



Cathedral School

*Extraordinary Education - Small School Environment
Endless Possibilities*

Student & Parent
Handbook

Code of Conduct

Dress Code

2021-2022 School Year

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CATHEDRAL SCHOOL

Pre-Kindergarten ~ 3- & 4-Year-Olds

K – 5th ~ Elementary School

6th – 8th ~ Middle School

Mission Statement

Cathedral School is a vibrant Preschool-8th grade Catholic school that teaches the Catholic faith and provides a learning environment where students can develop their full potential academically, socially and spiritually. A long standing tradition in Superior Wisconsin, our school built in 1950 serves the Roman Catholic Parishes of Cathedral Christ the King, St. Francis Xavier, Holy Assumption, St. Anthony, along with St. Anthony in Lake Nebagamon and St. William in Foxboro, and surrounding communities. Open to students of all faiths, Cathedral School fosters the role of the family as we work together to facilitate a well-rounded Catholic education that elevates academic excellence, promotes community service, and empowers students through the Fruits of the Spirit to follow the example and teachings of Christ.

“Extraordinary Education, Small School Environment, Endless Possibilities.”

Philosophy Statement

Christian formation is the hallmark of the Catholic school. As such; Cathedral School provides a learning environment in which Christian values are integrated into all aspects of the school. The philosophy of Cathedral School is founded on the principles of the Gospel message, Worship, Community and Service. Cathedral School is committed to academic excellence and to teaching tolerance and social justice to the school community in order to evangelize Christ. Based on these principles, the members of the faculty, staff, clergy and parents are committed to teaching the whole child with love, understanding and compassion.

“Inspiring students through Faith, Knowledge and Service”

Excellence – We strive for excellence in all we do, especially in our academic endeavors. We teach the whole child and expect his or her best in return.

School Prayer

Lord, you have blessed our school throughout the years, making it the center of teaching, service and faith. Guide us now as we carry the Light of Christ to our family, school, church and community. With honor and praise to Jesus Christ our Lord. Amen

Graduation Profile

Students who attend Cathedral School from Preschool through 8th grade will:

- Think critically, comprehend and analyze information and make informed decisions based on their knowledge and faith.
- Possess the study skills to succeed both independently and in their work with others.
 - Be active participants in their faith.
- Know the importance of daily prayer, mass attendance and penance service to continue growing in faith.
- Know their own worth as God's children and will set a good Christian example for their peers.
- Be good stewards by using their time, talent, and resources to care for and serve the world.
 - Show respect, compassion, and acceptance to those around them.

Disclaimers:

This document may not explicitly cover all situations that arise throughout the school year; resultantly, the administration and staff will determine resolutions to any and all issues that may occur during the school year.

In the event that instruction may need to be offered in an alternate format during the school year, the Tuition Contract signee agrees to continue paying the planned tuition amount.

Principal:

Jaime L. Samarziya

Pastors:

Fr. Andrew Ricci ~ Cathedral of Christ the King ~ Holy Assumption ~ St. Williams ~
St. Anthony's Superior ~ St. Anthony's Lake Nebagamon
Fr. James Tobolski ~ St. Francis Xavier

Core Values

Faith – Faith is a personal journey of our belief in God, the Catholic Church, ourselves, and others. God guides and nurtures us in our faith throughout our lifetime. Through our journey, we share our faith and serve others.

Respect – Respect is honoring the dignity of life and all God's creations. We model the love of Jesus by the way we speak and act towards others and the way we want to be spoken to and treated.

Prayer – We use daily prayer and weekly worship as a source of nourishing and nurturing our faith.

Honesty – To be honest is to seek the truth in ourselves, in others, and in all we do.

Responsibility – As a Catholic school, we model ourselves after the teachings of Jesus. Through our responsible words and actions, we inspire our faith community.

Compassion – We aspire to the action of unconditional love and a strong belief in the dignity of each human person. We seek understanding through empathy and forgiveness.

Service – We willingly serve God, family, and community and act for the needs of others.

Excellence – We strive for excellence in all we do, especially in our academic endeavors. We teach the whole child and expect his or her best in return.

SCHOOL POLICIES

ADMISSIONS

Cathedral School of Superior, Wisconsin, welcomes students of all faiths. Cathedral's 3 and 4-year-old preschools, our elementary school, and middle school are all tuition-based. Our school is blessed to also be supported by the parishes of Cathedral of Christ the King, St. Francis Xavier, Holy Assumption, St. William, St. Anthony-Superior, and St. Anthony-Lake Nebagamon.

A student must be **three (3) years old** by September 1st to attend Cathedral's 3-year-old Pre-Kindergarten.

A student must be **four (4) years old** by September 1st to attend Cathedral's 4-year-old Pre-Kindergarten or the Superior Community Pre-K program. The Superior Community Pre-K is a free program open to families living within the Superior School District.

A student is to be **five (5) years old** by September 1st in order to enter Cathedral's Kindergarten.

Registration is held each year in the spring for the student who will attend in the fall of the year. All newly registered students have a probation period of one semester.

A student whose tuition has not been paid for the previous year will not be allowed to attend until that commitment has been met.

Cathedral School of Superior, Wisconsin welcomes students of any faith. Non-Catholic students are encouraged to attend our religion classes and attend mass.

PAYMENT POLICY

All student accounts must be kept current for the child to continue receiving educational services from Cathedral School. Unpaid charges place a large financial burden on our school. The purpose of this policy is to insure compliance and to provide oversight and accountability for the collection of outstanding student balances. The school sends out monthly billing statements and past due notices.

If you are not current on your school payments in the current year, you will not be allowed to register for the following school year when registration begins in Spring.

If there are extenuating circumstances, a discussion between the responsible party and the school principal can be held at the request of the responsible party. Tuition assistance and school scholarships are available for those in financial need. Applications are made available in late April/early May of each year for the following school year.

SCHOOL HOURS

PRE-KINDERGARTEN:

8:00 a.m. – 11:00 a.m. Half-day session

8:00 a.m. – 3:00 p.m. Full day session

SUPERIOR COMMUNITY PRE-K	8:00 a.m. – 11:00 a.m. Half-day sessions
KINDERGARTEN:	8:00 a.m. – 2:50 p.m.
GRADES 1-5:	8:00 a.m. – 2:50 p.m.
GRADES 6-8:	8:00 a.m. – 2:50 p.m.

MIDDLE SCHOOL DAILY SCHEDULE

8:00 a.m.	Homeroom
8:05 a.m.	Core Class I
8:50 a.m.	Core Class II
9:35 a.m.	Core Class III
10:21 a.m.	Study Hall
10:45 a.m.	Lunch
11:13 a.m.	Core Class IV
11:58 a.m.	Core Class V
12:43 p.m.	Core Class VI
1:28 p.m.	Core Class VII
2:13 p.m.	Exploratory Class
2:50 p.m.	Dismissal

ARRIVAL PROCEDURES

School day begins at 8:00 am.

Drop off Hours: 7:00am-7:55am

Morning Latchkey/Extended Care: 7:00am-7:30am

Morning Latchkey/Extended Care released to classroom teachers: 7:30am

Staff: Aides monitoring entryways, Teachers monitoring hallways/homerooms

7:00-7:30am Arrival

All students, Preschool - 8th grade, must enter through the 14th Street doors and report directly to the gymnasium for the morning Extended Care program.

7:30-8:00am Arrival

- Preschool Parents must come to the main entrance to sign their child(ren) in for the day. Preschool students will be signed into their classes outside of the Baxter Avenue main entrance from 7:30am - 8:00am. Students enter through the Baxter Avenue doors where they will be guided to their lockers and then to their classroom.
- K-5th grade students will enter through the 14th Street doors and proceed up the stairs to their cubby to put away their belongings and then enter their homeroom.
- Middle School Students enter through the 14th Street doors and go up to the 3rd floor to their lockers and then report directly to their homeroom; NO gathering will be permitted in the hallway.

VISITING YOUR CHILD'S CLASSROOM

No visitors will be permitted in the school building including parents, other family members, guest speakers, and community members.

DISMISSAL PROCEDURES

All elementary and middle school students are released from school at 2:50 p.m. At that time, students who participate in Cathedral's after-school program go to the appropriate Extended Care room, and students picked up by their parents go to the front porch. Elementary and Middle School students not picked up by 3:00 p.m. will be sent to the appropriate Extended Care room and parents will be charged accordingly. Pre-school students not picked up by 3:10 p.m. will be brought to the appropriate Extended Care rooms and parents will be charged accordingly.

- For student safety, students will **ONLY** be allowed to leave school property in the middle of the school day when accompanied by a parent, guardian, or person listed on that student's emergency sheet. **Students cannot leave the building without a note or call from the parent. Parents will need to check in and remain in the entryway to pick up their child(ren).**
- Parents must notify the school when it is necessary for the student to be picked up by someone not listed on the emergency form.
- **WE ENCOURAGE STUDENTS TO BE FAMILIAR WITH AND RESPONSIBLE FOR THEIR AFTER-SCHOOL ROUTINE.** Parents must call or send a note to the school office for any change in the student's normal after-school routine.
- Due to high demands in the office, any calls with changes of your child's dismissal after 2 p.m. are not guaranteed to reach your child. Please note that messages by email to the main office after 1:30 p.m. will not be read until the next day.
- Students not attending Extended Care should leave the building as soon as dismissed (*hallways are to be cleared by 3:00 p.m.*) unless under the supervision of a teacher or activity director.

