

Cathedral Preparatory School
Student-Parent Handbook
2025-2026

Policies and Procedures of
Cathedral Preparatory School

250 West 10th Street
Erie, PA 16501
Phone: (814) 453-7737
Fax: (814) 453-6180

www.cathedralprep.com

Mission Statement

Cathedral Preparatory School forms a Christ-centered, coeducational, college preparatory Catholic school in the Diocese of Erie. With a foundation of faith, family, excellence, and tradition, we develop men and women of vision in spirit, mind, and body.

Vision Statement

Steeped in Gospel values and the mission of the Catholic Church, Cathedral Preparatory School and Mother Teresa Academy strive to excel as a teaching and learning community by fostering strong moral character, esteemed academic success, service, and global leadership.

Core Values

Faith, Excellence, Integrity, Respect, Service

Non-Discrimination Statement

Cathedral Preparatory School is a Catholic School and welcomes students of all backgrounds and does not discriminate against any qualified student on the basis of race, color, religious creed, ancestry, national origin, disability or age, as required by law, in the administration of its educational policies, admissions procedures, financial aid, and any other school administered programs.

Statement on Spiritual Growth

“Catechesis (education in the faith) seeks to move people to live justly, mercifully, and peacefully as individuals, to act as the leaven of the gospel in family, school, work, social, and civic life, and to work for appropriate social change.”
(N.C.D. #170)

The experience of Christian community is most appropriately and naturally leading persons to service. Jesus, in His dealings with others, responded spontaneously to the needs of people. In fact, His life bespeaks of service. Each Prep student, through catechesis, is encouraged to model Jesus’ life of spontaneous service. Cathedral Prep has established numerous avenues by which the individual can offer concrete and true assistance to those in need.

As the source and summit of the spiritual life, Mass is available daily for everyone and periodically for classroom groups and individual classes. All students attend Mass weekly, including Holy Days of Obligation as well as special occasions. Students actively participate in planning Sacramental celebrations and in the music of the liturgy. Students are reminded that God himself is present at every Mass, and as such they are to act with the utmost reverence.

Reconciliation is available anytime by request and is offered to the student body quarterly.

Senior Administration

Mr. Kevin Smith, M.Ed.	President
Mrs. Edie Archer, B.A.	Vice President of Enrollment Management
Mr. Bill Flanagan, B.A.	Vice President of Athletics
Mr. Jason Ladouceur, M.Ed.	Vice President of Academics and Student Affairs Prep & MTA
Mr. Michael Mischler, B.B.A.	Vice President of Operations
Mr. Kevin Moore, M.P.A.	Vice President of Advancement
Mrs. Joanne Rogers, M.B.A, CPA	Vice President of Finance and Administration
Mrs. Sonya Whitman, M.S.	Vice President of Strategic Marketing and Communications

Academic Administration

Mr. Kevin Smith
President of Academics and Student Affairs
x2230

Mr. Jason Ladouceur
Vice President of Academics and Student Affairs
x5001

Mrs. Veronica Seip, M.Ed.
Principal
x3250

Mr. James Duke
Assistant Principal
x2250

School Contact Numbers

<u>Advancement</u>		<u>Guidance Office</u>	
Mr. Chuck Boyd - Main Desk	x2223	Mrs. Ashlee Mook (Freshmen)	x2233
Mr. Kevin Moore	x2245	Mr. Alex Bowes (Sophomores)	x2231
<u>Admissions</u>		Mrs. Alexis Totleben (Juniors and Seniors)	x2287
Mrs. Patty Kirik - Main Desk	x3229	Ms. Jean Petersen (IU Guidance)	x3240
Mrs. Edie Archer	x2242	Mrs. Laura Phelps - Registrar	x2262
<u>Athletics</u>		<u>Main Office</u>	
Mrs. Patty Kloecker - Main Desk	x2277	Mrs. Theresa Taylor - Main Desk	x2221
Mr. Bill Flanagan	x2227	<u>Marketing</u>	
<u>Attendance</u>		Mrs. Sonya Whitman	x2296
Mrs. Kim Oler	x2222	<u>Operations</u>	
<u>Business Office</u>		Mr. Michael Mischler	x2290
Mrs. Jennifer Gannoe - Tuition Questions	x2252	<u>Student-Family Engagement & Inclusion</u>	
Mrs. Joanne Rogers	x2226	Mr. Chet Moffett	x2238
<u>Cafeteria</u>		<u>Technology</u>	
Main Desk	x2268	Mr. Jesse Kroh	x3425
<u>Campus Ministry</u>		Mr. Andy Boucher	x2282
Mrs. Emily Greci	x2248		
Fr. Ben Dagher	x2249		

Individual Faculty Phone Extensions can be found at our website: www.cathedralprep.com

School Phone Number: (814) 453-7737

School Fax Number: (814) 453-6180

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Section 1: ATTENDANCE

I. Purpose & Authority

As per Pennsylvania compulsory attendance law, attendance is required during the days and hours that school is in session. Pennsylvania state law states that a student is permitted to miss 10 school days with an excuse. Any absence over the 10 days must be accompanied by a doctor's excuse. The educational program offered by this school is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation for students to achieve academic standards and consistent educational progress. Attending school is one of the most important factors that contributes to student success. Poor student attendance disrupts the flow of the instructional process, limits accomplishments, and reinforces a habit which will handicap the individual in future education or employment.

II. Excused Absences

A student may be excused for legitimate illness/ injury, emergency of self or family, major medical/dental appointments, or other extenuating circumstances deemed excusable by the school Administration. Excuses from Medical Professionals and Verified Funeral Arrangements (up to 3 days for an immediate family member and only 1 day for extended family and friends) are considered excused absences and do not count towards a student's total accumulated days.

For extenuating medical illnesses, injuries, health concerns, etc. parents must contact Administration to discuss the recommendations of medical professionals regarding school participation and attendance.

Absences due to club sports will not be sponsored by the school and are considered absences.

III. Verification and Unexcused Absences

Parent(s)/guardian(s) are required to submit an absence request in the Veracross Parent Portal (https://accounts.veracross.com/cp_mta/portals/login) through the Student Attendance Management link prior to 9:00 AM if the student will not be attending school that day. If the absence involves an extended illness, injury, or emergency medical/ dental appointment, a certification from the associated medical professional must accompany the written excuse. In accordance with Pennsylvania State Law, failure to provide a written excuse within one week will result in an unexcused absence. A Saturday detention will be assigned after four unexcused absences and for every subsequent unexcused absence. Continued unexcused absences will result in truancy, an attendance contract, and a parent conference to determine whether the student can remain enrolled in the school.

IV. Notification of 5 and 10 days

As class time is invaluable to the teaching-learning experience, accumulated absences are greatly discouraged. Parent(s)/guardian(s) will be notified by phone call and/or email when a student has accumulated absences of 5 and 10 days. Accumulation of missed days will be measured not just by full days absent, but also by number of class periods missed (each class period missed equals 1/8 of a school day). This does not include sustained illness/injury with certification by a medical professional, school-sponsored curricular or extra-curricular events, and emergencies/major life events of self or immediate family.

V. Absences Exceeding 10 Days

A student who has exceeded 10 days will meet with Academic Administration and be placed on an attendance contract. The student will serve a Saturday detention for every absence beyond 10 days without an excuse from a medical professional. Continued absences will result in a parent conference and further consequences, up to and including expulsion.

VI. Illegal School and Class Absences

Skipping school is an illegal absence. Skipping school includes missing the whole or part of a day illegally, including unauthorized departure from school grounds during school hours. The consequences of an illegal absence are twofold: zeroes given for all missed work during the illegal absence and application of the appropriate discipline consequence (See Discipline Code).

Skipping class includes missing 15 minutes or more of a class illegally, including leaving class without permission. The consequences are twofold: zeros given for all missed work during the class absence along with application of the appropriate discipline consequence. This applies to required school events, as well.

VII. Leaving School for an Appointment

If a medical or professional appointment must be scheduled during school hours an excusal note which includes the time of dismissal, estimated time of return, and professional's name must be submitted to the Main Office prior to the appointment. Verification from the professional must be presented to the Main Office upon return that day or on the following day. Failure to provide appropriate verification will result in the student being marked absent.

VIII. Sign In and Sign Out

When students leave for and/or return during the day from appointments or out-of-school activities, they are required to report to the Main Office to sign out when leaving and to sign in when returning. Failure to follow this procedure will result in detention. Parent(s)/guardian(s) must sign all school forms and excuses. Students 18 and over are not permitted to sign for themselves. **The main entrance (10th Street Door) is the only permitted point of entry/exit during school hours.**

IX. Activity/Athletic Participation

A student who does not attend school on time and receive credit for a full day's attendance will not be permitted to participate in any school-sponsored events, practices, or contests that day. Students are also required to be in school and on time the day after an event, unless otherwise noted by the designated Academic Administration or Vice President of Athletics. Only excused medical absences will be accepted.

A student taking part in an extra-curricular event other than athletics will be subject to an academic eligibility check every two weeks. This process is detailed in the athletics section of this handbook. **Any student failing two or more classes will be ineligible to participate in the activity.**

X. Vacation Policy

Vacations during school time are generally disruptive to the teaching-learning continuum and are strongly discouraged. However, if circumstances dictate otherwise, the following protocol must be followed:

1. A written request from a parent or guardian must be submitted at least one week in advance to the designated Academic Administration for approval.
2. Vacations are limited to two separate occasions and a maximum of five (5) school days per occasion. Vacation days will reduce the total number of days allowed for excused absences (10) by the number of days taken (e.g. if a student takes five (5) vacation days, he/she will then have a maximum of five (5) days authorized absence remaining for the year).
3. The student will be given an Academic Eligibility Form by Academic Administration one week prior to the requested vacation. This must be signed by every teacher and returned to Academic Administration within two (2) days. If the student is failing two or more classes, he/she will be denied time away from school and must make up all missed days in Saturday detention.
4. It is the student's responsibility to arrange for all work to be completed prior to and during a vacation and return to school prepared to continue with class work as if no absence has occurred. The classroom teacher shall determine due dates. Long-term assignments must be submitted prior to the vacation. Teachers need not accommodate students who have been denied time away from school or who have not followed this protocol. All course work including tests, quizzes, classwork, etc., must be made up within a week following the student's return.

XI. College Visit/Career Shadowing Policy

Students are encouraged to schedule college visits/career shadowing on days Cathedral Prep is not in session. However, if circumstances dictate otherwise the following protocol must be followed:

1. A written request from a parent or guardian must be submitted at least one week in advance to Academic Administration.
2. College visits / career shadowing is limited to three days for seniors and one day for juniors. These days are not counted as absences.
3. The student will be given an Academic Eligibility Form by Academic Administration one week prior to the requested college visit/shadow. This must be signed by every teacher and returned to the main office within two (2) days. If the student is failing two or more classes, he/she will be denied time away from school and must make up all missed days in Saturday detention.
4. It is the student's responsibility to arrange for all work to be completed prior to and during days absent and return to school prepared to continue with class work as if no absence has occurred. The classroom teacher shall determine due dates, and long-term assignments must be submitted prior to the absence. Teachers need not accommodate students who have been denied time away from school or who have not followed this protocol.
5. Upon his/her return, the student must provide certification from the college's admissions office stating the visit occurred.

XII. Dual Enrollment Attendance

1. Gannon students are required to sign in to the Main Office upon their arrival to Cathedral Prep. Students should report to the SLC until their first scheduled class.
2. Students are required to report directly to Cathedral Prep following Gannon classes unless permission has been granted in advance.
3. Dual Enrollment students are expected to follow all special schedules and be on time for Mass, Quarter Sessions, and any other assemblies/activities.
4. If Gannon finals interfere with a class at Prep, students must make arrangements with the Prep teacher ahead of time.

XIII. Summer School Attendance

Summer school attendance will be outlined in the summer school contract.

XIV. Tardiness

Tardy to School

A student is tardy to school if he/she is not in first period by 8:03 AM. Students who are tardy must report to the Main Office for an admittance slip. This policy applies to all tardiness whether accompanied by parent excuse or not. Parent notes do not always excuse a tardy to school. A student shall not be deemed tardy if special circumstances pertain, as determined by the appropriate administrator. Tardiness is recorded as follows:

- Arrives prior to 8:30 AM: tardy
- Arrives after 8:30 AM but before 11:30 AM: up to half day absent
- Arrives after 11:30 AM: full day absent

Consequences for tardiness are as follows:

- Five tardies: Notification email sent to parents
- Eight tardies: Second notification email sent to parents and contract is created with student.
- Nine or more tardies: Meeting with Assistant Principal; detention is incurred for each tardy beyond the eight tardies.
- Fifteen (15) tardies: Attendance Contract & Parent Conference

Tardy to Class

Students are tardy to class if they are not in the classroom when the bell rings. Teachers will have a conference/discussion with any student when they reach four (4) documented tardies to class. When a student has five (5) documented tardies he/she will be referred to the office to meet with the Assistant Principal. Consequences will be discussed in accordance with the code of conduct.

Skipping Class

Students who are 15 or more minutes late to class without written permission may be referred to the office as having skipped class.

XV. Withdrawal

If a student wishes to withdraw from Cathedral Prep during the year, he/she and his/her parents must arrange to meet with Academic Administration to officially announce their decision. All school-issued materials, including iPad, charger, and charging cable, must be promptly returned to the Main Office. All tuition, fines, and obligations must be cleared at the Business Office before transcripts can be released.

XVI. PIAA Attendance Policy

Section 1. Where Enrolled for Attendance.

To be eligible to participate in an Inter-School Practice, Scrimmage, or Contest, a student must be regularly enrolled in a secondary school and in full-time attendance, or be homeschooled.

Except as otherwise provided in this ARTICLE, a student is eligible only at the school at which the student is enrolled.

Section 2. Number of Days of Enrollment Necessary to Count as a Semester. Fifteen days or more of enrollment in a semester in any secondary school counts as one semester of attendance. Enrollment at summer school does not count as a semester or part of a semester.

Section 3. How Absence Affects Eligibility.

A student who has been absent from school during a semester for a total of twenty (20) or more school days, is ineligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20th) day of absence.

The following absences may be waived by the District Committee:

- A. days when the student was required to serve as the primary caregiver to a member of the student's immediate family or a near relative or a death in that student's immediate family or of a near relative, both as defined in Section 1154 of the Public School Code of 1949, as amended;
- B. days when the student was absent due to the student's compliance with a court subpoena;
- C. days when the student was confined by quarantine;
- D. days when the student attended a religious activity/function which the church requires its members to attend;
- E. days when the student has an excused absence of five (5) or more school days due to the same confining illness or injury.

If the establishment of any requirement necessary for the District Committee to exercise its discretion to grant a waiver of five (5) or more excused absences results from illegal conduct on the part of the student, other than absences during which the student, without there having been a criminal conviction or an adjudication of delinquency, is admitted to a substance abuse treatment facility, the District Committee may not grant the waiver. Attendance at summer school does not count toward the forty-five (45) school days required.

Absence from school for an entire semester, or for several semesters, disqualifies a student for the same period as stated in this Section.

Section 2: ACADEMICS

I. Purpose

Cathedral Preparatory School has a long and outstanding history of excellence in its academic programs. Designed to develop men and women of vision in respect to the mind, Prep's curriculum is an integrated, four-year program of studies to provide an exceptional secondary education and strong foundation for collegiate study.

II. Academic Requirements

GRADUATION REQUIREMENTS

A minimum of 29 credits (grades 9-12) is required for graduation from Cathedral Prep. These credits include:

Credits	Courses
1.0	Business, Computer, Information & Technology
1.0	Health and Physical Education
4.0	English/Language Arts
4.0	Mathematics
1.0	Music, Visual, & Performing Arts (MVP)
4.0	Science
4.0	Social Studies
4.0	Theology
2.0	World Language (Two years in one language)
3.0	Non-core Courses (Electives)
0.5	Freshman Seminar
0.5	SAT/College Preparation Course

Fifteen (15) service hours must be completed each of the four years.

Students must enroll in one (1) credit of Math, Science, Theology, English/Language Arts, and Social Studies each year.

Students are required to take the SAT and/or the ACT exam.

