



Cathedral School

*Extraordinary Education - Small School Environment
Endless Possibilities*

Catholic School Parent & Student Handbook 2023-2024

1419 Baxter Avenue, Superior, WI

<http://www.superiorcathedralschool.org>

Office hours Monday-Friday 7:30am-3:30pm

Introduction

Cathedral School is a Catholic School in the Diocese of Superior. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all teachers, staff, parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

The Diocese of Superior is committed to the ongoing Catholic formation of its people. This formation looks forward toward the person's final end, and at the same time, toward the common good of society. Catholic education is fostered so that individuals can develop their physical, moral, and intellectual talents; acquire a more perfect sense of responsibility and a correct use of freedom; and be educated for active participation in social life.

The Diocesan Department of Catholic Formation has the charge of creating and maintaining programs of Catholic formation and education on the diocesan level. (Diocese of Superior 1100DP)

In all this, as an extension of the Diocese of Superior, Cathedral of Christ the King Parish and Cathedral School also maintain this commitment.

The Catholic schools of the Diocese of Superior admit students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at these schools. They do not discriminate on the basis of race, color, national or ethnic origin in administration of their educational policies, admission policies, scholarship or loan policies and athletic and school administered programs. (Pursuant to IRS Procedure (75-50) section 4.2 a.) They furthermore do not discriminate on the basis of sex in their educational and employment policies and practices, except where they are exempt from compliance by religious tenets. Inquiries concerning the application of these regulations may be referred to: Diocesan Superintendent of Schools, Department of Catholic Formation, Bishop Hammes Center, 315 West 5th Street, P. O. Box 280, Haugen, WI 54841, (715) 234-5044.

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

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ADMINISTRATIVE STAFF

Rector: Fr. Andrew P. Ricci Cathedral of Christ the King (715) 392- 8511

Principal: Jaime Samarziya Cathedral School (715) 392-2976

Administrative Assistant: Kristen Revering

School Secretary: Jodi Eastman

Preschool Coordinator: Kristen Revering

Supporting Pastors & Parishes:

Fr. Andrew P. Ricci - Cathedral of Christ the King, Holy Assumption, St. Anthony's - Superior, St. Anthony's - Lake Nebagamon, & St. William

Fr. James Tobolski - St. Francis Xavier

MISSION

Cathedral School is a Catholic School in the Diocese of Superior, which provides a Catholic education for Preschool - 8th grade students of all faiths. We encourage a lifelong relationship with God through our Catholic faith, inspiring academic and personal excellence, as well as fostering a passion for service to others. Our students are prepared to positively contribute to the community around them with an awareness of their impact on our changing world.

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VISION

1. **Catholic Identity:** Throughout the school year we incorporate daily prayer, weekly Mass, and seasonal retreats in which sacraments are included.
2. **Ownership, Governance and Administration:** origins, physical updates, subsidies, administration, school committee
3. **Enrollment:** We strive to increase our overall enrollment. Our enrollment goal is to have 20 students in each grade and annually fill our preschool programs.

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4. **Curriculum:** We will continue to offer an effective and vigorous curriculum, especially in Religion, Language Arts, Math, Science, Social Studies, and the Arts.
5. **Staffing:** We will continue to strive to be staffed by highly qualified educators.
6. **Technology:** We use one-to-one technology allowing us to enhance our instruction without losing sight of the interpersonal nature of education.
7. **Facilities:** We will continue to create learning spaces that enhance our students' abilities to learn and teachers' abilities to educate.
8. **Finance:** We will create a financial model that allows us to grow.
9. **Development and Public Relations:** We will be recognized not only for our academic rigor, but also for the strength of our spiritual and religious education.
10. **School in the Community:** We will be leaders in education within our community.

PHILOSOPHY

Cathedral School provides a learning environment in which the teachings and values of the Catholic Church are integrated into all aspects of our students' development. We are committed to academic excellence and teaching the love of Christ in order to evangelize our school community and all we meet. Our school is founded on the principles of the Gospel message, worship, community, and service. Based on these principles, the philosophy of Cathedral School is to teach the whole child with love, understanding, and compassion.

CORE VALUES

Faith – We guide and nurture the development of our students' faith through prayer, Mass, and direct religious instruction. We integrate Jesus and His love into our students' daily lessons and life experiences.

Excellence – We inspire personal and academic excellence in each of our students. We teach the whole child and expect his or her best in return.

Service – We aspire to the action of unconditional love and a strong belief in service to God, family, and community. We seek understanding through empathy and responsibility not only to our local community, but our national community as well.

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PROFILE OF A GRADUATE

Graduates of Cathedral School will possess the skill set to:

- Think critically, comprehend and analyze information to make informed decisions based on their knowledge and faith.
- Succeed both independently and collaboratively.
- Participate actively in their faith.
- Continue growing in faith by praying daily, attending Mass, and knowing the importance of penance.
- Know their own worth as God's children and set a good Christian example for their peers.
- Be good citizens of the world and stewards of our faith by using their time, talent, and resources to care for and serve others.
- Practice Christ-like respect and compassion to all they encounter.

DEFINING CHARACTERISTICS OF A CATHOLIC SCHOOL

The Defining Characteristics flow directly from the Holy See's teaching on Catholic schools as compiled by Archbishop J. Michael Miller, CSB (*The Holy See's Teaching on Catholic Schools*, 2006), and from statements by Pope Benedict XVI and the American bishops. These characteristics define the deep Catholic identity of Catholic schools and serve as a platform on which the accreditation of the school rests.

Centered in the Person of Jesus Christ Catholic education is rooted in the conviction that Jesus Christ provides the most comprehensive and compelling example of the realization of full human potential. (*The Catholic School*, 34, 35) In every aspect of programs, life, and activities, Catholic schools should foster a personal relationship with Jesus Christ and communal witness to the Gospel message of love of God and neighbor and service to the world, especially the poor and marginalized. (Miller, 2006, pp. 25–26)

Contributing to the Evangelizing Mission of the Church By reason of its educational activity, Catholic schools participate directly and in a privileged way in the evangelizing mission of the church (*The Catholic School*, 9; *The Catholic School on the Threshold of the Third Millennium*, 5, 11; *The Religious Dimensions of Education in a Catholic School*, 33). As an ecclesial entity where faith, culture, and life are brought into harmony, the Catholic school should be a place of real and specified pastoral ministry in communion with the local Bishop. (*The Catholic School*, 44; *The Catholic School on the Threshold of the Third Millennium*, 14; *The Religious Dimension of Education in a Catholic School*, 34;) The environment in Catholic schools should express the signs of Catholic culture, physically, and visibly (*The Religious Dimension of Education in a Catholic School*; Miller, 2006, p. 40).

Distinguished by Excellence Church documents, history, and practices, supported by Canon Law, establish that first and foremost a Catholic school is characterized by excellence. Consistent with the defining characteristics, Catholic schools should implement on-going processes and structures and

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gather evidence to ensure excellence in every aspect of its programs, life, and activities (Gravissimum Educationis 8 and 9; Code of Canon Law, Canon 806 #2).

Committed to Educate the Whole Child Catholic school education is rooted in the conviction that human beings have a transcendent destiny, and that education for the whole person must form the spiritual, intellectual, physical, psychological, social, moral, aesthetic and religious capacities of each child. Catholic schools should develop and implement academic, co-curricular, faith-formation, and service/ministry programs to educate the whole child in all these dimensions (The Catholic School, 29).

Steeped in a Catholic Worldview Catholic education aims at the integral formation of the human person, which includes “preparation for professional life, formation of ethical and social awareness, developing awareness of the transcendental, and religious education” (The Catholic School, 31). All curriculum and instruction in a Catholic school should foster: the desire to seek wisdom and truth, the preference for social justice, the discipline to become self-learners, the capacity to recognize ethical and moral grounding for behavior, and the responsibility to transform and enrich the world with Gospel values. The Catholic school should avoid the error that its distinctiveness rests solely on its religious education program (Miller, 2006, pp. 43–45, 52).

Sustained by Gospel Witness Catholic schools pay attention to the vocation of teachers and their participation in the Church’s evangelizing mission. (The Catholic School on the Threshold of the Third Millennium, 19; Lay Catholics in Schools, 37) A Catholic educator is a role model for students and gives testimony by his or her life and commitment to mission (Benedict XVI, June, 2005; Miller, 2006, p. 53). As much as possible, Catholic schools should recruit teachers who are practicing Catholics, who can understand and accept the teachings of the Catholic Church and the moral demands of the Gospel, and who can contribute to the achievement of the school’s Catholic identity and apostolic goals, including participation in the school’s commitment to social justice and evangelization. (United States Conference of Catholic Bishops, National Directory for Catechesis, 231)

Shaped by Communion and Community Catholic school education places an emphasis on the school as a community—an educational community of persons and a genuine community of faith. (Lay Catholics in Schools, 22, 41) Catholic schools should do everything they can to promote genuine trust and collaboration among teachers, with parents as the primary educators of their children, and with governing body members to foster appreciation of different gifts that build up a learning and faith community and strengthen academic excellence (Lay Catholics in Schools, 78). The Catholic school should pay especially close attention to the quality of interpersonal relations between teachers and students, ensuring that the student is seen as a person whose intellectual growth is harmonized with spiritual, religious, emotional, and social growth (The Catholic School on the Threshold of the Third Millennium, 18).

Accessible to All Students By reason of their evangelizing mission, Catholic schools should be available to all people who desire a Catholic school education for their children (Gravissimum Educationis, 6; Code of Canon Law, Canons 793 #2; Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium, Introduction). Catholic schools in concert with the Catholic community

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should do everything in their power to manage available resources and seek innovative options to ensure that Catholic school education is geographically, programmatically, physically, and financially accessible.

Established by the Expressed Authority of the Bishop Canon Law states, “Pastors of souls have the duty of making all possible arrangements so that all the faithful may avail themselves of a Catholic education” (Code of Canon Law, Canon 794). Bishops need to put forward the mission of Catholic schools, support and enhance the work of Catholic schools, and see that the education in the schools is based on principles of Catholic doctrine (John Paul II, *Pastores Gregis*, 52). Catholic schools have a formal and defined relationship with the Bishop guided by a spirituality of ecclesial communion, and should work to establish a relationship marked by mutual trust, close cooperation, continuing dialogue, and respect for the Bishop’s legitimate authority (Code of Canon Law, Canon 803 #1 and #3; Miller, 2006, p. 33).

CATHOLIC STATEMENT OF FAITH

Profession of Faith

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

We believe that:

- Every human being is created in the image and likeness of God.
- Every human being is in need of salvation, on account of original sin, and our own personal sin.
- God deeply desires that we enter back into a relationship with Him and accomplish the work of our redemption in Jesus Christ.
- Baptism is the necessary means of salvation.
- God’s Ten Commandments provide a moral compass – an ethical standard to live by.
- The Holy Trinity is made up of three persons – God the Father, God the Son, and God the Holy Spirit.
- The body and soul are united for each human being.
- The seven sacraments are outward signs that Christ instituted to give us grace.