* Reference the *Stronger Together - Guidebook of School Reopening* for the most up to date dismissal protocol.

Cathedral School Extended Care Policy (Updated 8/2021)

Cathedral School offers its own Extended Care programs before and after school. Services are available on an “as needed” basis for those registered to attend, so long as staff receive proper paperwork indicating emergency and pick-up information.

The program is divided into a Preschool section and an Elementary & Middle School section. Both programs consist of organized activities in either the classroom or the gymnasium, and on the playground. There are opportunities to work on homework and receive help if needed. Students are to adhere to Cathedral’s Code of Conduct and School-Wide Expectations while attending Extended Care. *Please note* students must follow the Electronic & Communication Devices Policy which states: *electronic devices (i.e. laptops, tablets, iPads, iPods, game systems, etc.) and communication devices (i.e. cell phones, smart watches, etc.) are not allowed to be used during school hours including before and after school latchkey.*

Protocol:

- Parents & Guardians will not be permitted to enter the school building.
- Students will be separated into student cohort groups.
- Food will not be permitted at morning extended care..
- Parents will need to provide their child(ren) with an extended care snack if their child(ren) will be there past 4pm. The school will not be providing a snack.

Before School Extended Care

Morning Extended Care (fee based):	7:00am - 7:30am in the gymnasium
Classroom Extended Care:	7:30am - 8:00am in the student’s classroom

After School Extended Care

Preschool After School Extended Care (fee based):	3:00pm - 5:30pm in Room 108
K-8 After School Extended Care (fee based):	3:00pm - 5:30pm in the gymnasium

Morning Extended Care:

All students should enter through the 14th Street doors and go directly to the gymnasium. When in the gym, students will report to their designated area, keeping student cohorts together. Cohorts will follow social distancing guidelines and sit 3 feet apart. At 7:30am students will be released to their homerooms in student cohorts, one grade at a time.

Classroom Extended Care: Students will put items in their cubbies/lockers and report directly to their homeroom. Students will remain in their designated space.

After School Extended Care:

Extended care will be held in a converted gymnasium space and split classrooms with distanced and designated student areas. Each student will need their own supplies. The space will be disinfected between classes and extended care. Parents must use the Baxter Avenue main entrance to pick up their child(ren) from our Extended Care program. Inside of the main entrance, parents will use the Ring doorbell located to the right of the interior entrance doors to notify personnel of their arrival. Student(s) will then be walked to the Baxter Avenue (main) entrance to be picked up and signed out.

- **PM Extended Care Snack Time Protocol:**
 - o Snack time will begin at 4pm.

- o Students will be released from the gym, 3 at a time to wash their hands. When those students return, they may eat their snacks.
- o Once this process is complete, repeat after students have finished their snack.
- o Make sure students have cleaned up after themselves with all garbage being thrown away.

The goal of the Cathedral School Extended Care Program is to provide students access to before and after school care. However, unpaid charges place a large financial burden on our school therefore outstanding bills will result in dismissal from the program. The purpose of this policy is to insure compliance and to provide oversight and accountability for the collection of outstanding student extended care balances.

- Morning extended care is available in the gymnasium from 7:00a.m. – 7:30a.m. every school day for Pre-K – 8th grade students with a rate of \$5 per hour. **Families arriving between 7:00a.m. – 7:30 a.m. need to use the 14th Street entrance by the gymnasium.**
- Students arriving *after* 7:30 a.m. will report directly to their classroom/homeroom and will not be charged for use of the morning extended care program. Preschool students will enter through the Baxter Avenue main entrance and grades K-8 will enter through the 14th Street entrance.
- After School extended care is available from 3:00p.m. – 5:30p.m. every school day for Pre-K – 8th grade students with a rate of \$5 per hour. (K – 8th grade students in the gymnasium and Pre-K students in Room 108)
- Cathedral offers the Afterschool Extended Care program to ensure care between the end of the school day and the end of most workdays. However, the program ends at 5:30 p.m. and we ask that every attempt is made to pick up your child(ren) by this time. There is a **Late Fee** for students picked up after 5:30p.m. at the rate of \$2 per minute/per child.
- Extended Care balance statements are sent home with the youngest/only student around the first of the month and payment in full is expected by the 15th of the month to keep accounts up to date and satisfied.
- All accounts will be subject to collection and will follow the policies and procedures set by the school/diocese.

ATTENDANCE & ABSENCES

Compliance with the compulsory school attendance law by the state of Wisconsin (S.118.15) must be followed. Students enrolled at Cathedral School are subject to this law.

At Cathedral School we insist upon regular attendance as it is essential for the student to make adequate progress in his/her education. The loss of even one day may be detrimental to a student's academic progress. Please notify the school office at (715) 392-2976 prior to 8:00 a.m. if your child will be late for any reason or absent due to illness, an appointment, or planned vacation. All communication regarding attendance, absences, or late arrival must go through the main office. Please note if there is no communication from a student's parent or legal guardian regarding an absence or tardy, office personnel will refer to the family contact information listed on the emergency sheet.

Being to school on time is important for establishing a good work ethic for life. Please see that your child arrives on time for the beginning of the day. The morning bell to start school is at 8:00 a.m., at that time we expect children to be in their seats ready to learn.

Please remember to call the school at (715) 392-2976 to notify the main office that your child will be out for the day or it is considered an unexcused absence and the truancy laws go into effect.

Habitual Truancy: a child is a “habitual truant” if he or she is absent from school without an acceptable excuse for either of the following:

1. Part or all of 5 or more days out of 10 consecutive days on which school is held during a school semester.
2. Part or all of 10 or more days on which school is held during a school semester.

Absences are classified as:

Full Day Absence – student does not attend school any portion of the day

Half Day Absence – student attends school for less than four hours in a day

Excused Absence – parent or legal guardian notifies the main office by phone, e-mail, or written note with an acceptable excuse (i.e. illness, medical appointment, family death, etc....)

Unexcused Absence – no notice is given to the school for the student’s absence

When a student is absent, elementary parents may contact their child(ren)’s teacher via email regarding homework. For students in grades 6-8, homework will be posted by 4:00 p.m. on Option C.

In the event of Extended Absences students can access the day’s work in their Google Classroom.

TARDINESS

A student is considered tardy if they are not in the classroom or under the supervision of the teacher at the time of the 8:00 a.m. bell. **Students that arrive late to school must be accompanied by a parent to the interior entryway of the Baxter Avenue entrance. Students will be signed in and allowed access to the building by office personnel.** At that time a reason for the tardiness shall be presented to the office. All late students will receive a pass by the office personnel which is to be given to the classroom teacher. Excessive amounts of tardiness can inhibit a student’s learning. *Please note repeated tardiness will result in a parent-pupil-principal conference and a referral to the City of Superior Truancy Officer, per city ordinance.*

RELEASE FROM CLASS – (Medical appointments, Dental appointments, etc...)

Parents are required to notify the main office if it is necessary for the student to leave the building for an appointment or other obligation occurring during the school day. When parents arrive to pick up their child, they will need to check in with the office communicating through the intercom within the Baxter Avenue entrance. Their child will be sent down to the entryway while office personnel will record the student’s departure time, and arrival time should the child(ren) return to school. Students are responsible for completing any assignments they may have missed.

ILLNESS

Your child must remain home if he or she displays symptoms of illness including but not limited to fever of 100.4°F or greater, chills, cough, trouble breathing, muscle/body aches, loss of sense of taste

or smell, sore throat, nausea, vomiting, diarrhea, lethargy, skin rash, eye infection, runny nose. If a student is not able to carry on the normal activities of the classroom or school, then the student should not be in school. Children should bring notes explaining their absence when they return to school.

If a child becomes ill at school, the teacher or activity supervisor will send them to the Main Office to determine the severity of the illness. The child may spend time in the health room. Parents/Guardians will be contacted by telephone if a student has a fever, is vomiting, or is determined too ill to return to class. Ill students will be signed out by office personnel.

Communicable Disease

Exclusion Policy

COVID-19	Please see our Cathedral School Stronger Together Plan for the most up to date information regarding COVID symptoms, contact tracing, and quarantine procedures.
Strep Throat	May return to school 24 hours after treatment begins, provided fever is absent.
Pink Eye	May return to school 24 hours after treatment begins or is examined by a physician and approved for readmission.
Ringworm	May return to school 24 hours after treatment begins and the lesion begins to shrink, unless the lesion can be covered; no exclusion needed if lesion can be covered.
Chicken Pox	Exclude from school for not less than five days after the eruption of the last vesicles or until the vesicles become dry.
Mononucleosis	No restrictions unless the student has a fever of 100.4°F or greater, or is not well enough to participate in school.

Scabies	May return to school the day after the first scabicide treatment
Impetigo	May return to school 24 hours after treatment begins.
Nuisance Disease	Head Lice, must be treated before returning to school. School must be notified of treatment.
Vomiting, Diarrhea, Fever	<p>Vomiting: Vomiting 2 or more times in the last 24 hours, must remain home.</p> <p>Diarrhea: Diarrhea in the last 24 hours must remain home.</p> <p>Fever: Students must be fever free for 24 hours without the use of fever reducing medications before returning to school.</p>

MEDICATION(S)

If your child is to take a prescription medication during the school day, you must fill out a medication consent/instruction form with a physician’s signature and submit it to the main office. Medication must be kept in the main office and given to the student by office personnel. If your child uses an inhaler or requires an epi-pen, please bring it to school with the medication consent form so we have them in case of an emergency. Please note, over-the-counter medications for headaches, stomachaches, etc., are not available in the main office.