Seniors are required to be accepted to a four (4) year college

III. Levels of Academic Study

Cathedral Preparatory School offers three levels of study in college preparatory coursework for core subject areas and some electives. Students will be placed in the appropriate academic level as freshmen based on their grade school transcripts, entrance exam performance, other standardized testing from their sending school, and teachers' recommendations. Academic levels for the subsequent years will be determined by a student's first semester grades in the preceding year (i.e. first semester grades freshmen year will determine academic levels for sophomore year).

To move up an academic level in a course, a student must achieve a 93% average (or greater) for the semester and have the teacher's recommendation. To maintain an academic level a student must achieve an 88% average (or greater) for the semester. Students with an average of 85%-87% or above 93% must have the teacher's recommendation to maintain their present academic level.

- A. Advanced Placement (AP): College level courses offered to ambitious students and sponsored by the College Board. These classes allow students to obtain college credit, advanced placement credit, or both, and are taught within the building. Students enrolled in an AP course are encouraged to take the College Board AP exam as the curriculum prepares them for the exam, but it is not required of students. The cost of the AP exam is in addition to regular tuition, although financial assistance is available through the College Board. Additional courses may carry an Advanced Standing (AS) designation as they can earn college credits through opportunities like the College in High School program through the University of Pittsburgh.
- B. Honors (H): College preparatory courses which require advanced work or in-depth study beyond regular academic requirements.
- C. College Prep (CP): College preparatory courses which meet the average standards of college entrance requirements.

IV. Grading Scale and Quality Points

All courses are weighted with Quality Point Values in respect to the three levels of study. This system provides an equitable method of determining Scholastic Honors and class rank. Students must maintain a cumulative QPA of 2.0 or better to continue enrollment at Prep the following year. Any student falling below that mark at the end of the school year will either be forced to withdraw or be placed on an academic contract for the following semester at the discretion of the Academic Administration.

Quality Points

AP/AS	Honors/ Accelerated	College Prep	Grade (%)	Grade (Letter)
6	5	4	93-99	A
5	4	3	85-92	B
4	3	2	77-84	C
1	1	1	74-76	D
0	0	0	Below 74	F

V. Class Rank

Class rank is computed by using the above grade point scale (page 10, section IV: Grading Scale and Quality Points). All courses except those graded Pass/Fail are included in the student's class rank. Class rank is not published on transcripts (unless required by the receiving institution and authorized by a parent/guardian) and only used as an internal basis for class awards.

VI. Honor Roll & Quarter Sessions

- First Honors: Students who achieve a grade of 93% (A) or above in all subjects.
- Second Honors: Students who achieve a grade of 85% (B) or above in all subjects.
- Honors students are placed on the Honor Roll and awarded Honor Cards at Quarter Sessions.

A Quarter Sessions ceremony is held at the conclusion of each of the first three grading quarters. An Academic Pin is awarded to the senior receiving the highest Quality Point Average for each quarter. A school pennant is awarded to the freshman, sophomore, and junior students receiving the highest Quality Point Average in each quarter.

VII. Missed Assignments & Incompletes

a. Class Grades:

- Students are expected to complete all assignments, projects, quizzes, and tests on time and to the best of their ability. Grades will be recorded as they are earned. Assignments must be turned in during the regularly scheduled class time. If a student is present for the day but absent from the class, the student must submit any work by 3:00 P.M. on the day the work is due.
- All late work deductions for individual classes are to be set by individual teachers. Those expectations are set at the beginning of the course, published in the course syllabus, and enforced consistently throughout the year for each class. Absentees or tardiness must be made up/ turned in during the next regularly scheduled class period or an alternate time as designated by the teacher. For extended absences, students/parents should make arrangements with teachers to complete missing assignments. Long-term assignments must be submitted by established due dates either electronically or by a proxy.

b. Quarterly Grades:

- If a student earns less than 65% in a class, a 65% will be recorded on the report card, except in the final quarter of the class. In the final quarter of the class, the grade earned will be recorded. A failing grade of 0% will be given to a student for an assignment or test that is not completed or properly attempted, including make-up assignments/tests. All projects, exams, class work, etc., must be completed and turned in prior to final exams. No work will be accepted once final exams have begun and a 0% will be recorded for missing assignments.
- At teacher discretion with permission from administration, a student may be given an incomplete for missing course work at the end of a grading period. The student has five school days to rectify the situation, or a failing grade will result. The teacher will determine the timetable for completion of work within those five days.

VIII. Grade Reporting and Report Cards

Parents can access published student grades through the Veracross Parent Portal (https://accounts.veracross.com/cp_mta/portals/login) throughout the school year. Formal mid-term grades are not issued by the school. Report cards are issued digitally at the end of each quarter through the Veracross Parent Portal. Final grades are recorded on student permanent records/transcripts, and an end of year report card is mailed home. The students' and teachers' instructional/learning management platform is Canvas. Grades from Canvas are populated into the Veracross portal for parent access.

IX. Academic Eligibility & Progress Reporting

a. Athletic and School Activities

Academics are the most important priority for any student at Prep, but students are encouraged to participate in extracurricular activities such as athletics, MVP programming, and other school clubs and activities. Students will have their grades monitored every two weeks beginning shortly after the start of the school year. Eligibility check dates will be listed on the monthly calendar. Any student participating in an extracurricular activity who is failing two or more classes on a Monday when the grades are monitored has five days to raise the deficient grades. If those grades are not raised by the following Monday, the student is ineligible for games or activity participation for one week. The process will then repeat itself the following Monday. Specific questions can be answered by the Athletic Department and Academic Administration. This applies to students involved in all school activities.

Student grades will also be monitored to be sure students are eligible to participate in field trips and other school activities in which students will be missing classes. Students are required to complete an Eligibility Form in those situations.

b. NCAA Regulations

To be eligible to participate as a college freshman athlete at any NCAA Division I or II School, the student must successfully complete specific high school courses and achieve certain scores on the college entrance tests, SAT or ACT. All SAT or ACT test scores must be reported directly from the testing agency to the eligibility center. The eligibility center will not take test scores reported on a high school transcript. When registering for the test, students must select the eligibility center (code 9999) as a score recipient. For more information visit the NCAA website: <http://eligibilitycenter.org>.

c. Academic Support

- Act 89 Reading and Math Specialists from IU5 provides academic support to students at Prep. The purpose of the program is to provide remedial and supplemental language arts and mathematics services on an individual or small group basis for students attending non-public schools. Parental permission is required. Information regarding this program is available through the Guidance Department.
- Equitable Participation (E.P.) services are provided to a parentally placed child with a disability enrolled in a non-public school. In Pennsylvania, the agency responsible for providing E.P. services is the local Intermediate Unit (IU5). An E.P. is not an individual entitlement to Free and Appropriate Public Education (FAPE). Limited academic accommodations can be made through Administration based off prior educational records. This is determined on a case-by-case basis.
- Peer tutoring is offered through the National Honor Society and its members per individual student request. Further information is available through the Guidance Department.

d. Academic Progress

Parents, students, teachers, and counselors work together to ensure the success of each student. Parents are encouraged to monitor academic progress through Veracross. Parents are encouraged to ask their child(ren) about their courses and instructional materials posted in their Canvas account. Guidance counselors will meet with students who are experiencing difficulty in classes. Students with three or more failing grades in a quarter will be required to meet with Administration, parents, and their Guidance Counselor to create an Academic Improvement Plan (AIP). AIPs will be evaluated at the end of the following quarter to determine the progress of the students and any additional assistance needed. Student enrollment will be evaluated based on academic performance. Any student who fails three or more classes at the end of any school year is subject to dismissal from Prep.

Cathedral Prep is a college preparatory school. Therefore, any student with a QPA lower than 2.0 at the end of the year will meet with Administration to determine whether he/she will be able to return to Prep for the next school year.

X. Parent-Teacher Conferences

Parent-Teacher Conferences are held following the first quarter. Typically, conferences are scheduled around Thanksgiving break (see the school calendar). Parents/guardians are invited to make appointments to meet the teachers of their children and discuss their progress. All members of the faculty, guidance department, and Administration are available on this day(s). In addition, parents are encouraged to communicate with teachers throughout the year to monitor progress. More information will be provided to families in the fall.

XI. Physical Education

All students must participate in physical education and provide all necessary clothing and accessories. Students who have a permanent or temporary disability preventing them from participating must present certification from a medical professional to that effect. Those students will participate in an alternative program agreed upon by the Department Chair and the medical professional.

XII. Plagiarism and Cheating

a. Plagiarism on Tests Policy

Students at Prep are expected to maintain responsible and ethical conduct regarding all academic work. Students at Prep are expected to take the pursuit of new knowledge seriously and live by moral principles of education. Therefore, students should not engage in any form of falsification of thoughts, words, and/or ideas.

Plagiarism Includes the Following Violations:

- Copying directly from a copyrighted source without attributing/identifying the source.
- Presenting material from another source, including Internet sources, or created through artificial intelligence applications, as one's own.
- Copying any major idea(s) from a copyrighted source without attributing/identifying the source.

Cheating Includes the Following Violations:

- Unauthorized possession of a test (original, copy, picture, or otherwise).
- Using a "cheat sheet" of any kind.
- Seeking assistance, in any form, from another student under test conditions to obtain an answer.

If a student is caught plagiarizing/cheating, the following procedures will be administered:

1. First Offense: Teacher will report the incident to the Assistant Principal. Students will receive a zero for the assignment. A conference will be held with the student, Assistant Principal, teacher, and parent(s) /guardian(s) if requested.
2. Second Offense: Teacher will report the incident to the Assistant Principal. Student will receive a zero for the assignment. A conference will be held with the student, Principal and Assistant Principal, teacher, and parent(s)/guardian.
3. Third Offense: Teacher will report the incident to the Assistant Principal. Student will receive a zero for the assignment. A conference will be held with Academic Administration, teacher, parent(s)/guardian, and the student to determine the student's future success/enrollment at Prep. Expulsion is a viable option for 3rd offenses.

The Assistant Principal will arrange the conference. All parties involved in the incident will receive a zero for the assignment or test and be subject to receipt of discipline points for cheating.

b. Copying Homework

Copying homework includes the following violations:

- Copying another student's work and/or giving work to another student to copy on a homework assignment. Homework is usually done individually. To avoid confusion, the teacher will notify the students if the work is "group work" so that students may know when they may consult other students for advice on completing assignments.
- A teacher witnesses a student copying work from another student.

For both offenses above, a zero will be given for the assignment and the teacher must notify the Assistant Principal within two days of grading the paper. Teachers will notify parents of the incident. All parties involved in the incident will receive a zero for the assignment.

All cheating/copying violations carry over from year to year with a student through his/her time at Prep.

- c. Statement on Generative AI.** Generative AI tools like ChatGPT, Google, Copilot, and similar tools for images, audio, and video have given many people broad new creative powers. Prep's mission calls for our teachers to develop men and women of vision. Therefore, we as educators are called to help students develop the skills needed to use generative AI competently as students and to nurture the ethical skills necessary to use it with integrity. If students would like to use Generative AI, they are encouraged to use it as a tool. For example, using it to develop ideas, NOT replace their own work. Students should be cautious about using generative AI for submitted coursework without clear direction from their teacher to know when it is appropriate to use, how to use it productively, and how to cite it correctly. Note that students will be in violation of the Plagiarism Policy if they offer the products of generative AI as their own original work product (words, ideas, data, etc.) without proper citation.

XIII. Failed Courses

Every student is required to successfully pass each course (74% or greater) for which he/she is enrolled. No credit will be given for failed classes. All failed core classes must be made up the following year or through credit recovery in summer school, which will be determined by Guidance and Administration. Any student who does not earn the 7.0 credits at the end of a school year must make up deficient credit(s) in summer school, particularly for core courses (point C). In addition, the following policies regarding failed courses apply:

- a. Any student who fails three (3) or more core subjects at the end of any single school year will be required to withdraw from Prep.
- b. Any senior with two (2) or more failures at the end of the year may not participate in commencement exercises. Likewise, failures must be successfully made up in summer school for a senior to receive his/her diploma.
- c. No student may enroll or re-apply to Prep with a failing grade in a core subject on their record. All failures must be successfully made up in summer school for admittance or re-admittance.
- d. Students must maintain a cumulative QPA of 2.0 or better to continue at Prep from year to year. Any student falling below that mark at the end of the school year will either be forced to withdraw or be placed on an academic contract for the following semester at the discretion of Administration.

XIV. Summer School

Any student who does not pass a course may be required to make up deficient credit(s) in summer school. Possible situations exist in which a student will have to retake a course the following academic year. Upperclassmen will report to the school for a specified number of weeks to take on-line courses (credit recovery) at a separate expense from regular tuition. Incoming freshmen will report to a traditional classroom for a four-week session also at a separate expense from regular tuition. A maximum of two classes may be taken. Courses successfully completed will be denoted on a student's transcript as "credit recovery" for upper classmen and "pass" for incoming freshmen. Failing a course in summer school will necessitate withdrawal from Prep. Students must abide by the summer school attendance policy.

XV. School Counseling/Guidance Services

The Prep Guidance Department assists students in their educational, vocational, and personal development and serves as a liaison between students, parent(s)/guardian(s), teachers, school administrators and support staff to facilitate the success of each student.

a. College and Career Planning

The Counseling Resource Area contains various college, career and financial aid information including catalogs and view books, applications, and scholarships. Each student and family have access to Naviance, which is an on-line comprehensive college and career planning tool. Naviance helps students to set personal goals, search for colleges, and explore careers based on personal skills and interests. Admissions representatives from various colleges visit to provide information about their schools. Through Naviance, students are notified in advance of visits so they can sign up to attend. Students may not miss a test or presentation to attend a visit. Students are responsible for all work missed during the class. The Counseling Department offers Parent Information Nights and a Financial Aid Information Night in the first semester.

b. Testing Programs

SAT/ACT School Code number: 391-275

- Freshmen, sophomores, and juniors are all given practice exams in October of the academic year.
 - Freshmen take the SAT 8/9
 - Sophomores take the Pre-ACT
 - Juniors take the PSAT (National Merit Scholarship Qualifying Exam)
- Freshmen and Sophomores participate in the NWEA Map Testing three times during the year.
- Counselors will meet with students to review results each year.
- SAT and ACT Registration materials are in the Counseling Offices. As part of the graduation requirements, students must take either the ACT or the SAT (preferably SATs).

c. Transcript and Release of Records

Transcripts record the final grades from each class, attendance record, and standardized test scores. Parents must sign a transcript release form authorizing the school to send out a student's transcript. Official transcripts are sent to colleges and scholarship organizations directly from the Counseling Office and cannot be released to students or parents. However, if a student needs a copy of a transcript for a college visit or interview, he/she can request an unofficial copy. Student records will only be released to the parent or guardian who has full or shared custody and/or is responsible for tuition and once all financial obligations have been met.

Any student who desires the release of standardized test scores, academic information, etc., to colleges and other agencies must fill out the appropriate documents in the Counseling Office. These must be signed by the student and parent/guardian for information to be released. Transfers of academic records to other high schools do not require signatures of release.

Transcripts will not be sent or released if the students' financial obligations have not been met (tuition is past due or fines not paid).

d. Personal and Academic Counseling

School counselors meet with students to review standardized test scores. They counsel students in the areas of personal and social adjustment as they pertain to meeting educational objectives. Counselors monitor academic progress and meet with students. Counselors conduct conferences with parent(s)/guardian(s) and teachers when necessary. If students or parent(s)/guardian(s) have personal, social, or academic concerns, they are encouraged to contact the student's school counselor, the Principal, or Assistant Principal.

XVI. Scheduling

At the end of the first semester, students' grades are reviewed for placement in the appropriate academic levels for the subsequent year. After the core classes are assigned, students will select their remaining courses in February/March. Students may register only for the course levels they are recommended for and should discuss any discrepancies with the course teacher. If there are any conflicts or errors, students will meet individually with their counselor for resolution. All schedules are final once final scheduling meetings have been made. Changes after that point will be rare and only made at the approval of the Principal.

XVII. Exemption from Final Exams

No student will be released or exempted from a final exam. Final exams are to be taken by all students in all courses where they are given. Special circumstances must be approved by the Principal.

XVIII. Summer Assignments

To effectively assist with student workload and coverage of course content, summer assignments may be given to students in some courses, particularly Advanced Placement courses. Students should follow all directions from their teacher which we will be emailed towards the end of the preceding school year. Students should address any questions to their teacher via e-mail in a timely manner.