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- We should use tangible symbols that the five senses can recognize to be reminded of an invisible reality – the delivery of divine grace which is God’s gift of unconditional love.
- The Holy Eucharist is:
 - A sacrifice because Jesus, the Son of God, is being offered by the priest to God the Father during Consecration at Mass.
 - A sacred banquet because it is food and nourishment for the soul.
 - The Blessed Sacrament because it is Christ himself – His real, true body and blood, soul and divinity, and substantial presence.
- The Bible is the inspired, error-free and revealed Word of God.
- God also speaks definitively to His faithful through the teaching authority of the Church.

NATIONAL CATHOLIC STANDARDS

Young people of the third millennium must be a source of energy and leadership in our Church and our nation. Therefore, we must provide young people with an academically rigorous and doctrinally sound program of education and faith formation designed to strengthen their union with Christ and his Church. Catholic schools collaborate with parents and guardians in raising and forming their children as families struggle with the changing and challenging cultural and moral contexts in which they find themselves. Catholic schools provide young people with sound Church teaching through a broad-based curriculum, where faith and culture are intertwined in all areas of a school's life. By equipping our young people with a sound education, rooted in the Gospel message, the Person of Jesus Christ, and rich in the cherished traditions and liturgical practices of our faith, we ensure that they have the foundation to live morally and uprightly in our complex modern world. This unique Catholic identity makes our Catholic elementary and secondary schools "Schools for the human person" and allows them to fill a critical role in the future life of our Church, our country, and our world. (The Catholic School on the Threshold of the Third Millennium, 1997, no.9)

- An excellent Catholic school is guided and driven by a clearly communicated mission that embraces a Catholic Identity rooted in Gospel values, centered on the Eucharist, and committed to faith formation, academic excellence and service.
- An excellent Catholic school adhering to mission provides a rigorous academic program for religious studies and catechesis in the Catholic faith, set within a total academic curriculum that integrates faith, culture, and life.
- An excellent Catholic school adhering to mission provides opportunities outside the classroom for student faith formation, participation in liturgical and communal prayer, and action in service of social justice.
- An excellent Catholic school adhering to mission provides opportunities for adult faith formation and action in service of social justice.
- An excellent Catholic school has a clearly articulated, rigorous curriculum aligned with relevant standards, 21st century skills, and Gospel values, implemented through effective instruction.

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HISTORY OF CATHEDRAL SCHOOL

The Cathedral School opened in 1923 and originated when Sacred Heart of Jesus and St. Joseph parishes and schools were combined. St. Joseph's merged with the Sacred Heart of Jesus Parish to form a new "Cathedral Parish" in 1923. In 1926 a new Cathedral Church was built at Belknap and Baxter. From 1923 to 1947, the old St. Joseph's building served solely as a school for 7th and 8th graders, but was razed in 1947 to make way for the new Cathedral School. In the interim, the 7th and 8th graders were moved across the street to the basement of the Cathedral Church until the completion of the new school in 1952. The new Cathedral School served all the Catholic students in Kindergarten through 12th grade in the Cathedral Parish. The high school also accepted students from all other parishes in the city. In 1982, with the closing of St. Francis School, the Cathedral School was the last parochial school in the city of Superior.

PARENTAL ROLE IN EDUCATION

Educating the child is the shared responsibility of parents and school personnel. However, parents remain the primary educators. Theirs is a natural inalienable right that is inseparably joined to a responsibility to educate their children. The parent's role is decisively important and should include:

1. A genuinely positive attitude towards education.
2. A positive attitude towards Cathedral School combined with a real interest in, and vigorous support of school activities.
3. Assisting your child in daily life, through that which he has learned about his faith and in academics.
4. Live by example the Christian values given to us by the Lord Jesus. Words alone do not convince a child.

ACADEMIC INTEGRITY POLICY

Cathedral School has instilled in its students that honesty is a Christian virtue. They are to be honest in all their work. Cathedral School expects students to take 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 by cheating and/or plagiarizing must accept the consequences of their actions. A zero will be recorded for the assignment and parents will be notified. The student will receive a Behavior Referral, and will fulfill the disciplinary requirements set forth. The Principal has the discretion to place students on academic probation and/or apply additional consequences for repeated offenses. If a student allows someone to copy work or test material, then this student is also involved in cheating and the same shall apply.

Cathedral School defines academic dishonesty as an act in which a student:

- takes credit for the work or efforts of another person without the correct formal citation; this is called plagiarism;*

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- copies another person's work with OR without his or her permission;
- uses unauthorized materials in any academic assignment;
- forges or falsifies academic documents or records;
- intentionally steals or damages the work of others;
- assists another student in any of these actions.

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.

*Plagiarism and copyright infringement are not acceptable. Students who plagiarize must accept the consequences of their actions. A first offense for 6th grade students will result in a warning and an opportunity to redo the assignment for full credit. A first offense for 7th & 8th grade students who plagiarize will result in the need to redo the assignment by the next school day for a grade no higher than a C-. If a student plagiarizes a second time, a zero will be recorded for the assignment and parents will be notified. The student will receive a Behavior Referral, and will fulfill the disciplinary requirements set forth. The Principal has the discretion to place students on academic probation. Academic infractions carry over unto the following school year.

Plagiarism example:

Original passage:

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 passage (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 written passage citing sources appropriately:

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).

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

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ACADEMIC STANDARDS & TESTING

The school uses the academic standards and curriculum of the Diocese of Superior. Specific grade level exit expectations that outline what students must know and be able to do in each subject area are available on the Diocese of Superior website at the following link: <http://catholicdos.org/schools>

“Catholic schools in the Diocese of Superior will continue to develop our own curriculum and standards while viewing various state and national resources. In no way will the schools sacrifice our goals and expectations to conform to any one specific resource other than what we develop. Therefore, the Diocese of Superior will not adopt the Common Core State Standards as a whole. We will continue to monitor them against national testing and public high school entrance requirements while we build our own standards.” (Bishop Peter Christensen, statement on Common Core State Standards, December 2013)

Cathedral School will administer the NWEA-Measure of Academic Progress three times a year, age dependent. MAP is a state-aligned computerized adaptive assessment program that provides educators with the information they need to improve teaching and learning, as well as make student-focused, data-driven decisions. It is expected that educators will use the growth and achievement data to develop targeted instructional strategies to plan school improvement.

ACCREDITATION

Cathedral Catholic School is accredited by the Wisconsin Religious and Independent Schools Accreditation. The Accreditation Process requires yearly updating by the principal. A seven year cycle occurs. When the sixth year is reached, there is a self-study by the school community. When the seventh year occurs, there is a visiting team which produces goals for the school to work on for the next seven years.

WRISA is a state chapter of the National Federation of Nonpublic School State Accrediting Associations (NFNSSAA) which is approved by the Office of Non-Public Education – Office of Innovation and Improvement, a department within the United States Department of Education and CASE (Council of the Advancement and Support of Education). WRISA is also a partner within the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools which accredits early-childhood through post-secondary, non-degree granting public, private, faith-based educational institutions including special purpose schools, supplementary education centers, learning services providers, and distance education institutions. The Commissions on Elementary and Secondary Schools are founding members of the International Alliance of Accrediting Associations which includes the major regional, national and international accrediting agencies.

WRISA is recognized by the State of Wisconsin in Public Law s. 118.60(1) and s. 119.23(2)(a)7, the National Honor Society and the College Board. WRISA accreditation meets the criteria for educational institutions applying to the Wisconsin Health and Educational Facilities Authority (WHEFA). (Diocese of Superior 7100E)

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ACTING PRINCIPAL

The principal is required to attend meetings and events that will require him/her to be out of the office. For meetings/events held on school grounds, the principal will be available as needed. However, for meetings/events held off school grounds, the principal has designated an acting principal/ lead teacher to be available while he/she is attending meetings/events that are held off ground.

ADMISSIONS REQUIREMENTS

The health and educational success of each child are primary concerns of the Catholic school. Standards established by local health and educational agencies give specific directions to assist the school in establishing minimum entrance requirements. These standards are changed periodically. Catholic schools, in establishing their own standards, should be aware of the standards for the local public school and other private schools.

- A. A child must be four (4) years old by September 1 of the school year to be eligible for 4-year-old kindergarten (WI Stat 118.14(1)(a)).
- B. A child must be five (5) years old by September 1 of the school year to be eligible for 5-year old kindergarten (WI Stat 118.14(1)(b)).
- C. *A child must be six (6) years old by September 1 of the school year to be eligible for first grade (WI Stat 118.14(1)(c)). Age six is the beginning of the compulsory school attendance law (WI Stat 118.15(1)(a)).*
- D. Any student admitted to Cathedral School must present, after 30 days of being admitted to the school, a written record of having received the proper immunizations for the child's particular grade (WI Stat 252.04(2)).
- E. Parents need to provide verification of the child's age. This can be done through an official copy of the child's birth certificate, a passport, or a baptismal record. *An Annotation of Birth Facts Abstraction (5509R)* form must be completed if official copies of records cannot be maintained at the school. It is illegal to make a photocopy of a birth certificate (WI Stat 69.24)
- F. For admission of older children, parents should present the proper transfer or some other appropriate notification from the school last attended.

Cathedral School of Superior, Wisconsin welcomes students of any faith. Student registration for the upcoming school year begins in February of each 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.

ARRIVAL & DISMISSAL PROCEDURES

ARRIVAL

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School day begins at 8:00 a.m.

Drop off Hours: 7:00 a.m.-7:55 a.m.

Morning Extended Care: 7:00 a.m.-7:30 a.m.

Morning Extended Care released to classroom teachers: 7:50 a.m.

Staff: Aides monitoring entryways, Teachers monitoring hallways/homerooms

7:00-7:30 a.m.

All students, Preschool - 8th grade, must enter through the 14th Street doors and report directly to the gymnasium for the morning Extended Care program. Upon arrival, preschool parents need to come into school to sign their preschool child in for the day.

7:30-7:50 a.m.

- Preschool students will go to Room 108 until being released to preschool classrooms at 7:50 a.m. At 7:50 a.m. a school aide will bring preschool students to their respective classrooms. Upon arrival, preschool parents need to come into school to sign their preschool child in for the day. At 7:30 a.m. students may enter through either the main entrance on Baxter Avenue or through the 14th Street entrance.
- K-8th grade students may enter through the 14th Street doors or the main entrance on Baxter Avenue and proceed to the gym. At 7:50 a.m. students will be released to their classes.

DISMISSAL

All elementary and middle school students are dismissed 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. Preschool students not picked up by 3:10 p.m. will be brought to the appropriate Extended Care classrooms.

- 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 may enter the school using the main entrance on Baxter and either:**
 - a. **Use the intercom in the entryway to identify themselves and which student they are picking up, then...**
 - **Parents of K-8 students must come to the main office to sign out their son/daughter, and wait for their child in the office.**
 - **Parents of Preschool students must go to their child's classroom to sign out their son/daughter.**
- Parents must notify the school when it is necessary for the student to be picked up by someone not listed on the emergency form.
- Cathedral School will not release a child to someone not listed on the family emergency form without consent from the parent, or legal guardian of the child.
- **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.