Parents of students requiring prescription medication are to provide the school office with a sufficient supply and complete instructions if medication is to be taken during school hours. Students will be administered their prescription medication in the office at the appropriate time(s). **Medications must be brought in and picked up by a parent or legal guardian.** Absolutely no medication should be in the possession of any student at any time. Students who self-medicate will face disciplinary action. When having a prescription filled, request two prescription bottles from the pharmacist. Bring the medication to the main office in the original prescription bottle that shows the child’s name, medication, and dosage instructions, and indicate to the office personnel the time to be given. All medications must be properly identified. **NO MEDICATION will be dispensed to students by school personnel without the original container from the pharmacy, specific instructions, and parent permission.**

VACATIONS

Taking a student out of school for a vacation or any extended period can have a negative effect on education and should be considered carefully. Students will be expected to keep up with all current work in their classes. Though teachers do prepare lesson plans in advance, actual worksheets may not be ready or virtually available until just before the lesson. Long-range lesson plans can and often do change. **Teachers have the following options when dealing with an extended absence:**

1. Assigning all work in advance of the vacation. **(Note: If parents request this option, with teacher approval, all homework requested in advance must be completed and turned in upon the student's return.) Teachers of grades 5-8 reserve the right to deduct 7% of the total points earned if incomplete upon return.**
2. Have the student make up all work when they return, **within a time period equal to their absence.**
3. Have the student complete assigned reading and work while out of school, making up quizzes or exams when they return, **within a time period equal to their absence.**

Any concerns should be discussed with the child's teacher(s).

OPTION C:

OptionC is our Catholic Student Information System. Parents can access this by using their login information. With OptionC families can view admissions/registration, billing balances, calendars, conduct, nurse visits, homework (grades 6-8th), schedule conferences, receive parent alerts, communicate with teachers, view academic progress (grades 6-8th), and see school notifications. OptionC allows parents to view quarterly grades for students in Kindergarten-8th grade.

COMMUNICATIONS

Parents can expect paper and/or electronic communications sent home on a regular basis. Unless otherwise indicated, notes are sent home with the youngest or only student in the family. Check with your child daily for any special notes, letters, newsletters, permission slips, etc. A "Looking Ahead" newsletter is emailed to parents monthly and is available on the Cathedral School website. The school website should be referred to whenever possible. Newsletters, lunch menus, and other important information is posted here and updated regularly.

CONTACT INFORMATION & EMERGENCY CLOSING

In the event of severe storms and/or bad weather conditions that may entail school closings, listen to local radio or television stations for announcements. School families will be contacted by our OptionC Student Information System via a Parent Alert email, text, or voice message regarding emergency information. The general rule is when the local public-school closes for inclement weather, our school closes as well. Please be sure to update your Parent Alert preferences in the main office.

Elementary Uniform Dress Code

Boys

Uniform Shirts

Royal Blue, Red, or White buttoned polo shirt, white collared dress shirt. Only white short sleeved undershirts may be worn under uniform shirts, exposure at the neckline only.

Girls

Uniform Shirts

Royal Blue, Red, or White buttoned polo shirt, white collared dress shirt, no lace or ruffled collars.

Skirts/Jumpers

Plaid—**must be purchased through Donald's**. Navy bloomers or bike shorts may be worn under the skirts, provided they do not show below the skirt/jumper. Skirts and jumpers must be knee length. Leggings may be worn under skirts/jumpers; however, not as pants.

Boys & Girls

Classic Uniform Pants

Navy blue (Plain pocket. No cargo or extra pocket. No designer labels or brands. No jean style double stitching.)

Sweaters

Navy blue uniform cardigan, no hoods.

Fleece

Navy blue uniform fleece (purchased through **Spirit Wear** orders).

Sweatshirts

Navy blue crew neck sweatshirt with the embroidered Cathedral logo.

Sweatshirts must be worn with a collar showing.

Classic Uniform Shorts

Navy blue— Uniform shorts may be worn during September, October, May, and June. **Shorts must be knee length**. Uniform shorts may be worn to church. Shorts may be cuffed or uncuffed. Plain pocket. No cargo or extra pockets. No designer labels or brands. No skinny style.

Socks

Girls may wear navy blue or white tights or navy blue or white leggings.

Shoes

Athletic or dress shoes. No open toes sandals, flip flops, clogs, crocs, or boots. Shoes worn must be able to stay on their feet while walking and playing.

Hair

All hair is to be neat, clean, and well groomed. No unnatural hair colors or unusual styles.

Accessories

No scarves. No logos on headbands. Only Cathedral Spirit bows (with Cathedral logo) or Donald's bows are permitted. Jewelry must be kept simple and not distracting. Earrings may be worn if they are small and simple, no dangles.

Hats & Caps

In keeping with our tradition, hats and caps are to be taken off upon entering the building.

Cathedral Staff & Principal reserve the right to determine whether a student is in compliance with the uniform policy. While on the school campus, students will adhere to Cathedral's Dress Code with the exception of participation in or preparation of extracurricular activities.

Students arriving at school dressed in a manner inconsistent with the uniform policy:

- 1st time: A uniform notice will be sent home.
- 2nd time: A uniform notice will be sent home and the student will be expected to change into the correct uniform from the parent room. The parent can also bring a uniform to the school.

- 3rd time: A uniform notice will be sent home and the student will be expected to change into the correct uniform from the parent room. Parents will need to meet with the principal.

***Our main uniform supplier is Donald's. Clothing purchased from other retailers must meet the above outlined characteristics and must not be distinguishable from the Donald's line.**

Spirit Wear consists of any t-shirt, sweatshirt, or fleece top that displays the Cathedral School logo or the words "*Cathedral School*" and is purchased through the school. **New this year** to Cathedral Spirit Wear are fleece pants, joggers, or shorts, that display the Cathedral School logo or the words "*Cathedral School*" and as noted above are purchased through the school. Every Friday is "***Spirit Wear Day***"—any of the Spirit Wear tops can be worn with Spirit Wear pants, joggers, or shorts (when acceptable); or with uniform pants, or shorts (when acceptable). Typically, there are three Spirit Wear orders throughout the school year.

Please note: Crew neck uniform sweatshirts and zip up fleeces are available through **Spirit Wear** orders.

Other Elementary Uniform Situations

Scouts	Scouting uniforms may be worn on the day of meetings.
Homecoming Day	Students may wear Spirit Wear bottoms, uniform shorts, or uniform pants with a Spartan Wear, Spirit Wear, or uniform shirt.
Picture Day	Students may dress up or wear their uniforms. Shirts must cover the shoulders, have a modest neckline, and cover the midriff. Pants must be in good repair with no tears or rips. Students may not wear jeggings, leggings, non-uniform shorts, sweatpants, athletic pants, or pajama pants. School Uniform Hair and Shoe Dress Code are in effect.
Halloween Costumes	Costumes must not be bloody or gory. No weapons of any kind. Costumes should cover the shoulders, midriff, and must be longer than fingertip length when arms are held straight at the student's side. Shoes cannot be higher than one inch in the elementary school and two inches in the middle school, due to safety concerns. No flip flops.
Elementary Concert	Students may dress up or wear their uniforms. Students are not allowed to wear shorts, jeans, t-shirts, or sweatshirts. Shoulders must be covered at all times. Heels cannot be higher than one inch, due to safety concerns. No flip flops.
5th Grade Band Concert	Students may follow the Middle School Concert Dress Code.
Uniform PAWS Day	Students may wear jeans, sweatpants, joggers, athletic pants, or wind pants with an appropriate shirt or sweatshirt. Shoulders must be covered. (No skinny jeans, leggings, jeggings, yoga pants, writing across the backside of the pants, or sleeveless shirts) School uniform shoe dress code is in effect.

Jean Days

Jean days are granted at the discretion of the principal.

Students may wear **boot cut** or **straight leg jeans** or uniform shorts (if in September, October, May, or June). Students may not wear skinny jeans, jeggings, capris, non-uniform shorts, sweatpants, athletic pants, wind pants, lounge pants, or pajama pants. Jeans must be clean and in good repair with no tears or rips. Shirts must cover the shoulders, have modest neckline, and cover the midriff. The uniform **shoe** policy is in effect.

Middle School Uniform Dress Code

All Students

Uniform Shirts

Royal Blue, Red, or White buttoned polo shirt, no lace or ruffled collars. Only white short sleeved undershirts may be worn under uniform shirts, exposure at the neckline only.

Girls

Skirts Black or Khaki —preferred purchased through Donald’s. **Skirts must be knee length.** Black or Khaki bloomers or bike shorts may be worn under the skirts, provided they do not show below the skirt. Girls may wear white or black tights/leggings under skirts.

