by **May 15th** will result in report cards being withheld for grades K-8 and the student(s) will not be reregistered for the following school year. Blank diplomas will be given to graduating students attending the School Graduation Ceremony. If there are extenuating circumstances regarding your account, you must meet with the Principal to make any special arrangements.

Enrollment Fee— This Fee Is Non-Refundable

A registration fee of \$25.00 is to be paid at the time of registration for Early Learning, Prekindergarten, Kindergarten and new students. This fee is not refundable. If a Prekindergarten or Kindergarten student registers and pays the Student Fee and then is not accepted due to school readiness the Student Fee will be refunded.

Student Book Fees— This Fee Is Non-Refundable

Student book/lab/material fees are as follows:

Early Learning Center, Prekindergarten, Kindergarten - 8th Grade \$200.00 per child, per academic year

One student book fee must be paid upon registration, to hold places for all of the children in the family for the coming school year. This amount is nonrefundable, except in the cases of military families who receive moving orders after this amount was paid, or for a Prekindergarten or Kindergarten student who is not accepted due to lack of school readiness. Student book fees are charged to cover the cost of books and class materials for the school year.

All student book fees must be paid in full before the first day of classes. .

Parish Support—

Each Parishioner is strongly encouraged to make regular financial contributions to the support of the Parish budget. St. Peter Cathedral Church provides approximately 40% of the operating cost of Cathedral Grade School. Your continued financial contributions to the church help maintain the grade school facilities and programs.

Tuition Assistance Program—

A tuition assistance program is available. Please contact the Principal for further information. All inquires will be kept in strict confidence.

GENERAL INFORMATION

ABSENTEEISM AND TARDINESS

A student's absence from school can only deter his or her progress and should be avoided unless absolutely necessary. Chronic tardiness and absenteeism is reason for concern. A child can never truly make up work missed when absent because the whole classroom presentation and activity has been missed. The more days missed multiplies and increases the difficulty of a student "trying to catch up" and disturbs the educational process of the student.

If for some serious reason a student will be absent for several days, a note is to be sent to the principal and teacher of the student. This note is due in the principal's office several days in advance of the absence.

When a child is absent, **A PARENT MUST CALL THE SCHOOL BEFORE 8:00 A.M. TO STATE THAT THE CHILD WILL NOT BE THERE.** In addition, a written excuse must accompany the child when he or she is readmitted after the absence. The written excuse should state the child's name, the date and the reason for being absent. A parent or guardian must sign it.

1. If a child has a dental or doctor appointment and arrives to school before 9:30 am they are given a full day of attendance and will not be marked tardy. If a child leaves for a dental or doctor appointment and returns to school within one hour with a medical paper from the doctor the child will not be marked absent or tardy. If gone more than one hour the student is considered $\frac{1}{2}$ day absent. If a student leaves school within one hour of normal dismissal, the student will not be considered absent.
2. School begins at 7:45 A.M. When a student arrives at school late but within 30 minutes of the beginning of the school day, the student will be considered tardy.
3. When a student arrives at school after 30 minutes of the start of the school day, the student will be considered as 1/2 day absent.
4. For every five tardies per quarter the student will serve a detention after school. If a student has three tardies per quarter the student will not receive an award for perfect attendance at the end of the school year.

Students may go to their classrooms at 7: 35 am. Any student arriving before 7:35 am will go the cafeteria for adult supervision.

ACCELERATED READER

In order to continue to encourage our students to improve their reading comprehension plus take time to enjoy reading, the Cathedral Grade School has adopted the Accelerated Reading Program. Each student will be helped to set his/her individual goal for each quarter. These goals will produce award points, which will be determined by each teacher according to the students' abilities. This program begins with the Kindergarten and continues through Grade Eight.

ALCOHOL POLICY

In compliance with Diocesan policy, no alcohol will be bought, sold or brought into a school-sponsored event where children are the primary participants.

Adopted: May 23rd, 2005

Reviewed: May 21, 2007

CELL PHONE USAGE POLICY

Students' phones and pagers are to be off and out of sight between the hours of 7:30 a.m. and 3:05 p.m. Any student's phone or pager that is visible during those hours or heard by a staff member, regardless of where the phone or pager is kept (i.e. a phone left on in a locker or book bag), will be confiscated and turned in to the main office.

The first time a student's phone or pager is confiscated, the student will be allowed to pick up the phone or pager at the end of the day. If a second violation occurs, the parent or legal guardian will be required to come to school to meet with the administrator in order to retrieve the phone or pager.

The presence and/or use of any cell phone in a testing situation will be deemed as cheating. The student's phone will be confiscated, the student will receive a zero (0) for that test and all other rules associated with cheating on a test will be followed.

Adopted: May 23, 2005

CHILD PROTECTION

The Diocese of Belleville requires all teachers, PSR catechists, youth ministers, coaches, janitors, secretaries, cafeteria workers, drivers, volunteers and others in Leadership roles who come in substantial contact* with students in programs and activities sponsored by the parish/school, whether salaried or volunteers, are to complete the proper forms and Child Protection Training and subsequent annual Refresher Course.

*Substantial contact is defined as follows:

“Contact with children in which the duration and scope in both time and exposure to children is neither trivial nor limited and may occur on a routine and/or ongoing basis (i.e., more than one day a month)

Requirements:

Initial Child Protection Policy Training

The school web site as a listing of these training dates in the local area. You must call to reserve a seat, attendance is required. After you complete this course please bring the yellow copy you receive to the office.

CANTS (Child Abuse and Neglect Tracking Systems)

This form is required and is updated every other year. It is turned in the office and sent to the Diocesan Office

Volunteer Application

This application is filled out once and turned in the office to be sent to the Diocesan Office

Annual Refresher Course

This is a yearly refresher course only for those who have completed the Initial Training. It is completed on line and once completed a form is downloaded and turned into the office to be sent to the Diocesan Office.

CHILDREN'S EDUCATIONAL COMPONENT TRAINING

Mandated by the Diocesan Office of Child Protection all children in Grades K-8 will receive an annual Child Protection program. The objective is to educate and empower children about their personal and body safety. The content for each grade's lesson is age appropriate. Permission for this program is required from the child's parent or guardian.

Reviewed: May 21, 2007

CLASS INTERRUPTIONS

Classes are not to be disturbed at any time during the school day. It should be the concern of the parents that neither the faculty nor the children be disturbed during school hours. ***Before*** school is ***not*** a time to have a conference with a teacher. Teachers use this time for students and organizational procedures. All conferences ***MUST*** be scheduled.

CHILDREN SHOULD LEARN FROM PREKINDERGARTEN FORWARD, TO BE RESPONSIBLE FOR THEIR BOOKS, PAPERS, ETC. IF IT IS NECESSARY THAT PARENTS BRING SOMETHING TO SCHOOL, PLEASE BRING THESE ITEMS TO THE SCHOOL OFFICE.

CLASSROOM STAFFING POLICY

The Principal at Cathedral Grade School is responsible for determining the staffing needs for the grade school and then hiring qualified individuals to fill those needs.

The Principal at Cathedral Grade School will hire one full-time teacher for each grade school class level from Kindergarten through Grade 8. In any given year, the principal may hire additional classroom resources/teachers, depending on the number of students who are registered for a particular class level or combination of class levels, and/or based on the Principal's best judgment.

The general classroom size **guidelines** which the principal will use for hiring additional classroom resources/teachers are listed below. The principal will consult with the school board and the pastor before extending a contract to any additional classroom resource/teacher.

Student-Teacher Ratio Guidelines

1 – 25 students – 1 Teacher

26 – 29 students – 1 Teacher + 1 resource

30+ students – 2 Teachers.

The principal will also consult with the school board and the pastor before extending contracts to other school resources (i.e. Band, Music, Physical Education, Library, etc). Availability of funding for these resources will be a key factor in the final hiring decision for these roles.

Adopted: May 23, 2005

Reviewed: May 21, 2007

COMMUNICATION

In the spirit of Jesus we ask that anyone having a question, disagreement, or problem please contact the person who is foremost responsible. To follow the lines of subsidiary we ask that you contact the teacher first before the Principal, or the Principal before the Pastor. If you feel things have not been settled at the lower level then proceed to the next level. It seems only just for all those involved that this procedure be followed. At times it may be beneficial for the parent, teacher and principal to meet in order to discuss the situation. To facilitate making this contact a note should be written to the person involved or call the school office for an appointment.