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- 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.
- Parents are asked not to park in the bus loading area on 14 Street.

ASBESTOS SURVEILLANCE INSPECTIONS & PRECAUTIONS

It is the policy of the school to comply with applicable federal, state and local laws and regulations regarding asbestos in the school buildings. This policy establishes general guidelines for faculty, staff, students and contractors in compliance with regulations issued by the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA) and local governments. Periodic surveillance inspections are done to note if any changes have occurred in the designated asbestos containing areas of the buildings. Cathedral School has an asbestos management plan which is up-dated on a 3-year cycle through a licensed agency. The plan is available upon request for review in the school office.

ATTENDANCE & ABSENTEEISM

It is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance (WI Stat. 118.15(1)(a)).

The only excused absences are those due to illness of the pupil, death in the family, a doctor or dentist appointment, or whenever the principal, in consultation with the parent or guardian, considers that exemption from attendance is in the best interest of the pupil.

Principals are authorized to require satisfactory explanation from the parent or guardian for the absence of a pupil for all or any part of the school day.

"Truancy" means any absence of part or all of one (1) or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of compulsory school attendance (WI Stat 118.16(1)(c)).

"Habitual Truancy" means a pupil who is absent from school without an acceptable excuse for part of or all of five (5) or more days on which school is held during a school semester (WI Stat 118.16(1)(a)).

In cases of apparent truancy, contact is first made with parents or guardians via first-class mail, electronic communication or telephone (WI Stat 118.16(2)(c)). Notice of habitual truancy should be given via first-class mail or registered or certified mail (WI Stat 118.16(2)(cg)). Statutes do allow a school to simultaneously notify parents of a habitual truancy by electronic communication as long as this

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communication does not replace a written notice by first-class mail, registered or certified mail (WI Stat 118.16(2)(cg)).

If further measures seem necessary, the “school attendance officer, employed by the public-school district to enforce the compulsory attendance law, is contacted. She/he is given access by state law to information about any child, age 6 to 18, who is a resident of the school district or claims to attend a private school in the district (WI Stat 118.16(1)(b), 118.16(2)(e), 118.16(3)).

It is a duty of the school to insist upon regular attendance. The loss of even one day may be detrimental to a pupil’s progress, particularly in the primary grades. Please notify the school office anytime between 7:30 a.m. and 8:00 a.m. if your child will be late for any reason, absent due to illness, or absent due to an appointment. **Communication of an absence, late arrival, or appointment with the child’s teacher, via SeeSaw or email, is not considered a formal notification to the school.**

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 first morning bell rings at 7:55 a.m. to ensure students are in their seats for the 8:00 a.m. start time; this bell indicates the time for parents to exit the school. The second morning bell rings at 8:00 a.m. officially marking the start of the day.

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. Tardy students must stop at the office before going to class, there the student will receive a pass by the office personnel which is to be given to the classroom teacher. Repeated tardiness will result in a parent-student-principal conference and a referral to the City of Superior Truancy Officer, per city ordinance.

Absence determination

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

Half Day Absence – student attends school for less than 4 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. (Examples: illness, death in the family, medical appointment, etc....)

Unexcused Absence – no notice is given for the student’s absences.

Make-up work must be completed in a timely manner, students have 2 days for every 1 day of absence to complete make-up work. Students in grades 6-8, homework is posted by 4:00 p.m. on OptionC.

Appointments

PARENTS ARE REQUIRED TO NOTIFY THE SCHOOL OFFICE if it is necessary for the student to leave the building for an appointment or other obligation occurring during the school day. **Communication of an appointment or other obligation occurring during the school day with the teacher, whether via SeeSaw or email, is not considered a formal notification to the school. An informal notification may result in an unexcused absence and delay a student’s release time.** When parents arrive to pick up their child, they will need to check in with the office to record the student’s departure time. Parents are to wait in the office for their child so as not to disturb class instruction. Students are responsible for completing any assignments they may have missed.

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Vacations

Teachers are not expected to prepare homework in advance for a student who will not be in school due to a family event or vacation unless a pre-excused request is submitted.

BICYCLES, SKATEBOARDS, & 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.

BUDGET OF THE SCHOOL

The school budget is reviewed by the pastor and principal each year. The parish finance council, pastor, and principal ultimately set the budget for each school year after it is developed by the School Executive Board. Revenue from the school is primarily generated from tuition, fundraising, donations and subsidy from the parish. The parish subsidy generally makes up the difference between the cost of educating your child and the tuition you pay.

CARRY CONCEALED WEAPONS

It is a felony for a person to knowingly possess a firearm (concealed or otherwise) on the grounds of a school (WI Stat 948.605(2)(a)).

It is a forfeiture for a person to knowingly possess a firearm (concealed or otherwise) at a place that the person knows or has reasonable cause to believe is within 1,000 feet of the grounds of a school (WI Stat 948.605(2)(a)).

A person who is a Carry Concealed Weapon licensee or out-of-state Carry Concealed Weapon licensee may possess a firearm within 1,000 feet of the grounds of a school, but not in or on school grounds (WI Stat 948.605(2)(b)1r.)).

It is unlawful for anyone (except for law enforcement), including persons with a Carry Concealed Weapon license, to knowingly carry an unconcealed weapon (firearm, electric weapon, or a billy club) on school grounds and premises.

CATHOLIC SCHOOLS RELATIONSHIP WITH CHURCH

Cathedral School is under the jurisdiction of the Cathedral of Christ the King Parish, the Diocese of Superior, and Canon Law (the ecclesial law of the Catholic Church).

CHANGE OF ADDRESS/PHONE NUMBER

Proper addresses and phone numbers ensure our ability to contact parents and families as needed in case of emergencies and for general communication. If there is a change in a family's, parent's, child's address and/or phone number, please contact the school office or make corrections in OptionC, the student information system.

CHILD ABUSE & NEGLECT

Wisconsin law requires all school employees and clergy to immediately report to social or human services, county sheriff, or local police all cases of suspected or threatened abuse or neglect involving children under the age of 18 seen in the course of their professional duties (WI Stat 48.981(2)).

All school employees and clergy are to immediately report all cases of:

- Suspected or threatened abuse or neglect involving children under the age of 18 seen in the course of their professional duties (WI Stat 48.981(2)).
- A threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, if there is a good faith belief that there is a serious or imminent threat to the health or safety of a student or school employee or the public (WI Stat 175.32).

If the accused is an employee or volunteer for the parish or school, the proper authorities shall be contacted immediately.

If the accused is a cleric of the diocese, the following special steps will be taken by way of recognition of the privilege and trusted role of the clergy and in order to protect the good of the Church and its mission.

- A. The bishop or his representative will report the matter immediately to civil authorities as stipulated by (WI Stat 48.981).
- B. If circumstances seem sufficient to raise serious concern about factual validity of the allegations, the bishop or his representative, in meeting with the accused, will either immediately restrict faculties or invoke an immediate administrative leave by virtue of Canon 1722.

CHILD CUSTODY

Parents must provide the school with a copy of court documentation regarding child custody issues.

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CHILD SAFETY TRAINING FOR VOLUNTEERS, STAFF & STUDENTS

Each individual, age 18 and older, who is employed or volunteers in the Diocese of Superior must complete adult training and a background check. Renewals are required every five (5) years.

Any offer of employment, acceptance as a volunteer, or acceptance as a youth participant in a youth event must be made contingent upon the completion of required training through CMG Connect and approval of a background check by the Diocese of Superior.

Parishes/schools are responsible for ensuring that each employee and volunteer fully completes these requirements. Progress is monitored through CMG Connect.

Any employee or volunteer who fails to complete adult training, refuses a background check, or refuses to provide information necessary to complete a background check, is considered non-compliant with the Bishop's *Charter for the Protection of Children and Young People* and is therefore barred from ministry/activity with minors on behalf of the Diocese or one of its parishes.

The Bishops' Charter requires that children and youth be provided the opportunity to participate in abuse recognition and resistance training each year. The Diocese of Superior has a curriculum approved by the Bishop. The curriculum as listed below must be used:

- Circle of Grace, from the Archdiocese of Omaha, for all grades except grade 7;
- Chosen, from Shared Hope International, for grade 7.

Children and youth will participate in the training session unless a signed, written refusal is received from the parents/guardians. Parents of children not participating in the Safe Environment lesson for any reason will be mailed a copy of the Parent Guide.

CLOSINGS OR EVENT CANCELLATIONS

The web-based school information system, Option-C, will be used for emergency closing of the school. Parents will receive a contact call, email or text message for school closings, emergencies or cancellation of events. Any weather related school closing announced for the Superior Public Schools also applies to our school. The Twin Ports TV stations will carry our school closing announcements. (KBJR 6, CBS 3, WDIO, and FOX 21)

COMMUNICABLE DISEASES/ILLNESS

If your child is home sick because of some communicable illness (chicken pox, COVID-19, flu, mumps, mono, pink eye, strep throat, etc.) please call the school office so the teachers, students, and other parents can be informed to watch for symptoms. The school will try to let parents know when the flu or other communicable illness is going around.

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If a principal knows or suspects that a communicable disease is present in the school, he or she must immediately notify the local health officer. The pupil suspected of having the disease may be sent home, and the parents must be immediately notified of the reasons for this action (WI Stat 252.21).

Private schools must share information about meningococcal disease with parents or guardians of pupils enrolled in grade 6 (WI Stat 118.07(3)).

If a substantial outbreak of one of the diseases for which a student has not been immunized arises in the school or the community, the health department may require the school to exclude the student from attendance until the outbreak subsides (WI Stat 252.04(7)).

Students must remain home if displaying symptoms of illness including but not limited to fever of 100.4°F or greater, nausea, vomiting, diarrhea, trouble breathing, lethargy, eye infection. 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.

If a student becomes ill at school, the student will be sent to the Main Office to determine the severity of the illness. Parents/Guardians will be contacted by telephone if a student has a fever, is vomiting, or is determined too ill to return to class.

EXCLUSION POLICY

❖ **Chicken Pox**

- Exclude from school for not less than 5 days after the eruption of the last vesicles or until the vesicles become dry.

❖ **COVID-19**

- Exclude from school for 5 days.
 - If no symptoms, day 0 is the day you were tested with day 1 being the first full day following the day you were tested.
 - If symptoms exist, day 0 of Isolation is the day of symptom onset, regardless of when you tested positive, day 1 is the first full day after the day symptoms started.
 - Students may return on day 6, **if** he/she has been fever free for 24 hours without the use of fever-reducing medications. Masks are recommended upon return.

❖ **Diarrhea**

- May return to school 24 hours after the last diarrhea bowel movement.

❖ **Fever**

- Students must be fever free for 24 hours without the use of fever reducing medications before returning to school.