All Students

Classic Uniform Pants	Black, Khaki, or Navy blue boot cut or straight leg pants. (Plain pocket. No cargo or extra pockets. No designer labels or brands. No skinny style pants. No leggings or jeggings. No form fitting pants.)
Sweaters	Navy blue uniform cardigan, no hood.
Fleece	Navy blue uniform fleece (purchased through Spirit Wear orders)
Sweatshirts	Grey or Navy blue crew neck uniform sweatshirt with the embroidered Cathedral logo. Sweatshirts must be worn with a collar showing.
Classic Uniform Shorts	Black, Khaki, or Navy blue—Uniform shorts may be worn during September, October, May, and June. Shorts must be knee length. Uniform shorts may be worn to church. Shorts may be cuffed or uncuffed. Plain pocket. No cargo or extra pockets. No designer labels or brands. No skinny style.
Shoes	Athletic or dress shoes. No open toe sandals, flip flops, clogs, crocs, or boots.
Hair	All hair is to be neat, clean, and well groomed. No unnatural hair colors or unusual styles. No scarves.
Accessories	No logos on headbands. No scarves. Only Cathedral Spirit bows (with Cathedral logo) or Donald’s bows are permitted. Jewelry must be kept simple and not distracting. Earrings may be worn if they are small and simple, no dangles.
Hats & Caps	In keeping with our tradition, hats and caps are to be taken off when entering the building.

Cathedral Staff & Principal reserve the right to determine whether a student is in compliance with the uniform policy. While on the school campus, students will adhere to Cathedral’s Dress Code with the exception of participation in or preparation of extracurricular activities.

Consequences for a student arriving at school dressed in a manner inconsistent with the uniform policy:

1st time: A uniform notice will be sent home detailing the inappropriate uniform dress (notice will require a parent signature and be returned the next day); student will be expected to change into the correct uniform from the parent room.

2nd time: A uniform notice will be sent home detailing the inappropriate uniform dress; student will receive an infraction for a second offense (possible after school detention); student will need to change the correct uniform from the parent room.

***Our main uniform supplier is Donald’s. Clothing purchased from other retailers must meet the above outlined characteristics and must not be distinguishable from the Donald’s line.**

Spirit Wear consists of any t-shirt, sweatshirt, or fleece top that displays the Cathedral School logo or the words “*Cathedral School*” and is purchased through the school. **New this year** to Cathedral Spirit Wear are fleece pants, joggers, or shorts, that display the Cathedral School logo or the words “*Cathedral School*” and as noted above are purchased through the school. Every Friday is “*Spirit Wear Day*”—any of the Spirit Wear

tops can be worn with Spirit Wear pants, joggers, or shorts (when acceptable); or with uniform pants, or shorts (when acceptable). Typically, there are three Spirit Wear orders throughout the year.

Please note: Crew neck uniform sweatshirts and zip up fleeces are available through **Spirit Wear** orders.

Other Middle School Uniform Situations

Scouts

Scouting uniforms may be worn on the day of meetings.

Homecoming Day

Students may wear Spirit Wear bottoms, uniform shorts, or uniform pants with a Spartan Wear, Spirit Wear, or uniform shirt.

Picture Day

Students may dress up or wear their uniforms. **Shirts must cover the shoulders, have a modest neckline, and cover the midriff.** Pants must be in good repair with no tears or rips. Students may not wear jeggings, leggings, non-uniform shorts, sweatpants, athletic pants, or pajama pants. School Uniform **Hair** and **Shoe** Dress Code are in effect.

Middle School Concert Dress Code

During the school day, students must follow the regular uniform policy. For evening concert performances students must display Catholic modesty and neatness, respect for self, and respect for one another. This dress code has been developed to help ensure the safety and overall well-being of students.

Concert Dress is black pants or skirt and a white dress shirt.

- Students must wear a white dress shirt, black dress pants or skirt, and black or dark colored shoes or dress boots. A solid or patterned tie may be worn (no characters please).
- Skirts must be knee length or longer with black or skin-colored tights.
- Dress shirts must have a modest neckline. Tank tops; spaghetti straps; and clothing that exposes the shoulders, midriff, back, or undergarments will not be allowed. An additional top, like a jacket or sweater (also colored white) can be worn to cover the shoulders at all times.
- Heels cannot be higher than two inches due to safety concerns. No flip flops!

Exception: If a performance is happening for an assembly or during the school day, students are expected to wear their school uniforms.

Jean Days

Jean days are granted at the discretion of the principal.

Students may wear **boot cut** or **straight leg jeans** or uniform shorts (if in September, October, May, or June). Students may not wear skinny jeans, jeggings, capris, non-uniform shorts, sweatpants, athletic pants, wind pants, lounge pants, or pajama pants. Jeans must be clean and in good repair with no tears or rips. Shirts must cover the shoulders, have a modest neckline, and cover the midriff. The uniform **shoe** policy is in effect.

Uniform PAWS Day

Students may wear jeans, sweatpants, joggers, athletic pants, or wind pants with an appropriate shirt or sweatshirt. Shoulders must be covered. (No skinny jeans, leggings, jeggings, yoga pants, writing across the backside of the pants, or sleeveless shirts) School uniform **shoe** dress code is in effect.

8th Grade Graduation

Clothes worn to graduation must meet the requirements of Catholic modesty, neatness, respect for self, and respect for one another. This dress code has been developed to help ensure the safety and overall well-being of students.

- Boys must wear dress pants, dress shirts, and dress socks and shoes
- Girls may wear dress pants, knee length or longer skirt, dress shirt, knee length or longer dress, and dress shoes
- All dress shirts and dresses must have a modest neckline and shoulders must be covered
- If worn, leggings must be worn under a knee length or longer skirt or dress
- All dress shoes – heels cannot be higher than two inches, no flip flops.

Halloween Dance Costumes

Costumes must not be bloody or gory. **No weapons of any kind.** Costumes should cover the shoulders, midriff, and must be longer than fingertip length when arms are held straight at the student's side. Shoes cannot be higher than one inch in the elementary school and two inches in the middle school, due to safety concerns. No flip flops.

SCHOOL PICTURES

School pictures are taken in the fall and spring of each school year. The yearbook is published in the spring. Purchase of any photographs or the yearbook is optional.

STUDENT TRANSFER

Requests for withdrawals to other schools should be made in sufficient time to transfer the records. These records will be sent directly to the school once the school's request has been received.

ACCIDENTS

Every accident in the school building, on the school grounds, or at any event sponsored by the school must be reported immediately to the person supervising the activity and to the school office. An accident report will be completed and kept on file.

INSURANCE

Student insurance will not be offered. Protection must be provided by the parent.

BICYCLES, SKATEBOARDS, AND ROLLERBLADES

Bicycle riders bring their bicycles to school at their own risk. Should a student choose to ride a bicycle to school, it is suggested the bicycle be locked to the bike rack located outside the 14th Street entrance. The school accepts no responsibility for bicycles parked on the school grounds. Bicycles may not be ridden on the school grounds during school hours.

Skateboards and rollerblades are not allowed on school property. Students are not to bring them to school.

STUDENT CONDUCT ON SCHOOL BUSES

Bus transportation is provided for all students who live two miles or more from their School District home school (i.e. Cooper, Northern Lights, SMS, etc.). If you have any questions regarding busing, please contact the School District's Transportation Office at (715) 394-8706 or email at transportation@superior.k12.wi.us

The following guidelines are in effect, per the School District of Superior:

- Students riding buses will be required to wear masks.
- Bus monitors will be hired to ensure safety guidelines are followed.
- Students will be required to register for transportation prior to the start of school in order to develop bus routes that allow for the least amount of students on the bus.
- Families are encouraged to drive their child or participate in a rideshare as opposed to using district transportation. If rideshare is implemented, the cohort of students should be consistent.
- Students not adhering to the facial covering or social distancing requirements will be suspended from the bus for the next day.
- Students without masks at the bus stop will not be allowed to ride the bus and will need to find another method of transportation.
- Students will board the bus and go to the farthest seat in the back that is empty until all seats are full. Once every seat is full students will sit in the seat closest to the front with one student in it.
- Students will only have stops at their guardian's homes. If a student would like to go to a different stop alternative transportation will need to be found.
- Variances from the primary bus stop will not be allowed, if a student needs to go to a different stop alternative transportation will need to be found.
- If a student does not ride the bus for 3 days straight or misses multiple days consistently and the transportation department is not informed your student will be removed from the route. A phone number where to leave a message informing the department will be distributed prior to the new school year. To be eligible to ride again the student will need to go through the registration process again.
- Buses will be cleaned multiple times throughout the day.
- Communication of delays will be done using information from the student registration.

From the School District of Superior:

Under state laws, the School Board has the authority to make and enforce rules governing student conduct on school buses. Enforcement of the rules is a responsibility shared by the bus driver, school officials, and the Board. All offenses will be reported in writing by the bus driver to an appropriate school administrator. The following action will be taken:

- 1st Offense: A conference will be held with the student, a warning issued, and student's bus privilege may be suspended for up to one (1) week. Parents will be notified of this event.
- 2nd Offense: A parent conference will be held and the student's bus privilege may be suspended for up to six (6) weeks.
- 3rd Offense: A parent conference will be held and the student's bus privilege may be suspended for the remainder of the semester or school year.

Major Infractions: The following are considered major infractions: disrespect to driver, fighting, use and/or possession of alcohol, drugs, tobacco, pyrotechnic devices (lighting matches or lighter, fireworks), weapons and vandalism. Major infractions may result in disciplinary actions up to expulsion and possible involvement of law enforcement personnel.