Chain of Command for Parent Concerns

We know that there are times that parents will have questions or concerns about an event that happens during the school day. Our practice will be that all parents MUST contact the teacher FIRST with their concerns. Please do not call the principal or pastor if you have not spoken with the teacher first. The principal or pastor will re-direct you to the initial source, the teacher, for your first contact. If, after speaking with the teacher, the parent feels that the issue is not settled, then they will be asked to meet with the teacher and principal together to try to resolve the problem. Then, and only then, if the issue is not resolved, will the pastor become involved. It is our hope that most issues and concerns will be easily handled at the first level. The principal and pastor will need to learn to use the phrase, "Have you spoken with the teacher?"

We hope that all families will work to follow this procedure.

CURRICULUM

Our curriculum follows the guidelines of the Diocese of Belleville and the State of Illinois in regard to subjects taught and time allotment for the various grade levels.

EXTENDED CARE (3:00 pm – 6:00 pm)

For students **who are enrolled** in the Extended Care Program that cannot be picked up at 3:00 p.m. our after school extended care will be available. There will be no charge for **students enrolled** who use this service during the first half hour.

Your son/daughter needs to be pre-registered to participate in this program.

Fees for this after school program are:

Registration per year/per family - \$25.00

Daily Rate –After School Care - 1st Child \$10.00

Daily Rate -After School Care - 2nd Child \$5.00

Any student involved in the after school athletic program are under the supervision of the coaches.

FACULTY MEETINGS

Formal faculty meetings are held on first Wednesday of each month (September-May) as listed on the school calendar. **Students are dismissed at 1:45 pm on these days.** Teachers will also meet every Wednesday to review ongoing projects and keep everyone informed of upcoming events.

FIELD TRIPS

Normally each grade 1-8 will go on one field trip a year chosen by the teachers and others chosen at the Principal's discretion. These field trips are curriculum related activities, but they are also privileges afforded to the students. Students can be denied participation, by the joint consent of the teachers and principal, if a student fails to meet academic and/or behavioral requirements. Due to age level Prekindergarten and Kindergarten will be taking part in several field trips.

All students going on the field trip must bring in the official school form signed by the parent or guardian allowing the student to participate. **Phone calls and non-official school forms are not acceptable.**

Students are to wear the school uniform for field trips. Any change of the uniform for field trips will be at the discretion of the principal. After April 1 uniform shorts may be worn, weather permitting unless the Principal states differently. It is also the right of parents to refuse to allow their child to participate in the field trip. In this case the student will be placed in another room under a teacher's guidance for the necessary time.

Only parents who are up to date on Child Protection Training will be allowed to supervise other students. Chaperones are not to bring other small children on the field trip because their responsibility is to the children of the class. Smaller children also cause a distraction to the students whose field trip it is.

FINES

Textbooks issued are the property of Cathedral Grade School. They should be used with care and returned in good condition. Students are responsible for books, which are lost or damaged. Fines will be assessed according to the damage done or for the cost of replacement.

FUND RAISING

In order to help meet our book expenditures, the school conducts an annual fund raising project. This is a very important fundraiser and everyone is expected to work as hard as possible. During the months of August and September, the children are asked to take orders for this fundraiser. Directions for the Fundraising are sent home at the beginning of the drive.

GRADING SYSTEM

There are 4 criteria that will be used to determine a student's grade, namely tests, homework, class assignments, projects, and class participation. Teacher discretion will determine how these criteria are weighted for grades.

The grading system follows the diocesan guidelines as stated:

Excellent Progress	Satisfactory Progress	Failing
A+ 99-100	C+ 84-85	F 0-69
A 95, 96, 97, 98	C 80, 81, 82, 83	-----
A- 93, 94	C- 78, 79	
Good Progress	Poor Progress	O - Outstanding Progress
B+ 91, 92	D+ 76, 77	G - Good Progress
B 88, 89, 90	D 72, 73, 74, 75	S - Satisfactory Progress
B- 86, 87	D- 70, 71	N - Needs Improvement
		U - Unsatisfactory

Student Progress may be monitored all year using Grade Book Wizard for Grades 1-8

HOMEWORK AND STUDY HABITS

The assignment of homework by teachers is acceptable and is intended to strengthen student skills in various subjects or to allow them to apply skills they have learned. Homework should stimulate self-mastery, self-discipline, and a spirit of independence and self-control. The amount of homework varies with the age and capability of each child to work independently. Parents are asked to contact the teacher(s) if they have any questions concerning homework.

If a student does not hand in homework at the appointed time there will be NO CREDIT given for the work. We want students to daily take responsibility for their homework.

Parents should work to provide a place in the home where study can take place in a quiet atmosphere.

Recommended amount of time spent on homework follows:

Grades 1-2-3	20-30 minutes daily
4-5	45-60 minutes daily
6-7-8	60-120 minutes daily

Ordinarily, homework is not given on Friday. Many times students will have long-term projects that may require work on the weekends. Ordinarily chapter tests are not to be given on Mondays.

In order to help students correct and understand work given to them for homework or class work, the teacher will correct the work in class. It is very important for students to have their assigned class work or homework with them when needed. This is also a step of responsibility. If an assignment is missing at the time it is due to be handed in, the student will receive no credit for the work. There may be times a teacher will work individually with a student to help them achieve this policy.

HOMEWORK WHEN ABSENT

It is the student's responsibility to ask for and hand in all assignments he or she may have missed due to absence from school or an individual class. Any assignments not handed to the teacher within a **REASONABLE TIME**, as stipulated by the teacher, will be counted as a zero when averaging grades.

Make-up work may be sent with another student if it is requested at a reasonable time in order for the teacher to prepare it. It is not always possible for this to be done prior to dismissal on the same day.

Teachers are not obliged to make special arrangements for students going on vacations during the school year. Work will not be given to students before they leave on vacation because the teachers cannot exactly judge how much material will or will not be covered during the time the student is absent. The student must take the responsibility for completing assignments and tests when he/she returns to school. It is not the teacher's responsibility to pursue the students.

The teachers will work individually with a student to help them achieve this policy

HONOR ROLL GRADES 4 – 8

In order to give recognition to students for outstanding academic achievement, there will be an Honor Roll system. For a student to be eligible for the Honor Roll, the following criteria will be followed.

HIGH HONORS

A and A+ 95 - 100 Average point of 11 - 12 in the 7 major subjects
No individual subject grade lower than a "B+"

CONDUCT - A student must have satisfactory grades

A student needs a satisfactory grade in: Art, Band, Computers, Handwriting, Music or Physical Education.
No Discipline Marks for the quarter. Nor more than 2 uniform infractions for the quarter.

HONORS

B/ -A 88 - 94 Average point of 9.0 - 10.99
No individual subject grade lower than a "B-"

CONDUCT - A student must have satisfactory grade in Art, Band, Computers, Handwriting, Music or Physical Education. No individual subject grade lower than a "C".

No more than one Discipline mark for the quarter. Nor more than 4 uniform infractions for the quarter.

POINT SYSTEM USED

The point value system used is:

A+	12	A	11	A-	10
B+	9	B	8	B-	7
C+	6	C	5	C-	4
D+	3	D	2	D-	1

ALGEBRA POINT SYSTEM

- A+ 15 points
- A 14 points
- A- 13 points
- B+ 12 points
- B - 11 points
- B- 10 points
- C+ 9 points
- C 8 points
- C- 7 points

INDOOR RECESS

Written permission is required in order for a student to remain indoors during recess when the rest of the students are going out. On occasion a child may need to stay indoors for health reasons but this should not be habitual occurrence. You are asked to write the teacher a note for your child to stay in at recess. This permission should be requested only in emergencies due to the extra supervision required.

Students are not to bring toys, I-Pods, MP3 Players, DS, Game boys etc. to school. They will be held in the school office for parents to pick up if found or seen by an adult.

LEAVING SCHOOL

Children are expected to remain at school throughout the school day unless the school office receives a note. The person arriving to pick up children before dismissal are required to come to the school office. Students will be called to the office to be dismissed with the authorized person.

PREGNANT STUDENT POLICY

The Principal of Cathedral Grade School will inform the Pastor immediately upon knowledge of a pregnant student. The Pastor and Principal, in consultation with the Diocesan Office of Education will make final judgment as to whether or not a pregnant student should be enrolled or continue enrollment in the school. Pregnancy will not be the sole reason for expulsion. They will take every precaution to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy, and justice, they will consider each person's case individually, will consult with the student and her parents and will recommend appropriate counseling resources. All of this will take place within the confines of confidentiality.