❖ **Impetigo**

- May return to school 24 hours after treatment begins.

❖ **Mononucleosis**

- No restrictions unless the student has a fever of 100.4°F or greater, or is not well enough to participate in school.

❖ **Nuisance Disease**

- Head lice must be treated before returning to school. School must be notified of treatment.

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- ❖ **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.
- ❖ **Scabies**
 - May return to school 24 hours after the first scabicide treatment.
- ❖ **Strep Throat**
 - May return 24 hours after treatment begins, provided fever is absent.
- ❖ **Vomiting**
 - May return to school 24 hours after the last incidence of vomiting.

COVID Update

Cathedral School's response to COVID-19 has been updated. Much like the flu, those who are sick or test positive will stay home. We ask that parents inform the school of a student's positive test when reporting the school absence; however, we will no longer contact trace positive cases within the school. Formal notification of exposure will no longer occur. Families may reference the Douglas County Health and CDC website for the level of community spread and current guidelines. Students or staff who test positive for COVID-19 will be excluded from school for 5 days and may return on day 6 **if** they have been fever free for 24 hours, without the use of fever-reducing medications.

COMMUNICATION

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.

Parents can contact the school's main office during the hours of 7:00a.m. to 3:30p.m.. Parents, preschool-5th grade, can communicate with teachers via email, calling the school, or SeeSaw during the hours of 7:30a.m. to 3:30p.m.. Parents can send communication outside of the posted hours; however, teachers are not required to respond outside of school hours. Staff emails are posted on the school website.

CONFERENCES

Conferences will be scheduled twice a year, once during or shortly after the first quarter and once during or shortly after the second or third quarter. Parents are asked to do their best to keep the scheduled appointment. If there are special needs or problems, teachers and parents can schedule meetings at any time. The principal will participate in these meetings as requested.

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CONTROLLED SUBSTANCES

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 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.

No tobacco smoking is allowed in a school building, unless the school administration designates an outside area as a smoking area (WI Stat 101.123(2)(a) and 101.123(4m)).

Alcoholic beverages are NOT permitted on school premises while students are present. Adult-only school-sponsored activities may serve alcohol only with specific permission by the school administrator and when such use is consistent with state law, local ordinances, and school policies (WI Stat 125.09(2)(c)).

CURRICULUM OF THE SCHOOL

The curriculum of the school is infused with the Catholic Faith and Morals. It is the total of all the experiences a student encounters during the school day. To ensure that those experiences adhere to high academic standards, Cathedral School follows the Diocese of Superior curriculum guidelines—see the website of the Diocese of Superior at <http://catholicdos.org/curriculum-1>. Textbooks are evaluated based upon how well they correlate with the curriculum. In their daily class work, students of Cathedral School study the usual spectrum of courses – Reading/Spelling/Grammar (Language Arts), Math,

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Science, Social Studies, Religion and Spanish, Art, Music, Media, and PE classes are offered throughout the week. All are infused within the context of a Catholic value and morals system.

RELIGION CURRICULUM

Religion is taught in word and deed at all grade levels throughout the school day. Catholic doctrine and the practice of Catholic values are interwoven through the entire fabric of the curriculum. By studying their faith, students form the foundation from which moral judgments are made, now and in the future.

Children of other denominations are very welcome at Cathedral School and are expected to participate in religion classes and in the weekly liturgies. Families of other denominations will find that Cathedral School gives their children a firm foundation of Catholic values in a loving atmosphere that respects their own religious traditions.

The Family's Role: The most important part of our religion curriculum involves the family. It is the example of the family that will establish the life-long attitudes and practices of each child. Each family is encouraged to go to church each weekend. While attendance at our Catholic school is an important step on the road of each child's faith journey, it should not be their only faith experience.

Sacramental Preparation: Parish programs in preparation for the sacrament of Holy Eucharist and Reconciliation are included in grade two. Students of other grade levels who have not received the sacraments may participate in the sacramental programs. They will be excused from class to be able to attend the preparation classes.

Liturgies: An important part of religious education is the celebration of the Eucharist together. Every week there is an all-school liturgy from 8:30 a.m. to 9:15 a.m. Occasionally, it is necessary to change this schedule due to Holy Days (see next paragraph), or the priest's schedule. Grades take turns preparing liturgies and participating by lectoring, singing in the choir, altar servers and reading intentions. Some grades will have Mass buddies from a different grade level that sit with them during church and also partner up once a month for buddy reading time. This helps to develop a sense of "family" among our students of different ages.

Holy Days of Obligation: School may be in session for one or two of the Holy Days of Obligation (The Feast of the Immaculate Conception on December 8th and All Saints Day on November 1st) if the date is during the weekday. These feasts may be properly commemorated by scheduling an appropriate liturgy for the school children on that day.

Theology of the Body and the Morality Unit: Theology of the Body is a series developed by St. John Paul II. The Theology of The Body and the Morality Unit are approved by the National Conference of Catholic Bishops. Students are taught about family life and are offered a guided, consistent, faith-filled approach to human sexuality, as informed by the Christian faith.

- Students will learn an appreciation of their own uniqueness, goodness, and physical and psychological development.

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- Students will learn to appreciate and respect the purpose of Christian marriage, the role played by sexuality, the importance of healthy relationships with others, and to respect the dignity of other persons.

CODE OF CONDUCT & DISCIPLINE

Updated 2/2023

Positive concepts of discipline are built on a belief in the dignity of each person. To guide the morality of future generations, we model respect and demonstrate our Catholic values through our daily interactions. Cathedral School integrates a self regulation program that promotes use of social-emotional skills rather than external control as the aim of true discipline. Cathedral School establishes a climate of mutual understanding, respect and trust that is cultivated in order to promote self discipline.

Cathedral School's Code of Conduct is based on being Respectful, Responsible, and Safe. Students are to genuinely treat others as Jesus would. They are to respectfully follow school expectations and responsibly observe the rules of Cathedral School. Students are to keep themselves and one-another safe at all times. Students will be taught the social-emotional skills needed to correct misbehavior, as we strive to instill the importance of our Catholic values. If further disciplinary actions are needed due to persistent, or severe, disregard of the school's Code of Conduct, appropriate disciplinary actions will be taken. Parents will be contacted if inappropriate behaviors persist, or are severe, and are expected to cooperate with school administration to correct the behavior problem.

A student enrolled is a Cathedral School student at all times. A student who engages in misconduct, whether inside or outside the school, that is detrimental to the reputation of the school may be disciplined by school officials.

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 class on time with needed materials and prepared to learn.

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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 mistakes.
 Gum is not allowed at school.
 Use of students' cell phones/electronic devices 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

SCHOOL EXPECTATIONS/RULES

To create a positive, peaceful, and safe school environment Cathedral School students will have the same school rules to follow in every classroom. Students will know what is expected of them and all members of the staff will be consistent with seeing that the rules are maintained for a positive faith based learning environment where students can succeed to the best of their abilities.

	Be Respectful	Be Responsible	Be Safe
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All Areas of School	<p>Include and help others</p> <p>Treat personal and school property nicely</p> <p>No teasing, bad language or obscene gestures allowed.</p> <p>Be polite, courteous, and kind</p>	<p>Follow rules and directions</p> <p>Use appropriate language and voice level</p> <p>Clean up after yourself</p> <p>Use God's name correctly</p>	<p>Be where you are supposed to be</p> <p>Watch where you are going</p> <p>Keep your hands, feet, and body and all objects to yourself</p>
Arrival & Dismissal	<p>Wait patiently for others</p> <p>Parents and students should have after school care planned before the school day begins</p>	<p>Stay in assigned areas</p> <p>Arrive on time and ready for school and all classes</p> <p>Before 7:50 a.m. all preschool, elementary, and middle school students must report to the gym</p>	<p>Walk on the right side</p> <p>Stay in designated areas</p> <p>Keep the porch area clear</p>
Assembly & Audience	<p>Respect others' space</p> <p>Applaud when expected</p>	<p>Listen to presenters</p> <p>Do not cause disruptions</p>	<p>Stay seated</p> <p>Enter and exit in an orderly way</p>
Bathroom	<p>Wait patiently</p>	<p>Flush, wash your hands</p> <p>Throw garbage in the cans</p>	<p>Keep feet on the floor</p> <p>Respect others' privacy</p>
Bus	<p>Make room for everyone</p> <p>Be respectful to the driver</p>	<p>Follow the bus rules</p> <p>Respect bus property</p>	<p>Stay seated</p> <p>Talk quietly with friends near you</p>
Church	<p>Participate in Mass and let others do the same</p> <p>Receive Communion in the proper fashion</p> <p>Pray or sing after Communion</p>	<p>Use the bathroom and water fountain before Mass</p> <p>Follow the rules of Mass</p>	<p>Walk at all times</p> <p>Seek permission before sitting with someone other than your class</p>
Computer Lab & Library	<p>Respect the equipment</p> <p>Allow others to work</p> <p>Voice Level 1</p>	<p>Be responsible of the equipment</p> <p>Think before printing</p> <p>Return books on time</p>	<p>Practice internet safety</p> <p>Walk at all times</p>
Halls, Stairs, & Tunnel	<p>Keep moving or step aside</p> <p>Wait patiently for others</p>	<p>Keep your hands, feet, and body to yourself</p> <p>Clean up after yourself</p>	<p>Walk single file, on the right side</p> <p>Take the stairs one at a time</p>
Kress Hall	<p>Make room for everyone</p> <p>Use table manners</p>	<p>Pick up what you drop</p> <p>Respect others' food</p>	<p>Walk</p> <p>Follow traffic flow</p>

	Stay seated until excused	Use Table Talk (Voice Level 3)	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

BUSSING EXPECTATIONS

Students who are bussed to school are expected to behave while on the bus. Reports of misconduct will be filed with the Principal. Suspensions from bus service may result due to misconduct. Suspension is up to the discretion of the bus driver and the bus company. High standards of discipline on buses must be maintained at all times in order to satisfy safety standards. Each bus driver has complete authority over the pupils riding the bus. Students are expected to follow all bus rules and procedures required by the driver.

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

SCHOOL DISTRICT OF SUPERIOR TRANSPORTATION

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a video, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with state and federal law.

SCHOOL DISTRICT OF SUPERIOR BUS SAFETY EXPECTATIONS

School bus safety is the highest priority for our Transportation Department. Behaviors that take the bus driver's attention off the road endanger the safety of all staff and students on the bus. The school bus is considered an extension of the school environment and as a result, students are expected to follow the same expectations: **Work, Respect, Belong.**

The following outlines specific expectations for riding the school bus:

- Immediately follow the directions of the driver.

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- Refrain from fighting, harassment, bullying, intimidation, or horseplay.
- Sit in your own seat facing forward.
- Do not throw any objects in the bus or outside the bus.
- Talk quietly and use appropriate language.
- Refrain from eating, drinking or use of tobacco or drugs, including e-cigarettes.
- Keep all parts of your body inside the bus seats.
- Keep your arms, legs, and belongings to yourself.
- Refrain from vandalism or damaging the school bus.
- Do not bring any weapons or dangerous objects on the bus.
- Students should report all problems to the driver or principal.