LOCKERS

All middle school students are assigned a locker. Periodic inspections will be made by the homeroom teacher or principal to see that they are kept neat and orderly. Use only the locker assigned to you. All personal items and books, when not in use, are to be kept in lockers. Do not tamper with another locker or give your combination to another person. The school is not responsible for lost articles or anything taken out of the lockers.

LOCKER ROOMS

***Due to COVID-19, locker rooms will not be in use this year.**

Middle school students will be assigned a locker. If students choose to use a combination lock they may rent a lock from the school office. However, if a lock is not used, student belongings must be removed daily from the locker room. Lockers with personal belongings need to be locked at all times. The school is not responsible for lost articles or anything taken out of non-secured lockers. Tampering with another students' locker is not allowed. To further safeguard personal belongings students should not share their locker combination with other students.

Prior to entering a Cathedral School locker room all electronic devices will be relinquished to an educator and/or coach. Cellphones and other electronic devices are not permitted inside the locker rooms. Electronic devices will be returned to students/athletes at the conclusion of locker room use following their activity. Once students are in possession of their electronic devices, they are no longer allowed to return to the locker room.

LOCKS

Students in Grades 6 - 8 will be using a lock. **All students are required to purchase combination locks** for their lockers in the main office. These are the only acceptable locks to be used on school lockers (including PE

lockers). P.E. locks are optional. All other locks will be removed by the administration. Locks are available for \$5.00. Locks will be turned in at the end of each school year.

ELECTRONIC & COMMUNICATION DEVICES

Electronic Devices (i.e. laptops, tablets, iPads, iPods, game systems, etc.) and Communication Devices (i.e. cell phones, smart watches, etc.) are not allowed to be used during school hours including before and after school extended care. **Once a student enters the school building, these items are not to be used and must be kept in student lockers where they must remain until school is dismissed. In addition, if a student is involved in a school-sponsored after school activity, these devices are not to be used until they are dismissed from that activity.** If any Cathedral School staff member sees these items in use during the school day, the item will be confiscated. The item may be picked up in the office at the end of the day. Repeat offenders will be subject to further discipline.

TELEPHONE CALLS

A telephone call to school for a teacher or pupil during the school day is taken by the secretary who sees that messages are sent to appropriate classrooms. Only in case of an **emergency** is the teacher or pupil called to the phone immediately.

Children should not be calling home to ask permission to go to their friend's home, etc. This should be taken care of before they leave home in the morning. **Children forgetting items at home will NOT be allowed to call home.** We encourage personal responsibility.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school. Students who disfigure property or otherwise damage school property or equipment will be required to pay for the damage done.

TEXTBOOKS

The school furnishes books to all students. This is done with the expectation that this major investment will be properly safeguarded. We ask parents to encourage their children to handle their books respectfully. Reasonable damage is expected as a result of daily use. **Unreasonable damage to a textbook will result in a fine. Books must be covered at all times.** Listed below are the fines for lost or damaged textbooks:

Lost Books

1 year old	85% of value
2 years old	82%
3 years old	70%
4 years old	60%
5 years old	50%
6 years old	40%

Damaged Books-(based on age of book)

Broken back	50-90% of value
Loose cover	40-50% of value
Water soaked	30-70% of value
Missing corners	10-20% of value
Missing page(s)	50-100% of value
Defaced	50-100% of value

FIRE, TORNADO, & INTRUDER DRILLS

Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obey orders promptly and if necessary, clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give the student instructions accordingly.

RECESS & PLAY

It is important that elementary school children be on the playground during recess when the weather permits. A reasonable amount of physical activity and fresh air is important to proper physical development, which supports mental development. If for some **SERIOUS** reason a child is to remain in at recess, the parent is asked to send a written note to the teacher.

During the winter season, each child must wear boots, hats, snow pants, and mittens. A child is not to wear shoe-boots for both outside and inside the school building because this brings all the snow and water in from the outdoors and gradually ruins classrooms floors. In case of very cold weather, an adjustment will be made as to where recess will take place. A child will not be expected to go outdoors during very cold weather.

CATHEDRAL HOT LUNCH POLICY

Cathedral School has a closed campus policy, children may not leave the school premises during their lunch period unless a specific, written request is made and they are accompanied by a parent. Students may bring their own lunch to school or use Cathedral's Hot Lunch option that is available daily.

The goal of the Cathedral Hot Lunch Program is to provide students with access to a nutritious meal each school day. This program is run through the school and is not involved with the National School Lunch Program (NSLP); however, we do follow many of their guidelines for recommendations and offer free/reduced meals opportunities to students in need.

Unpaid charges place a large financial burden on our school. The purpose of this policy is to insure compliance and to provide oversight and accountability for the collection of outstanding student meal balances.

- Full Pay Students - Students will be charged for lunches at the school's published paid lunch rate each day. Additional a la carte items (extra slices of pizza, etc.) are also full cost.
- Reduced Lunch Benefit - Students that qualify for a reduced lunch will be charged a lunch at the school's published \$1 paid lunch reduced rate each day. Additional a la carte items (extra slices of pizza, etc.) are the full cost and do not qualify at a lower rate.

- If financial hardship exists, parents and families are encouraged to apply for reduced price lunches for their child if applicable. (See our Reduced Lunch Program Form. Please note, this form does not cover for past debt and can only be applied for lunches that may qualify going forward from the date of the accepted application.)
- Parents/Guardians are responsible for lunch payment to their student(s) lunch account. Lunch balance statements are sent home with the youngest/only student around the first of the month and payment in full is expected by the 15th of the month to keep accounts up to date and not overdrawn. A current balance is also available on Option C at any time. (Please allow a few days for processing if have recently sent in a payment when reviewing your balance online.)
- Parents/Guardians are encouraged to pay for hot lunch **in advance** with cash, check or charge. (Credit card charges will incur a 3% fee per transaction.)
- Overdrawn lunch accounts will be subject to collection and will follow the policies and procedures set by the school/diocese.
- Any remaining funds for a particular student/family will be carried over to the next school year.
- Refunds for withdrawn or graduating students should be requested in writing. Please send to the school's main office or send an e-mail to: mainoffice@superiorcathedral.org.
- Families with a student that is graduating at the end of the year will be given the option to transfer the funds to a sibling's account, also with a written request.
- Unclaimed Funds must be requested within 60 days from the last day of school.

EDUCATIONAL PROGRAM & POLICIES

CURRICULUM

Curriculum includes all of the learning experiences to which a child is exposed. At Cathedral School, a curriculum is set up that aims at educating the whole child in his/her four-fold relationship to God, to neighbor, to nature, and to himself/herself. Cathedral School provides instruction in following curriculum areas: Religion, Reading, Phonics, English, Spelling, Penmanship, Mathematics, Science, Social Studies, Art, Music, Physical Education, Spanish, and Computers. Speech Therapy is available in cooperation with the Superior School District. A list of curriculum guidelines can be found at the Diocese of Superior website www.catholicdos.org.

RELIGIOUS EDUCATION PROGRAM

Cathedral School works to convey the values, principles, teachings, and traditions of the Catholic Church.

- **Liturgies and Prayer**

A school liturgy, which is planned by students and teachers working with the parish priests, is celebrated weekly at the Cathedral of Christ the King. Masses are typically held on Wednesdays at 8:30 a.m. unless otherwise

noted on the school calendar. Parents/guardians and the parish community are encouraged to attend and participate in all school religious celebrations.

Each day begins with prayer as students and teachers direct their minds and hearts to God and offer Him their daily activities. Students as well as other persons are encouraged to lead the opening prayers. Both creative prayer and formal prayer are used. Students, staff, and faculty members are encouraged to ask for prayer from the entire school when there is a personal or family need that calls for prayer. Religion class is held every day except on Mass day, since the homily and scriptures are the instructions for the day. Bible services, May Crowning, Stations of the Cross, celebration of religious feasts and praying the Rosary are planned by the teacher or by the faculty as a whole.

- **Religious Education Curriculum**

The Religious Education Program of our school develops in each student an attitude of prayer, respect for the sanctity of all life, and awareness of the presence of God in our world. The program fosters the knowledge and appreciation of the Gospel of Jesus Christ and the richness of Catholic teachings and traditions. The primary objective of the Religious Education Program is to bring the child closer to Jesus Christ through traditional and spontaneous prayer experiences, modeled attitudes and behaviors supportive of Church teaching and belief, daily religious instruction, Eucharistic liturgies, and para-liturgical services. Peace and justice issues, Catholic social teaching, mission awareness, and Christian/community service projects are an extension of the Religious Education Program.

- **Sacrament Preparation**

Students in grade two are instructed in preparation for receiving their First Communion and the sacrament of Reconciliation. The actual reception of this sacrament for the first time takes place in the child's home parish. Each spring, students who have received the sacraments for the first time during the school year join together in a special school celebration.

- **Sacrament of Reconciliation**

During the seasons of Advent/Christmas and Lent/Easter, there is a Celebration of the Sacrament of Reconciliation at Cathedral for students in grades 3-8. Otherwise, we encourage and ask families to regularly share in the Sacrament of Reconciliation with their children in their home parishes.

LIBRARY

Cathedral's school library provides a quiet place in which to read and offers a variety of resources to do research.

Lost or damaged books must be repaired or replaced, at the expense of the loaner of the book. There is a fine for overdue books. Reference books are not taken out of the library. With the exception of story time, silence is to be observed in the library.