XIX. Service Program

Statement of Philosophy

The Theology Department of Cathedral Preparatory School espouses the philosophy that community is the heart of Catholic education. This philosophy is not simply a concept to be taught but rather a reality to be lived. Based on the principle of solidarity, God calls all persons to build community in all areas of life. Education can best assist students to respond to God's call by allowing students to experience community and reflect on its importance through service.

Community service refers to work people do whereby they learn the needs of the community and sacrifice their time to meet those needs through personal contact or advocacy without pay or other compensation. Students are expected to have a variety of experiences so as to better understand the varied needs of the community.

Corporal Works of Mercy

The service program at Cathedral Prep is centered around the Corporal Works of Mercy. The works include:

1. To feed the hungry.
2. To give water to the thirsty.
3. To clothe the naked.
4. To shelter the homeless.
5. To visit the sick.
6. To visit the imprisoned.
7. To bury the dead.

General Requirements – All Students Will:

- Complete service experiences through service-based nonprofit organizations.
- Complete a minimum of five distinct service experiences, each totaling at least three hours per academic year. This will occur in the form of charitable actions and acts of justice toward the communities of church, school, or society. Students who enroll after the year's start will complete experiences proportional to their enrollment date.
 - The five experiences must be at least three hours each. Experiences can be combined to create three hours if needed (e.g. a single experience could consist of assisting at an elementary school three times for an hour each time). If different events need to be combined to create the three hours, students should consult their theology teacher.
 - Each experience should be distinct from the others, but service can be given through the same organization (e.g. all five experiences cannot be from Prep Basketball Camp, but one experience could be Prep Basketball Camp and another Prep Open House — both hosted by Prep but different events).
 - Multi-day events or events offered multiple times throughout the year will only count as one experience. The exception is service trips – see below.

- For juniors and seniors, one of the five experiences needs to include assisting within the following categories:
 - Juniors: service related to justice or charity toward people living and working in poverty
 - Seniors: service related to justice or charity within health care, elder care, and respect for human life
- Document all service hours by submitting the proper verification to MobileServe.

Other Policies:

- Service hours are a graduation requirement administered through the core theology classes. Students who choose not to complete the service hours accept a year-end failing grade (F) for their theology classes until they complete the hours.
- Seniors who choose not to complete the service hours will not receive their diplomas until all service requirements are satisfied.
- The theology teachers will include four graded service hour checks in their course requirements. These graded checks occur each quarter. The service hour due dates are listed below:
 - First Quarter: September 30, 2025 (1 experience completed and approved)
 - Second Quarter: October 31, 2025 (2 experiences completed and approved)
 - Third Quarter: January 23, 2026 (3 experiences completed and approved)
 - Fourth Quarter: April 15, 2026 (5 experiences completed and approved, including theme experiences for juniors/seniors)
- Students may begin service experiences for the next school year on June 1 of the current academic year. Incoming freshmen may begin service on May 1 of their eighth-grade year.
- Students may not submit service experiences verified by their parents, stepparents, or legal guardians.
- For service and/or mission trips, students may be able to satisfy more than one experience depending on the nature of the trip. For example, if a student works in a soup kitchen on Monday and works Bible Camp on Tuesday, that will satisfy two experiences.
- For weekend retreat programs (e.g. DME and Footsteps), students can count the time working as one of their experiences. Participating in the retreat as a retreatant does not count as an experience.
- The theology teachers urge the students to ask questions about what qualifies as service before submitting an experience that may not qualify. The teachers have the right and responsibility to disqualify any experiences that do not fulfill the requirements and spirit of this policy.

Examples of Successful Completion of Service Experiences

Example 1:

- Experience 1: Assisting at a Prep Basketball Summer Camp
- Experience 2: Working Open House
- Experience 3: Volunteering at Emmaus Soup Kitchen
- Experience 4: Assisting at MTA's after school program for 1-hour after school for 3 days
- Experience 5: Volunteering at a church festival

Example 2:

- Experience 1: Volunteering at ServErie
- Experience 2: Participating in International Coastal CleanUp
- Experience 3: Volunteering at Pumpkin Walk
- Experience 4: Volunteering at Oktoberfest
- Experience 5: Assisting at the Neighborhood Art House

Example 3:

- Experience 1: Volunteering at Second Harvest Food Bank
- Experience 2: Completing a mailing with People for Life
- Experience 3: Helping with Festival of Trees
- Experience 4: Assisting with the Christmas Dinner
- Experience 5: Volunteering at a Vacation Bible School

Examples of Theme Experiences for Juniors and Seniors

Service related to justice or charity toward people living and working in poverty (Juniors):

- volunteering in food pantries, soup kitchens, and clothing distribution
- assisting agencies that support the working poor or children in poverty (e.g. Saint Benedict Education Center, Mother Teresa Academy as a mission school, Neighborhood Art House)
- assisting agencies that serve the homeless
- mission trips to assist impoverished people at home and abroad
- advocacy for justice to the poor (issues include family life, education, housing, health care, welfare reform, and economic justice in the workplace).

Service related to justice or charity within health care, elder care, and respect for human life (Seniors):

- assisting agencies that serve refugees
- volunteering in hospitals, nursing homes, and hospice care settings
- assisting agencies that provide shelter, health care, and dignity for the sick, elderly, dying, or deceased
- supporting organizations that pursue personal wellness and cures for diseases such as cancer and HIV/AIDS
- opposition to physician-assisted suicide and active euthanasia
- organizing and supporting blood drives (not time spent donating blood) and organ donor awareness
- advocacy for justice to the sick and elderly, including economic justice, health care, elder care, and the need to prepare for elder care
- advocacy for justice toward the unborn

Excluded Activities:

- Any activity for which students receive compensation, whether paid or unpaid.
- Any ministry offered as part of worship, including but not limited to: altar serving, extraordinary ministry of Holy Communion, reading, music ministry and hospitality ministry.
- Any work provided for a student's family members.
- Fundraising, unless the fundraising activity is part of a formal event organized by an appropriate agency that lets the students connect with people attached to or served by the agency.
- Work rendered during the student's regularly scheduled class time, including the school-organized Outreach Day.
- Work done in support of any candidate for public office; students may count experiences working to support the voting process by participating in voter registration drives or by volunteering at local polling places, if the effort does not support a particular candidate or political party.

XVII. Special Academic Programs

a. Academic Path Programs

The Academic Path Programs at Cathedral Prep are designed to allow students who have a strong interest in a particular field of study a higher level of preparation-in the process of achieving their goals. Paths are designed for preparation in the areas of business, civics, medical sciences, and STEM career paths.

See the Path Program pamphlet in the appendix for more detailed information and specific path requirements.

b. Eighth Grade Honors Program

Eighth grade students who excel in Mathematics and Science may request that their grade school principal recommend them for enrollment in the Eighth Grade Honors Program at Prep. If recommended, student records will be evaluated by the enrollment team and students will be invited to take a placement test. These evaluation methods will be utilized to determine whether students are accepted into the program. After students are accepted, they can attend classes in these disciplines and credit will be given for graduation from their grade school. Courses taken in the Eighth Grade Honors Program do not count towards graduation requirements at Prep. This program enables students to enter Prep at an advanced level and gives them more scheduling choices throughout their high school years.

c. Gannon Dual Enrollment Program

Select Prep Juniors and Seniors with high-ranking QPAs may alternatively be invited to participate in the Gannon Dual Enrollment Program. Students in their first year of the program are eligible to take two (2) morning courses each semester on the Gannon University campus when classes are finished. The number of students in the program is determined by Gannon and is limited.

First year students, whether Juniors or Seniors, will be slotted into limited courses (English and Social Studies).

Seniors in their second year of the program may take up to three (3) courses each semester in three of the following areas: English, Social Studies, Electives (potentially two), Math (if maxed out of courses at Prep only).

Courses are taken for college credit that may be transferable to other schools, and students will meet with the school counselor to select and enroll in classes each semester (excluding second semester seniors). All costs associated with this program are in addition to regular Prep tuition. Students will be selected in rank order based on their QPA (first 3 semesters for Sophomores and first 5 semesters for Juniors) until the available slots at Gannon are filled.

Students must maintain a B average or higher in all courses and maintain an attendance record consistent with Gannon's Freshman Class expectations. Failure to do so will result in a student's removal from the program. Students operate on each professor's policies for all course participation, grading, and final exams. Mid-term grades from Gannon will be used as the 1st quarter and 3rd quarter grades at Prep. However, the final grade is the grade that goes on students' transcripts (not averaged as would occur with a course taken at Prep).

d. Prep & Gannon Matriculation Agreement

Any Prep student who completes four years of study (3 in languages) at the Honors or AP level in Theology, English, Social Studies, Math, Science, and World Languages will receive, upon attendance at Gannon University, three (3) college credits in each discipline at no charge to the student. The Gannon University Admissions Office will review the student transcript and grant those credits without any further action by the student. Gannon University has also developed a number of agreements with Prep that will enable students to skip their freshmen year of undergraduate studies at Gannon if the appropriate courses are taken and grades are achieved while at Prep. Students should consult their Guidance Counselor for more information on this program.

e. Other College Credit Opportunities

Prep also has agreements with the University of Pittsburgh and Adams State University to give students college credit in several other courses taught on the Prep campus. Prep continues to pursue agreements with additional colleges and universities in an effort to offer even greater opportunities to students. Programs will be made available to all students who meet the requirements of the individual institution.

f. National Honor Society (NHS)

The National Honor Society is a prestigious organization rooted in the ideals of scholarship, leadership, service, and character. Students are invited to apply to the Cathedral Prep chapter of the organization after meeting the minimum QPA (4.35). All applications for admittance to the club are evaluated by a confidential Faculty Council. Students must have substantial evidence of scholarship, leadership, service and character to receive membership in the organization. Lacking evidence in one area will disqualify a student from membership. Members must maintain the qualifying QPA to remain in good standing of the organization. Participation, academic achievement, and behavior are continually monitored to maintain a group that is representative of the mission of the National Honor Society.

g. Air Force Junior Reserve Officer Training Corps (AFJROTC)

ENROLLMENT POLICY

Cadets must be students in grades 9-12 at Cathedral Preparatory School, be in good standing, be of good moral character, and be able to participate in AFJROTC training. THERE IS NO MILITARY SERVICE OBLIGATION FOR AFJROTC ENROLLMENT.

DISENROLLMENT POLICY

Cadets are subject to disenrollment from AFJROTC – with no course credit - for any of the following actions, at any time throughout the school year:

1. Failing to achieve a passing grade for the academic year.
2. Failure to wear the uniform three or more unexcused times during any academic quarter.
3. Failure to maintain required personal appearance/uniform standards after instructor attempts to correct the deficiencies.
4. Failure to abide by Prep student Code of Conduct. A history of suspensions and any expulsion are reasons for disenrollment.
5. Failure to follow classroom rules and procedures.
6. Repeated classroom disruptions or misbehavior that is detrimental to the class.
7. Failure to attend a mandatory corps event without prior notification.
8. Any other cause as referenced in AFJROTCI 36-2010, para. 2.4.1.1.

The Program Commander may also deny rescheduling for the next academic year to any cadet for any of the above-listed actions.

The Program Commander will use a graduated disciplinary approach in attempting to reform such behavior before disenrollment actions are undertaken. Disciplinary actions include grade reductions, parent/guardian consultation, teacher detentions, discipline points, Saturday detentions, and suspensions. The first step before withdrawal should be communication with the parent/guardian about the behavior/issue in question. Further occurrences of the behavior/issue or additional behaviors/issues would progress to a meeting with the cadet and his/her parent/guardian to establish a plan to modify the action or behavior/issue. Disciplinary actions will mount, and course grades will continue to suffer until the behavior/issue is corrected.

The Program Commander, in coordination with the Vice President of Academics and Student Affairs, will determine final disenrollment from AFJROTC.

Cadets may also disenroll voluntarily, through coordination with guidance counselors and the Vice President of Academics and Student Affairs.

LETTER OF UNDERSTANDING (CONTRACT)

At the beginning of each school year, the cadet and his/her parent/guardian will sign a written contract stating that the cadet will abide by the rules and regulations of the Air Force Junior ROTC program and accept responsibility for the care and maintenance of uniforms, textbooks, and other equipment issued to or used by the cadet. A hand receipt will be signed by the cadet for all items required to be returned upon his/her withdrawal from the program.

XVIII. Work Schedules

Prep recognizes that attention to academics requires alertness during class time with adequate quality time for assignments and thus recommends that students limit their work schedules to a maximum of 15 hours per week during the school year.

Section 3: GENERAL INFORMATION

I. Change of Information

It is necessary for the school to have an accurate record of the home address, phone number, etc., of all students. Please make any changes to family information through the Veracross Parent Portal through Update Family Profile (https://accounts.veracross.com/cp_mta/portals/login).

II. Care of School Property

Every student in our school is entrusted with various supplies for study including computers, textbooks, lab equipment, etc. These supplies are paid for by Cathedral Prep and lent to the students for their education. If a student willfully, accidentally, or negligently loses or damages an article of school property he/she will be assessed the full replacement/repair and labor cost of the item and will be subject to disciplinary action.

III. Lockers

Every student will be assigned a locker each year and issued a school lock freshman year. This lock may be used for all four years and is the only authorized lock to be used on the student's locker. Students are not permitted to change locks or lockers without the permission of the Academic Administration. Lockers are required to be locked at all times. Damaged or lost locks must be replaced through the Main Office at a cost of \$10.

Each student is responsible for the cleanliness of his/her locker. At no time may any locker contain or portray offensive material. This includes material related to sex, violence, drugs, alcohol, cults, racism, sacrilege, etc. **Lockers are school property and can be searched, along with their contents, by Administration at any time without consent or prior notification.** If sharing lockers with other students, any illegal items discovered in a locker will be assumed property of the student who is assigned said locker.

IV. Electronic Devices

To maintain a safe and orderly environment and preserve student focus **the possession/use of cellular phones, smart watches, portable music players, and other personal electronic devices is not permitted from the start of the school day (8:03 AM) through the end of the school day (2:58 PM).** All personal electronic devices must be stored in off or silent mode in student's locker during the school day. If a student has a legitimate emergency, he/she may ask permission to use the phone in the Main Office. The Main Office phone is the only acceptable phone to be used for communication with students during the school day.

All cell phones, smart watches, and/or other personal electronic devices shall be confiscated and sent to the office. For consequences relating to possession of cellular phones or other non-approved electronics see the Student Code of Conduct & Other Discipline Policies (begins on page 31).

Unlawful use of electronic devices is prohibited. Use of any electronic device to record audio or video data is prohibited at all times in locker rooms, bathrooms, health suites and other changing areas. Students should not record audio or video of anyone without their consent/permission.

Headphones are permitted for use with iPads only and they may be used only with teacher permission during class periods. Headphone use in common areas (cafeteria and hallways between classes) is permitted. However, headphones should be removed upon arrival at class.

Cathedral Prep is not liable for the loss, theft, damage, or misuse of any electronic device(s).

V. Copies/Printouts

Every student is allotted one hundred (100) copies or printouts per semester. The copying/printing machines will not print any pages above that limit unless a student has paid to add more copies.

VI. Backpacks/Purses

Students are not permitted to carry backpacks with them throughout the school day. Backpacks must be stored in the student's locker throughout the school day. Exceptions include medical necessity, with doctors note, and other appeals at the discretion of administration.

VII. Food Service System

Each student will be issued a meal account and a corresponding number for use in the cafeteria. The account acts as a debit account that deducts money from the student's prepaid account balance when the student swipes his/her ID card at the register. Parents can send cash or checks to the Business Office, Main Office, or cafeteria at any time to be deposited into their student's meal account and money can be used for breakfast, lunch, ala carte items, or drinks. ID cards must be used for all transactions - cash or prepaid. See PaySchools information on our website. *Note that students are not permitted to use a cell phone to purchase lunch.

VIII. Lost and Found

Items found in and around the building should be turned into the Main Office and any person who has lost an item should check with the Main Office. If a student must bring something of value to school on a certain day, they should bring the item to the Main Office at the start of the day and retrieve it there after school.

IX. Substitute Teachers

Substitute teachers have the same authority as regular members of the faculty and must be accorded the same respect given to a teacher. They are invested with the same jurisdiction to make assignments, discipline, and award marks indicating their judgment of the success of the student in completing the assignments.