Consequences for Violation of School Bus Expectations

Riding the bus to school is a privilege, not a right. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or district policies, or for violation of any other law governing student conduct. Consequences for school bus/bus stop misconduct apply to all routes, including co-curricular and extracurricular events (i.e., field trips, activities/athletics). Parents or guardians will be notified of any suspension of bus privileges. Consequences are based on the severity of the offense and may be paired with restorative action to prevent future violations.

The following outlines an example of progressive discipline for continued violation of school bus expectations. Assigned seating may be used at the full discretion of the driver or school administration. Refusal to comply with assigned seating may result in immediate loss of riding privileges.

- 1st offense:** Verbal conference with the student by the driver and call to the parent.
- 2nd offense:** Written referral to building administrator/transportation department from driver; may include meeting with student, driver, parent & administration.
- 3rd offense:** Possible consequences include, but not limited to – Detention or ISS, up to 1-3 days suspension from the bus; suspension from riding the bus will require a parent/student meeting to return to full bus privileges.
- 4th offense:** Possible consequences include, but not limited to – Detention, ISS, OSS, up to 3-5 days suspension from the bus; suspension from riding the bus will require a parent/student meeting to return to full bus privileges.
- Further offenses:** Individually considered. Students may be suspended for longer periods of time (5-10 days), up to and including the remainder of the school year.

Serious misconduct may result in police action. Student use of electronic devices to take pictures or video of anyone on the bus is strictly prohibited. Drivers need to be notified regarding any specific student behavior plans.

Examples of behaviors that may result in immediate bus suspension include vandalism, assault/fighting, harassment/bullying, and drugs/weapons violation.

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CHURCH EXPECTATIONS

Students are to demonstrate a loving and respectful attitude towards God in their words and actions.

- Enter and leave church quietly
- Sit, stand and kneel in a respectful way
- Participate in prayers and singing
- Approach and return from the altar in a respectful way with hands folded

General Behavior:

The school building, Church, Parish House and the furnishings of these buildings are the property of the entire parish. These buildings and furnishings are to be well kept and preserved for the use of others. Any defacing of buildings, desks, chairs, school equipment, etc. is considered a very serious offense. Anyone who is responsible for any damage will be expected to pay for the cost of repair or replacement.

LUNCHROOM EXPECTATIONS

The lunchroom is perhaps the most challenging of all settings. The school uses Kress Hall, the basement of Cathedral of Christ the King Church as the school lunchroom. Students will eat lunch in the school when funerals, funeral luncheons, or scheduled church events limit the use of Kress Hall. All students are expected to eat either hot (as available) or cold lunch in the lunchroom at lunch time. Due to student food allergies, trading or sharing of food will not be allowed. Students are expected to use proper manners throughout the entire lunch time.

On days funerals are scheduled during the lunch hour, students will be expected to be as quiet as possible out of respect for the family. Please note, in an effort to enhance campus security measures, funeral dates are shared with staff to allow for a heightened awareness of additional people on campus during the lunch hour. For funerals **without** a luncheon in Kress Hall, the school will continue to use Kress Hall as the lunchroom, with a heightened awareness of others in the Church. For funerals **with** a luncheon in Kress Hall, the students will eat lunch in their classrooms.

The following rules always apply to the lunchroom along with the School Rules:

- Students should remove jackets, coats, hats, etc.
- Students should stay seated until dismissed.
- Speak quietly only to those nearby at your table.
- No throwing food, paper, or anything else.
- Do not take food out of the lunchroom
- Use good table manners

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- Pick up after yourself when you are dismissed and push in your chair.

PLAYGROUND EXPECTATIONS

The recess environment should allow for peaceful play and safe play. All the school rules apply on the playground as well as the general rules of peaceful play and safe play.

Be Respectful. Be Responsible. Be Safe.

- Students must remain on the playground during recess.
- Use all the playground equipment in a safe manner and the way it is intended to be used. This includes slides, monkey bars, swings, and all other playground equipment.
- Younger students are only allowed on the trikes and plastic toys. (i.e. Pirate ship and play houses are for Preschool use only)
- Wrestling type behaviors are not allowed.
- No hitting, pushing, grabbing, tackling, or kicking type play.
- There will be NO snowball/ ice throwing or throwing of pea gravel on the playground at any time.
- No inappropriate language, gestures or actions.
- No talking back to the adult in a disrespectful manner.
- No climbing up the slide.
- No standing on or jumping from the swings.
- No pushing on the playground equipment
- Required behavior on the playground includes safe play and peaceful play.

Loss of recess time will occur for inappropriate or dangerous behavior on the playground. Additional consequences may occur at the discretion of administration.

COURSE OF ACTION

Cathedral School is in the process of adopting Conscious Discipline. Conscious Discipline is a self-regulation program that integrates social-emotional learning, school culture, and discipline.

RULES AND CONSEQUENCES FOR ELEMENTARY SCHOOL

Cathedral School's Code of Conduct is based on being Respectful, Responsible, and Safe. Students are to genuinely treat others as Jesus would. They are to respectfully follow school expectations and responsibly observe the rules of Cathedral School. Students are to keep themselves and one-another safe at all times. Students will be taught the social-emotional skills needed to correct misbehavior, as we strive to instill the importance of our Catholic values. However, if further disciplinary actions are needed

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due to persistent, or severe, disregard of the school's Code of Conduct, appropriate disciplinary actions will be taken.

When a student disregards Cathedral's Code of Conduct, the following actions will take place typically in the order presented below. Circumstances and the severity of certain behaviors may warrant skipping steps. A student's behavior record generally resets 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 Incident:

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. The student will be taught the social-emotional skill(s) needed to correct the misbehavior, as we strive to instill the importance of our Catholic values.

*In the event physical harm occurs, or safety of others is in question the student will be removed from the classroom and parents will be notified.

Second Incident:

Student will receive a verbal warning to discontinue inappropriate actions. An 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. The student will be re-taught the social-emotional skill(s) needed to correct the misbehavior, as we strive to instill the importance of our Catholic values.

Third Incident:

Student will receive a Cathedral School Behavior Form. An explanation of how his/her behavior disregards Cathedral's Code of Conduct will be given. The student will incur an immediate loss of privilege for a day. The student will be reminded of and again taught the social-emotional skill(s) needed to correct the misbehavior, as we strive to instill the importance of our Catholic values. (Suggested consequences include, but are not limited to: added obligation, loss of choosing time, loss of recess play, separation in cafeteria, and quiet snack.) Parents will be informed of their child's behavior and that a Behavior Form is going home.

- The Cathedral School 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 the parents/guardians of the student.
- The student may be required to conference with the School Counselor or Principal prior to the end of the school day.

Fourth Incident: (for Grades 3-5)

Student will receive a Cathedral School Behavior Form. An explanation of how his/her behavior disregards Cathedral's Code of Conduct will be given. The student will incur an immediate loss of privilege for up to 2 school days. The student will be reminded of and again taught the social-emotional skill(s) needed to correct the misbehavior, as we strive to instill the importance of our Catholic values. Parents will be informed of their child's behavior and that a Behavior Form is going home.

- The Cathedral School 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, Student, and Parent(s).
- The teacher will contact the parents/guardians via telephone or email.

Further behavioral incidents will require a Discipline Conference(s) with the Principal, Teacher, 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.

RULES AND CONSEQUENCES FOR MIDDLE SCHOOL

Cathedral School's Code of Conduct is based on being Respectful, Responsible, and Safe. Students are to genuinely treat others as Jesus would. They are to respectfully follow school expectations and responsibly observe the rules of Cathedral School. Students are to keep themselves and one-another safe at all times. Students will be taught the social-emotional skills needed to correct misbehavior, as we strive to instill the importance of our Catholic values. However, if further disciplinary actions are needed due to persistent, or severe, disregard of the school's Code of Conduct, appropriate disciplinary actions will be taken.

When a student disregards Cathedral's Code of Conduct, the following actions will take place typically in the order presented below. Circumstances and the severity of certain behaviors may warrant skipping steps.

First Incident:

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. The student will be taught the social-emotional skill(s) needed to correct the misbehavior, as we strive to instill the importance of our Catholic values.

*In the event physical harm occurs, or safety of others is in question the student will be removed from the classroom and parents will be notified.

Second Incident:

Student will receive a Cathedral School Behavior Form, and will incur an immediate loss of privilege for a day. An explanation of how his/her behavior disregards Cathedral's Code of Conduct will be given. The student will be reminded of and again taught the social-emotional skill(s) needed to correct the misbehavior, as we strive to instill the importance of our Catholic values. (Suggested consequences include, but are not limited to: added obligation, separation in cafeteria) Parents will be informed of their child's behavior and that a Behavior Form is going home.

- The Cathedral School 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

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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 the 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 Incident:

Student will receive a Cathedral School Behavior Form, and will incur an immediate loss of privilege for up to a maximum of 3 school days. An explanation of how his/her behavior disregard's Cathedral's Code of Conduct will be given. The student will be reminded of and again taught the social-emotional skill(s) needed to correct the misbehavior, as we strive to instill the importance of our Catholic values.

(Suggested consequences include, but are not limited to: added obligation, separation in cafeteria, loss of exploratory class) Parents will be informed of their child's behavior and that a Behavior Form is going home.

- The Cathedral School Behavior Form will be sent home with the student in which a parent/guardian signature will be required and due the following school day. This form is to be returned to the homeroom teacher the following school day during morning homeroom.
- The student will be required to conference with the School Counselor or Principal prior to the end of the school day.

Fourth Incident:

Student will receive a Cathedral School Behavior Form, and will incur an immediate loss of privilege for up to a maximum of 5 school days. An explanation of how his/her behavior disregard's Cathedral's Code of Conduct will be given. The student will be reminded of and again taught the social-emotional skill(s) needed to correct the misbehavior, as we strive to instill the importance of our Catholic values.

(Suggested consequences include, but are not limited to: added obligation, separation in cafeteria, loss of exploratory class) Parents will be informed of their child's behavior and that a Behavior Form is going home.

- The Cathedral School 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 Parent(s).
- Student is not allowed to participate in the next school activity.

Fifth Incident:

Student will receive a Cathedral School Behavior Form, and will incur an immediate loss of privilege for up to a maximum of 5 school days. An explanation of how his/her behavior disregard's Cathedral's Code of Conduct will be given. The student will be reminded of and again taught the social-emotional skill(s) needed to correct the misbehavior, as we strive to instill the importance of our Catholic values.

(Suggested consequences include, but are not limited to: added obligation, loss of next school activity) Parents will be informed of their child's behavior and that a Behavior Form is going home.