SPANISH

Students at the elementary level participate in Spanish classes once every other week throughout the school year. Middle School students explore the language through exploratory classes.

PHYSICAL EDUCATION CLASSES

***Due to COVID-19, locker rooms will not be in use this year.**

All students attend physical education classes twice per week. Tennis shoes with laces must be worn by all students during PE classes. **If, for some reason, a student cannot participate in P.E. class, a note from a parent or guardian must be presented to the physical education instructor. For extended absences (more than two), a doctor's note is needed.**

BAND & MUSIC

Kindergarten – 5th grade students will receive music instruction twice each week. All materials for music class are provided in class. Students generally perform on the school's hand chimes. Music students are required to perform at all school concerts.

With all middle school students having received music class during the 2020/2021 school year; all middle school students will receive band class for the 2021/2022.

COMPUTER CLASS

Elementary students attend computer class once each week. Middle School students have Computers as an exploratory class. Elementary students will be required to purchase a set of headsets (from any source) to be used for computers. Headsets are to stay on school premises until the end of the school year.

EXPLORATORY CLASSES

Middle school students have the opportunity to receive quarterly instruction in the following areas:

Core Classes: Computers, Spanish, and S.P.I.C.E. (*Spiritual, Physical, Intellectual, Creative, Emotional* a "whole person" curriculum)

Elective Classes: Art, Fitness, Cooking, etc.

***Some Elective exploratory classes will have a \$15 fee that will need to be paid prior to the student starting the class. This fee is due by the end of the first week of class or the student will be moved to study hall until payment has been received.**

REPORTING PROGRESS

The purpose of the report card is to inform the parents and the student regarding the academic progress that has been made. These reports are indicators of what the individual child has accomplished in relationship to his/her ability. Progress will be reported quarterly (4 times) during the school year and may be accessed through our student information system, Option C. Parents in grades 5-8 are encouraged to check their students' progress regularly throughout the year in Option C.

GRADING SYSTEM

Cathedral Grading Scale (Grades 3-8)

99 – 100	A+	81 – 83.49	C+
95 – 98.49	A	78 – 80.49	C
92 – 94.49	A-	75 – 77.49	C-
90 – 91.49	B+	72 – 74.49	D+
87 – 89.49	B	68 – 71.49	D
84 – 86.49	B-	65 – 67.49	D-
		0 – 64.49	F

S Satisfactory

I Improvement Shown

NI Needs Improvement

INC Incomplete (Failure to complete outstanding assignments, tests, etc. will result in an F)

HOMEWORK POLICY

Homework is an integral part of the school experience and usually fulfills one of four purposes:

1. Preparation--survey of materials for classes or tests.
2. Drill and reinforcement--continuing unfinished assignments.
3. Long range/research assignments--includes observation, investigation, and report writing.
4. Parental information--gives parents the opportunity to see the type and quality of their child's work.

All Cathedral School students will have opportunities to demonstrate and extend their learning during the year through assigned homework. One component of Cathedral School's Mission Statement is "to educate our students' minds for Academic Excellence." Therefore, at Cathedral School students are expected to do and submit their homework and projects on the assigned due date. We want to teach the students to do their best and to help them develop the skills that will make them successful in the future.

For grades 5-8, the following policy will be enforced:

- 7% points will be taken off the grade each day that homework is late.
- For classes that do not meet daily, teachers will keep track of the days based on when the class meets.
- Each teacher will accept homework until the end of the unit. This may be in chapter units, project units, etc. as determined by the teacher allowing the student to receive a maximum of 60% on that assignment.
- After the end of the unit the students will not receive any credit for that assignment. Therefore, they will get a "0" on that assignment.

If a parent believes the student is spending an extreme amount of time on homework, the teacher should be contacted so that a plan of action can be taken.

PARENT - TEACHER - STUDENT CONFERENCES

***Conferences will be done virtually through Google Meets.**

Conferences are held for the mutual benefit of school and home. Two scheduled conferences are held during the school year. The first set of conferences are held in the fall and the second set of conferences are held in the winter, typically February. All parents are expected to attend! Students may be requested to attend the conferences. Conferences are encouraged anytime throughout the year, but should be scheduled with your child's teacher(s).

PROMOTION/RETENTION

Promotion and retention are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for retention are: non-mastery of grade level materials, social immaturity, and frequent or long absences.

Parents may assume their child will be promoted unless retention has been discussed during the school year. Parents are notified of such a concern by the second semester and are involved in any retention decision.

EXTRACURRICULAR ACTIVITIES

Students at Cathedral Middle School who wish to be involved in extracurricular activities are required to sign a yearly PLEDGE and hold a GPA of 2.0 or greater. A student may not participate in any of Cathedral's extracurricular activities if he/she is not in attendance during the school day. (i.e. school dance, athletic games/events, lock-ins, etc.)

- **ATHLETIC FEES** *Due to COVID-19, there will be no Volleyball this year.

Students who choose to participate in school sponsored athletics may be required to pay an activity fee. These fees are necessary to help defray the cost of equipment, uniforms, coaches, referees, rental of facilities, and occasional transportation. The fees must be paid prior to participation. Students will be made aware of the fees by the athletic director.

- **STUDENT COUNCIL**

The Middle School student council is an organization through which the students may express their opinions, assist in the administration of the school, and participate in the management of the school enterprises. The Council tries to promote leadership, initiative, and self-control among its members.

A president, vice president, secretary, treasurer, and historian are elected to carry on the work of the following year. In the fall, one representative and an alternate are elected from each homeroom. It is the duty of the representatives to bring to the Council's attention complaints and suggestions from their classmates and to take to their homerooms the actions of the Council.

- **BOY & GIRL SCOUTS**

Although most meetings are held in our school building, scouting is not a school-sponsored activity. Parent volunteers facilitate the programs and are responsible for all scouting activities.

*Use of the building is dependant of the Stronger Together Plan

**Code of Conduct
Superior Cathedral School
2021-2022**

An important facet of education involves the learning and practicing of inner discipline, with the understanding that one's choice of behavior dictates the resulting consequences. Students are expected to understand that all staff and volunteers have jurisdiction over any student of the school regardless of age or grade level. Each student is expected to show respect to all staff and adults in the building. Cathedral School believes that its entire Code of Conduct can be summarized in the following phrases:

Be Respectful

Be Responsible

Be Safe

School Rules

Be Respectful

Do unto others as you would have them do unto you. (Golden Rule) Matthew 7:12

Accept the differences in people's abilities, personalities, and ideas.

Follow individual classroom rules.

Be honest in all you do or say.

Care for the school and everything in it.

Be Responsible

For each will have to bear his own load. Galatians 6:5

Be in school and in class on time with needed materials and prepared to learn.

Work to the best of your ability and allow others to do the same.

Understand and accept consequences for your actions and try to correct your mistake.

Gum is not allowed at school.

Use of students' cell phones/electronic devices and other distracting items are not allowed during school hours.

Understand and follow the Uniform Policy.

Be Safe

Then shall you walk in your way safely, and your foot shall not stumble. Proverbs 3:23

Report to an adult any dangerous or unkind behaviors you see.

Physical or verbal violence (fighting, rough housing, threatening, etc.) will not be tolerated.

Weapons (including look-alike weapons), drugs, tobacco, and alcohol are forbidden in the school.

Over the counter and prescription medication is required to be properly dispensed by school personnel.

Encourage one another and build each other up!

I Thessalonians 5:11






	Be Respectful	Be Responsible	Be Safe
All Areas	<ul style="list-style-type: none"> Include and help others Treat personal and school property nicely Be polite, courteous, and kind 	<ul style="list-style-type: none"> Follow rules and directions Use appropriate language and voice level Clean up after yourself 	<ul style="list-style-type: none"> Be where you are supposed to be Watch where you are going Hands & feet to self
Arrival & Dismissal	<ul style="list-style-type: none"> Wait patiently for others Parents and students should have after school care planned before the school day begins 	<ul style="list-style-type: none"> Stay in assigned areas Be on time and ready for school and all classes Before 7:50 a.m. all preschool, elementary, and middle school students must report to the gym 	<ul style="list-style-type: none"> Walk on the right side Stay in designated areas Keep the porch area clear
Assembly & Audience	<ul style="list-style-type: none"> Respect others' space Applaud when expected 	<ul style="list-style-type: none"> Listen to presenters Do not cause disruptions 	<ul style="list-style-type: none"> Stay seated Enter and exit in an orderly way
Bathroom	<ul style="list-style-type: none"> Wait patiently 	<ul style="list-style-type: none"> Flush, wash your hands Throw garbage in the cans 	<ul style="list-style-type: none"> Keep feet on the floor Respect others' privacy
Bus	<ul style="list-style-type: none"> Make room for everyone 	<ul style="list-style-type: none"> Follow the bus rules 	<ul style="list-style-type: none"> Stay seated

	Be respectful to the driver	Respect bus property	Talk quietly with friends near you
Church	Participate in Mass and let others do the same Receive Communion in the proper fashion Pray or sing after Communion	Use the bathroom and water fountain before Mass Follow the rules of Mass	Walk at all times Seek permission before sitting with someone other than your class
Computer Lab & Library	Allow others to work Voice Level 1	Respect the equipment Think before printing Return books on time	Practice internet safety Walk at all times
Halls, Stairs, & Tunnel	Keep moving or step aside Wait patiently for others	Keep your hands to yourself Clean up after yourself	Walk single file, on the right side Take the stairs one at a time
Kress Hall	Make room for everyone Use table manners Stay seated until excused	Pick up what you drop Respect others' food Use Table Talk (Voice Level 3)	Walk Follow traffic flow Sit correctly in your chair
Office	Wait patiently for your turn Use the office to conduct office business only	No lingering Return to classroom promptly	Keep the doorway clear
Playground	Practice the Golden Rule Practice good sportsmanship Share and take turns Include everyone	Follow playground rules Dress for the weather	Use equipment properly Play safely Keep hands and feet to yourself

Voice Levels

The following voice level chart is posted in our classrooms and hallways. This is so that we can be mindful of the level of our voices and respectful of the learning that is taking place in other rooms.

