



**CATHEDRAL ACADEMY**  
EDUCATING FOR ETERNITY

# Parent/Student Handbook 2021/2022



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## 2021-2022 CATHEDRAL ACADEMY STAFF

### OFFICE TEAM

Patrick Stuart .....	Head of Schools
Susan McDonald.....	Lower School Principal
Cynthia Crosby .....	Administrative Assistant
Cindy Inabnett .....	Admissions Director, Receptionist and Records Clerk
April Jones.....	Administrative Assistant
Norma Keller.....	Administrative Assistant
Vicki Kerchner .....	Lunch Coordinator / Aide
Sonnet Olsen.....	GAP Director
Brian Price .....	Athletic Director
Pat Rader .....	Nurse
Kristie Reinig .....	Nurse
Kelly Thomas .....	Lower School Guidance
Cindy Woodard .....	Executive Assistant

### TEACHING PROFESSIONALS

Kathryn LaCoss.....	Kindergarten 4
Julie Kopp.....	Kindergarten 4
Bakethia Young.....	Kindergarten 4
Wendy Nichols .....	Kindergarten 5
Jenny Solowo-Coker .....	Kindergarten 5
Jennifer Walker .....	Grade 1
Alison Priest .....	Grade 1
Sherri Kirk .....	Grade 2
Kristan Thompson .....	Grade 3
Gina Goodwin .....	Grade 4
Mandy Akwari.....	Grade 4
Nicole Ranson .....	Grade 5
Shelby Caldwell .....	Lower School Music
Vicki Hanson.....	Library/Computer
Tracy Cali.....	Middle School
Mark Clark .....	Middle School Science
Ethan Shuler .....	Upper School History
Dan Owens .....	Upper School Math
Deanna Brigman.....	Upper School Science & Bible
Amy Vetter.....	High School English / College Guidance
Deborah Waters.....	Upper School Math
Stephen Waters.....	Upper School Bible
Tracey Reed.....	Spanish / Performing Art
Alexis Gandy.....	All Levels PE
Reid Radebaugh .....	All Levels PE
Amy Brace.....	Performing Arts
Stephanie Gammons.....	Visual Arts

## **BRIEF HISTORY OF CATHEDRAL ACADEMY**



Cathedral Academy was founded in 1999 as a ministry of Cathedral of Praise Church. The students enjoy the pursuit of excellence in the school's warm and caring atmosphere. Cathedral Academy is governed by a Board of Directors which is appointed by the management staff of Cathedral of Praise. Mike Lewis, pastor of Cathedral of Praise, is the President of the Board of Directors and the Head of Schools serves as its Chief Executive Officer.

## **STATEMENT OF FAITH**

We believe that Scriptures of the Old and New Testaments are inspired by God and inerrant in the original writings, and that they are of supreme and final authority in faith and conduct.

Accordingly, based on Scripture:

We believe the Bible is the inspired Word of God. We believe there is one God who reveals Himself in three separate and distinct personalities: the Father, the Son, and the Holy Spirit.

- We believe mankind was created good and upright but, by voluntary transgression, fell and is now separated from God, lost, and without hope. We believe Jesus Christ is God in the flesh, fully divine and fully human. We believe that through the shedding of His blood at the crucifixion, Jesus made salvation and His righteousness available to all who will believe, thus bridging the gap between God and mankind.
- We believe Jesus died, was buried, and rose bodily from the dead (The Resurrection). We believe that after The Resurrection, Jesus ascended to the Father and is presently engaged in building Heaven and interceding for people.
- We believe Jesus will return to this earth to take His Church (those who believe in Him) to Heaven and will judge the world. (It is not necessary that we all believe alike concerning whether He is coming before, during, or after the Great Tribulation.)
- We believe salvation comes by repentance for sin and a heartfelt faith in the Lord Jesus Christ, resulting in regeneration of the person. This salvation is entirely by the grace of our Lord, not of works. Works are excluded except as evidence of salvation.
- We believe Water Baptism and the Lord's Supper are the two Ordinances of the Church. We believe Baptism by immersion in water in the Name of the Father, Son, and Holy Spirit is a symbol of identification with Jesus Christ in His death, His burial, and His resurrection. We believe the Lord's Supper is a memorial to the death, resurrection, and Second Coming of our Lord Jesus Christ.
- We believe that all believers should seek, as the early disciples did, to live a life separated from the evils of the world and unto Christ. Their standards of conduct should honor our Lord and His Church.
- We believe the Bible clearly teaches eternal separation from God for the unsaved and eternal glory and service for the saved.

## CATHEDRAL ACADEMY PHILOSOPHY

The opportunity for educational training, from kindergarten through high school, is provided from a distinctive biblical foundation and perspective. The true nature of life, the study of every subject, and all extracurricular events are viewed in relation to God and His inerrant Word. Cathedral Academy adheres to a standard of academic excellence in providing an education that honors Christ and reflects a commitment to God's Word. The educational process is measured by the criteria stated in Luke 2:52.

Cathedral Academy's educational process and commitment, both in and out of the classroom, is directed to the development of Christian students to enable them to interpret the different aspects of their educational experience into Christian living. Sharing the gospel to students and parents is an important part of Cathedral Academy's educational experience. The primary goal is to provide an educational opportunity for Christian students, with the students and parents agreeing to comply with the Missions and Beliefs set forth in the Belief Statement. Cathedral Academy is also committed to advancing Christian education in our community and region.

Staff selection is based upon the criteria consistent with promoting the purpose and goals of Cathedral Academy, all the while providing a model for Christian living.

Cathedral Academy follows the premises of "Kingdom Education", a lifelong, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ. Students will think from a biblical worldview as they launch into God's plan and purpose for their lives. Cathedral Academy views Christian education, not as an alternative to public education, but as a biblical mandate and fulfillment of Deuteronomy 6:7-9. Our desire is to "partner with parents" as an extension of the home in the development of students spiritually, academically, physically, and socially.