X. Library Services

The school library offers many resources to support student research, enhance the curriculum, and encourage reading for pleasure. In addition to the printed and AV materials, the library provides computer technology, online databases, an e-book collection, and other resources. Students may use the library with permission from the Main Office or a supervising faculty member. Students may not be in the library without supervision of a faculty or staff member.

XI. Student Photo ID

Students will be issued a photo ID card with a unique ID number. This card and number are required for the following purposes:

- a. Cafeteria - the card/number will be used for all purchases in the school cafeteria as required.
- b. Extra-Curricular Activities – the photo ID card may be required for admittance to school dances or other extra-curricular events for security purposes.

XII. Student Parking

A parking permit is required for a student to park in the Student Parking Lot (at 11th and Chestnut Streets) and Mother Teresa Academy Lot during the school day. Permits can be purchased in the Main Office at any time during the school year for \$75. Discipline infractions involving motor vehicles, the Student Parking Lot, MTA Lot, or parking in unauthorized areas at any time will result in appropriate disciplinary action and may result in the loss of parking privileges and/or towing of the owner's vehicle at the owner's expense. The school assumes no responsibility for theft or damage to vehicles parked on the premises. Cars parked on school grounds are subject to administrative search in cases where school safety or the Code of Conduct is in question. Students should maintain a litter-free parking lot.

XIII. Clubs, Organizations, & Activities

Student clubs, organizations, and activities play a significant role in the life of students at Cathedral Prep. An updated list of clubs and activities, their faculty moderators, and descriptions can be found online at www.cathedralprep.com.

Any student who wishes to charter a club/activity must first secure a faculty moderator. They must write up a description of the organization and its goals and aims and present it to the faculty moderator for approval. The faculty moderator will in turn submit it to Academic Administration for approval.

Class officers are responsible for planning, organizing, and fundraising for class events. They are elected by their fellow students in each grade level. Class Officers will run for office as one group on one ballot or as individuals, determined by the class advisors and administration. The Student Council is responsible for planning, organizing, and fundraising for full campus/school events. Student Council Officers are elected by their fellow Student Council Members. To qualify for and remain in a Class Officer position a student must be in good academic standing (passing all classes every quarter), have a good discipline record (accumulating no more than six [6] discipline points for the school year), and possess the requisite ability and character for the office (leadership, professionalism, rapport with classmates, etc.).

Class Officers are encouraged to plan as many events as possible to contribute to a positive environment. All functions must first be approved by their faculty advisor(s) and then by the Administration.

XIV. Health & Medications

A school nurse is present in the building as often as scheduling will allow and will administer examinations as needed or required by state law. If a student has a health problem, they are encouraged to discuss it with the school nurse, and parents are encouraged to do so as well. If a student has a health problem when the nurse is not in the building, they should proceed to the Main Office where the school secretary will notify the appropriate parties.

All medications, over the counter and/or prescription, are to be dispensed from the Main Office or the school nurse only. **Students may not have medication, either prescription or over the counter, with them during school hours.**

In order for medication to be dispensed, a **Medication/ Treatment Authorization Form** must be submitted by the parents. These are available in the Main Office and must be signed for either prescription or non-prescription medications. All medications must be brought to the Main Office, in a properly labeled current prescription bottle, and labeled with the student's name, doctor, name of medicine, dosage and time it is to be given. Non-prescription medicine must be brought in the original bottle.

A change in medication during the school year requires a new authorization form and forms must be renewed annually. Students will be responsible for reporting to the Main Office to receive their medication at the proper time. In cases where a student must carry medication with him/her for emergencies the physician must indicate so on the authorization form.

Additional health concerns, such as food allergies, diabetes, injuries (including concussions), and pregnancy, are handled on a case-by-case basis considering the physical, mental, spiritual, and emotional health of the student as well as ensuring the educational progress. Accommodations can be made by consulting with Administration and/or the Main Office.

XV. Deliveries to Campus

Parents are always able to drop items off for students in the Main Office during the school day. Someone from the Main Office will then ensure the delivery of the item(s) to the appropriate student. No items should be delivered to other entrances other than the Main Office.

Students are not permitted to order food externally for delivery from local restaurants or food delivery services during the school day. Any outside food arrangements must be approved by Administration at least one day prior to the order for a class/club/activity.

XVI. Emergency Drills

Emergency drills will be conducted periodically to properly prepare for emergency situations. Procedures will be explained to staff and students in advance. Each drill should be treated as an emergency situation. Poor conduct during emergency situations will not be tolerated and will be handled through the Code of Conduct.

XVII. Suicide Policy

Cathedral Prep believes students identified as at-risk of self-harm shall receive access to mental health support as quickly as possible. The primary responsibilities of school personnel working with students who are dealing with suicidal thoughts or behaviors is to provide immediate support for the student, inform the parent/guardian, and request, or require when appropriate, the parent/guardian make a referral to a qualified health professional or emergency service provider for an external mental health evaluation. In these life-threatening situations, school officials have a duty to report suicidal ideation to protect the student's well-being. Information about potential suicidal ideation will be shared with the building administration and other appropriate authorities when the health, welfare, or safety of the student or anyone else is deemed at risk.

XVIII. Student Bussing

Bussing to and from school is provided in conjunction with a student's home school district or local bussing authorities (The E/EMTA). Families must arrange transportation through their home school district. Students must abide by the Cathedral Prep Code of Conduct on any school bus and are expected to use good manners and judgment at all times. Infractions will incur appropriate disciplinary action and may include revocation of transportation privileges.

XIX. Visitors

Cathedral Preparatory School is a secure facility. All visitors must be admitted at the 10th Street Main Entrance at Prep. Visitors must have a valid ID to be signed into our Raptor Security system and be permitted access to the building.

XX. Title IX Statement

While reserving the right to make religious exceptions as provided by law and in accord with Catholic religious belief, the Catholic schools within the Diocese of Erie do not discriminate on the basis of sex. This includes being excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity on the basis of sex.

Should you feel this has occurred, please contact the School's Title IX Coordinator, Mrs. Ashlee Mook, Guidance Counselor, at Ashlee.Mook@cathedralprep.com or (814) 453-7737 ext. 2233.

XXI. Field Trip Policy

Cathedral Prep is part of the larger organization of VMCPCCS a multi-building campus consisting of Cathedral Prep, Mother Teresa Academy, and the Hagerty Family Event Center. Our schools and organization also have a long-standing partnership with St. Peter's Cathedral where our students attend weekly Mass and other special events. Through acknowledgment of the Student and Parent Handbook, parents understand that students may travel back and forth to these locations during school hours without signed permission for each specific occurrence.

Parents/guardians will be notified by teachers or by the school when their student leaves the building. Signed permission slips will be required if students leave the campus. Whether students are at another building on-campus or off-campus, all policies and procedures of Cathedral Prep will apply (see Code of Conduct).

Students must be academically eligible to attend all field trips. Students are responsible for all schoolwork missed by attending a field trip.

XXII. Food In School/Classrooms

a. Café

- Breakfast will be served in the Café from 7:00 am until the beginning of 1st period.
- The Café will be closed after 1st period. Students are not permitted to go to the Café to get drinks or food after 1st period.
- The Café will be open during 4th, 5th, 6th periods for LUNCH students only. Students in classes or study halls are not permitted to go to the Café during lunch periods.
- Students are permitted to purchase items using their lunch accounts. Cell phones are not permitted to purchase items.

b. Classrooms

- Students are not permitted to have drinks or food in classrooms after 1st period.
- Students are permitted to have water throughout the day. Water should be in closed containers.

Section 4: ATHLETICS

I. Philosophy

Athletics is considered an integral part of Cathedral Prep’s education program and one of the key pillars in developing men and women of vision in spirit, mind, and body. We encourage all our students to participate in the athletic program, as you do not need to be a great athlete to participate in sports at Prep. If you are willing to work and have a good attitude to improve your skills, our excellent staff of coaches is more than willing to assist you. Students can also be team managers, statisticians, or assist with a team in other ways.

II. Goals of the Athletic Program

- A. To provide a Christian learning environment for all athletes to achieve to the highest level they are capable of individually and as a team.
- B. To enhance the academic program of the school.
- C. To teach lessons that will carry over to life, including:
 - a. Honor and integrity
 - b. Discipline
 - c. Respect for authority, rules, officials, and coaches
- D. To compete. Athletes will learn from success and also from their failures.
- E. To provide an opportunity in the sports program for as many students as possible. If possible, cuts will not be made.
- F. To develop a commitment toward excellence regarding the team’s/individual’s mental preparation and physical conditioning.

III. Athletic Teams

Cathedral Preparatory School is represented by 26 varsity athletic programs and holds membership in the Pennsylvania Interscholastic Athletic Association.

Fall Season	
Boys	Girls
Cross Country	Cheerleading
Football	Cross Country
Golf	Golf
Soccer	Soccer
Water Polo	Tennis
	Volleyball
	Water Polo

Winter Season	
Boys	Girls
Basketball	Basketball
Hockey (PIHL – Club Team)	Bowling
Indoor Track	Indoor Track
Swimming & Diving	Swimming & Diving
Wrestling	

Spring Season	
Boys	Girls
Baseball	Lacrosse
Lacrosse	Softball
Tennis	Track & Field
Track & Field	Flag Football

IV. Eligibility Requirements

Participation in athletics at Prep is a privilege and secondary to a student's academic progress. As such, all student athletes must abide by the academic requirements and protocol for participation provided by the school.

- A. Every student athlete will be monitored for academic progress every two weeks during the season. Eligibility checks take place on Wednesdays.
- B. Students will be rated for each class as passing or failing. If no grade is yet available, the last available grade will be taken for eligibility.
- C. If a student is failing two or more classes, he/she will have until Monday (five days) to raise their grades.
- D. If a student is still failing two or more classes at the conclusion of those five days, they will be ineligible to play for that week's contests. The students will be permitted to practice that week only at the discretion of the head coach and their parents. The student may also attend games but cannot leave school early to attend. On the following Monday, if a student is still failing two courses, either the ones already flagged or different classes, they will remain ineligible.
- E. To regain eligibility, the student must raise his/her grades by the following Monday. Academic progress will be pulled from Veracross/Canvas by a member of Administration/Guidance.
- F. Quarter grades, following PIAA guidelines, shall determine eligibility after their posting. If no grades are given during an eligibility period, eligibility reverts to the quarter grades. A student may be suspended from any activity for discipline issues or other reasons for any length of time. All suspensions of student athletes will be made by the Administration in conjunction with the Vice President of Athletics. Violations of Prep's Drug and Alcohol Policy or a positive result on a random drug test incur mandatory suspension from all athletic involvement for the following periods:
 1. **First offense** - two-week suspension
 2. **Second offense** - dismissal from activity due to expulsion

Head coaches also hold the right to administer more stringent team penalties should they elect to do so. If a student violates the Drug and Alcohol Policy on a school-sponsored athletic trip at an athletic contest, they will be suspended from that sport for the remainder of the season.

V. Athletic Fees

To help defray the cost of hosting athletic programs, students are required to pay a participation fee for all sports as follows:

1. Participation in one sport.....\$220.00
2. Participation in two sports.....\$250.00 (total)
3. Participation in three or more.....\$270.00 (total)

These fees are due one week after the selection of a team. Students will not be able to participate in any athletic activities until the participation fee is paid in full, or other arrangements are made with the Finance Office. All uniforms and equipment must be returned immediately at the end of the season.

Section 5: STUDENT ASSISTANCE PROGRAM

I. Definition & Process

The Student Assistance Program (SAP) is a process designed to identify and assist students that are having difficulties at school, home, or elsewhere. The Student Assistance Team consists of teachers, administrators, guidance counselors, and outside behavioral health and drug and alcohol counselors who have all been trained and certified by the state to help identify students who are experiencing behavioral, social, or academic difficulties which pose a barrier to learning and success in school. The process is outlined as follows:

1. Referral

Anyone can refer a student to SAP when they personally observe any behaviors of concern. The referral consists of contacting any of the SAP team members, any guidance counselor, or Academic Administration who can assist with the completion of the referral form.

2. Team Planning

The student's parents are notified to provide or refuse their consent for SAP involvement. When consent is given, the SAP team gathers objective information about the student's performance from parents, teachers, coaches, and the student.

3. Intervention and Recommendation

A plan is developed by the SAP team and put into action. If warranted, the student may meet with behavioral health and/or drug and alcohol counselors.

4. Support and Follow-Up

The SAP team continues to work with and support the student and family throughout the entire process and beyond.

Section 6: CODE OF CONDUCT

Cathedral Preparatory School places a priority on the total growth of the person in spirit, mind, and body. Being a Catholic School requires our diligent attention to the moral instruction of our students and our persistent guidance in this growth. This happens in an atmosphere where genuine concern for others is a primary value, manifested in the qualities of courtesy, cooperation, charity, self-discipline, and respect for self, others, and community. These values are good for all involved and if not accepted, will result in the enforcement of certain consequences that will protect the rights of Prep to maintain the standards it considers acceptable. Students are responsible for their choices and for their actions. Students are expected to cooperate with any reasonable request from an adult. **The School Administration will be the sole arbiters of interpretation, violation, and enforcement of every aspect of the Code of Conduct.**

It is the responsibility of the student to:

1. Be aware of all rules and regulations for student behaviors outlined in this handbook and conduct themselves accordingly at all times- both inside of school and outside of school.
2. Represent Cathedral Prep and its values at all times.
3. Challenge yourself to membership in the Prep community as a lifelong learner.
4. Commit to success by following the 5 Ps: Polite, Prompt, Prepared, Productive, and Positive.
5. Respect self and all others in a Christian spirit of inclusion, tolerance, and love.
6. Assist the school staff in operating a safe school for all students, including willingness to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
7. Be a positive role model; not be a bully, assist anyone being bullied, report bullying, and include students who are left out.
8. Dress and groom yourself in accordance with school standards.
9. Assume that until a rule is waived, altered, or repealed, it is in full effect.
10. Be aware of and comply with state and local laws.
11. Respect the rights of students, teachers, staff, administrators, and all others who are involved in the educational process.

Additionally, students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus. This may include conduct that adversely affects the education process or the mission of the school community. Examples of such off-campus behaviors include, but are not limited to, the following: electronic/internet or cell phone threats or harassment, threats of violence, alcohol or tobacco use, fighting, hazing, drug possession or sales, reckless driving, sexual assaults, etc. Inappropriate use of social media sites such as, but not limited to: Facebook, Twitter, Instagram, Snapchat, TikTok, and all other social media sites can result in disciplinary penalties. Parents and students should report off-campus social media threats to the police agency that has jurisdiction over the area where they live.

Interventions may include, but are not limited to, required private assessment and counseling, detentions, suspensions, or expulsion, removal from participation in school activities including school trips, student council/class officer positions, and other leadership positions, and graduation ceremonies.

I. Discipline Infractions

At Prep, the school has the authority to make reasonable and necessary rules governing the conduct of students in school. The purpose of these rules is to guide students in that utmost important endeavor of moral development and to develop in them the Christ-like qualities of honor, charity, and discipline. These regulations have stood the test of fairness and reasonableness and apply to all students at all times.

Failure to maintain Prep's standards and expectations of behavior will result in disciplinary actions that may include:

- Verbal Reprimand
- Parental Notification
- Discipline points. Note that the accumulation of points can lead to further disciplinary action.
- Detention (Teacher, Lunch, or Saturday)
- Loss of Privileges (Hall, Technology, Extra-Curricular)
- Suspension
- Expulsion
- Involvement of Legal Authorities

II. Discipline Points

Discipline Points will be assigned to a student when an infraction has been committed. Discipline points will be proportionate to the level of the offense and the circumstances surrounding it. The assignment of these points will be communicated to the Main Office through faculty discipline referrals and follow up from the Assistant Principal or Principal. Listed below are some types/examples of misconduct and the discipline points typically assigned:

1 Discipline Point Offenses

- Dress/Grooming Violation
 - Food and drink outside designated areas
 - Littering
 - Unlocked lockers
 - No pass in the hallway
 - Failure to sign in/out in the main office
 - Step 2s (see "Classroom Discipline Escalation Policy" on page 34)
 - Minor classroom distractions/disruptions
 - Skipping class (1st Offense)
- After three 1-point offenses the student will receive a 1-hour after-school detention and \$10 fine.