- The Cathedral School 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.
- A Discipline Conference will be required with the Principal, Student, and Parent(s).
- A Counseling Conference will be required with the School Counselor and Student. The student will do some reading, reflecting, and writing about the unwanted behavior that was displayed.
- Student may receive an Out of School suspension for 1 day and loss of that school's day sponsored activity.
- A Behavior Plan (or Individual Catholic Educational Plan ICEP) will be developed for the student.

Sixth Incident:

A Discipline Conference will be required with Principal, Student, and Parent(s). At this point the student will be placed on Disciplinary Probation **or** be considered for Expulsion from Cathedral School.

- If placed on Disciplinary Probation, the student will receive an Out of School suspension for a maximum of 3 days and loss of those school days' sponsored activities.

SEVERE DISRUPTION CLAUSE:

When dealing with severe disruption issues, the student will be removed from the class or activity and parents will be notified. A middle school student will receive a Behavior Form and the principal will have the latitude to impose a range of consequences that include but are not limited to loss of privileges including the loss of field trip, assembly, and class party. Severe disruptions result in a minimum 1 day out of school suspension. Continued suspensions will result in an expulsion.

The suspension or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Suspension is ordinarily imposed for less serious offenses and is normally of fixed duration. Expulsion is permanent and is imposed only for serious offenses. In most instances, an out-of-school suspension will precede an expulsion, but there may be behavior which is so serious and so detrimental to the safety of others that an immediate expulsion is necessary.

Causes for Expulsion, but not limited to delinquency and immorality warranting commitment to a correctional institution; student constitutes a definite menace to others; demonstration of the lack of serious concern for the safety of self and others; drugs, alcohol, weapons, or violence on school property, severe disruption, or continued disruption of learning and the wellbeing of others as stated in the list of the misconduct report.

Behaviors that may lead to suspension include, but are not limited to:

- Possessing a gun or weapon while at school or under supervision of the school
- Injuring or threatening to injure someone
- Possessing, using or being under the influence of alcohol or illegal drugs

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- Harassing or bullying other students
- Stealing or trying to steal from another person
- Damaging or trying to damage property
- Engaging in obscene acts or habitual profanity
- Repeatedly disrupting school activities
- Violating the school's code of conduct

Situations which may lead to expulsion, include but are not limited to:

- When the moral, academic or physical well-being of the student body or staff is endangered.
- When there is repeated and open disregard for school authority and rules.
- Willful violation of school rules.
- Willful conduct that significantly disrupts the rights of other students to an education or the rights of staff to perform their duties.
- Willful conduct that endangers the students, others, or school property.
- Threatening to destroy school property by explosives.
- Willful conduct that endangers a person or property, including making a threat to the health or
- Safety of a person or making a threat to damage property.

The pastor or parish life coordinator should be involved in the suspension/expulsion process. The Diocesan Superintendent of Schools is to be notified before an expulsion action is taken.

Although Catholic schools are not required by law to grant due process, concern for students and parents implies that care should be taken that fundamental fairness is offered to the student in the process of expulsion.

Respect Toward Faculty Members:

Every faculty member is an individual dedicated to the cause of Christian education and truth. The teacher's aides, lunchroom and playground personnel are members of the school's staff and as such, are to be accorded the same respect and obedience given to teachers. Students should be alert to render small services, such as opening doors, carrying things, etc., in a casual way. Such attentions display the thoughtfulness of a courteous person.

Behavior in the Classroom:

- Students are expected to be in their classroom in their seats and ready to begin class.
- Respect is to be shown to teachers, staff, and peers at all times.
- Eating in any form during instruction periods is unacceptable, exceptions include scheduled snack times or approval by the teacher or staff member.
- Permission must be obtained from the teacher before a student may leave the classroom.
- Contributions to class discussion should be made clearly and audible.

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- The ability to see another's viewpoint and appreciate it, is an asset to be cultivated.
- Class participation is an integral part of school activities.
- Books should be handled with care and be covered.

DRESS CODE

Dressing well encourages positive student behavior, shows pride in the school, and increases school morale. It is expected that students will dress appropriately and respectfully for school. It is the belief that in Catholic Education we not only prepare students for eternal life, but also for the adult work world.

The dress code is designed to remind the students to take their studies seriously, help students avoid distractions, and prepare students for the adult world of professional dress for work. The dress code is to be a guideline for parents as they discuss what is appropriate for public occasions and show respect for human dignity, decency, and equality.

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 toe sandals, flip flops, clogs, crocs, or boots. Shoes worn must be able to stay on their feet while walking and playing.

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Hair	All hair is to be neat, clean, and well groomed. No unnatural hair colors, hair tinsel extensions, 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.

ADDITIONAL ELEMENTARY UNIFORM DRESS CODES

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

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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 a 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)

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Sweatshirts	Gray 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, hair tinsel extensions, 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); students 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; student will need to change into 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.

ADDITIONAL MIDDLE SCHOOL UNIFORM DRESS CODES

Scouts Scouting uniforms may be worn on the day of meetings.

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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	<p>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.</p> <p>Concert Dress is black pants or skirt and a white dress shirt.</p> <ul style="list-style-type: none"> • 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! <p>Exception: If a performance is happening for an assembly or during the school day, students are expected to wear their school uniforms.</p>
Jean Days	<p>Jean days are granted at the discretion of the principal.</p> <p>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.</p>
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.

EMERGENCY DRILLS

Fire and tornado drills will take place periodically throughout the school year. The school has a crisis plan that will be rehearsed twice a year in conjunction with the local law enforcement officials.

EXECUTIVE SCHOOL BOARD

The School Executive Board is responsible for supporting the Catholic identity, enrollment, marketing, human resources, capital improvements and fiscal management of the Catholic school. The board will only enact policies, procedures, and practices that are in conformity with, and do not supersede, the established laws, rules and regulations of the State of Wisconsin and the policies and procedures for the operation of Catholic schools, as published by the Diocesan Office of Catholic Schools and/or the Diocesan Office of Finance. This board shall have no authority over issues involving the teachings of the Roman Catholic Church or basic Catholic principles in connection with the oversight and management of the school. Authority for these matters shall be exercised exclusively by the Bishop of the Diocese of Superior and the pastor/parish life coordinator. In addition, the board shall have no authority over personnel performance issues other than participation in the hiring of the principal.

Cathedral School Executive Board meets on the 3rd Tuesday of each month. Minutes of meetings are available. General agenda items consist of: review of Catholic identity, academics, and financing. Strategic planning is the main focus of the board.

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EXTENDED CARE

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 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 Extended Care.***

Before School Extended Care

Morning Extended Care (fee based \$5/hour):	7:00 am - 7:30 am in the gymnasium
K-8 Morning Extended Care (no fee):	7:30 am - 7:50 am in the gymnasium
Preschool Morning Extended Care (no fee):	7:00 am - 7:30 am in the gymnasium/ 7:30 am - 7:50 am in Room 108

Before School Extended Care:

All students, Preschool - 8th grade, must enter through the 14th Street doors, 7:00-7:30 a.m. and report directly to the gymnasium for the before school Extended Care program. Upon arrival, preschool parents need to come into school to sign their preschool child in for the day.

Extended Care between the time of **7:30-7:50 a.m.** requires no fee. All K-8 students are in the gymnasium and may enter through the 14th Street doors, or the main entrance on Baxter Avenue. At 7:50 a.m. K-8 students will be released to their classes.

Preschool students from **7:30-7:50 a.m.** will go to Room 108. Students may enter through either the main entrance on Baxter Avenue. Upon arrival, preschool parents need to come into school to sign their preschool child in for the day. At 7:50 a.m. a school aide will bring preschool students to their respective classrooms.

After School Extended Care

K-8 After School Extended Care (fee based \$5/hour):	3:00 pm - 5:30 pm in Room 110
Preschool After School Extended Care (no fee):	3:00 pm - 5:30 pm in Room 108

After School Extended Care:

Preschool Extended Care will be held in Room 108 and K-8 Extended Care will be held in Room 110. Parents must use the Baxter Avenue main entrance to pick up their child(ren) from our Extended Care program. Parents must come into school to sign students out from after school 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.

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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 Extended Care balances.

Cathedral offers the After School 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 Cathedral School/diocese.

EXTRA CURRICULAR 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.)

All participants must also submit a Parent / Legal Guardian Permission Slip and Indemnity Agreement, Concussion and Sudden Cardiac Arrest paperwork signed by their parents / legal guardian before they can participate in any sporting activity. No person shall be allowed to participate unless a signed form is on file with the school office for the current year.

ATHLETIC FEES

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, coordinate middle school activities, 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.

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Cathedral School expects all students who are in extra and co-curricular activities to maintain good grades and hand in all homework assignments. No student shall be able to participate in extracurricular activities if that student has a grade letter of F in OptionC in any of the following subject areas: Reading, English, Math, Science and Social Studies.

FIELD TRIPS

A signed official Diocesan permission slip is needed for a student to participate in a field trip. Telephone calls will not be accepted in lieu of written permission. Faxed or scanned permission forms will be accepted. It is also the right of a parent to refuse to allow their child to participate in a field trip. Please notify the school if your child will not be attending a field trip.

Chaperones/Drivers are also needed for field trips. All chaperones are required to have Safe Environment training and pass a Background check. All drivers must fill out a Volunteer Driver information sheet, complete the Safe Environment Drive Safe training and complete an adult waiver form. Please indicate whether you can drive on the permission slip.

Field trips are privileges given to students. Students may be denied participation of this privilege to attend if they fail to meet academic and/or behavioral requirements.

FOOD SERVICES

At this time Cathedral School is NOT providing hot lunch. No one has applied for the position.

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 al-a-carte items (extra slices of pizza, etc.) are also full cost.

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- 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 email 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.

FUNDRAISING

The full cost to educate a child at Cathedral School is approximately \$7,500.00. To keep our tuition affordable, we rely on the generous support of our local parishes and fundraisers to fund "the gap" between the cost to educate and tuition. One of our parish's main missions is Cathedral School. Our church members directly support our school with their weekly contributions and fundraising efforts to a total of 30% of the cost to educate each child. Most parish fundraisers are for the direct benefit of the school. This includes the various church dinners and events in our local Catholic parishes. Thank you in advance for your participation in these necessary fundraising activities. The Home and School Association typically has one fundraiser per year. Money raised goes to the Home and School Association which uses it for the betterment of the school.

GRADING SCALE

Cathedral Grading Scale (Grades K-2)

Needs Improvement 1
 Improving 2
 Just Right 3
 Exceeds Expectations 4

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Not learning at this time X

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)

GRADUATION

Any 8th grader who is a registered student at Cathedral School and is in good standing will be given a diploma upon completion of their 8th grade year. This student is also expected to participate in the 8th grade Graduation Mass. Graduation is at night during the last week of school. Cathedral School is a PreK-8th grade school and does not grant high school diplomas.