Voice Levels		
4		Outside
3		Table Talk
2		Partner Talk

Cathedral School's Anti-Bullying Policy

Cathedral School believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance. Cathedral School will not tolerate behavior that infringes on the safety of any student.

What is bullying?

Bullying is when one or more students act towards another less powerful student in a way which is intended to hurt, intimidate, or diminish that other student. Bullying is seen by many researchers as referring to a cluster of different behaviors, unified by the theme of aggression. These behaviors are generally categorized as follows:

- **Relational bullying** is sometimes referred to as “social” or “psychological” bullying. This takes the form of disrupting another student’s peer relationships through gossiping, whispering and spreading rumors. It also includes turning your back on them, giving them the silent treatment, leaving them out.
- **Cyber-bullying** in contrast to face to face bullying or social bullying is often indirect; students communicate negative representations of the target to third parties, often through cyber-bullying such as texting, instant messaging, chat rooms, postings on web pages or blogs.
- **Verbal bullying** such as threatening, taunting, intimidating, insulting, sarcasm, teasing, ridiculing, making faces, rolling eyes and other gestures.
- **Physical bullying**, both to the person (such as hitting, pushing, shoving, kicking, pinching, holding down), and to their possessions (through extorting money, stealing or causing their possessions damage).

· **Sexual bullying** is often referred to as sexual harassment, which includes unwanted sexual attention and comments, gender-demeaning remarks and jokes, using sexually offensive names, circulating pornography, touching the private parts of another student's body, molestation, assault, and rape.

Reporting Procedures:

- Tell a teacher or another adult at school
- Witness Statements may be completed by other students
- A counselor or administrator will review and investigate the report from the student and/or reporting adult to verify illegal acts. Student reports that are found to have been intentionally filed under false pretenses or in retaliation will be subject to disciplinary action.

Disciplinary Action:

- Student offenders will be disciplined in accordance with the Cathedral School Code of Conduct.
- Interventions to correct inappropriate behaviors may include but are not limited to counseling and/or violence prevention intervention meeting.

NETWORK & INTERNET ACCEPTABLE USE & SAFETY

Students are to use the school's computers, iPads, Chromebooks, and Internet connection for educational purposes only. Use of such resources is a privilege not a right. Students must conduct themselves in a responsible, ethical, and legal manner. Unauthorized or inappropriate use of these resources may result in the cancellation of the student's network and/or internet privileges; disciplinary action consistent with the school's rules; and civil or criminal liability. Operation of the school's network relies upon the adherence to the school's policies.

Cathedral School reserves the right to monitor, inspect, copy, review, and store at any time (without prior notice) any and all usage of the computer network and Internet access; including any and all information transmitted or received in connection with such usage.

Research is limited to the use of search engines unless stated otherwise by the instructor and the use of email, chat rooms, and other social media services are prohibited. Students are not permitted to connect to the school's network with personal devices. (i.e. phones, laptops, tablets, etc.) Students and parents are required to sign Cathedral's Internet Contract each academic year prior to using Cathedral's Network and Internet access.

DRUGS, TOBACCO, & NICOTINE

The unlawful possession, consumption, and/or distribution of alcohol, tobacco, nicotine products and illicit drugs are not permitted. Any student of Cathedral School observed by a faculty member or administrator to be under the influence of alcohol, tobacco, nicotine products, or drugs while in school, on campus, or at a school related activity; is in violation of this policy therefore the following procedures will be followed:

1. Students observed by or suspected of possession, consumption, and/or distribution of alcohol and illicit drugs will conference with the principal at once.
2. A complete investigation will follow including locker and/or clothing inspection.

3. Possession will be referred to the appropriate law enforcement.
4. Parents will be contacted.
5. Out of school suspension or expulsion may occur.

For purposes of this policy, “drugs” shall mean:

1. All dangerous controlled substances as so designated and prohibited by Wisconsin statute
2. All chemicals which release toxic vapors
3. All alcoholic beverages
4. Any prescription or patent drug, except those for which permission to use in school has been granted in accordance with Cathedral School policy
5. “Look-alikes”
6. Anabolic steroids
7. Any other illegal substances so designated and prohibited by law
8. Any substance that causes a mind-altering state

For the purpose of this policy, tobacco and nicotine products are defined to include lighted or unlighted cigarettes, E-cigarettes, JUULs, cigars, cigarillos, pipes, and any other vaping devices or smoking products. This also includes smokeless, spit or spitless, dissolvable, or inhaled tobacco products.

Cathedral Middle School Academic Integrity Policy

Updated June 2017

Cathedral School believes that academic integrity and honesty are essential to the Christian mission of our school. Cathedral School expects its students to take the responsibility for the honest completion and representation of their work, for the appropriate use of citations, and for the respect of the academic work of others. Students who violate these expectations must accept the consequences of their actions.

- 1.) Cathedral School defines academic dishonesty as an act in which a student:
 - a. takes credit for the work or efforts of another person without the correct formal citation; this is called plagiarism; *(look on the back for an example)
 - b. copies another person’s work with OR without his or her permission;
 - c. uses unauthorized materials in any academic assignment;
 - d. forges or falsifies academic documents or records;
 - e. intentionally steals or damages the work of others;
 - f. assists another student in any of these actions.
- 2.) Examples of academic dishonesty include, but are not limited to, cheating on a test, turning in an assignment as one’s own work when it includes all or part of the work of another person, submitting an assignment that contains words or ideas of another person without correct citation, stealing tests or any class materials, or knowingly and willingly assisting another person in any of the above actions.

In an effort to promote this important policy, the Cathedral School staff may utilize the following procedures to ensure the academic integrity of its students:

- 1.) The student will receive a grade of zero on the assignment(s) involved in the dishonesty.
- 2.) The staff member involved will notify the student’s parent(s) of the dishonesty.

3.) The student will earn a Behavior Referral and will fulfill the disciplinary requirements that are subject to the subsequent referral step.

4.) The principal has the discretion to place students on Academic probation and/or to apply additional consequences for repeat offenders.

*Regarding Plagiarism in the Middle School, 6th grade students will receive a warning and an opportunity to re do the assignment for full credit in their first offense. 7th & 8th grade students who plagiarize will need to redo the assignment by the next school day for a grade no higher than a C- if this is their first offense. Regardless of grade, any student who plagiarizes for the second time will receive a zero in the assignment/project. Academic infractions carry over unto the following school year.

Cathedral School strives to create and maintain an ethical and moral academic atmosphere that is aligned with our school's mission. The purpose of this policy is to make certain that students, parents, and staff members are working together to promote honest academic behavior in our students. Please read this policy together (parent(s) and student) and return it to your homeroom teacher.

***Plagiarism example:**

Original:

Carrying cotton from the port of Liverpool to the mills of Manchester, the railroad spurred the development of England's Industrial Revolution, and its legacy lives on as the distance between the Liverpool and Manchester's rails chosen by Stephenson—4 feet, 8.5 inches—remains the industry's standard gauge.

Plagiarized (some words changed or removed):

Carrying cotton from Liverpool to the mills of Manchester, the railroad started the development of England's Industrial Revolution, and its gift lives on as the distance between the Liverpool and Manchester's rails chosen by Stephenson remains the industry's standard gauge. This is 4 feet, 8.5 inches.

<http://www.history.com/news/history-lists/10-trains-that-changed-the-world>

Correctly citing sources:

In England, the railroad started the Industrial Revolution when it started transporting goods from the farm to the mills (Klein, 2017). In addition, the industry's standard gauge was also determined due to railroads. This developed as the "distance between the Liverpool and Manchester's rails chosen by Stephenson—4 feet, 8.5 inches" (Klein, 2017).

Works Cited

Klein, Christopher (2017). "10 Trains that Changed the World." Retrieved from <http://www.history.com/news/history-lists/10-trains-that-changed-the-world>

Course of Action: Rules and Consequences for Elementary School

Through individual actions we affect one another and the quality of our school community. Providing a safe, supportive, and respectful environment ensures students' development in faith and equal access to the curriculum which enables them to achieve their fullest potential.

Cathedral School has established clear expectations for behavior within our school and church environment in order to support our learning community. These behaviors fit into the following three categories: **Safety, Respectfulness, and Responsibility**. Adherence to these expectations contributes to a positive and effective school community in which children are able to succeed and grow.