3 Discipline Point Offenses

- Obscenities
 - Blasphemy
 - Skipping class
 - Lying/dishonesty
 - Violation of the technology agreement
 - Being in unauthorized areas
 - Unauthorized parking (in the “Teacher lot”)
 - Disrespect
 - Major Classroom Disruptions
 - Failure to serve an afterschool detention
 - Failure of student responsibility (p. 31 list – may garner additional penalties)
 - Step 3s (see “Classroom Discipline Escalation Policy” on page 34)
 - Possession of over-the-counter medications
- 3-point offenses result in an automatic 1-hour after-school detention and \$10 fine.

5 Discipline Point Offenses

- Bullying
 - Fighting
 - Cell phone/smart watch possession
 - Forgery
 - Abuse of property
 - Leaving campus
 - Allowing anyone (including current students) into the building
 - Skipping school (absence without providing an excuse)
 - Skipping mass or religious ceremonies/events
 - Dangerous/reckless driving on school property (including passengers)
 - Stealing
 - Cheating/plagiarism (1st offense may garner additional penalties)
 - Gambling
 - Tobacco/electronic cigarettes possession/use (violators will be subject to additional fines and be automatically referred to SAP)
 - Illegal drug/alcohol possession/use (violators will be subject to additional discipline/fines and be automatically referred to SAP)
 - Bus misconduct
 - Harassment (1st offense may garner additional penalties)
 - Prescription medication possession (without office notification accompanied by a doctor’s note)
- 5-point offenses result in the following escalation path
 - 1st offense: 3-hour Saturday detention and \$20 fine
 - 2nd offense: 3-hour Saturday detention and \$20 fine
 - 3rd offense: 6-hour Saturday detention and \$50 fine

Consequences will be levied according to the degree of the offense and infraction level (points) listed above (all Point based offenses are compounding as in any 5-point violation [i.e. stealing] added to any another 5-point violation [i.e. cell phone violation] leads to a second offense). Those listed are not all inclusive but rather cover the general categories of offenses resulting in disciplinary action. As much as possible, parents will be made aware of discipline problems regarding their child, especially for serious infractions or repeated offenses. Parents are responsible to support and uphold this discipline code and its consequences. Additionally, many of these violations include fines, reports to parents/guardians, and assigned detentions, which will be detailed below.

Discipline points will be expunged at the end of each school year and each student will start the year with no discipline points. However, based on past discipline circumstances and situations, a student may be issued a discipline contract at the start of a new school year limiting the number of discipline points they can accrue before further disciplinary action is taken. Financial aid and scholarship will be put into jeopardy due to a poor discipline or academic record. Formal assessment of these records in conjunction with financial will take place in January as well as at the end of each school year.

III. Classroom Discipline Escalation Policy

In an instance where a student is misbehaving in the hallway or classroom, faculty/Administration can utilize the following intervention pathway:

- **Step 1:** Initiated by a teacher or administrator when a student first behaves in a way that violates any school/classroom rule (verbal reprimand/redirection).
 - One-to-one conversation of the student regarding their behavior. The student has the opportunity to stop the inappropriate behavior immediately and is reminded that a choice to continue the inappropriate behavior is a choice for Step 2.
 - If the student chooses to continue the inappropriate behavior, the student is informed that they have chosen Step 2.

- **Step 2:** Implemented if a student chooses to continue any inappropriate behavior after Step 1.
 - The student is assigned a teacher detention to be served either that day or the day immediately following. During that detention, the student must complete a Discipline Referral Plan Form outlining their proposed change of behavior to be submitted to the teacher by the end of the detention.
 - Sports practices and club meetings are not valid reasons for requesting a rescheduling of a detention. Failure to attend afterschool detention will result in a 3 Point offense (see above).
 - If a student has chosen Step 2 and another student in the same class also chooses inappropriate behavior, then the second student has chosen to go immediately to Step 3.
 - The teacher then reports the incident to the Main Office via a Discipline Referral Form for possible receipt of discipline points.

- **Step 3:** Utilized when a student chooses to continue/escalate their inappropriate behavior after escalation to Step 2.
 - The student reports to the main office. They then work with the Assistant Principal to complete a behavior packet to help them evaluate their poor behavior choice and develop an acceptable plan for behavior change. The student must stay in the Main Office for the remainder of the class period.
 - If the student completes the plan before the end of the class period, they may only work on assignments for the class affected by the behavior choice.
 - The student returns to the Main Office the next time they are scheduled for the missed class, either to complete their plan (if not completed previously) or pick up the plan for review by the classroom teacher.
 - Once the classroom teacher approves the plan, the student returns to class as usual.

- **Immediate Step 3:** Offenses are applied in those instances where a student's behavior is serious enough to warrant immediate removal from a classroom or any inappropriate behavior in the hallways, auditorium, or cafeteria (common areas) is automatically a Step 3. Listed below are some, but not all, of the possible behaviors which may result in an immediate Step 3. In all such cases, it is the SEVERITY of the behavior that determines its excess and thus, the need for an immediate Step 3.
 - Intentional deception
 - Disruptive vulgarity
 - Extreme and/or destructive outbursts
 - Violation of any safety rules
 - Food fights in the cafeteria
 - Vandalism
 - Any behavior that destroys the principles of courtesy, cooperation, and respect

Students forfeit the right to make up any missed work, including tests, quizzes, and labs, during the time they are in the Main Office and are responsible for getting all the information they missed in class.

Students who reach Step 3 and refuse to leave the classroom and/or do not report to the Main Office immediately will be subject to potential accumulation of additional discipline points, detention (weekday or Saturday), suspension, or expulsion, depending on the nature of the escalation.

IV. Discipline Review Panel

The accumulation of 10 discipline points may result in the convening of a Discipline Review Panel (DRP) made up of three faculty members at the request of Academic Administration. The panel will examine the root causes of a student's infractions and guide the student towards a responsible solution and a positive change. Parents will be notified in advance when this meeting will take place and what discipline infractions have been accumulated thus far. The DRP will generate a Confidential Summary Report which will be kept on file in the Main Office and available for parents if requested. In addition, the student will be assigned to meet regularly with the Administration and/or faculty mentor to develop a plan for success moving forward. Administration then monitors the student's progress on the plan assessing behavior, academics, social relationships, etc.

V. Discipline Review Board

The accumulation of 20 discipline points will result in immediate Out of School Suspension while a decision is made by Administration to expel the student or have him/her appear before a Discipline Review Board (DRB) for a hearing. The DRB will view all the student's information that is presented to them (academic, attendance, and discipline record over the course of their time at Prep). The DRB consists of the Assistant Principal (non-voting member) and a minimum of seven faculty members.

When a student accumulates twenty (20) discipline points or commits an offense that leads to expulsion, the student will immediately be placed in Out of School Suspension until a request for a DRB is submitted by the student and a faculty board can be arranged. A request must be made within three days of suspension, otherwise the student will be expelled from the school. After the DRB is held, a decision will be made by the President, Vice President of Academics and Student Affairs, Principal, Assistant Principal, and Discipline Review Board ballot/recommendations to determine if the student will be expelled or reinstated. Any other necessary details will be given at that time by the Academic Administration.

After each member has had one school day to review the student's information, the DRB will complete a brief report and vote for either expulsion or reinstatement on a discipline contract. Votes will be gathered by the Assistant Principal and delivered to the Principal by the beginning of the next school day. Administration will then make the final decision to expel or reinstate and no further appeal will be granted. The Discipline Review Board may also be asked to evaluate applications or reapplications from questionable students.

VI. Uniform and Grooming Code

All students must abide by the following Dress and Grooming Code each school day from the start of school through the end of school. Exceptions will only be granted for medical necessity. Students who need a uniform pass must see the Assistant Principal before school begins for an excusal pass. All uniform articles must be in excellent condition with no damage or marring, in good taste, and must complement one's overall appearance. Students in violation will be subject to disciplinary action of 1 discipline point. Students will be responsible for procuring the required article as soon as possible during the school day.

Boys Uniforms		Girls Uniforms	
<u>Regular Uniform Days</u>	<u>Dress Uniform Days</u>	<u>Regular Uniform Days</u>	<u>Dress Uniform Days</u>
Top	Top	Top	Top
Black or white polo (long or short sleeve) with the Prep school seal on the left chest (may wear Oxford shirt and tie at any time)	White or light blue oxford dress shirt, and uniform tie (option of two)	Black or white polo (long or short sleeve) with the Prep school seal on the left chest	White or light blue oxford blouse/dress shirt and uniform tie.
<p>Sweater or ¼ Zip is Optional:</p> <ul style="list-style-type: none"> ➤ Black or white quarter zip with the Prep school seal on the left chest ➤ Black or white cardigan with the Prep school seal on the left chest ➤ Black sweater vest or V-Neck sweater with seal on left chest 	<p>Sweater or ¼ Zip is Required for Dress Uniform Days:</p> <ul style="list-style-type: none"> ➤ Black or white quarter zip with Prep school seal on the left chest ➤ Black or white cardigan with the Prep school seal on the left chest ➤ Black sweater vest or V-Neck sweater with seal on left chest 	<p>Sweater or ¼ Zip is Optional:</p> <ul style="list-style-type: none"> ➤ Black or white quarter zip with Prep school seal on the left chest ➤ Black or white cardigan with the Prep school seal on the left chest ➤ Black sweater vest or V-Neck sweater with seal on left chest 	<p>Sweater or ¼ Zip is Required for Dress Uniform Days:</p> <ul style="list-style-type: none"> ➤ Black or white quarter zip with Prep school seal on the left chest ➤ Black or white cardigan with the Prep school seal on the left chest ➤ Black sweater vest or V-Neck sweater with seal on left chest
Bottom	Bottom	Bottom	Bottom
Grey pant (belt required)	Grey pant (belt required)	Grey skort or pant	Grey skort or pant (Dress Uniform: Black or Grey tights required with skort with sweater)
Socks	Socks	Socks/Leg Coverings	Socks/Leg Coverings
Black or Grey (No patterns, markings, or logos)	Black or Grey (No patterns, markings, or logos)	Black or Grey socks or tights (No patterns, markings, or logos)	Black or Grey socks or tights (No patterns, markings, or logos)
Shoes	Acceptable shoe styles:	Shoes	Acceptable shoe styles:
Students are required to wear dress shoes with hard soles. Boots (extending to cover the ankle) are not permitted. No slides or low/no back shoes or slippers/soft soled shoes are permitted. Shoes should be neutral in color: black, brown, grey, tan, or navy.	Oxford, Derby, Monk, Loafer, Boat Shoes, and Broguing.	Students are required to wear dress shoes with hard soles. Boots (extending to cover the ankle) are not permitted. No slides or low/no back shoes or slippers/soft soled shoes are permitted. Shoes should be neutral in color: black, brown, grey, tan, or navy.	Oxford, Derby, Loafer, Boat Shoes (traditional Sperry's), Mary Janes, saddle shoes, and flats.

- For an example of each shoe style, see ACCEPTABLE FOOTWEAR GUIDELINES on page 59.
- All uniform items, with the exception of oxford shirts, socks/tights, and shoes, must be purchased through Flynn-O'Hara (www.flynnohara.com – Our school ID is PA774)
- Coats or jackets cannot be worn throughout the day unless permission is given by the Administration.
- Girls' skirts must be fingertip length. Students will be asked to unroll skirts if necessary.

Gentlemen's Dress and Grooming Expectations

- Undershirts may not be visible in any way through the dress shirt or outside of the dress shirt (e.g. sleeves visible or any writing or pictures visible through the shirt).
- Boots may be worn to school during the winter months. Students are required to change into proper dress shoes by the start of school (8:03 AM). Boots must be put in lockers away from school materials.
- Hair must be neatly cut, generally short, and generally tapered (short on sides and back and longer on top). Hair may not extend beyond the collar in the back, may not fall naturally in front of the eyes or over the ears, and sideburns may not extend below the middle of the ear. Hair, including eyebrows, may not be unkempt, dyed an unnatural color, gaudy in appearance, totally shaven, or contain design cuts of any kind. The minimum length of hair is one-quarter (1/4) inch, students may not have shaved heads.
 - Braids and twists may be worn in student's hair, however, it must, at all times, be neat and tidy (at the discretion of Administration), not extend to the brow, neck or over the ears, and may not be worn at lengths or wrapped into a ponytail or bun on the top, back, or sides of the head.
 - Hair must be a natural color (not pink, purple, etc.). This is up to the interpretation of Administration. Students will be required to change their unnatural hair color within 2 days of the violation/citation. If you have questions, please ask BEFORE you get your hair dyed to avoid any issues.
- Students must be clean shaven upon their entrance to the building as no facial hair is permitted. Students in violation of this policy will be required to shave immediately and will receive one (1) point for each offense. Disposable razors may be purchased from the Main Office.
- All headwear must be removed upon entrance to the building, and it is not permitted to be worn at any time inside the building (including dress down days). Jackets and sweatshirts are not permitted to be worn or carried during school hours and must be stored in students' lockers. Bringing coats to class will be treated as a uniform violation.
- Students may not carry backpacks during the school day; they are to remain stored in the student's locker until dismissal.
- Students are not permitted to wear or have visible any gaudy jewelry or accessories at any time in the building (e.g. necklaces, key chains, watch chains, wristbands, etc.). Students are not permitted to have any "wearable technology" including smart watches, smart glasses, or the like. Nothing is permitted to be worn in or on the ears at any time, including piercings covered with a bandage. Tattoos must be fully covered (non-visible) by regular school uniform at all times.
- Traditional belt of traditional size with traditional buckle, worn properly at the waist. Belts must be leather or leather in appearance and may not be gaudy or clashing. No accessories are permitted (e.g. studs, rings, images, etc.).
- Sleeves may not be rolled, and the required school uniform must be worn under sweater. Accessories appropriate to the uniform, such as NHS or Student Council pins may be worn. Other buttons and pins are not permitted.

Ladies' Dress and Grooming Expectations

- I. Students must have a skirt that is unrolled and comes down to at least fingertip length. Students will be asked to unroll their skirts if necessary.
- II. Ear piercing is the only acceptable body piercing. Students must remove jewelry from any non-ear piercing. Nose rings are unacceptable and must also be removed.
- III. Hair must be a natural color (not pink, purple, etc.). This is up to the interpretation of Administration. Students will be required to change their unnatural hair color within 2 days of the violation/citation. If you have questions, please ask BEFORE you dye your hair to avoid any issues.
- IV. Tattoos must not be visible when wearing the uniform. This may mean that students must wear tights and/or long sleeves all year to cover existing tattoos.
- V. Socks must be grey or black and must be calf or knee-high style. Socks and tights may not have logos or designs. Tights must be hole free.
- VI. If a t-shirt is worn underneath the uniform shirt, it must be white and free of messages and/or graphics.
- VII. T-shirts worn underneath a pullover uniform shirt may not extend below the uniform shirt.
- VIII. Prep sweaters are the only outer garments permitted. Coats, jackets, hoodies or other non-Prep outer garments must be placed in lockers and may not be taken to class. Bringing coats to class will be treated as a uniform violation.
- IX. The required school uniform must be worn under a sweater. Accessories appropriate to the uniform, such as NHS or Student Council pins may be worn. Other buttons and pins are not permitted.
- X. Students may not carry backpacks during the school day; they are to remain stored in the student's locker until the end of the school day. Students may carry a purse that does not exceed 8 in. x 8 in. in size.
- XI. No sweatshirts of any kind are permitted.

VII. Dress Downs

On certain occasions students will be permitted to dress in casual clothes. All articles must be in excellent condition with no damage or marring, in good taste, and must complement one's overall appearance. Dress down days: Dress down days include the above plus jeans, sweatpants, shorts (weather appropriate), or warmups. Yoga pants, yoga-like pants, and leggings are allowed if the top worn is at least fingertip in length with arms straight at the student's sides. Unacceptable attire includes overalls, short shorts/cutoff shorts (specifically those exposing lower butt cheeks), bike pants, extremely short skirts, halters, cut-off shirts, midriff exposing tops, tube tops, net or mesh shirts, and muscle shirts. Shorts must be at least fingertip length or longer. Sweatshirts and T-shirts must have school appropriate graphics. Hats, headscarves (not related to religious practice/observance), and bandanas are not permitted. No excessively ripped or torn clothing is permitted.

Certain dress downs may revolve around a theme that would permit variations on the above code (e.g. participation in spirit dress down days requires students to wear orange, black, and/or blue school apparel). These events and their regulations will be announced in advance. In addition, members of athletics, clubs, and activities will be permitted at certain times to wear jerseys or other clothing representing their organization, this will be communicated to students by Administration and/or the Athletic Department. These events and their regulations will likewise be announced in advance. Students in violation will be subject to disciplinary action and responsible for procuring the required article as soon as possible during the school day.