If the biological father is enrolled in CGS, consultation will take place with him and his parents, and recommendations will be made to appropriate counseling resources. All of this will take place within the confines of confidentiality.

The Principal and Pastor will inform the School Board that they are handling a pregnancy case.

Approved: May 27, 1997

Reviewed: May 21, 2007

REPORT CARDS

Report Cards are given out quarterly according to the Diocese School Calendar. At the first report, which is in November a conference of parent & student is held with the teacher. At other report times the parent and or teacher may request a conference

SCHOOL PICTURES

Individual school pictures will be taken at the beginning of the year and in the spring. Although every child has his/her picture taken, no one is obligated to purchase pictures.

SCHOOL CALENDAR

Each year the school calendar is established to allow for the required number of days. This calendar is published on the main school web page. Any additions or corrections will be announced on the web page.

SMOKING POLICY

In compliance with Illinois state laws and Diocesan and Parish policies, smoking is prohibited in the Cathedral Grade School building. Parish policy also prohibits smoking in the McCormick Center. In addition, Cathedral Grade School prohibits smoking near the outside entryways of the school and the McCormick Center during any school-sponsored event where children are the primary participants.

Adopted: May 23, 2005

Reviewed: May 21, 2007

STUDENTS EXPECTATIONS

- - Students are expected to raise their hands to give an answer unless the teacher has directed them differently due to the activity.
- - Students are expected to listen to the person who is talking.
- - The teacher's desk is off-limits to students except when the teacher gives permission to a student.
- - Students are expected to be quiet in the hallways, in the bathrooms and at the drinking fountain. When going to lunch everyone is quiet and will remain quiet until seated.
- - Students are expected to sharpen several pencils in the morning before the class begins in order not to disturb classroom learning.
- - Students are to keep books either in their desk or if using another student's desk, as in departmental, on one neat stack on the floor.
- - Students are expected to carry their homework notebook from class to class in order to write down assignments as soon as the teacher gives them.
- - Students are expected to continue working quietly if their teacher is interrupted during class time.
- - Students are to understand that the classroom belongs to all of them as well as the teacher. Therefore, everyone helps to keep it clean, dusted and in order. Teachers are to assign jobs that need to be completed.

- - Students are expected to respect others and the property of others.
- - Students are expected to be properly groomed during the class day. Shirts and blouses are to be tucked in at all times and hands are to be clean.
- - Students are not to hand out party invitations at school unless the whole class is invited to the party. Student's feelings are hurt very easily when they are not included in a party.

TELEPHONE CALLS

Neither teachers nor pupils will be called from their classes except in case of emergency. If an urgent message must be delivered, please give it to the Secretary. Children will be permitted to use the office telephone only in case of sickness or emergency.

TELECONFERENCE/PARENT CONFERENCE

After a phone call and/or conference the teacher will record the contents of the conversation and send two copies to the parents. One copy is to be kept by the parents, the second copy is to be signed and returned to school.

TESTING

Yearly testing follows the following schedule:

1. Students entering Prekindergarten & Kindergarten are given a test in development tasks.
2. All new and transfer students entering Cathedral are given a test at the discretion of the principal.
3. Students in Grades 2-8 take standardized achievement tests and aptitude tests, approved by the Diocesan Office.
4. Eighth grade students entering a Catholic High School take the High School Placement Test.

TESTS/PROJECTS

Teachers will communicate and schedule tests, projects and homework for each grade level. Parents are asked to sign and return tests to teachers. Total tests grades are 50% of the quarter grade.

TRANSPORTATION, ILLINOIS REIMBURSEMENT (When Available)

If a family lives 1 1/2 miles or closer to school, you must fill out a form with the state (available at the Regional Superintendent of Schools Office) before February 1st. The school will inform parents when it is time to complete the form with the State.

In the spring an announcement will be made on the school's webpage concerning the forms for you to fill out. You must come to the office to fill them out, as we cannot send them home. Bring the number of miles, one way, when you come to the office. The forms will be available in the office until the end of the school year.

VISITATIONS

Here at Cathedral, we have an "open door policy" regarding classroom visitations. Please feel free to visit us anytime at your convenience. Feel free to visit any or all classrooms! When visiting our school please

register at the School Office before visiting the classrooms. We ask you to register for the safety of our children.

WEATHER PROCEDURES

In an effort to improve communications between parents and school, Cathedral Grade School will use School Reach. This is a telephone broadcast system that will enable school personnel to notify all parents by phone within minutes of an emergency, school cancellation, etc. School Closings will also be announced on television channels 2, 4 or 5. We notify them as soon as we can get through to them to make the announcement. Announcements begin at 5:30 a.m. and continue at regular intervals until 8:30 a.m. Once school is in session, classes will continue regardless of weather conditions. You may pick your child (ren) up early by signing them out in the school office.

STUDENT ACTIVITIES GROUPS

BAND

Band Fees:

Tuition per Student \$120.00
Rental per month per instrument - \$10.00
Band Registration \$25.00

SPEECH TEAM

Any student in grades 5-8 may try out for the school Speech Team. The team takes part in 3 Diocesan meets a year.

STUDENT COUNCIL

Officers are elected from the students of grades 7 & 8. Committee chairpersons may be students of grades 6, 7, 8.

All homerooms, Grades 4-8, elect a class representative. The Student Council sponsors activities throughout the school year.

STUDENT COUNCIL

Qualifications for President & Vice President

- Must be an eighth grade student while in office.
- Based on the average of the three quarters prior to the election, of each of the seven major subjects, the student must have a scholastic average of "B" and no grade lower than a "C".
- Must have a satisfactory grade in Christian behavior and in Conduct in the quarter prior to elections.

Qualification for Treasurer & Secretary

- Must be a seventh or eighth grade student while in office.
- Based on the average of the three quarters prior to the election, of each of the seven major subjects, the student must have a scholastic average of "B" and no grade lower than a "C".
- Must have a satisfactory grade in Christian behavior and in Conduct in the quarter prior to elections.
- (For Treasurer) Must have a "B" average in Math the quarter prior to the elections.

Qualifications for Committee Chairpersons

- Must be a seventh or eighth grade student while in office.
- Based on the seven major subjects (21 grades), the student must have a scholastic average of "C+" for the three quarters prior to the election with no grade lower than a "C".
- Must have satisfactory conduct approved by the principal and present teachers of the candidate.
- Must be registered and fees paid for the next school year.

Qualification of Classroom Representatives

- Based on the seven major subjects, all students elected shall have a scholastic average of "C" during the quarter prior to elections with no grade lower than a "C".
- Candidates shall have a satisfactory grade in Christian behavior and in Conduct during the quarter prior to the elections.
- Three unexcused absences from meetings is cause for dismissal from student council and another class representative will be elected.

VOCAL AND INSTRUMENTAL MUSIC

MUSICAL CONTESTS

Any student wishing to take part in District and/or State Musical Contests (vocal or instrumental) must be a member of our grade school band or choir. By this regulation we are following the rules of IGSMA.

YOUTH CHOIR

Students of grades 3 through 8 may belong to the Youth Choir. Practice will be set at a time designated by the Choir Director and the Principal.

SWIC FESTIVAL

Entrance Fee - Each Choir Member Pays the Entrance Fee
Music - Choir fund pays and music becomes part of the choir.

DISTRICT CONTEST

Entrance Fee - Each Choir Member Pays the Entrance Fee
The teachers will notify the students/parents of any additional fees.

STATE CONTEST

Entrance Fee - paid by student
The teachers will notify the students/parents of any additional fees.

DISCIPLINE PROCEDURES

The word discipline comes from the word disciple. Christ told us how to look and recognize his followers. Cathedral Grade School is a place where:

- Every person is respected regardless of age
- Students, staff, teachers and administration work to help each other
- All exhibit the love and concern in Christ Himself, for Christ is very present in our school today
- In short, our school community should be a community of faith, whose bond of unity is shared by the presence of God in each one of us present here today. In order to create the atmosphere where such values and attitudes can grow, it is necessary that all students fulfill their responsibilities also. Children must have respect for themselves first, one another, and for the adult members of this school community.
- **STUDENT EXPECTATIONS**
- Give a good example to fellow students
- Practicing self-discipline and developing a sense of responsibility
- Obey rules established by the school and the classroom teacher
- Treating others and property in a respectful manner
- **PARENT EXPECTATIONS**
- Support the faculty and reinforce the ideals and goals of the school in your home and by encouraging your children in their efforts to achieve them
- Take a conscientious role in your child's development by being aware of his or her academic or social needs
- **FACULTY EXPECTATIONS**
- Implement rules and policies fairly and consistently
- Communicate to parents any significant changes in their child's behavior, academic or social being. Meeting with parents need to be done privately.