GRIEVANCE PROCEDURE/RESOLUTION OF DIFFERENCES

Complaints should be handled at the lowest possible level. Persons concerned about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should the principal be contacted. If no resolution can be found, the complainant must put their grievance in writing and present it to the principal. The following steps will be taken:

1. Meeting of complainant, principal, and pastor – no resolution
2. Meeting of above and the Superintendent of Schools.

HOME & SCHOOL ASSOCIATION

All parents and teachers are members of the Home and School Association. This organization's purpose is to promote better communication between the school staff and the school families. The main functions of our parent-teacher organization is to promote parental support for the school program, and to increase mutual understanding between school staff and parents and to help meet some of the financial requests and needs of the school as indicated by the staff and school families. Meetings are

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held during the school year to plan for events. A volunteer sign-up is handed out in the first day packet for helping with the events throughout the school year.

School personnel and parents are involved in a collaborative ministry of educating the young. As part of this ministry, parents and teachers, together with the pastor and principal, need to develop a community of faith in which all enable one another in the carrying out of the specific functions of their educational ministry. Such enablement means the sharing and accepting of one another's giftedness; it means providing living witness to young people of what faith community can mean and do. The Home and School Organization is intended to be a vehicle by which parents, teachers, pastor and principal are able to collaborate with one another and thereby develop a faith community through which to teach the young by living witness.

Therefore, the following aims seem appropriate for a Home and School Organization. These aims derive from *To Teach As Jesus Did*, 1972 statement of National Conference of Bishops.

1. To offer, through well-planned programs, information of special interest to parents which will assist them in fulfilling their role in the Christian formation of their children.
2. To provide occasions for experiencing a sense of community between home and school; occasions such as prayer services, liturgies, celebrations, and hospitality times.
3. To provide opportunities for parents to express a personal service to the school and for faculty to express a personal service to parents.

The aims of the Home and School Organization should be referred to frequently in order to provide direction for the Organization. The Gathering – the formal program portion may involve two aspects: 1. things having to do with educational activities in school, and 2. Christian formation for parents in educating their children – parenting.

A faculty member, the director of religious education, the principal, the pastor, a parent and other local resource people may be invited to make presentations. On occasion, outside speakers may be invited.

An informal portion of the gathering including hospitality is very important. New members are welcomed to the group; parents may visit with each other and faculty members on non-school topics; friendship, cordiality and witness are practiced and encouraged. The Home and School Organization should enable the creation of the spirit of friendliness.

The Home and School Organization is not a money-making organization. They may initiate and coordinate third-source funding projects for the school. Adults are responsible for such projects. Children should not be involved in the solicitation on behalf of these projects. These funds are considered funds of the parish and school and should be monitored through the business office of the parish and school.

HOMEWORK

Homework is an important part of learning as it allows students to practice classroom concepts on their own. It is important that teachers remember that students are to work hard during the day. As a general rule, homework assigned should be age and grade appropriate, reasonable in terms of time required to complete, and should be meaningful and intended to reinforce what has been taught in the classroom. Teachers are not expected to prepare homework in advance for a student who will not be in school due to a family event or vacation unless a pre-excused request is submitted.

All Cathedral School students will have opportunities to demonstrate and extend their learning during the year through assigned homework. At Cathedral School students are expected to do and submit their homework and projects on the assigned due date.

- For grades 5-8, the following policy will be enforced:
- 7% will be taken off the assignment's 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.

Homework should not exceed the 10 minutes per grade level rule. However, homework should be respectful of rest and family time for students and families.

HONOR ROLL

Honor Roll is posted at the end of each quarter. Honor Roll is determined by looking at all the grades given in a quarter. The A Honor Roll is an "A" in every subject; A/B Honor Roll is determined if all the grades given in all subjects are at B or higher. Specialists' classes count towards honor roll determination.

INTERNET & TECHNOLOGY SAFETY

Technology is a growing area of resources for accessing and providing information for curricular, personal, and instructional needs. The types of technology referred to in these guidelines are internet, electronic presentations, and news media. Note: The Internet is a public place and privacy is not possible. Every message sent or received can be read by others and every "stop" made while one is exploring can be tracked by others.

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.

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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.

Signing of the Network & Internet Account Contract for Parent/Guardian & Student is required.

Signing of the Cathedral Chromebook Policy is required to use school chromebooks.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds before, during, or after school. The office must be notified in advance of any student that will be leaving for an appointment. Parents must sign out the student at the school office. No student at any time may walk across Belknap without an adult supervisor. Those students leaving at dismissal must have an adult cross them on Belknap in the designated crosswalk.

LOCKERS/LOCKER ROOMS AND DESKS

Lockers and desks are the property of Cathedral School and will be issued to students at the beginning of each year. Students are expected to keep both lockers and desks neat and clean. School staff retains the rights to periodically inspect student lockers and desks. Students are responsible for damage to lockers and desks. The school is not responsible for lost articles or anything taken out of the lockers. Use only the locker assigned to you, do not give your combination to another person.

Locker Rooms: Middle school students will be assigned a locker. If a student chooses to use a combination lock they may rent a lock from school. However, if a lock is not used, student belongings must be removed daily from the locker room. Lockers with personal belongings should be locked at all times. Tampering with another student's locker is not allowed. To further safeguard personal belongings students should not share locker combinations.

Prior to entering a cathedral school locker room, all electronic devices will be to an educator and or coach. Cellphones and other electronic devices are not permitted inside of the locker rooms. Electronic devices will be returned to students 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.

LOST AND FOUND

The Lost and Found is located outside of the locker rooms on the first floor. Students and parents are encouraged to check it regularly. At the end of the year, all remaining lost and found items will be donated to charity.

MEDICAL POLICY

The health, safety, and well-being of students and staff are always the primary concern of the school. Cathedral School does not have a nurse on staff. Medical care is delivered by the school secretary and principal in consultation with the parents and if or as needed medical professionals.

Sick Children: Children who become ill at school are sent to the school office. Their temperature will be taken by the school office when sent by the classroom teacher. The school office may monitor children sent from the classroom because of illness. In the event that a child is too sick to remain at school (i.e. such as a fever of 100.4°F or higher, if the child is vomiting, has diarrhea...etc.) the parents will be contacted to pick up child. If a parent can't be reached, the alternate number provided on the family card will be called. It is very important that the contact telephone numbers and alternate numbers are kept up to date!

Accidents: In the event of an injury of some kind, an accident report will be filled out and sent home. This will explain how the child got hurt, where it happened, the apparent extent of the injury, and what measures were taken at school to treat the injury. If it seems that a doctor should see the child, we will contact parents. If necessary, in an emergency, children may be taken to the clinic or emergency room by ambulance.

Health Records: *Health records are confidential and will only be seen by the principal, school administrative assistant, and any other school personnel deemed in need of this information.* Cathedral School shall cooperate with local health officials in complying with state and local regulations regarding immunizations.

Immunizations: Any student admitted to any elementary school must present, after 30 days of being admitted to the school, a written record of having received the proper immunizations for the child's particular grade. The student must stay on the prescribed schedule for booster shots and the school must be informed of their completion (WI Stat 252.04(2)).

The School follows the Wis. Statute (118.29(2-4) for administering medications. Parents are required to fill out the Medication Permission slip (available in the school office) prior to any medication being administered. All medications must be in the original prescription or over the counter bottle.

- Any medication not given in an original prescription or over-the-counter container will not be used.

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- Families are asked to provide the school with inhalers and nebulizers that can be left at school. Students may have these items on them.
- Cough drops must be given to the teacher in a bag that is clearly marked with the child's name on it. (Cough drops can be put in a zip-loc bag)
- Parent permission must be given for all over the counter medications.
- The school does retain the right in an emergency case, to administer Benadryl, ibuprofen, or any other care it deems necessary for the health of a child or adult.

NON-HARASSMENT & BULLYING POLICY

All students of the parish Catholic schools of the Diocese of Superior are entitled to learn in an atmosphere free from harassment and bullying. No student shall be subject to harassment, including sexual harassment, or bullying as a Catholic school student.

Catholic schools in the Diocese of Superior are committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment or bullying in any form. Harassment or bullying of any student by any other student, lay employee, religious, clergy, school volunteer, or parent/guardian is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential manner that is appropriate to the claim.

Any student who believes that he or she is being harassed, including but not limited to sexually, shall report immediately such information to the school principal. All claims of harassment or bullying shall be promptly and thoroughly investigated by the school principal after consultation with the Diocesan Superintendent of Schools.

Credible acts of harassment or bullying by a student will result in disciplinary action up to and including dismissal of the student. Students who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment is the behavior that creates intense environments where there is tension related to the display of power between individuals assigned to a specific category including but not limited to; race, religion, sexuality, etc.

Bullying is “unwanted, aggressive behavior that involves a real or perceived power tension between students.”

Harassment or bullying occurs when an individual is subjected to treatment that is hostile, demeaning, intimidating, or threatening, and communicated in person, in hard copy, or electronically, including on social media. A determination that a student has engaged in harassment or bullying does not require that the conduct meets applicable legal standards. Examples of harassing or bullying conduct, which can occur once or habitually, include:

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- Derogatory, demeaning, humiliating, inflammatory, intimidating, or threatening words spoken to, written to, or written about another person.
- Unwanted physical touching, contact, or assault.
- Deliberate impeding or blocking of another's movement.
- Intimidating interference with normal work or movement.
- Derogatory, demeaning, inflammatory, intimidating, or threatening gestures, posters, cartoons, drawings, images, and photos.
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

Cyberbullying or cyber harassment occurs when students bully or harass each other using electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages
- Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites
- Using someone else's username to spread rumors or lies about another person

PASTORAL RESPONSIBILITY

The pastor/parish life coordinator/parish director of each parish has pastoral authority and concern in all facets of parish life. Responsibilities for the school include:

- Ecclesial authority of the school.
- Contracts/hires the principal.
- Consults with the school board on a regular basis.
- Has the final authority to accept or reject actions recommended by the school board.
- In a joint effort with the parish community, promotes the support of the school as an integral part of the parish faith community.

PICTURES

School pictures are taken in the fall and spring of each school year. The yearbook is published in the spring. All students will have a picture taken for the school records. Purchase of any photographs or the yearbook is optional.

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

PROGRESS REPORTS

To help parents in their role as partners in the education of their children, the OptionC online system allows parents of students in grades 4-8 to access their child's grade percentages as well as missing work at their own convenience. At a parent's request a Progress Report can be emailed or sent home with the student on a monthly basis. These progress reports help communicate to parents their child's academic achievement.

Academic Probation (Grades 6-8): Students may be placed on Academic Probation in the event of persistent low academic performance, as a result of repetitive failing grades in the subject areas of reading, language arts, mathematics, religion, science and social studies. If academic progress is not made during the academic year, the student may not be eligible for academic promotion.

PROMOTION REQUIREMENTS FOR STUDENTS PROMOTED FROM FOURTH GRADE TO FIFTH GRADE & FROM EIGHTH GRADE TO NINTH GRADE

Student promotion is determined by the student's mastery of the core curriculum with consideration given to the student's developmental maturity reflected in behavior. Student ability is considered when making decisions regarding promotion and retention.