VIII. Plagiarism and Cheating

a. Plagiarism on Tests Policy

Students at Prep are expected to maintain responsible and ethical conduct in regard to all academic work. Students at Prep are expected to take the pursuit of new knowledge seriously and live by moral principles of education. Therefore, students should not engage in any form of falsification of thoughts, words, and/or ideas.

Plagiarism Includes the Following Violations:

- Copying directly from a copyrighted source without attributing/identifying the source.
- Presenting any material from another source, including Internet sources or created through use of artificial intelligence applications, as one's own.
- Copying major idea(s) from a copyrighted source without attributing/identifying the source.

Cheating Includes the Following Violations:

- Unauthorized possession of a test (original, copy, picture, or otherwise).
- Using a "cheat sheet" of any kind.
- Seeking assistance, in any form, from another student under test conditions to obtain an answer.

If a student is caught plagiarizing/cheating, the following procedures will be administered:

4. First Offense: Teacher will report the incident to the Assistant Principal. Student will receive a zero for the assignment. A conference will be held with student, Assistant Principal, teacher, and parent(s) /guardian(s) if requested.
5. Second Offense: Teacher will report the incident to the Assistant Principal. Student will receive a zero for the assignment. A conference will be held with student, Principal and Assistant Principal, teacher, and parent(s)/guardian.
6. Third Offense: Teacher will report the incident to the Assistant Principal. Student will receive a zero for the assignment. A conference will be held with Academic Administration, teacher, parent(s)/guardian, and the student to determine the student's future success/enrollment at Prep. Expulsion is a viable option for 3rd offenses.

The Assistant Principal will arrange the conference. All parties involved in the incident will receive a zero for the assignment or test and be subject to receipt of discipline points for cheating.

b. Copying Homework

Copying on homework includes the following violations:

- Copying another student's work and/or giving work to another student to copy on a subjective homework assignment. Homework is usually done individually. To avoid confusion, the teacher will notify the students if the work is "group work" so that students may know when they may consult other students for advice on completing assignments.
- A teacher witnesses a student copying work from another student. For both of the aforementioned offenses, a zero will be given for the assignment and the teacher must notify the Assistant Principal within two days of grading the paper. The teacher will notify the parents of the incident. All parties involved in the incident will receive a zero for the assignment.

All cheating/copying violations carry over from year to year with a student through their time at Prep.

IX. Skipping Class/School

Skipping school is an illegal and unexcused absence. Skipping school includes missing the entire school day or part of a day illegally, including leaving the school grounds during the school day. Consequences of Illegal School Absence are:

- The student's work missed from skipping school will not be made up and will be recorded as a grade of zero.
- 5 discipline points along with accompanying detention and fine.
- A Disciplinary Contract will be assigned.

X. Electronic Devices/Cell Phones

Cell phones may only be used before 8:03 AM or after 2:58 PM. Cell phones must be turned off and put in lockers during the school day. Students who violate this policy will be subject to 5 discipline points along with accompanying detention and fine.

During study hall students may use their school issued iPads with headphones to listen to music with the teacher's permission. Electronic devices such as laser pointers and hand-held games, as well as outside electronic devices (i.e. laptops or tablets) are not permitted in school at any time. If they are used, they will be confiscated, and the student will receive a Saturday detention.

Unlawful use of electronic devices is prohibited. Use of any electronic device to record audio or video data is prohibited in locker rooms, bathrooms, health suites and other changing areas at all times. Students should not record audio or video of anyone without their consent/permission.

Headphone use in common areas (hallways between classes) is permissible.

Smart watches and other "smart" wearable devices are prohibited. Should a student be found in possession of such an item, without administrative approval, it will be treated as a cell phone possession violation.

NOTE: School officials maintain the right to ask students to empty bags/lunch boxes/purses and pockets in search of electronic devices. Cell phones are disruptive and distracting to the learning process.

XI. Weapons, Forbidden Items

It is forbidden for anyone to possess a weapon of any sort, as defined by the laws of Pennsylvania and the Department of Homeland Security, on school property, on property being used by the school, at any school sponsored event, or while the student is on the way to or from school. Exceptions will only be made by prior written approval from the Administration. In addition, any object deemed by the Administration to threaten, harass, do bodily harm to, or disrupt the educational process will be forbidden on school property, on property being used by the school, at any school sponsored event, or while the student is on the way to or from school.

Only in instances where there is a supervised and approved school activity and/or course of study will permission to have a weapon of any kind be given. In such cases, the instructor and/or teacher must request and receive approval from an administrator.

A student is in possession of a weapon/forbidden item when it is found on the person of the student, in the student's backpack, locker, car, or other personal forum, or under the student's control to any degree.

Appropriate disciplinary action will be taken up to and including expulsion and involvement of legal authorities. Examples of weapons/forbidden items are as follows (non-inclusive):

- Guns, firearms, projectiles/missiles, (including paintball, BB, or pellet)
- Cutting implements of any kind
- Noxious, irritating, or poisonous gases, liquids, or solids
- Explosive or incendiary devices (including matches and lighters)
- Any object designed for personal protection (including stun guns or tasers)
- Any object intended by the student to threaten, harass, or do bodily injury to another
- Any facsimile replica or look-alike object of the above

XII. Social Media Policy

The following are prohibited on any personal websites, blogs, or social networking sites. Consequences for violations will be issued in accordance with the school Code of Conduct. Depending on severity this could result in discipline contract, discipline points, detention, suspension, expulsion, and/or involvement of legal authorities.

- Pictures, photos, or drawings of Prep's name or logo, including clothing.
- Pictures, photos, drawings of, or references to school employees or students.
- Threats toward or disparaging remarks about the school, its employees, or its students.
- Bullying, harassment, or any other behavior that is ill-mannered or disrespectful.

XIII. Restricted Areas

Areas of the school restricted to students without permission are:

- Administrative Offices
- Faculty Lounge, Offices and Work Areas (including those in the Library)
- Kitchen
- Main Office Behind the Counter
- Telephones in any Office
- Teachers' Desks, Bookshelves, Cupboards, and Computers/iPads
- Boiler Rooms, Janitor's Closets, and Maintenance Areas
- Faculty/Staff Bathrooms
- Copiers/printers not designated as student copiers
- Any Science Lab when a teacher is not present
- Fitness Center/Gym/Library/Wrestling Room when a teacher is not present

Failure to comply with this policy will result in a discipline referral, discipline points, and assigned detention depending on the severity and specifics of the violation. The minimum punishment for this is 3 discipline points.

XIV. Searches

Any school official (i.e. administrator, teacher, staff member), with another adult witness, is permitted to search a student's person and belongings at any time if the official has a reasonable suspicion that a crime has been or is in the process of being committed, or that the search is necessary to maintain school discipline, ensure safety, and/or enforce school policies. Lockers are the property of the school and are made available to students. Therefore, student lockers and desks may be searched at any time. Students have no expectation of privacy in the use of lockers and desks.

XV. Tobacco/Electronic Cigarettes/Vapes

To protect the health of all students and staff from the harmful effects of tobacco, a tobacco-free environment will be maintained in our schools, in transportation and on school grounds. No student is permitted the possession or use of tobacco on/at school grounds, facilities, properties, or events at any time as per state law and city ordinances. Nicotine, nicotine delivery products, or implements intended to deliver vapors are prohibited. This includes, but is not limited to, electronic cigarettes and associated paraphernalia of any variety. Administration will assess fines of its own accord rather than systematically send each offender to the District Justice for citation and fining. Students will also receive 5 discipline points and 6 hours of detention (Saturday). Fines are levied as follows and must be paid by the date specified at the time of the infraction.

First violation =	\$100.00
Subsequent violation(s) =	\$200.00

A student in violation of this policy may also be referred to Student Assistance Program (SAP) through this process.

XVI. Drug and Alcohol Policy

The chart at the end of this section (page 56-57) illustrates the school's Drug and Alcohol Policy. Our students' wellbeing is of utmost priority, and this protocol is designed to assist students in making the right choices.

Student property may be searched for any degree of suspicion and school property may be searched at any time for any reason. A student may be required to take a drug test or breath analysis at any time for any degree of suspicion. If warranted, the student will be taken off-campus to a professional at a local agency and parents will be notified. Results are communicated directly to Administration and will be made known to parents.

As stated in the policy, any student found in violation is mandated to comply with all recommendations made regarding assessment, treatment, and follow-up by the Drug and Alcohol Professional. Parents may choose to use the D&A counselor provided through the school's Student Assistance Program or a certified and credentialed D&A professional of their own volition from outside the school. If an outside professional is chosen a Release of Information form must be signed by the student and parents for the school to communicate with the counselor. Prep will require the student to successfully comply with all mandates, directives, and provisions of the D&A counselor until such time as the student is successfully released from the program.

The school will work with the family and student through this process to achieve a positive outcome. However, if the student fails to respond appropriately to any part of this process or has a second offense at any time while enrolled as a Cathedral Prep student, they will be subject to expulsion with no possibility for re-admission.

XVII. Random Drug Testing Policy

Recognizing that use of alcohol and illicit drugs by students is a national problem, Prep has put a program of deterrence into effect as a pro-active approach to a truly safe and drug free school. Students using alcohol or drugs pose a threat to their own health and safety, as well as to that of other students.

The purpose of this program is fourfold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse use of alcohol or drugs; (3) to assist students who use alcohol or drugs to participate in treatment programs; and (4) to prevent the impact alcohol and drug use has on the learning centers of the brain allowing students to achieve their full academic potential and retain their moral direction while a student at Prep. The program is designed to create a safe, drug free, environment for students and assist them in getting help when needed.

The procedure is outlined as follows:

1. A professional, contracted agency will generate a random list from the entire student population.
2. The agency will report to the school unannounced to test the pre-selected students during school.
3. The students will give a urine sample following a private, confidential, and professional protocol.
4. Samples will be analyzed by a licensed physician who is trained and certified in analysis and interpretation of drug testing results.
5. If a student's test is negative no further action will occur.
6. If a student refuses to give a sample or submits an adulterated sample, it will be considered as a positive test result.
7. If a student's test is positive or adulterated the physician will contact the parent/guardian directly to notify them and see if there is a plausible explanation, i.e. the student is on a prescribed medication.
8. If the physician rules the explanation as sufficient, no further action will occur.
9. If the physician rules the explanation insufficient or there is none, the physician will notify the Academic Administration.
10. The Academic Administration will notify the parents and student of his/her obligation to participate in a drug/alcohol assistance program which will begin with an assessment by a Drug and Alcohol Professional. The Academic Administration will also notify the student and parent/guardian of the two-week suspension from all extracurricular activities.
11. The student is mandated to comply with all recommendations made regarding assessment, treatment, and follow-up by the Drug and Alcohol Professional. Parents may choose to use the D&A counselor provided through the school's Student Assistance Program or a certified and credentialed D&A professional of their own volition from outside the school. If an outside professional is chosen a Release of Information form must be signed by the student and parents for the school to communicate with the counselor.
12. In addition to successful completion of an approved Drug and Alcohol program, the student will be required to be tested in every subsequent drug test for the remainder of that school year.

Throughout this process student information will be kept in strictest confidence. No information will be disclosed to civil authorities (excepting a subpoena), made part of a student's permanent record, or disseminated to any party other than the President, Vice President of Academics and Student Affairs, Principal, Assistant Principal, Vice President of Athletics, the student's guidance counselor, and the moderator/coach of the student's extra-curricular activities.

A two-week suspension from all extra-curricular activities is the only punitive consequence for a first positive result. Should a student test positive, they will be required to be tested in every subsequent test for the remainder of that school year. A second positive result in the same school year, two consecutive

calendar years, or while a student is enrolled in a drug or alcohol assistance program demonstrates an extreme unwillingness to comply with the goal of the school to provide a safe and positive environment for all its students. Therefore, a student with a second positive result under those provisions will likely be expelled with no possibility for re-admittance.

This protocol applies only to the Random Drug Testing Program. Breaches of the Drug and Alcohol Policy will be dealt with according the Drug and Alcohol Policy (Section XVI of this section of the handbook as well as the accompanying Drug and Alcohol Procedures Chart on page 56-57), in addition to punitive consequences including detention, discipline points, and possible expulsion, are assigned.

XVIII. Harassment/Bullying Policy

Harassment or bullying of any kind – written, verbal, sexual, physical, or electronic – is not permitted at Cathedral Preparatory School.

Harassment includes, but is not limited to, strikes, kicks or physical contact, threats of physical contact, repeated, unwelcome, and offensive slurs, jokes or other verbal, graphic, or physical conduct related to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability which create an intimidating, hostile, or offensive educational environment.

Bullying is any act that substantially interferes with a student's education, creates a threatening environment in the school setting for any student or groups of students, and substantially disrupts the orderly operation of the school. Each Prep student has the responsibility to respect the individual differences and feelings of others and to treat people with dignity and reverence. As a student at a Catholic high school, words and actions should model healthy and positive relationships as Jesus Christ taught. It is everyone's responsibility to create a positive school climate where students can achieve and succeed. The Bullying Guidelines at the end of this section (page 58) of the handbook will be followed in conjunction with assignment of discipline points and fines/detention.

XIX. Sexual Harassment Policy

Sexual harassment of, by or towards any student or any adult at Cathedral Preparatory School is a violation of both school policy and federal laws. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal and physical conduct of a sexual nature. Sexual harassment may include, but is not limited to the following:

- Conveying a sexual message through technology, such as cell phones, websites, etc.
- Sexual comments, jokes, gestures, or looks
- Showing, giving, or leaving someone sexual images, illustrations, messages or notes
- Writing sexual messages/graffiti about a person on the bathroom walls, locker rooms
- Spreading sexual rumors about a person
- Spying on someone as they dress or shower at school
- Flashing or “mooning” someone
- Touching, grabbing, or pinching someone in a sexual way
- Pulling at someone’s clothes in a sexual way
- Intentionally brushing against a person in a sexual way
- Forcing someone to do something sexual, including kissing

Any student who feels they are being harassed or bullied should tell a trusted adult as soon as possible. Any teacher, guidance counselor, nurse, or Administrator will help the student deal with the problem and get help. Students who are unsure whether they are being subjected to sexual harassment should seek guidance from a teacher, counselor, administrator, or other trusted adult.

Vulgar language or profanity is disrespectful to others and can cause embarrassment and harm. Students who use improper language within the school or at school sponsored events will be subject to discipline points and detention, parent contact, and/or evaluation of continued enrollment at the discretion of an administrator. The consequence will be determined based on context (e.g., a “slip up” versus a tirade of expletives directed at a person in anger) and recurrence.

XX. Off-Campus Behavior

The Cathedral Preparatory School Code of Conduct applies to all students enrolled at the school at all times. Any student engaging in any behavior at any time that would discredit the name of Cathedral Preparatory School will be subject to appropriate disciplinary action up to and including expulsion.

XXI. Suspension

Suspension will be issued when a student's disciplinary situation warrants removal from the regular daily routine of Prep. Suspension may be In School (ISS) or Out of School (OSS) depending on the circumstances. It may be issued for any length of time and may be accompanied by other consequences including expulsion and/ or involvement of legal authorities.

In cases of major infractions, Out of School Suspension is assigned to allow for a thorough investigation/review by School Administration. The following infractions are examples where OSS may be applied. These are not all inclusive, but rather cover the general categories of offenses resulting in OSS:

- Accumulation of twenty (20) discipline points
- Violation or suspicion of violation of drug and alcohol policy
- Possession or suspicion of possession of a weapon/forbidden item
- Flagrant threats, fighting, harassment, bullying
- Willful infliction of injury/violence toward another
- Any other action considered threatening, potentially harmful or disruptive, or gravely offensive to any person or property

XXII. Expulsion/Dismissal

Cathedral Preparatory School reserves the right to dismiss any student at any time for any actions it considers unbecoming of a Men and Women of Prep. Expulsions and dismissals may be permanent or for the remainder of the school year, includes all school sponsored events, and may be accompanied by any variety of other consequences up to and including involvement of legal authorities.