- **STUDENT BEHAVIOR**

- Discipline and Achievement :There is close connection between discipline and academic achievement. This achievement demands self-control on the part of the student, mutual respect and cooperation on part of the teachers and students and creating a learning environment that is orderly, peaceful and purposeful.
- Behavior Improvement Process :Self-control is a learned process and it takes time and effort to develop. Much unacceptable behavior occurs because children make mistakes in their journey of becoming young adults. This usually means that the school needs to be those environments that will help the student develop a sense of self-control. The teacher, the principal or a phone call can do this through a talk to the parents, isolation from their peers, detention, suspension and even expulsion if necessary.

If ordinary disciplinary means fail to convert a student to the point of unreasonable behavior, and then extraordinary means must be employed. This would include the following:

- Conferences with student, parent, teacher and principal
- In-school suspension
- Out of School Suspension
- Revocation of Privileges and denial of class activities
- Alternative placement, following an exit conference with student, parent, teacher and principal
- Unacceptable Behavior

Some examples of behavior in a Christian educational community and requiring the use of extraordinary discipline measures are:

- Chronic lack of effort and work
- Disregard of school and classroom regulations
- Defacement/Destruction of School Property
- Frequent Disruption of Classes
- Frequent Violations of Dress Code

- Stealing
- Verbal Disrespect
- Insubordination toward any staff member of the school community
- Frequently hurting students feelings, bullying them or calling them names
- Fighting or Verbal abuse of students
- Frequent tardiness
- Truancy

Some behaviors merit SUSPENSION from school. Among these are:

- Smoking, drinking and drug use in school or on parish grounds
- Leave school without permission
- Grave disrespect of a staff member
- Serious vandalism or theft
- Causing harm or injury to another through fighting or carelessness
- Possession or use of a weapon
- Doing anything which threatens the health, safety or welfare of the school community

The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rules or procedures for just cause at his or her discretion.

BULLYING

Verbal and non-verbal behavior that occurs repeatedly over time and causes physical or emotional harm to another. Such behavior may include, but not limited to teasing, taunting, threatening, hitting, stealing or destroying personal property.

Staff will be responsible for preventing bullying in the following manner

- Supervise students closely in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bully reports
- Take parents concerns about bullying seriously
- Investigate all reports of bullying
- Assign consequences for bullying based on the Cathedral School Disciplinary Procedures
- Provide immediate consequences for retaliation against students who report bullying
- Support Cathedral Grade School Bullying Policies
- Students will be responsible for preventing bullying in the following manner
- Treat others with respect
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch; laugh or join in when someone is bullied
- Report bullying to staff
- Practice the 4 R's respect of self, respect for others, respect for the environment, and respect for learning

PROCEDURES FOR BULLYING AND DISCIPLINARY ACTION

1. Immediately report any bully incident to staff
2. The bully incident will be investigated by teachers and principal with the goal of stopping the bullying
3. In case of serious bullying, staff will record the incident and both parents will be notified. A meeting will be set up for both parties to discuss the issues.
4. An attempt will be made to help the student change their behavior through counseling and corrective discipline.
5. Disciplinary action will include
 - 1st Incident Investigate all allegations and a verbal warning.
 - 2nd Incident Further investigation, including meetings with parents, witnesses, teachers and students. May result in possible school suspension with mandatory probation period.
 - 3rd Incident If it is deemed that a student continues to exhibit bullying behavior, it may result in expulsion from school.

DETENTIONS

Detentions can be given to any student from grades Kdg-8th. Detentions will be located in the school classroom and your child will be given a written assignment to complete. Detentions can be given from any teacher or staff. The premise is that if you follow the rules, you won't get a detention.

DRUG FREE POLICY

All students have a right to attend school in an environment conducive to learning. The use of alcohol and drugs are illegal and interfere with an effective learning climate and healthy development of children. Cathedral Grade School has a legal and moral obligation to maintain a drug free and smoke free educational environment. Schools must provide drug education that is integrated within the curriculum at all grade levels, to prepare students for decision-making against drug and alcohol use. At Cathedral Grade School the students are not allowed to smoke in school, on school grounds or at any school sponsored events. Furthermore, no alcohol beverages may be served if students are present at any school event. If a student is found in possession of any type of drug, they will immediately be suspended until further notice. Parents will be called and a meeting between the parents and principal will take place. The principal will give parents a variety of resources that they can use to help their child. After parent meeting, counselor meeting with student and parents; then the student might be readmitted based on a meeting with the parents and counselor.

SEARCH AND SEIZURE

The Diocese of Belleville and the Office of Catholic Education mandated that school personnel are in charge of protecting the health and safety of all students. Fulfillment of these duties may conflict with a student right for the need for privacy. There needs to be a balance between the students' rights and protection of society.

While lockers, desks, and other storage areas are provided by the school, the school retains the control and access to all lockers, desks and storage areas. These areas are assigned to students based on the premise that they will be used for school use. School personnel at anytime can inspect these areas with or without the student.

SEARCHES OF SCHOOL PROPERTY

All property of the school including students' desks and lockers as well as content may be searched and/or inspected at any time without any notice. Authorized school personnel have an unrestricted right to search these structures as well as containers, book bags, purses, or articles of clothing that are left unattended on school property. Searches of Students' Person and Personnel Property the search of a student or personal property currently being carried is permissible when there is any suspicion that a student may be carrying contraband.

CONDUCTING THE SEARCH

- When conducting a search at least one other authorized school personnel must be present. Where possible one person must be of the same gender of the student.
- The principal must always have another school authority present when a search is conducted.
- If a weapon or other substance is suspected, the school will call the Belleville Police Department immediately.
- If the weapon or illegal drug is seized, the principal will call the police and report the incident to the police, diocese and rectory and then hand over contraband when the police arrive.
- Appropriate parent/guardian must be informed of the situation as soon as possible.
- If a student refuses to voluntarily empty his or her pockets, open a school bag or purse, the student will be detained under supervision until the parents arrive.

SEXUAL HARASSMENT POLICY

Sexual harassment by one employee of another or by a student is unacceptable. Employees or students engaged in any type of harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student exercises their right to make a complaint under this policy and strictly prohibited and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to sanctions for misconduct set forth above.

Cathedral Grade School will gather all the facts regarding any allegations and appropriate action will take place.

Typical Consequences in dealing with Behavior

- Verbal Warning
- Conferences with Teacher and/or Principal
- Detention
- Parent Conference
- In-School Suspension
- Out of School Suspension
- Expulsion from School

Note These are suggested guidelines, but at any time a student can move down the list depending on the rule violated.

DISCIPLINE POLICY PROCEDURES IN THE ABSENCE OF THE PRINCIPAL

1. The teacher decides if the situation should be dealt with as a suspension depending on previous status.
2. The teacher informs the teacher in charge of the situation and the Pastor is called immediately.
3. The Pastor is immediately informed of the situation and he then talks to the teacher about the situation. He will then call the proper juvenile authorities if needed. He will also notify the parents immediately. Father will then meet with whomever and the decision that needs to be made will be made. (This follows what is stated in the policy, that the Pastor and Principal will handle the situations).
4. If the Pastor cannot be reached because he is out town then the teacher in charge will call the juvenile authorities and the parents, but the teacher will talk to the juvenile officer and the parents since the teacher is the one directly involved. As SOON as the Principal or Father returns they will be instructed as to what took place.
5. If the Principal and Pastor both are out, the above will be followed but no suspension or expulsion will be given until one of them returns. The student is to go home until this can be done. If needed, the teacher will make a referral.
6. If the incident involves a knife, matches, drugs or the like, the pastor, teacher or juvenile officer will take the items into their possession. It is NOT to go home with the parent or student.

Approved: March 30, 1994

Reviewed: May 21, 2007

GENERAL BUILDING INFORMATION:

Safety and Drills:

An Emergency Response Team is in place and an organizational chart is provided in our Emergency Response Plan Book. This response plan has been developed to serve as a reference for school personnel to use as they prepare for and respond to emergencies. Our utmost priority is the safety of our students, faculty, and staff.

EVACUATION INFORMATION

A planned procedure of evacuating the building in case of fire, tornados or earthquakes is in effect in our school. In the event that an evacuation is necessary the fire alarm will be pulled. The evacuation site is at the far fence of the playground by South 1st Street. The command post will be set up at the picnic table. If we need to go to an alternate site you will be notified by two- way radio the route and location. The second evacuation site is the McCormick Center. Drills are held regularly.