When a student willfully chooses a behavior that does not meet the expectations of Cathedral School, the following actions will take place generally in the order presented below. Circumstances and the severity of certain behaviors may warrant skipping steps. Behavior Charts are generally reset to a clean slate at the end of the day or week, dependent upon the age of the student:

- K – 2nd grade: Daily
- 3rd grade: Will begin the year daily, yet will transition to weekly by the end of the year
- 4th - 5th grade: Weekly

First Infraction:

*Student will receive a verbal warning to discontinue inappropriate action. A brief explanation of how his/her behavior disregards Cathedral's Code of Conduct will be given in addition to the consequence(s) that will occur if the action is repeated.

Second Infraction:

*Student will incur an immediate loss of privilege for a day (Suggested consequences include, but are not limited to: added obligation, timeout, loss of recess play, end of lunch line, separation in cafeteria, and quiet snack.)

*If the infraction warrants it, a Cathedral Behavior Form will be sent home with the student in which a parent/guardian signature will be required and due the following school day. The student will be responsible for attaining the parent signature and returning the Behavior Form to his/her teacher. If the student does not fulfill said requirements, contact via telephone or e-mail will occur to parents/guardians of the student.

**If a student receives multiple (two or more) Behavior Forms in one day, the student will conference with the School Counselor or Principal prior to the end of the school day.

Third Infraction:

- * Student will incur an immediate loss of privilege for up a maximum of 5 school days.
- * A Cathedral Behavior Form will be sent home with the student in which a parent/guardian signature will be required and due the following school day.
- * A Discipline Conference will be required with the Principal and student.
- * The teacher will contact the parents/guardians via telephone or e-mail.

Further infractions will require a Discipline Conference(s) with the Principal, Student, and his/her Parents. From that Discipline Conference, an additional course of action may include the development of a Behavior Plan for the student. Additional consequences may also result from that meeting. Depending upon the severity and/or frequency of the offense the student could have an out of school suspension, be placed on probation, or expulsion.

Course of Action: Rules and Consequences for Middle School (Revised June 2016)

Through individual actions we affect one another and the quality of our school community. Providing a safe, supportive, and respectful environment ensures students' development in faith and equal access to the curriculum which enables them to achieve their fullest potential.

Cathedral School has established clear expectations for behavior within our school and church environment in order to support our learning community. These behaviors fit into the following three categories: **Safety, Respectfulness, and Responsibility**. Adherence to these expectations contributes to a positive and effective school community in which children are able to succeed and grow.

When a student willfully chooses a behavior that does not meet the expectations of Cathedral School, the following actions will take place generally in the order presented below. Circumstances and the severity of certain behaviors may warrant skipping steps.

*Student will receive a verbal warning to discontinue inappropriate action. If continued, a brief explanation of how his/her behavior disregards Cathedral's Code of Conduct will be given in addition to the consequence(s) that will occur if the action is repeated.

First Infraction:

- A Cathedral Behavior Form will be sent home with the student in which a parent/guardian signature will be required. This form is to be returned to the homeroom teacher the following school day during

homeroom. If the student does not fulfil said requirements, contact via telephone or e-mail will occur to parents/guardians of the student.

- Student will incur an immediate loss of privilege for a day (e.g. separation in cafeteria, quiet lunch, loss of reward assembly/activity, etc.)

**If a student receives multiple (two or more) Behavior Forms in one day, the student will conference with the School Counselor or Principal prior to the end of the school day.

Second Infraction:

- A Cathedral Behavior Form will be sent home with the student in which a parent/guardian signature will be required. This form is to be returned to the homeroom teacher the following school day during morning homeroom. If the student does not fulfil said requirements, contact via telephone or e-mail will occur to parents/guardians of the student.
- Student will have an After-School Detention.

Third Infraction:

- A Cathedral Behavior Form will be sent home with the student in which a parent/guardian signature will be required. This form is to be returned to the homeroom teacher the following school day during morning homeroom. If the student does not fulfill said requirements, contact via telephone or e-mail will occur to parents/guardians of the student.
- Student will have an After-School Detention.
- A Discipline Conference will be required with the Principal, student, and parents.
- The student will meet with the school counselor and will do some reading, reflecting, and writing about the unwanted behavior that was displayed.
- Student is not allowed to participate in the next school activity.

Fourth Infraction:

- A Cathedral Behavior Form will be sent home with the student in which a parent/guardian signature will be required. This form is to be returned to the homeroom teacher the following school day during morning homeroom. If the student does not fulfil said requirements, contact via telephone or e-mail will occur to parents/guardians of the student.
- Student will receive an Out of School suspension for 1 day and loss of that school's day sponsored activity.
- A Discipline Conference will be required with the Principal, student, and parents.
- A Behavior Plan (or Individual Catholic Educational Plan ICEP) will be developed for the student.
- Student is not allowed to participate in the next school activity.

Fifth Infraction:

- A Cathedral Behavior Form will be sent home with the student in which a parent/guardian signature will be required. This form is to be returned to the homeroom teacher the following school day during morning homeroom. If the student does not fulfil said requirements, contact via telephone or e-mail will occur to parents/guardians of the student.
- Student will receive an Out of School suspension for a maximum of 3 days and loss of those school days' sponsored activities.
- A Discipline Conference will be required with the Principal, student, and parents.
- The Behavior Plan/ICEP will be reviewed, the student may be placed on Probation.

- Student is not allowed to participate in the next school activity.

Sixth Infraction:

- A Cathedral Behavior Form will be sent home with the student in which a parent/guardian signature will be required. This form is to be returned to the homeroom teacher the following school day during morning homeroom. If the student does not fulfil said requirements, contact via telephone or e-mail will occur to parents/guardians of the student.
- A Discipline Conference will be required with the Principal, student, and parents.
- Student will be placed on Academic Probation or be considered for Expulsion from Cathedral School.

The student’s behavior chart generally will be reset to a clean slate after the student has gone a full mid-term without getting any behavior forms.

SEVERE DISRUPTION CLAUSE

When dealing with severe disruption issues, the student will be removed from the class or activity and parents will be notified. The principal will also have the latitude to impose a range of consequences that include but are not limited to the following:

- Loss of privilege including, but not limited to loss of reward assembly/activity, loss of field trip attendance, dance, etc.
- After School Detention
- Out of School Suspension
- Expulsion

Severe disruption by students includes but is not limited to:

1. Threatening, fighting or purposely causing physical harm to another.
2. Intentionally damaging or destroying property.
3. Disrespectful behavior/language towards any adult.
4. A violation of the Academic Integrity Policy.
5. Inappropriate use of internet and/or technology (including sending or posting messages online during school hours)
6. Refusing to stop inappropriate or abusive activity.
7. Involvement in inappropriate/illegal activities that include but are not limited to the following:
 - a. Drug possession and/or use. This includes over-the-counter medicine not properly dispensed by school office personnel, tobacco, alcohol, and any illegal drug.
 - b. Weapon possession or use. Definition of weapon: any object, device, or instrument in the manner it is used or intended to be used, is calculated to produce bodily harm to another person.

SUSPENSION FROM SCHOOL

The reason for suspension from Cathedral School must be serious. Acting in accordance with the Diocesan School Board policy #5114 and state statutes, a student may be suspended by the principal for not more than five school days, or if an expulsion hearing is pending, for now more than a total of seven consecutive school days.

There are two general situations which may lead to a suspension and/or expulsion:

- 1. When the moral, academic or physical well-being of the student body is endangered
- 2. When there is repeated and open disregard for school authority.

CATHEDRAL SCHOOL BEHAVIOR FORM

Student name: _____

Date: _____

Today I disregarded an established Cathedral School expectation for behavior within our school and/or church. My behavior demonstrated a disregard for:

Safety

Respectfulness

Responsibility

Behavioral Issue: _____

Consequence(s) for misconduct: _____

Parent/Guardian Comments

Infraction # _____
 Teacher Signature: _____
 Parent/Guardian Signature: _____
 Return this form by: _____

(carbon copy Principal after Infraction #2)
 Principal Signature: _____

Middle School Disciplinary Record

Name _____

Infraction	Date	Reason for Infraction/Teacher giving Infraction	Action Taken
1st			Behavior Form Sent Home Loss of Privilege (1 day)
2nd			Behavior Form Sent Home After School Detention
3rd			Behavior Form Sent Home After School Detention Discipline Conference with Parents Meeting with Counselor Loss of Subsequent School Activity
4th			Behavior Form Sent Home Out of School Suspension (1 day) & Loss of that School Day's Sponsored Activity Discipline Conference with Parents Develop Behavior Plan Loss of Subsequent School Activity
5th			Behavior Form Sent Home Out of School Suspension (maximum of 3 days) & Loss of those School Days' Sponsored Activities Discipline Conference with Parents Review Behavior Plan Loss of Subsequent School Activity
			Behavior Form Sent Home

6 th			Discipline Conference with Parents Academic Probation and/or Expulsion from Cathedral School
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**CATHEDRAL SCHOOL
 STUDENT/PARENT HANDBOOK
 AND CODE OF CONDUCT**

I have read through the Cathedral School Student/Parent Handbook, Code of Conduct, and Cathedral School Stronger Together Plan with my child(ren).
 We will adhere to these policies to the best of our abilities.

Family Name (Please Print)

Parent Signature Date

Student's Signature Grade Level

Student's Signature Grade Level

Student's Signature Grade Level

Student's Signature

Grade Level

Student's Signature

Grade Level

One form per family.
Please sign and return this form.