- Expulsion or dismissal may automatically be assigned for the following. These examples are not all inclusive but rather cover the general categories of offenses resulting in expulsion.
- Accumulation of twenty (20) discipline points
- Violation of drug and alcohol policy
- Possession of a weapon/forbidden item
- Flagrant threats, harassment, bullying
- Willful infliction of injury/violence toward another
- Any other action considered threatening, potentially harmful or disruptive, or gravely offensive
- Evidence of character disorders which demand special care and attention beyond the scope of the school's established goals/purposes and beyond the professional training of the staff.
- Failing three or more core subjects for the year
- Failing a course in mandated summer school

All school materials must be promptly returned to the Main Office and all fines and obligations cleared at the Finance Office. If so, determined by the Administration, expelled/dismissed students may be given the option to reapply next school year.

XXIII. Re-Admission Policy

If determined by Administration, an expelled student may be given the option to reapply for the next school year. If a student is eligible for re-admission, they will be notified by the Academic Administration at the same time they are notified of their expulsion/dismissal. No guarantee is made for a student's re-enrollment. Anyone applying for re-admission will have the application reviewed by Administration and possibly a Discipline Review Board of faculty members.

Section 7: TECHNOLOGY USE POLICY

To enhance learning, enrich the educational experience, and provide for the acquisition of twenty-first century skills, every student is issued an iPad upon their enrollment to Cathedral Prep. This incredibly powerful tool aids the student in many aspects of academic life and distinguishes Cathedral Prep as a model of academic excellence.

The iPad is the property of the school so students must take the utmost care of their assigned iPad to ensure it is in good working order when it is to be returned to the school. The following policies and procedures governing the iPad and other school computers must be followed. Infractions will result in appropriate disciplinary action, up to and including limitations/revocation of technology privileges, restitution, expulsion, and involvement of legal authorities.

The Administration, with the Technology Department, will be the sole arbiters of interpretation, violation, and penalization of every aspect of the Technology Policy.

I. Acceptable Use

a. School Computers

- School Computers shall be used expressly for the completion of class requirements or other legitimate educational purposes.
- Students can only use software that is pre-installed on school computers. No other software is to be installed on these computers.
- Misuse of school computers will result in loss of computer privileges and additional disciplinary action if deemed necessary.

b. School iPads and Student Data

- Student data files and other electronic storage areas such as Office 365 will be treated like school lockers. This means that such areas shall be considered school property subject to control and inspection. The Technology Department may access all such files and communications to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should NOT expect that information stored anywhere on their iPad, Office 365 or in their e-mail will be private.
- Misuse of school iPads will result in confiscation and search of the iPad. If violations of the technology agreement are found on the iPad it will be restored to the school default settings resulting in the loss of all installed media and any school assignments that were not backed up. Students will be held accountable by their teachers for assignments that are not complete because their iPad was restored due to misuse. Additional disciplinary action and or loss of privileges/features may be taken by the school depending on the severity of the infraction.
- Music, video, books, etc. henceforth referred to as “media” are allowed to be installed on student iPads if the student is the owner of that content. For example, a song purchased by a student on iTunes is allowed on his/her iPad, but a copy of the song is not allowed to be placed on another student’s iPad. Each student must pay for his/her own copy of the song.
- Media must not be offensive to others (Faculty, Staff, Administration, other students)

II. General Information

a. Loss of School Property

- Students are responsible for the loss of computer devices, including iPads that are assigned to them. An optional insurance policy is available to cover the cost of lost or stolen iPads for \$25 per school year. The policy goes into effect once the payment is made, so parents are encouraged to pay at the time of iPad pickup. The deadline for purchasing the insurance is September 19, 2025. Coverage expires the first day of the following academic year. The student will be responsible for the replacement cost of the device if it is not found, and they did not pay for the optional insurance. Any missing or stolen equipment must immediately be reported to the Technology Department and, if appropriate, the nearest law enforcement agency. Every effort will be made to locate and recover the missing device.
- Procedures for Reporting Theft Outside the School
 1. Report immediately to the law enforcement jurisdiction where the loss/ theft occurred and file a report.
 2. Request a copy of the police report to give to the school.
 3. Bring a copy of the police report to the Finance and Technology Departments.
- Procedures for Reporting Theft Inside the School
 1. Report immediately to the Technology Department to make an inquiry.
 2. Retrace all steps taken since the loss of the equipment. Check with teachers, friends, etc.
 3. Report immediately to the Assistant Principal to make a missing device report.
 4. Follow the above procedures for reporting outside the school.

b. Damage of School Property

- Students are responsible for damage to computer devices.
- Computer equipment, including iPads, must be reported immediately to the Technology Department so that the device can be repaired or replaced.
- During the repair process a loaner device will be provided so the student can complete their assignments and be prepared for class. Damages to loaned equipment must be paid for by the student.

c. Unattended iPad

- iPads are not to be left unattended and should be secured in a locker when not in use.

III. iPad Checkout Procedure

All of the following criteria must be met, or the iPad will not be checked out to you:

- Both student and parent/guardian must report to the specified location during the scheduled check out times.
- A completed signed copy of this agreement. (Only the last page is needed)
- A completed signed copy of the ACCEPTABLE USE and INTERNET SAFETY POLICY. (Only the last 2 pages are needed)
- Photo identification.
- Once the equipment has been checked out, it is in the full possession and responsibility of the student.
- The assigned iPad will include:
 1. iPad
 2. Charger
 3. Charging cable
 4. Protective Case

IV. iPad Return Procedure

All items that were checked out to the student when the iPad was assigned must be returned when the student graduates, transfers out or when the school upgrades students to a newer iPad. When the iPad and accessories are returned, they will be inspected for damage. Damages outside of normal wear and tear must be paid for by the student or parent at the time of return. There may be late fees if a student cannot return the iPad during the designated times, please contact the Technology Department. If a student does not return the iPad or make arrangements for return, he/she will be billed the market value of the assigned equipment.

V. Proper Use/ Care

- The iPad and all accessories may not be used at any time by anyone other than the student to whom they are issued.
- No stickers, writing, scratching etc. may be placed on the iPad, case, or accessories.
- Students are responsible for backing up important files.
- iPads must always be in their school issued protective case. Alternative cases are not allowed.
- Students are responsible for charging the battery at home the night before school.
- No food or drink may be consumed near the iPad.
- Do not leave the iPad in direct sunlight, or in places of extreme temperature like a car in the middle of summer or in the middle of winter.
- Take the iPad to the Technology Department for repair. Do not attempt to dismantle or repair the iPad yourself.
- Do not attempt to hack or jailbreak the iPad.
- Do not attempt to bypass, disable, or uninstall security software installed on the iPad.

VI. Repairs

Any questions or repairs must be taken care of outside of class time. Report to the Technology Department for technical support and repairs.

VII. Warranty Information/Assessment of Costs

- a. If a problem is caused by a manufacturer defect it will most likely be covered under the iPad warranty. Accidental damage warranty coverage is subject to the terms set by the warranty provider who will ultimately decide whether or not the damage will be covered. Here is a summary of the accidental warranty coverage:
 - Two incidents are covered under this warranty per year.
 - Each incident will cost the student a \$30 deductible.
 - Any incidents occurring after the 2nd warranty claim will not be covered and the student will have to pay the full cost of repairs.
 - See <https://www.apple.com/legal/sales-support/applecare/docs/applecareplusforipadenglish.pdf> for warranty details.
- b. Intentional damage or willful neglect will not be covered by the accidental damage warranty and the student will pay for the damages out of pocket. Examples of damage not covered by warranty:
 - Throwing or punching the iPad
 - Carrying iPad unprotected in the rain
 - Leaving in extreme temperatures
 - Damage caused while not in the case

VIII. User Accounts

a. School Account

- The school will provide students with a username and password for access to school computers, email, network files, and internal web sites. Students are responsible for activities on this user account so he/she must protect his/her account from being used by others. Students should be sure to log out of public computers when finished and do not share your account information with anyone. If a student thinks someone is tampering with his/her account, contact the Technology Department. You can also change your password at any time by going to a school computer, logging in, and pressing Ctrl + Alt + Del and pressing the “Change Password” option.

b. iTunes Account

- The school will provide each student with a school-issued Apple ID. This Apple ID will be used to back up the iPad and store files in iCloud. Students will not need to download any apps with this Apple ID, as all apps needed for school purposes will be purchased by the school and available in a custom App Store. This account will remain active while students are enrolled at Prep. Students will need to backup any data, by other means, before iPads are returned.

IX. Email

An e-mail account will be provided to each student. This account will be used by faculty, staff, administration, and fellow students and will be the main means of student communication.

- Email is to be used for school related communication only.
- File attachments should only be sent when they are for educational purposes.
- Email is the property of the school and may be read by any administrator at any time for any reason.

X. Internet Usage

Internet access is a privilege and is monitored at school to ensure that it is not abused. Any attempt to circumvent or bypass the web filter is a major offense. Internet usage on the iPad is monitored/filtered while students are away from the school network in compliance with state and federal guidelines for school provided devices.

Posting of school material (photo, video, audio) is subject to the code of conduct under the off-campus behavior provision. Any media involving the school, its students, faculty, staff, Administration, alumni, equipment, etc., or implications thereof, is subject to the jurisdiction of the school. The following is strictly prohibited:

- Material that is immoral, offensive, or slanderous.
- Material that is embarrassing or defamatory.
- Material that contains copyrighted sound bites, soundtracks, still images, video clips, etc.
- Material that contains recognizable images of others without their written or oral permission.
- Pictures, photos or drawings of the school’s name or logo, including clothing.
- Cyberbullying or sexual harassment or any behavior that is ill-mannered or disrespectful.

XI. iPad Cameras and Microphone

iPad devices contain cameras and a microphone. These components allow for the iPad user, among other things, to capture photographs, movies, and sound recordings. The iPad may not be used to take pictures, record movies or record sounds of other persons without their expressed consent. Students are not permitted to record teachers in the classroom without specific permission from the teacher. Pictures/Video/Audio should be appropriate and related to relevant course work. Unlawful use of electronic devices is prohibited. Use of any electronic device to record audio or video data is prohibited in locker rooms, bathrooms, health suites and other changing areas at all times. Students should not record audio or video of anyone without their consent/permission. Failure to follow this directive will result in suspension of iPad camera privileges and additional disciplinary action up to and including expulsion.

XII. Messaging

Apple Messages will be allowed for use outside of school hours.

XIII. Personal iPad or Computer use at School

Personal computers and other computer like devices such as the iPad are prohibited from use at School. School provided computers are available for computer class assignments that cannot be performed on an iPad.

XIV. Social Media Policy

The following are prohibited on any personal websites, blogs, or social networking sites. Consequences for violations will be issued in accordance with the school Code of Conduct.

- Pictures, photos, or drawings of Prep's name or logo, including clothing.
- Pictures, photos, drawings of, or references to school employees or students.
- Threats toward or disparaging remarks about the school, its employees, or its students.
- Bullying, harassment, or any other behavior that is ill-mannered or disrespectful.

None of these policies and guidelines shall interfere with the right of school officials to act swiftly and decisively in dealing with situations believed to be detrimental to the welfare of the student, the student population, or learning environment.

Section 8: TUITION AND FINANCIAL OBLIGATIONS

I. Tuition Payment Policy

There are three official payment plan options for tuition:

1. Payment in full- received by July 15.
2. Ten (10) monthly FACTS payments- starting in July, arrangements must be made by June 21.
3. Payment by semester- first payment due July 15, second payment due prior to start of second semester.

Failure to finalize a tuition payment plan by July 15 will result in a \$50.00 penalty, as well as immediate revocation of status as an active student at Cathedral Preparatory School. All on-line accounts will be suspended, and the student will be excluded from all extra-curricular activities, including summer conditioning, weightlifting, fall camps, etc.

No student will be permitted to begin school without payment arrangements in place, including at least one month's full payment. If a student is sent to school without arrangements in place, he/she will be removed from their first period class and sent to the Main Office until arrangements are made. If payment cannot be arranged the student will be removed from the school.

II. Delinquent Tuition Accounts

All tuition accounts are expected to remain current at all times. In the event your account is 30 days past due, a hold will be placed on the student's school account. Should your account become 60 days past due, you will receive written notice from the Business Office with information on how to remediate the delinquency to avoid further action. The student will not be able to participate in any athletic practices or games until the account is made current. If tuition is delinquent at the time of awarding of financial aid for the next school year, applications will not be reviewed until such time that the account is brought current. This could significantly reduce financial aid awards as financial aid is distributed on a first-come, first-served basis.

Any student with a delinquent tuition balance as of the last day of the school year will not receive his/her report card and will be required to return all assigned technology equipment. He/she will not have access to online accounts until tuition is paid in full. Student report cards will show an incomplete until tuition has been paid in full. The student may not attend summer school, register for fall classes or be able to participate in any summer extracurricular activities including summer conditioning, weightlifting, fall camps, etc., until the tuition balance is paid in full.

Seniors with delinquent tuition balances throughout their senior year will not have transcripts sent to colleges. Seniors with delinquent balances after April 20th will not be allowed to participate in any senior activities, e.g. Prom, Banquet, Baccalaureate, Graduation. The student will not receive his/her diploma, nor will final transcripts be sent to anticipating colleges until tuition has been paid in full. If 90 days after the last day of school the tuition has not been paid in full the school will pursue restitution in small claims court or send the account to a collection agency. All parents sign a legal and binding contract agreeing to tuition terms and as such the school will prevail in small claims court.

Transferring students with delinquent tuition balances as of their last day of school will not have transcripts sent to anticipating schools until the balance is paid in full.

III. Tuition Refund Policy

Tuition is charged annually and pro-rated on a per-semester basis. Students transferring out of Cathedral Preparatory School after the second week of any semester are not entitled to a refund for that semester and if on the monthly payment plan, may still owe funds to the school.

If a student is on monthly payment plan and has not yet paid a sufficient amount of tuition to cover the above, a bank account will continue to be debited until all debt has been satisfied. Transcripts will not be sent to anticipating schools until all debts have been satisfied. All registrations and deposits are nonrefundable.

IV. Financial Aid

Financial Aid is available at Cathedral Preparatory School to assist those families for whom a Prep education would otherwise be unattainable/unaffordable. Although financial need is the highest consideration, other factors such as achievement and performance also play a role in the decision and award process.

The Cathedral Preparatory School financial aid process is managed via FACTS. A link to the FACTS application can be found on the school's website. The application period is open as of the first of the year and applications must be submitted and complete by March 1. It is up to the family to work with FACTS on any missing or additional information that is necessary to complete their application.

There is also a link on the school's website to the Erie Diocese's Bishop's Tuition Assistance Program Application. This is a separate application, independent of Prep, that families can submit directly to the Diocese by March 1st for additional financial aid.

Prep has been able to distribute more than \$2 million per year of financial aid in the past several years. This assistance is available through multiple financial sources, mostly due to the generosity of donors via our Endowment, the Pennsylvania Tax Credit Program, the President's Aid, and Adopt-a-Student monies.

Additionally, Prep offers annual scholarships for the top test takers on our entrance exam and winners of topic specific essay contests. The school does not give preferential treatment to athletes and there are no athletic scholarships.