In the event that students need to be picked up for early dismissal a call will go out via School Reach to parents. This call will notify parents what has happened and where to pick up their child (ren). (Parent/Student reunification) No student will be allowed to leave without being signed out by their parent or authorized adults on their emergency sheet. Teachers will not be permitted to leave the premises until dismissed by the Principal.

Cathedral Grade School

200 South Second Street

Belleville, Illinois 62220

September 2010

TO ALL PARENTS, GUARDIANS, FACULTY AND STAFF:

As you may be aware, the U.S. Environmental Protection Agency (U.S. EPA) has regulations regarding asbestos-containing materials in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their buildings and to implement appropriate response actions as necessary.

Also under these regulations, we are to inform annually all parents, guardians, faculty and staff of the presence of asbestos-containing building materials (ACBM) at our facility.

An inspection was performed at Cathedral Grade School in compliance with these regulations. Furthermore, a site-specific asbestos management plan was developed, reviewed by the Principal and the designated person, and has been implemented. This plan describes in detail how any asbestos exposures will be minimized.

All parents, guardians, faculty and staff or others are invited to review this plan, which is available at the School Administrative Office. Should you have any questions or desire further information, please contact the Principal.

**CATHEDRAL GRADE SCHOOL
UNIFORM DRESS CODE**

BOYS Grades K-8

All uniform clothing for the boys may be purchased at the store of your choice.

UNIFORM ITEMS:

- Slacks:** Boys must wear NAVY BLUE STRAIGHT LEG DRESS/UNIFORM PANTS. Corduroy is acceptable (NO BLUE JEANS). Pants must be cuffed or hemmed, not rolled. Pants must have plain or pleated fronts with maximum of four (4 each) pockets. **Cargo** style pants are not allowed.
- Belts:** Belts are to be worn by all boys, grades 4-8 when they are wearing pants or shorts with belt loops. The belts are to be a solid dark color.
- Shirt:** Boys may wear a plain solid light blue or white shirt, long or short sleeve with collar. Shirts are to be tucked in. (Ex: oxford, polo, standard turtleneck, etc.) . A plain white, short sleeved undershirt may be worn under the uniform shirt.
- Sweater:** Boys may wear navy blue or red sweaters over their shirt. The sweaters are limited to pullover, button up or zipped up in front.
- Sweatshirt:** Only the official crewneck Cathedral sweatshirt may be worn in the classroom. A shirt with a collar, white or light blue shirt must be worn underneath. No Cathedral Hoodies may be worn in the classroom.
- Socks:** White or black socks that are above the ankle only and they must be visible at all times.
- Shoes:** Tennis shoes are acceptable, but they need to have black, white, or gray as the dominating (at least 75%) color. Shoes with wheels in the sole are prohibited. Any other shoe worn must have a strap in the front and in the back. No Crocs or Heelys are allowed in school. This is for safety reasons. Boots may only be worn to school on snow days but they must be removed in the classroom. A change of shoes would be required if wearing boots to school.
- Earrings:** Boys may not wear earrings.

Jackets, Sweatshirts or hats worn to school are not to be worn in the classroom. Only Cathedral uniform Sweaters and Sweatshirts are worn in the classroom. No Cathedral Hoodies may be worn in the classroom.

WARM WEATHER OPTION:

Walking/Bermuda length (no more than 2 inches above the knee) navy blue dress shorts (NO BLUE JEANS) may be worn as part of the boys' uniform from April 1st through October 14th. Shorts must be hemmed and have plain or pleated fronts with maximum of four (4) pockets. **Cargo** style shorts are not allowed.

GIRLS

Uniforms and material must be purchased from Rising Star,
Phone 235-9581. Patterns are NOT available.

Grades K-4

Girls in Grades K-4 must wear a Windsor Plaid bib-jumper.

NOTE: Girls must wear shorts under their uniform jumper and the shorts must be solid navy blue. Solid navy blue dress slacks and corduroy slacks are acceptable. Navy blue Capri pants may be worn only from April 1st – October 14th.

Grades 4-8

Belts:

Belts are to be worn by all girls, grades 4-8 when they are wearing slacks/shorts with belt loops. The belts are to be solid dark color.

Grades 5-8

Girls have a choice of a Windsor Plaid uniform skirt or culottes.

NOTE: Girls must wear shorts under their uniform skirt and the shorts must be solid navy blue. The skirt should **NOT** be shorter than 3 inches from the floor when kneeling (**skirts may not be rolled**). Solid navy blue dress slacks and corduroy slacks are acceptable. Navy blue Capri pants may be worn only from April 1st – October 14th.

Grades K-8

Shirt:

Girls may wear a plain solid white or light blue, long or short sleeve shirt with a collar (no lace). (Examples: round collar blouse, oxford shirt, polo, standard turtleneck, etc.) Shirts are to be tucked in. A plain white, short sleeved undershirt may be worn under the uniform shirt.

Optional

Sweater:

Girls may wear navy blue or red sweaters over their shirt.
The sweaters are limited to pullover, button up or zipped up in front.

Sweatshirt:

Only the official crewneck Cathedral sweatshirt may be worn in the classroom. A white or light blue collar shirt must be worn underneath. No Cathedral Hoodies may be worn in the classroom.

Tights/Socks:

White socks that are above the ankles only and they must be visible at all times. Girls in K-3 may wear navy blue leggings or navy blue or white tights. Girls in 4-8 may also wear navy blue or white tights.

Shoes:

Tennis shoes are acceptable, but they need to have black, white, or gray as the dominating (at least 75%) color. Shoes with wheels in the soles are prohibited. Any other shoe worn by girls must have a strap in the front and in the back. No Crocs or Heelys are allowed in school. This is for safety reasons. Boots may only be worn to school on snow days but they must be removed in the classroom. A change of shoes would be required if wearing boots to school.

(Girls Uniforms continued on next page.)

Earrings:

Only small stud earrings may be worn. **STUDENTS ARE RESPONSIBLE FOR THEIR OWN JEWELRY.**

Makeup:

No Facial makeup or nail polish is to be worn in school.

Continued

COLD WEATHER OPTION:

Slacks: Girls in grades K-8 may wear slacks as part of their uniform. Slacks must be solid navy blue dress slacks, corduroy slacks are acceptable.

Jackets, Sweatshirts, or hats worn to school are not to be worn in the classroom. Only Cathedral uniform sweaters and sweatshirts are worn in the classroom. No Cathedral Hoodies may be worn in the classroom.

WARM WEATHER OPTION:

Walking/Bermuda length (no more than 2 inches above the knee) navy blue dress shorts (NO BLUE JEANS) may be worn as part of the girl's uniform from April 1st through October 14th. Shorts must be hemmed and have plain or pleated fronts with maximum of four (4) pockets.

Cargo style shorts are not allowed.

ALL STUDENTS - FIELD TRIPS

Weather permitting students may wear UNIFORM SHORTS and shirts/blouses for field trips beginning April 1.

ALL STUDENTS - HAIR

All students should keep hair neat, clean and should use good taste in choosing a style that is not a distraction in the classroom. Only natural hair colors will be allowed, i.e. no blue, green, orange, etc. The Administration reserves the right to ask ANY student to change his/her hairstyle if they feel the student's current style is inappropriate.

Non-Uniform Policy

There will be four designated out of uniform days during the school year. This does not include picture days. On these days the students may be out of uniform.

1. If it is a general out of uniform day students may wear "nice" jeans, no bleached out jeans, frayed or cut off jeans and no holes in the jeans. Shirts or t-shirts may not have inappropriate logos or pictures.
2. The length of shorts and skirts should follow the regular uniform policy.