The school will make the decision to retain or accelerate a child only after consultation, evaluation and reflection with administration, parents/guardian and teacher. The final recommendation or decision is established by the school principal and communicated to the parents/guardian of the child.

The following is the school's fourth and eighth grade promotion requirements administrative policy as adopted by the school leadership and Diocese of Superior on April 27, 2016.

1. Beginning in the year 2016 and thereafter, students who are promoted from fourth to fifth and eighth grade to ninth grade will meet at least one of the three criteria:
 - a. Criterion #1 – Academic mastery of the core curriculum. Academic mastery of the core curriculum is defined as obtaining proficiency levels in reading, writing, mathematics, science and social studies that are measured and defined by classroom assessment.
 - b. Criterion #2 – Assessment results at a level of basic or above, which is measured and defined by the Wisconsin Forward Exam and/or the Northwest Evaluation Association

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Measure of Academic Progress®, in reading, writing, English/language arts, mathematics, science and social studies.

c. Criterion #3 –Recommendations of teachers based on the student’s developmental maturity reflected in behavior determined by a school-based team that includes the classroom teachers(s) and principal. The areas of performance reviewed will be expanded to include student readiness to meet the curriculum and social challenges of the next grade level. This will be determined by observations of their organizational skills, social skills and emotional readiness at the current grade level.

2. The criteria must be met in the following manner:

- a. Criterion #1 will be considered first.
- b. When a student meets Criterion #1, Criterion #2 and Criterion #3 are not considered.
- c. When a student does not meet Criterion #1, then either Criterion #2 or Criterion #3 must be met.

PROTECTION OF PERSONAL PROPERTY

Articles of clothing, boots, tennis shoes, lunch boxes, scissors, glue, crayons, rulers should be marked with the student’s name and grade, so these items may be readily returned whenever misplaced. Students are not allowed to bring any held electronics for recesses or to be used in school while it is in session. No weapons of any type are allowed at school. Cell phones should be turned off and stored out-of-sight.

REFERRAL/SCREENING

Referrals for screening by the public-school district are available. Parents are asked to consult with the classroom teacher regarding screening tests if the parent feels they may be necessary. Likewise, teachers may recommend a referral for screening to the parents.

REPORT CARDS

As partners in the education process, parents shall be informed periodically about the academic and developmental progress of their children. Grades and assignments should be viewed through the Option-C parent login on a weekly/daily basis.

Report cards can be accessed online via OptionC, the student management system. Report grades are posted quarterly.

ROLE OF BISHOP AND HIS DELEGATE

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The Bishop is the chief pastor and educator of the diocese and is responsible for the entire educational program in the Diocese of Superior. He may delegate aspects of this responsibility to other groups and individuals.

The Superintendent of Schools is the Director of Catholic Formation. The Superintendent of Schools is responsible to the Bishop for administering the programs of the parish schools in the Diocese of Superior.

The Superintendent of Schools is responsible for developing programs and responding to the needs of the parish schools in the Diocese of Superior. The Superintendent of Schools works collaboratively with other diocesan staff in addressing the religious education needs of the schools. The Superintendent of Schools needs to be knowledgeable about Catholic schools, their functions, and their unique needs and differences.

SCHOOL SURVEILLANCE

Cathedral School utilizes video surveillance in surrounding outside areas and indoors common areas.

STUDENT RECORDS

Cathedral School is required to keep full and accurate records of each student's attendance and academic progress. Cumulative records are maintained in the principal's office. Cumulative records are considered the property of the school. Their purpose is to provide a general history of student placement, progress, medical fitness, and special needs.

Confidentiality of cumulative records is maintained. Removal of records from the school premises is prohibited. Access to cumulative records is limited to the school's instructional and administrative staff.

Copies of student progress (including attendance records), behavior and health records are to be kept indefinitely, unless permission to dispose of such records is received from the Diocesan Superintendent of Schools.

SUPPLY LISTS

A list of supplies needed for the school year is emailed to your current email address. This list is also available on our school website: <http://www.superiorcathedralschool.org>

TAX DEDUCTION

Parents with a child in a K-12 private school are able to receive a tax deduction for private school tuition. Under the program, parents statewide can deduct up to \$4,000 per student* in grades K-8 on their Wisconsin tax form (WI Stat 71.05(6)(b)49).

*Tax deduction total is based on the tuition paid. Parents will receive a tax statement from the school.

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TELEPHONE & CELL PHONE USAGE

Cell phones are not allowed to be used during school hours. Telephone calls should have an educational purpose and be quick in nature. Texting is also not allowed while at school. Cell phones should be stored away in a backpack and turned off. The following procedure will be followed when dealing with students and cell phones: (student using cell phone, cell phone rings in class or in locker)

1st Offense: Cell phone is taken by the teacher and given to the principal. Cell phones will be given back at the end of the day and parents notified.

2nd Offense: Cell phone is taken by the teacher and given to the principal. Parents will be notified and informed they have to pick up the cell phone in the school office.

TESTING

Cathedral School participates in a standardized testing program as directed by the Diocese of Superior. This program consists of the MAPS testing and is given to all students Kindergarten through 8th Grade. The specific grade levels tested vary from time to time based on Diocesan requirements.

The testing program helps monitor the performance of our curriculum and assists in modifying instruction as appropriate for individual students. Parents receive test results which explain how their child performed on the test in comparison to their grade peers.

TITLE SERVICES

Title I reading services are available to students who qualify in grades K-4. Services are provided by a public-school district Title I teacher.

TRANSPORTATION

Students at Cathedral School are eligible to ride the School District of Superior public school buses to and from school. Contact the local bus company to register for this service.

TUITION

Each year there is a minimum tuition set for Catholic students and non-Catholic students. There is a difference in the tuition for Catholic and non-Catholic students due in fact that Cathedral of Christ the King, St. Francis Xavier, and the Catholic Churches of the Superior Cluster covers the remaining cost to educate each child. The tuition for Catholic children is therefore lower based on the presumption that Catholic families contribute to the parish in other ways as well as through tuition.

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Cathedral School expects that each family will pay their tuition in a timely manner. Great effort and faith are entrusted to every family in order to help them pay their tuition and fees: emailed invoices, phone calls, and other reminders.

Families who are not able to make payments are asked to meet with the principal immediately. Accounts where no payment is received and/or no meeting with the principal was held – will not be allowed to attend for the next year. Upon graduation, accounts with tuition debt will be required to continue making monthly payments until the debt is gone.

Families who move away from the area during the year will have their tuition prorated to the day they leave. Those transferring out to a local school or moving after March 1st, and have paid tuition in full, will not receive a refund. The final **tuition** payment should be paid by May 30th. Those enrolling in the school during the school year will also have their tuition prorated.

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 March of each year for the following school year.

TUITION ASSISTANCE

Tuition assistance is available each year to families that apply. Tuition assistance is only awarded to Kindergarten through 8th grade families, and may only be applied to tuition. Family accounts must be in good standing to receive tuition assistance. If your Cathedral School family account is past due with outstanding balances, your tuition assistance application will not be processed.

Tuition assistance will not cover 100% of tuition costs. The remaining balance is the responsibility of the applicant.

USE OF POTENTIALLY HAZARDOUS MATERIALS & TOOLS BY STUDENTS

Teachers will directly supervise students in the use of potentially hazardous materials and tools in compliance with state and federal regulations.

VISITORS

All school visitors are required to sign-in, in the school's main office. While in the building, all visitors are required to wear a visitor sticker/badge during their time of visit. **Visitors/Parents are required to have Safe Environment training prior to being with students** Before leaving, all school visitors must return to the school's main office to sign out.

To limit interruptions to classroom instruction, all visitors must schedule a time to visit their son/daughter's classroom with their child's teacher.

VOLUNTEERS

Volunteers are essential! The school could not continue to operate without parent volunteers. Every parent is a volunteer and is asked to help out in some capacity. A volunteer sheet goes home at the beginning of the year on which you can show the areas in which you would like to help. Volunteers must obtain the Safe Environment Training and Background Check. This can be obtained online with a link on the Diocese of Superior Website.

Acknowledgment of Student/Parent Handbook Receipt

Please return this page to the school office the first week of school. The school needs a signed document stating that families have received a Parent/Student Handbook.

"I have received and reviewed the Cathedral School Parent/Student Handbook for 2022-2023"

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Parent Printed Name: _____

Parent Signature: _____

Student Signatures: (1st child) _____

Student Signatures: (2nd child) _____

Student Signatures: (3rd child) _____

Student Signatures: (4th child) _____

Date: _____

*Your signature only indicates that you have received and reviewed this handbook.

Network & Internet Account Contract for Parent/Guardian & Student

Policy for Acceptable Use & Safety of the Technology Resources on the Cathedral campus

I agree to the following terms and conditions:

- Internet use is consistent with Catholic teaching, doctrine, morality, and values.
- I understand that the use of the Internet is a privilege granted for school and classroom-related projects. The students will use it for education use only.
- I understand that any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary actions.

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- I will NOT use the Internet will NOT be used for the purpose of transmitting or receiving illegal, illicit or obscene materials in conflict with our Catholic mission.
- The internet will NOT be used for the purpose of violating copyright law. This includes but is not limited to: copyrighted software, text, graphics, and music. Such action will be considered theft and is in violation of Catholic and legal standards.
- The Internet will NOT be used for the purpose of plagiarism. Or employing the network for personal financial or commercial gain.
- The Internet will NOT be attempted to gain access to resources belonging to others. This includes, but is not limited to: passwords, email, personal files, and restricted or secure internet sites. This will be considered theft and in violation of Catholic and legal standards.
- The Internet will NOT be used to transmit information about the school or the school-governed facilities, this includes but is not limited to school and student personal names and addresses. Or circumventing security measures on school or remote computers or networks.
- The school reserves the right to review any materials (emails, files, and other correspondence) sent or received via the internet for their appropriateness in light of legal, ethical and Catholic standards.
- The privilege of Internet use can be suspended or revoked at any time.
- Intentional or carelessness that causes damage to any of the laptops/devices will require restitution by the student.
- 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.
- 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.
- Students are not permitted to connect to the school's network with personal devices. (i.e. phones, laptops, tablets, etc.)

Please Print Student's Full Name (First & Last)

Student Name: (1st child) _____

Student Name: (2nd child) _____

Student Name: (3rd child) _____

Student Name: (4th child) _____

Student's Signature (First & Last Name)

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Student Signatures: (1st child) _____

Student Signatures: (2nd child) _____

Student Signatures: (3rd child) _____

Student Signatures: (4th child) _____

As a Parent/Guardian of this student(s), I understand that Cathedral's Network & Internet access is designed for educational purposes. I recognize it is impossible for the school to restrict access to all potentially inappropriate content and will not hold the school responsible for materials/content acquired on the school's network.

I hereby give permission for my child(ren) to use Cathedral School's Network & Internet for the **2022-2023** school year.

Parent Name (First & Last Name)

Parent/Guardian Signature

Date

By signing this form you agree to the terms and conditions for Internet/technology use at Cathedral School.