BELL SCHEDULES 2025-2026

Cathedral Preparatory School

	<u>REGULAR</u>			<u>Weekly Mass Schedule</u>		
First Bell	8:00 AM			First Bell	8:00 AM	
Period 1	8:03-8:49	46 min		Period 1	8:03-8:45	42 min
Period 2	8:52-9:35	43 min		Period 2	8:48-9:25	37 min
Period 3	9:38-10:21	43 min		Period 3	9:28-10:05	37 min
Period 4	10:24-11:07	43 min		Mass	10:08-10:58	50 min
Period 5	11:10-11:53	43 min		Period 4	11:01-11:38	37 min
Period 6	11:56-12:39	43 min		Period 5	11:41-12:18	37 min
Period 7	12:42-1:25	43 min		Period 6	12:21-12:58	37 min
Period 8	1:28-2:11	43 min		Period 7	1:01-1:38	37 min
Period 9	2:14-2:58	44 min		Period 8	1:41-2:18	37 min
				Period 9	2:21-2:58	37 min
	<u>EARLY DISMISSAL-FACULTY MEETING</u>			<u>AM ACTIVITY</u>		
First Bell	8:00 AM			First Bell	8:00 AM	
Period 1	8:03-8:37	34 min		Period 1	8:03-8:46	43 min
Period 2	8:40-9:10	30 min		Period 2	8:49-9:27	38 min
Period 3	9:13-9:43	30 min		Period 3	9:30-10:08	38 min
Period 7	9:46-10:16	30 min		Activity	10:11-10:51	40 min
Period 4	10:19-10:49	30 min		Period 4	10:54-11:32	38 min
Period 5	10:52-11:22	30 min		Period 5	11:35-12:13	38 min
Period 6	11:25-11:55	30 min		Period 6	12:16-12:54	38 min
Period 8	11:58-12:28	30 min		Period 7	12:57-1:35	38 min
Period 9	12:31-1:05	34 min		Period 8	1:38-2:16	38 min
Meeting	1:30-3:20	110 min		Period 9	2:19-2:58	39 min
	<u>Rally Schedule</u>			<u>AM ASSEMBLY</u>		
First Bell	8:00 AM			First Bell	8:00 AM	
Period 1	8:03-8:46	43 min		Period 1	8:03-8:42	39 min
Period 2	8:49-9:29	40 min		Period 2	8:45-9:20	35 min
Period 3	9:32-10:12	40 min		Period 3	9:23-9:58	35 min
Period 4	10:15-10:55	40 min		Liturgy	10:01-11:07	66 min
Period 5	10:58-11:38	40 min		Period 4	11:10-11:45	35 min
Period 6	11:41-12:21	40 min		Period 5	11:48-12:23	35 min
Period 7	12:24-1:04	40 min		Period 6	12:26-1:01	35 min
Period 8	1:07-1:47	40 min		Period 7	1:04-1:39	35 min
Period 9	1:50-2:30	40 min		Period 8	1:42-2:17	35 min
Rally	2:33-2:58	25 min		Period 9	2:20-2:58	38 min

Additional bell schedules may be used; those will be communicated from Administration.

DRUG AND ALCOHOL GUIDELINES














Situational Category	Immediate Action	Investigation	Discipline	Notification of Parent or Guardian	Notification of Authorities	Disposition of Substance
A student volunteers information to a staff member about personal drug/alcohol use and seeks help.	The staff member informs the student of available services and of the rights of minors to such help.	None	None	Only with the student's consent, parent/guardian will be informed (unless the student is in life-threatening danger, in which case parent/guardian would be notified). Parental involvement will be strongly encouraged throughout the assistance program.	None	None
A staff member suspects a student of possible drug/alcohol use but there is no violation or physical evidence.	A staff member contacts a Student Assistance Team member or Administration. Teacher observations are collected regarding symptoms of suspected drug/alcohol abuse as soon as possible. If warranted, student is informed of available services.	Teacher observations are reviewed by the Student Assistance Team. If warranted, the student, his/her locker and other possessions will be searched by an administrator and a member of the Student Assistance Team.	None	Parent guardian will be informed of behavioral problems observed.	None	None
A student (a) possesses, uses or is under the influence of drugs/alcohol; or (b) possesses drug related paraphernalia; on school property.	Administrator and a member of the Student Assistance Team are summoned. Drugs, alcohol and/or paraphernalia are confiscated.	The student, his/her locker and other possessions will be searched by an administrator and a member of the Student Assistance Team. Both the immediate action taken and the investigation methods used will be documented and signed by the administrator, member of the Student Assistance Team and all staff members involved.	The student will be suspended or possible expulsion. An assessment by a drug/alcohol professional will be required within 48 hours in order to determine the existence/extent of the student's chemical abuse problem. The student will be required to follow the recommendation of the drug/alcohol professional resulting from the assessment. 2-week suspension from extracurricular activities.	Immediate conference with parent/guardian.	Contact with authorities will be limited to the transfer of confiscated substances.	Confiscated substance will be labeled, sealed and turned over to the police.
A student (a) possesses, uses or is under the influence of drugs/alcohol; or (b) possesses drug-related paraphernalia; at any school sponsored or school-related function.	Advisor or chaperone will immediately notify an administrator. Drugs, alcohol and/or paraphernalia are confiscated.	The student and his/her possessions will be searched by the advisor or chaperone with an adult witness present. Both the immediate action taken and the investigation methods used will be documented and signed by the advisor, chaperone and any witnesses involved. A completed report must be given to the administrator and coordinator of the Student Assistance Team on the first school day after the incident. The administrator will review and sign the report.	The student will be suspended. An assessment by a drug/alcohol professional will be required within 48 hours in order to determine the existence/extent of the student's chemical abuse problem. The student will be required to follow the recommendation of the drug/alcohol professional resulting from the assessment. 2-week suspension from extracurricular activities.	An attempt will be made to notify parent/guardian immediately. When transportation is needed, it becomes the responsibility of the parent/guardian at their expense.	Contact with authorities will be limited to the transfer of confiscated substances.	Confiscated substance will be labeled, sealed and turned over to the police.
A student has a drug/alcohol related medical emergency.	Standard health and first aid procedures will be followed. The	The student, his/her locker and other possessions will be	The student will be suspended. An assessment by a	Parent/guardian is notified immediately.	Contact with authorities will be limited to the transfer	Confiscated substance will be labeled, sealed and

	nurse/medical assistant and administrator will be summoned immediately. The student will be transported to a medical facility at the parent/guardian's expense. The Administrator and a member of the Student Assistance Team are summoned. Drugs, alcohol and/or paraphernalia are confiscated.	searched by an administrator and a member of the Student Assistance Team. Both the immediate action and the investigation methods used will be documented and signed by all staff members involved. A completed report is given to the coordinator of the Student Assistance Team.	drug/alcohol professional will be required within 48 hours in order to determine the existence/extent of the student's chemical abuse problem. The student will be required to follow the recommendation of the drug/alcohol professional resulting from the assessment. 2-week suspension from extracurricular activities.		of confiscated substances.	turned over to the medical personnel for analysis.
A student possesses, uses or is under the influence of drugs/alcohol for the second time.	Administrator and a member of the Student Assistance Team are summoned. Drugs, alcohol and/or paraphernalia are confiscated.	The student, his/her locker and other possessions will be searched by an administrator and a member of the Student Assistance Team. Both the immediate action and the investigation methods used will be documented and signed by all staff members involved. A completed report is given to the coordinator of the Student Assistance Team.	Formal meeting with Administration. Subject to immediate expulsion.	Immediate conference with parent/guardian.	Contact with authorities will be limited to the transfer of confiscated substances.	Confiscated substance will be labeled, sealed and turned over to the police for analysis.
A student distributes any illegal drugs/alcohol.	Administrator and a member of the Student Assistance Team are summoned. Drugs, alcohol and/or paraphernalia are confiscated.	The student, their locker and other possessions will be searched by an administrator and a member of the Student Assistance Team. Both the immediate action and the investigation methods used will be documented and signed all staff members involved. A completed report is given to the coordinator of the Student Assistance Team.	Formal meeting with Administration. Subject to immediate expulsion.	Immediate conference with parent/guardian.	Police are notified.	Confiscated substance will be labeled, sealed and turned over to the police.

BULLYING GUIDELINE MATRIX

Level 1 Bullying		
Physical Bullying	Emotional Bullying	Social Bullying
Expressing superiority Blaming the victim for starting conflict Grabbing items from others	Insulting remarks/gestures Calling names Dirty looks Sarcasm Teasing Rolling eyes	Gossiping Teasing others publicly Ignoring someone in a deliberate way Excluding others from a group
Level 2 Bullying		
Physical Bullying	Emotional Bullying	Social Bullying
Verbal Threats Threatening gestures Instigating behavior Damaging/Defacing property	Insulting based on bias of size, intelligence, clothes, race, religion, gender, disability, etc. Defacing schoolwork or personal property of others Insulting family	Harassment using notes, text messages, email, phone, or social media Posting slander in public places Playing tricks to cause embarrassment Starting or spreading rumors
Level 3 Bullying		
Physical Bullying	Emotional Bullying	Social Bullying
Hitting, Kicking, Biting, Pinching, Pushing, Pulling Hair, Tripping, Spitting, etc. Destroying property Acting Violent or in a threatening/intimidating manner Fighting	Using harassing speech, writing, or other means to discriminate because of race, religion, ethnicity, gender, disability	Enforcing total group exclusion against someone by threatening others if they do not comply or conform Arranging or participating in public humiliation Retaliation for reporting harassment/bullying

ACCEPTABLE FOOTWEAR GUIDELINES

Gentlemen's Options		Ladies' Options	
<p>Note: Students are required to wear dress shoes with hard soles. Boots (extending to cover the ankle) are not permitted. No slides or low/no back shoes or slippers/soft soled shoes are permitted. Shoes should be neutral in color: black, brown, grey, tan, or navy.</p>			
Type of Shoe	Example Picture	Type of Shoe	Example Picture
Oxford		Oxford	
Derby		Derby	
Monk		Loafer	
Loafer		Boat Shoes	
Boat Shoes		Mary Janes	
Broguing		Saddle Shoes	
<p>Also, please note these styles have a variety of variations. If you have questions, please contact the Main Office or Administration</p>		Flats	



Cathedral Preparatory School
Academic Path Programs

2025-2026



Academic Path Programs

Purpose: The Academic Path Programs at Cathedral Prep are designed to give students who have a strong interest in a specific career field access to a higher level of preparation and career exposure in those areas.

Our goal is to continue to provide the academic excellence that Cathedral Prep is known for, while also offering opportunities for deeper and higher impact learning experiences, mentorship from industry experts, and career shadowing. Paths are designed for preparation in the areas of business, civics, medical sciences, and STEM fields.

Academic Requirement: All students who apply for and are a part of an Academic Path Program must have and maintain a GPA of at least a 3.0. Specific paths may have additional requirements.



Advantages of Academic Path Programs:

1. Rigorous and focused curricular expectations.
2. Methodical career discernment and exploration through course work and cocurricular opportunities like guest speakers, field trips, and shadowing opportunities.
3. Faith based, moral and ethical traditions and values developed within paths to ensure Mission Focus throughout the program and beyond.
4. Exposure to nationally and regionally recognized post-secondary programs in associated fields and the formation of career readiness skills on a variety of levels.



BIZPATH

CATHEDRAL PREPARATORY SCHOOL

BUSINESS

Freshman/Sophomore Year	Junior/Senior Year
Must take 2	Must take 3
Entrepreneurship	Financial Planning
Marketing	Accounting 1 – Junior Year
Emerging Technology	Accounting 2 – Senior Year
Financial Planning	Computer Science Principles AP®
	Business Law and Ethics

Additional Activities:

Robotics

Business Leaders speakers

Digital Media speakers

Accounting speakers

Junior Achievement

Shark Tank

Future Business Leaders of America (FBLA)



CIVICS PATH

CATHEDRAL PREPARATORY SCHOOL | LAW / POLITICAL SCIENCE / PUBLIC SERVICE

Freshman/Sophomore Year	Junior/Senior Year
Must take 2	Must take 3
Debate	Comparative Government AP ®
Cybersecurity	Sociology or Psychology
Current Events & Law	Creative or Technical Writing
Mass Media	Journalism
World Religions	Leadership AS

Additional Activities:

Mission Club

Outreach Club

Debate

AFJROTC

Model UN

Mock Trial

Guest Speakers

Path Specific Service Projects

Harrisburg & Washington, D.C. Trips



MEDPATH

CATHEDRAL PREPARATORY SCHOOL | MEDICAL

	Freshman Year	Sophomore Year	Junior Year	Senior Year
Theology Requirement	Theology 1	Theology 2 H	Theology 3 H	Theology 4 H
Science Requirement	Biology Honors OR Integrated Science Honors Summer Camp Requirement	Chemistry Honors OR Biology Honors	Physics Honors/ AP® OR Chemistry Honors Medical Terminology (summer)	Anatomy & Physiology Honors OR Physics Honors/ AP® Senior Science Seminar Advanced
Science Options		Biology AP®	Biology AP® Chemistry AP®	Biology AP® Chemistry AP® Anatomy & Physiology Honors
Math Requirements	Algebra Accelerated Geometry Advanced	Geometry Honors/Advanced Pre-Calculus Honors/Advanced	Pre-Calculus Honors/Advanced Statistics Honors/ AP®	Statistics Honors/ AP® Calculus Honors/ AP®
Science & Math Grades	4.0 QPA (Honors on 5.0 scale, AP on 6.0 scale)	4.0 QPA	4.25 QPA	4.25 QPA
Cumulative QPA	3.0 QPA (end of year)	3.5 QPA (reviewed each semester)	4.25 QPA (reviewed each semester)	4.25 QPA (reviewed each semester)

Additional Activities:

Lunch & Learn Speaker Series (6)

Gannon Summer Camp

Shadowing/Tours of Local Healthcare Facilities



STEMPATH

CATHEDRAL PREPARATORY SCHOOL | SCIENCE / TECHNOLOGY / ENGINEERING / MATH

	Freshman Year	Sophomore Year	Junior Year	Senior Year
Science Requirement	Integrated Science Honors or Biology Honors	Biology Honors or Chemistry Honors	Chemistry H	Physics Honors/ AP®
Math Requirements	Algebra Accelerated	Geometry Honors/Advanced	Pre-Calculus Honors/Advanced	Calculus Honors/ AP®
	Geometry Advanced	Pre-Calculus Honors/Advanced	Calculus Honors/ AP®	Statistics Honors/ AP®

Freshman/Sophomore Year	Junior/Senior Year
Must take 2	Must take 3
3D Printing	Computer Science Principles AP®
Cybersecurity	Graphic Design
Drawing 1/Painting 1	Mechanical Drawing
Computer Programming	Forensic Science
Mass Media/Entrepreneurship	Creative or Technical Writing
Digital Photography	Journalism
CAD 1	Yearbook
	CAD 2

Additional Activities:

- AFROTC
- eSports
- Cyber Patriot
- Robotics

Path Specific Industry & Career focused guest speakers & field trips
 Job Shadowing experiences

**Cathedral Preparatory School
Handbook/Policy Acceptance Statement and
Informed Consent Agreement for Random Drug Testing**

This statement must be signed and returned by the student and his/her parent/guardian for the student to be eligible to attend Cathedral Preparatory School during the 2025-2026 School Year.

Student Name: _____ Grade: _____
(Please Print)

AS A STUDENT:

- I understand and agree that enrollment at Cathedral Preparatory School is a privilege that may be withdrawn for activities contrary to our Philosophy, Goals, and Code of Conduct.
- I have read the appropriate Handbook, policies referenced thereto and including the Random Urine Drug Testing Policy and recognize my responsibility to ascribe to and support them, even if I may disagree with them.
- I understand that when I enroll at Cathedral Preparatory School, I may be subjected to urine drug testing, and if I refuse, will be subject to the terms of the policy. I have read the consent on the reverse of this form and agree to its terms.
- I understand this is binding while a student within Cathedral Preparatory School.

Student Signature Date: _____

AS A PARENT/GUARDIAN/CUSTODIAN:

- I have read the appropriate Handbook, policies referenced thereto and including the Random Urine Drug Testing Policy and recognize my child's responsibility to ascribe to and support them, even if he/she may disagree with them.
- I understand that my son/daughter, when enrolled at Cathedral Preparatory School, may be subjected to random urine drug testing, and if he/she refuses, will be subject to the terms of the policy. I have read the consent on the reverse of this form and agree to its terms.
- I understand this is binding while my daughter/son is a student within Cathedral Preparatory School.

Parent/Guardian/Custodian Signature Date _____

Parent/Guardian/Custodian Name (print) Home Phone Work Phone

Consent to Perform Urinalysis for Drug Testing

School Year 2025-2026

We hereby consent to allow the student named on the front of this form to undergo urinalysis testing for the presence of illicit drugs or banned substances in accordance with the **Policy and Procedure for Random Urine Drug Testing of Cathedral Preparatory School Students** as approved by Cathedral Preparatory School.

We understand that the collection process will be overseen by a qualified vendor.

We understand that any urine samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

We hereby give our consent to the medical vendor selected by Cathedral Preparatory School, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis testing for the detection of illicit drugs or banned substances.

We further give permission to the medical vendor selected by Cathedral Preparatory School, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer (MRO) working for the medical vendor. We understand these results will be forwarded to the Assistant Vice President and will also be made available to us.

We understand that consent pursuant to this **Informed Consent Agreement** will, upon enrollment, be effective for the duration of the student's enrollment at Cathedral Preparatory School.

We hereby release Cathedral Preparatory School, the vendor and its employees from any legal responsibility or liability for the release of such information and records.