The Faculty and Staff will implement the aforementioned dress code policies as directed by the School Principal. Our expectation is that each student will be in uniform each day. First period teachers check daily and send students out of uniform to the office. Any student who comes to school out of uniform will be asked to call a parent for appropriate clothing. If there are any questions regarding any item within the Dress Code Policy, they are to be directed to the School Principal. If interpretations are required that affect the entire student body, a note will be sent home

HEALTH REGULATIONS

All students, ELC, Prekindergarten through Grade 8 are expected to meet the following requirements:

VACCINE

1. Diphtheria and Tetanus (DPT combined with shopping cough - three in one or baby shots)
2. Measles (Old fashioned or 10 Rubella)
3. Rubella (3 day or German measles)
4. Poliomyelitis Oral (Polio) --- Travelent or IPV
5. Hepatitis B - Series of 3 shots
6. Lead Screening - prior to entering Kindergarten or PreK
7. Mumps
8. Hib -Prekindergarten level
9. Chickenpox (varicella) - Kindergarten level & Prekindergarten level

Hep B INITIAL SERIES

1. Three doses at 4-6 week intervals with a fourth dose no later than 6 months after last dose and on or after the fourth birthday (four shots total - one dose upon entrance to school)
2. One injection alone or in combination with other vaccines after 15 months. After 12 months of age for children who entered school 1980 or before.
3. One injection alone or in combination with other vaccines.
4. Three doses with first and second dose 6-8 week intervals and third dose on or after fourth birthday, but prior to school entrance.
5. One injection alone at age 12 months or older - but prior to entering school or in combination with measles and rubella vaccines after 15 months.

COMMUNICABLE DISEASES

The following indicates the rules for school attendance for the following diseases:

Chicken Pox	May not attend school until all scabs are completely gone, or a note from the doctor saying he/she is no longer contagious.
Measles	May not attend school until rash has disappeared.
Mono	May not enter school until a doctor's release has been given to school.
Mumps	May not attend school until all swelling has disappeared - usually about 12 days from onset.
Scarlet Fever & Strep Throat	Must be excluded from school until all discharge has ceased and temperature has been normal for 24 hours.
Whooping Cough	Must be excluded from school 3 weeks from onset of the paroxysmal cough.
Impetigo	Must be excluded from school until sores are completely healed.
Pediculosis or Lice	May not attend school unless under treatment or a note from the doctor saying he/she is no longer contagious.
Scabies	May not attend school unless completely healed or a note from the doctor saying he/she is no longer contagious.
Pink Eye	May not attend school until he/she has been on medicine for 24 hours after Diagnosis by doctor.

REGULATIONS FOR MEASLES

Subject: State Rules regarding SECOND DOSE OF MEASLE VACCINE

Beginning with the fall of 1990, all students enrolling in the sixth grade, Kindergarten entrants and new transfer students must provide acceptable documentation of TWO doses of live measles virus vaccine. All children should have received their first dose (MMR) when they were 15 months old. The state law, effective March 1990, requires a second dose at these times before entering school.

Illinois School law requires that children who are not completely immunized will be sent home after one month of school. If you have questions regarding your child's immunization status, please check with your doctor.

In addition to being in compliance relative to immunizations, children must receive physical examinations prior to entering Illinois schools for the first time, prior to entering sixth grade, and prior to entering ninth grade. Children who have not received physical examinations, as required, are considered to be in noncompliance whether or not they have received the necessary immunizations.

FEVER

All students need to be fever free for 24 hours before returning to school from any illness.

VISION AND HEARING

Screening for vision is required each year for students in grades ELC, PK, K, 2nd, & 8th. Screening for Hearing is required for students in grades ELC, PK, K, 1st, 2nd, & 3rd. All new students to Cathedral Grade School are screened for Vision and Hearing.

PHYSICAL FORMS

Early Learning Center, Prekindergarten, Kindergarten and Grade 6 are to return a completed physical form to the school office by the first day of school. A Sports Physical **DOES NOT FULFILL** the requirement for a school required physical.

DENTAL FORMS

Dental exams are required on students in Kindergarten, 2nd and 6th grade.

VISION FORMS

All children in Kindergarten are to have a vision exam by an Optometrist or Ophthalmologist.

SPORTS PHYSICALS

All students playing sports must have a physical. The 6th grade school physical is acceptable for the Athletic Physical.

MEDICINE

School personnel are not permitted by state law to give aspirin or internal medications of any kind.

All medicine brought to school must be brought to the school office. All medicine is to be delivered to the office staff by an adult and all medication is to be returned to the parent/guardian by the office staff. The guidelines for administration of medicine in school follow on the next four pages. The form on the following pages must be filled out completely by the doctor and the parent and must accompany the medicine. Students must come to the office to take their medicine. All medicine is to be marked with the students name and directions for taking the medication.

ALLERGY PROCEDURE

Parents of students with various forms of allergies are to be in contact with principal/teachers to inform them of the student's allergies. All reasonable recommendations will be made to provide for the health and safety of the students. Allergy documentation from a doctor **MUST** be listed on health record.

Illinois Department of Health Guidelines for Medication Administration in Schools

The following are medication administration policies that we will be following at Cathedral Grade School. These policies apply to the normal school days, 7:45 a.m. to 3:00 p.m. We have received them from our Catholic School Office and they are to be followed in every Catholic School in the Belleville Diocese.

As a general principle, medication WILL NOT be given at school. An acutely ill student will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists.

Intramuscularly or intravenous medications will not be given by Cathedral personnel.

Special circumstances exist for a health problem that can be expected to be of a long duration.

Only those medications that are necessary to maintain the student in school and must be taken during school hours may be brought to school.

Each dose of medication shall be documented in the student's individual health record. Documentation shall include date, time, dosage, and the signature of the person administering the medication or supervising the child in self-administration. In the event a dosage is not administered as ordered, the reasons, therefore, shall be entered in the record.

All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber.

All medications, including nonprescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. This includes standing orders.

A written order for prescription and nonprescription medication must be obtained from the student's licensed prescriber. The order includes:

Child's Name	Licensed Prescriber and Signature
Date of Birth	Licensed Prescriber Phone Number/Emergency Number
Date of Prescription	
Name of Medication	
Dosage	Date of Order
Route of Administration	Diagnosis Requiring Medication
Frequency & Time of Administration	Discontinuation Date
Other Medications Child is receiving	Intended Effect of the Medication

Medication must be brought to the school in the original package or an appropriately labeled container.

Prescription medications shall display:

Child's Name	Date and Refill
Prescription Number	Licensed Prescriber's Name
Medication Name/Dosage	Pharmacy Name, Address &
Administration Route and/or other Directions	Phone Number
	Name or Initials of Pharmacist

Over the counter Medications shall be brought to school in containers with the manufactures' original label with the ingredients listed and the student's name affixed to the container.

Non-Prescription medicine will not be dispensed in our school. Nonprescription medicine includes: aspirin, Tylenol, (or any other brand name) antacids, antihistamines, and other medications.

No topical application of alcohol, calamine lotion or any other medications will be used. If an injury occurs, **we will use soap and water** and inform the parent if the child needs further treatment or needs to be sent home.

If a child needs medication, the parent will be called and he/she resumes the responsibility to bring the student's medication or take the student home.

In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s)/guardian requesting the medication be given during schools hours. The request must include the parent(s)/guardian's name and phone number in case of emergency. It is the **parent(s)/guardian responsibility** to assure that the licensed prescriber order, written request and medications are brought to the school.

Only the principal or designated person shall be allowed to supervise a student taking prescription medication. **At no time shall the principal or designated person administer medication to a student.**

On the following page is a copy of the form that is to **be filled out by the parent and by the licensed prescriber**. If you need additional copies please request them from the school office. It may be a good idea to have some on hand for emergencies. Only these forms will be accepted.

REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL AND RELEASE FROM LIABILITY FORM

This must be presented to the school office when a student returns to school with medication.

I/We, the undersigned parents/guardians of the minor child _____, a student at Cathedral Grade School, hereby request said school to allow said child to attend school in spite of his/her special health problem and to be given medication prescribed by _____ from _____ to _____ under the supervision of school personnel.

The medicine is to be furnished by me and labeled by the physician or pharmacist with said child's name, doctor and drug store, name of drug, and the specific time it is to be given at school. I/We assure all responsibility for any mistake in furnishing an incorrect dosage.

For and in consideration of allowing said child to attend school in spite of his/her special problem, we hereby release and discharge Cathedral Grade School and/or any of its agents or employees for any and all liability for any injury or damage to the health of said child arising out of or resulting from the necessity of said child having to take medication during school hours. All medications will be in its original container.

I/We have read, understand and agree to the school's regulations concerning giving medication at school.

Signature _____ Date _____

Address _____

Home Telephone Number _____

Work Telephone Number _____

PHYSICIAN'S STATEMENT

This information must be provided to the school when the student returns to school with medication. This form must be filled out and signed by the physician. The completed form must be on file with the school prior to any medications being taken by a student.

_____ Name of Student	_____ Grade	_____ Date
_____ Diagnosis	_____ Name of Medication	
_____ Dosage	_____ Time of Administration	
_____ Method of Administration	_____ Date to Discontinue	
_____ Predictable Side Effects		
_____ Contraindications		
_____ Physician's Signature	_____ Telephone Number	
_____ Address	_____ City/State/Zip	

You may request and authorize the school to permit a student in your care and custody to self-administer asthma medication prescribed by the student's physician. If this is allowed, you must understand that the School, the parish of which it is a part, the employees and agents of the school, the Diocese of Belleville, and the Bishop of Belleville are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student.

In order to allow this, the school, in accord with the state statute, requires all of the following before it can give effect to your request and authorization:

1. A written authorization from the parents or guardians of the student.
2. A statement, contained in our authorization form, that the parents or guardians acknowledge that School, the parish of which it is a part, the employees and agents of the School, the Diocese of Belleville and the Bishop of Belleville are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student; and

Agree to indemnify and hold harmless School, the parish of which it is a part, the employees and agents of the School, the Diocese of Belleville and the Bishop of Belleville.

3. A written statement from the physician, physician assistant or advanced practice registered nurse must contain the following information:
 - the name of the student/patient;
 - the name and purpose of the medication;
 - the prescribed dosage; and
 - the time or times at which or the special circumstances under which the medication is to be administered.

This information will be kept on file in the office of the Principal.

Parents and guardians also must understand that as a matter of our discipline policy any abuse of this statutory right by a student and/or any endangerment of other students as a result of a student possessing this medicine may result in appropriate disciplinary action by the School.

**AUTHORIZATION FOR SELF-ADMINISTRATION OF ASTHMA
MEDICINE**

I, _____ or we, _____

and _____, parents or guardians of

_____ (Hereinafter "Student"), a student at Cathedral Grade School hereby request and authorize Cathedral Grade School to permit Student to self-administer asthma medication prescribed by the Student's physician, physician assistant, or advanced practice registered nurse, which is described more fully in a written statement provided by the Student's physician, physician assistant, or advanced practice registered nurse, which has been given or will be given shortly to Cathedral Grade School. We (I) understand that this authorization will not be effective and that Cathedral Grade School cannot act upon it until Cathedral Grade School has received the above described written statement from the Student's physician, physician assistant, or advanced practice registered nurse.

We (I) understand and acknowledge that Cathedral Grade School the Parish of which it is a part, it's agents and employees, the diocese of Belleville, the Bishop of Belleville are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from self-administration of medication by Student.

WE (I) hold harmless and indemnify Cathedral Grade School, the Parish if which it is a part, their agents and employees, the Diocese of Belleville, the Bishop of Belleville against any and all claims, except based on willful and wanton conduct, arising out of self-administration of medication by the Student.

We (I) understand that any abuse of this right by the Student or any endangerment of another student or students by means of the Student's possession of this medication may result in appropriate disciplinary action under our discipline policy.

Date: _____

Parents or Guardians

ATHLETICS

The traditions of our programs are outstanding. The level of success (winning and providing a positive situation for young men and ladies is quite remarkable). We have been able to attain this success because of you and the people we employ as coaches. In order for a program to succeed, it must be a joint effort of cooperation from the athletic, parents, and the staff.

The athletic department at Cathedral feels that participation in any athletic program is an extension of the school as a whole. Therefore participation is a privilege and not a right. To clarify this, the athletic must earn this privilege through dedication, desire, and discipline. Without the pursuit of those, the athlete can in no way do justice to themselves or the school. The athletes must discipline themselves to be a good student and a good team member if we are to continue to uphold to our high standards.

The Cathedral Grade School Athletic Department is dedicated to the pursuit in providing the best possible situation for you. Inside this booklet is a breakdown of our philosophy, objectives, and other important information that will answer most of your questions. If for some reason you need clarification on any matter, please feel free to contact the Athletic Director or Principal.

CODE OF CONDUCT:

Parents and fans of the Cathedral Athletic Program are not to use abusive language directed at the referees, players and coaches from other teams.

Parents and fans of the Cathedral Athletic Team treat all officials with respect and refrain from criticizing officials during and after games.

Parents and fans are reminded that their action reflects on the reputation and good name of Cathedral.

The actions of parents and fans should promote good sportsmanship among everyone present.

Any parent or fan disregarding these guidelines shall be asked to leave the gym or playing field. If the parent or fan disregards the request to vacate the area, the game shall not continue until the person(s) leave. The coaches of both teams shall see that these regulations are enforced. Any parent or fan that consistently violates these regulations shall not be allowed to attend games until determined by the Principal or Athletic Director. Any coach refusing to enforce these regulations shall be suspended temporarily or permanently as determined by the Principal and Athletic Director

As Athletic Club members, we are very proud of the conduct exhibited by our Cathedral student/athletes. In representing CGS, by wearing a Cathedral uniform, our athletics are indeed winners in our eyes.

In keeping with this tradition of good sportsmanship and winning attitudes, we have been asked to come up with a discipline/suspension policy so we can continue enforcing good behavior.

While reading the following policy, remember how fortunate we are to have athletes that have not exhibited these behaviors, but also understand our reasoning for devising such a policy.

ATHLETIC SUSPENSION POLICY

Sports are a privilege at Cathedral Grade School, not a right. A Cathedral Athlete may be suspended from their team for any actions that are harmful to our school, to our athletic program, or to opposing schools.

Possible examples are:

1. Disregard for the authority of our coaches or referees
2. Disregard for teammates or opposing players
3. Disregard for Cathedral team regulations
4. Any type of improper language or conduct that brings shame to our athletic program

These suspensions may allow a player to come to practice (at the discretion of their parents), but they may not take part in any game or event.

Offenses such as stealing, foul language and vandalism will result in a 3-game suspension. If repeated, the player will be permanently removed from the team.

Offenses such as sexual contact, alcohol and/or drug possession, weapon possession, or coming to practice or a game under the influence of drugs or alcohol will result in immediate removal from the team.

The Athletic Director will notify parents immediately if their child is to be disciplined. Athlete will be removed from their team permanently for repeated or very serious infractions. The player's coach, Athletic Director and Principal, will handle each case individually.

The above statements pertain to Cathedral Athlete when at practice, games, and whenever they are wearing the Cathedral uniform or representing Cathedral Grade School.

Approved by Cathedral Athletic Committee: May 15, 1994

Reviewed: May 2006

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Role of the Parent:

The role of the parent is very important to the athlete. You will need to be supportive, sympathetic, tough, easy, a chauffeur, a banker, a door admission worker, a scoreboard operator, or a concession stand worker, besides all your other jobs you perform in your life. It can, at times, be very challenging and it can also be very rewarding.

The positive attitude of parents is of utmost importance as far as your athlete is concerned. The coaching staff will constantly be supporting parents throughout the year. The coaches, however, like to initiate an agreement that the parents will do the same. The parties involved will not always agree but should certainly support each other. Parents are not going to agree with every decision the coaches make, but coaches are at all practices and games, and may have a different perspective than parents. If you feel that you or your child has a problem, please follow these guidelines, as this is your way for open communications.

Talk to the coach first. The parents in the stands can only sympathize with you; they cannot solve your problem. **MAKE AN APPOINTMENT** and get it out in the open. Talking about the coach or running them down behind their back is very counterproductive.

If you are not satisfied after speaking to the coach, then make an appointment to speak with the Athletic Director. It is very important to talk to someone who knows the situation.

If you feel you still have not solved your problem than make an appointment to see the principal. Sometimes a mediator can do wonders.

Coaches and parents should have the same objective - the well being of the athlete. Problems can arise and it is vitally important to work through them in a positive way.

Criticizing officials, coaches and players does nothing to help your child or our program. Please be the type of fan who makes us proud you are there. Be enthusiastic in a positive manner. Attend our games showing your pride and poise.

Student Absence

If a student is absent from school during the school day or comes in after 9:30 am he or she does not have permission to play in an athletic event that evening.

ATHLETIC ASSOCIATION

The Cathedral Grade School Athletic Committee supports all after school athletic programs for children enrolled in Cathedral Grade School by providing funds for uniforms, equipment, entry fees, and officials used by the various teams and a donation toward P.E. equipment as needed by the grade school. The Athletic Committee also pays the salary of the Athletic Director and coaches.

The Athletic Director is responsible to find coaches for all teams with the approval of the principal. It is up to the coaches to decide who plays in which games. If there are any problems with sports, complaints are to go first to the coach involved. If the problem is not solved, the chain of command is the Athletic Director, the Principal, the Pastor, and then the School Board.

Athletics include soccer, softball, volleyball, basketball, and track for girls and soccer, baseball, basketball, volleyball and track for boys.

The purpose of our Athletic program is to provide an environment where students can develop individual skills, positive attitudes towards themselves and their team, and good sportsmanship towards fellow teammates and other teams.

CATHEDRAL GRADE SCHOOL SPORTS PROGRAM

Girl's Softball	5th-6th & 7th-8th	Begins August Ends September
Girl's & Boys Soccer	6th	Begins August Ends September
Boy's Baseball	7th-8th	August thru September
Boy's Basketball	5th-6th & 7th-8th	October thru January
Girl's Basketball	5th-6th & 7th-8th	January thru March
Girl's & Boy's Track	5th-6th & 7th-8th	April thru May
Girl's Volleyball	5th-6th & 7th-8th	October thru December
Boy's Volleyball	5th-6th & 7th-8th	January thru March

Any student participating in our sports program will pay a fee of \$40.00 per sport - \$80.00 maximum per year and also SUPPORT any Fund Raisers that are held. All students participating in the sports program must have a physical exam each year, and have a copy of the report on file. This must be done prior to the first practice session. A permission form must be on file with the principal for each student participating in the Athletic Program: a parent or guardian should sign it. An emergency number for each child should also be on file.

All coaches must be in compliance with Child Protection Policy. (See Child Protection)

PARENTS CLUB

PURPOSE OF THE CLUB

- ..to booster a closer union between home and school; between parents and teachers
- ..to promote the best interests of the students at Cathedral
- ..to support, not establish, the rules, regulations and administration of Cathedral Grade School.

August 1995

Duties of the Room Parent:

Room Parents will be volunteers for the class from which their child is a student. They will share projects with the other Room Parents of that grade.

The First Vice-President of the Parents' Club shall be responsible for the presentation to all Room Parents, copies of the "Room Parent Duties" at the beginning of each school year.

1. **INTRODUCTION** They shall introduce themselves to the teacher of the class for which they have consented to serve as Room Parents. This should be done early in the school year.
2. **SPRING ACTIVITY** The Room Parents for each class shall assist on Field Day - such as being in charge of a stand, procuring workers for same, etc. They are to ask other parents in the class to help with projects.
3. **JOINT CATHOLIC SCHOOL PICNIC** Each Room Parent is expected to work at the picnic in the booth our school is assigned.
4. **MISCELLANEOUS** Room Parents may be called on to assist with any moneymaking programs, social events, telephoning, etc.
5. **SCHOOL STANDING RULES**
 - a. **Room parents must be up to date with Child Protection training.**
 - b. Room parents may be called upon to assist with class field trips, etc.
 - b. Special treats (cupcakes, or cookies plus a drink) may be given to each homeroom teacher for the following holidays: Halloween, Christmas and Valentine's Day.
 - c. Room Parents shall not conduct any collection for treats or gifts for the faculty without the **PRINCIPAL'S** approval.
 - d. Room Parents will be called upon to help with the school's annual fund drives.

**CATHEDRAL GRADE SCHOOL BOARD
2009-2010 PARISH BOARD MEMBERS**

Very Rev. John T. Myler	Rector
Dr. Kay Bennett	Principal
Steve Harter	President
Randy Bastian	Vice President
Kim Scott	Secretary

MEMBER	TERM
Nick Lang (Parishioner/Adult Education)	2008-2011
Mary Konradt (Parent)	2008-2011
Steve Harter (Parent)	2008-2011
Judy Kelly (Parent)	2008-2011
Randy Bastian	2009-2012
Kim Scott	2009-2012
Michele Storment	2009-2012

Ex-Officio Member
Jane Stock (PSR)

The Cathedral Parish Board acts in an advisory capacity to the rector and principal by formulating and evaluating policies for Cathedral School. Members monitor the implementation of policy and evaluate all educational efforts. The Finance committee studies the expenses and income in order to recommend tuition for approval by the board.

Meetings are held the 4th Monday of each month, August - May. All meetings are open. Any school parent or member of the parish is welcome to attend the meetings. To place an item on the agenda, please notify the Dr. Kay Bennett or the President two weeks in advance of the meeting.

AUTHORIZATION FOR INTERNET ACCESS

Diocesan Policy 1341

In order to access and use the school's Internet and other related Technologies (the "Network"), each person ("User") must sign this *Authorization* and the *Internet Code of Conduct*. If the User is a student, both the student and his or her parent(s)/guardian(s) must sign this *Authorization*.

Please read this document carefully before signing.

All use of the Network shall be consistent with the school/parish/diocese's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This *Authorization* does not attempt to state all required or prescribed behavior by Users. However, some specific examples are provided. *The failure of any User to follow the terms of this Authorization for Internet Access or the Internet Code of Conduct will result in the loss of privileges, disciplinary action, and/or appropriate legal action.* The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use. Access to the school/parish/diocese's Network must be for the purpose of education or research, and be consistent with the *Internet Code of Conduct* and the educational objectives of the Diocese of Belleville (the "Diocese").
2. Unacceptable Use. You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are, but not limited to, the following:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or clean of viruses;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space, printing supplies, etc.;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
3. Privilege. The use of the school/parish/diocese's Network is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. User will participate in a discussion with an assigned staff person(s) concerning the proper use of the Network. A faculty member, staff person or parent/guardian may request the System Administrator to deny, revoke, or suspend a student User's access to the network due to unacceptable use. The system Administrator will make all decisions regarding whether or not a User has violated this *Authorization* and may deny, revoke or suspend access at any time.
4. Network Etiquette. Users of the network and of any e-mail services are expected to abide by the generally accepted rules of Network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.

- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
- d. Do not use the Network in any way that would disrupt its use by other Users.
- e. Consider all communications and information accessible via the Network to be private property.

5. **E-Mail.** All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in the Network are the property of the Diocese and as such are to be used solely for educational purposes. The use of any software and/or the Network for private or commercial purposes is strictly prohibited. Users using the network do so at their own risk. Further, Users are not permitted to use a code, access file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the System Administrator. All pass codes are the property of the Diocese. No User may use a pass code that has not been issued to that User or that is unknown to the Diocese. To ensure that the use of the Network is consistent with the educational objectives of the Diocese, authorized representatives of the Diocese may monitor the use of the Network from time to time. Such monitoring may include printing up and reading all E-mail entering, leaving, or stored in these systems. Messages relating to, or in support of, illegal activities may be reported to the authorities. Therefore, anything you say, receive, or use on the Internet is not private, and you should not have any expectation that any messages to or by you or activities by you are private or confidential.

6. **No Warranties.** The Diocese makes no warranties of any kind, whether expressed or implied, for the Network service it is providing and will not be responsible for any damages Users suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions. Use of any information obtained via the Network is at the User's own risk. The diocese specifically denies any responsibility for the accuracy or quality of information obtained through the system.

7. **Financial Obligations.** The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Network that is not previously approved by the school. Unauthorized charges or fees include, but are not limited to telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.

8. **Indemnification.** The User shall indemnify the school,/parish,/diocese's for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to or arising out of, any breach of this *Authorization*.

9. **Security.** Network security is a high priority. When you identify a security problem on the Network, you must notify the System Administrator or principal *immediately*. Do not demonstrate the problem to other Users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network as a System Administrator will result in cancellation of User privileges. Any User identified as a security risk may be denied access to the Network.

10. **Vandalism.** Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another User, the Network, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Students, adult students, parent(s)/guardian(s) and teachers need only sign this Authorization for Network Access once while enrolled or employed by the school parish.

Acknowledge and Agreement

I understand, agree to, and will abide by the above Authorization for Internet Access and I warrant that I have signed, understand and will abide by the Internet Code of Conduct. I further understand and agree

that should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken, and I will be responsible (promise to pay) for any costs or damages associated with or resulting from any such breach or violation. In consideration for using the school's Network connection and having access to other networks, I hereby release the school/parish/diocese and its board members, employees, and agents from any claims and damages arising from my use, or inability to use, the Network.

Date

User Signature

Parent/Guardian Signature

Adopted: April 11, 1997
Revised: March 28, 2002
Diocesan Board of Education
Diocese of Belleville

Cathedral Grade School 2010-2011 School Year Signature Page

This is to signify that we have read the **handbook online** and agree to be governed by the Parent/Student Handbook for the 2010-2011 school year. In addition, we agree to pay in full all fees due (tuition, lunch, library book fines, etc.). Accounts not current within 30 days will be considered delinquent and the student(s) subject to dismissal.

Signature of Student

Signature of Student

Signature of Student

Signature of Student

Signature of Parent

Signature of Parent

Date _____