**Luke 2:52** *"And Jesus increased in wisdom and stature, and in favor with God and man."*

**Deuteronomy 6:7-9** *"And thou shalt teach them diligently unto thy children and shall talk to them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. And thou shalt bind them for a sign upon thine hand, and they shall be as frontlets between thine eyes. And thou shalt write them upon the posts of thy house, and on thy gates."*

## OUR MISSION STATEMENT

Cathedral Academy partners with families to provide a quality academic, biblically based education to equip both parents and students to impact their culture for Christ.

## OUR VISION STATEMENT

Cathedral Academy is a Christian school providing Biblically based education so that future generations will know God's truth, remember His works, and not live by the world's philosophies.

## **OUR CORE VALUES**

As Cathedral Academy endeavors to fulfill its mission and realize its vision our ministry is characterized by the following school and staff commitments:

### ***TRUTH***

The Bible is the inerrant Word of God that gives directions in every aspect of life. *(2 Timothy 3:16)*

### ***CHRIST-LIKENESS***

Whoever claims to live in Him must walk as Jesus did.

*(1 John 2:6)*

### ***CHRISTIAN FAMILY***

The Christian family is God's training ground for preparing generations to know and serve Jesus Christ. *(Deuteronomy 6:6-9)*

### ***CHURCH***

The church has been and always will be the instrument of God to fulfill God's purposes on earth. *(Acts. 2:42-47)*

### ***QUALITY EDUCATION***

*"Train up a child in the way he should go and when he is old, he will not depart from it."* *(Proverbs 22:6)*

*"And Jesus grew in wisdom, and stature, and favor with God and man."* *(Luke 2:52)*

### ***STEWARDSHIP***

Every aspect of the educational program must be considered a stewardship responsibility from God so that a Biblical legacy will be successfully passed from one generation to the next. *(Psalm 78:6)*

### ***SERVICE***

Whoever wants to be great among us must be a servant.

*(Matthew 20:26-28)*

## **KINGDOM EDUCATION DEFINITION**

Kingdom Education™ is the lifelong, Bible-based, Christ-centered process of  
Leading a child to Christ,  
Building a child up in Christ,  
Equipping a child to serve Christ,  
Causing the child to know God and give Him glory!

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

1. The Family Educational Rights and Privacy Act of 1974 (Public Law 9-380) is applicable to any school which is the direct recipient of federal funds. This law provides for limited accessibility to the student's records by the person who has legal responsibility for the student, for the right to challenge any misleading or inaccurate information contained in the student's records, for the necessity of obtaining a written permission from the "eligible student" - one who is 18 years of age or older, or from the person who has legal responsibility for the student prior to revealing the contents of the student's records to other parties, and for the right of "eligible students" and/or those legally responsible for the student to be notified of their rights under the prescriptions of this law. In order to comply with the prescriptions of this law, Cathedral Academy employs the following policies:
2. To secure the student's and the family's right of privacy within the school, only the administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
3. Outside of the school community, only the person(s), usually the parent(s), who has legal responsibility for the student may have access to the student records. Any parent or adult student desiring to inspect their records shall address the request to the Administration in writing. Such a request must be honored within fifteen days. All tests and evaluations will be translated into meaningful terms and emphasis is to be placed upon the relationship of all known factors influencing the educational development of the student. When actual inspection of a child's file is made, this will be recorded on a log sheet kept at the front of each child's cumulative folders. On this log sheet the following information is to be recorded: date of visit, name of person examining records, name of student's record folder that was examined, initials of personnel handling conference.
4. The school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent is accorded by the school's record release form.
5. According to the law, the school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

## **NON-DISCRIMINATORY POLICY**

*Cathedral Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, or extra-curricular and other school-administered programs.*

## ATTENDANCE PROCEDURES

### SCHOOL HOURS

**Monday, Tuesday, Thursday, Friday**  
K4-Grade 5 8:00am – 2:45pm; Grades 6-12 8:00am – 3:00-pm  
**Wednesday Lower and Upper School (K4-12) 8:00am – 2:00pm**

#### Kindergarten 4-Grade 5

Classrooms open for students at 7:50 a.m. Students who must come prior to 7:30 will report to the **GYM** for early arrival, which opens at 7:00 a.m. It is the responsibility of parents to escort their children to the designated area. Children arriving prior to 7:00 a.m. cannot be the responsibility of the school. Extension students are taken to the classrooms at 7:50 a.m. Students arriving between 7:30-7:50 should go directly to the gym where they will be supervised until 7:50 when they are released to their classrooms.

#### Grades 6-12

Students in these grades who arrive prior to 7:50 must report to the gym for early arrivals. Students should not enter classrooms or remain in parked cars.

Upper School classrooms open at 7:50 a.m.

#### **SCHOOL CHECK-IN**

Computers located in the hall of C Building (Elementary) and the foyer of D Building (Upper School) will be used for the following:

- Tardy Passes for lower school
- Visitor Sign-In
- Volunteer Sign-In

Please sign-out when you leave if you used School Check-In as a visitor or volunteer.

#### **ABSENCE POLICY**

*Attendance at CA is based on the premise that children will grow most effectively if they faithfully participate in the school program. The teacher, the students, and the class are penalized by the absence of any student. Therefore, absences are permitted from school only in case of illness, or personal emergency. The school reserves the right to judge the validity of an excuse as given by the parent or guardian. The family of each absentee should contact the school as soon as possible regarding the child's absence.*

#### **ATTENDANCE INFORMATION K4 AND K5**

##### Attendance

To keep accurate records and to emphasize the importance of school attendance, CA has adopted the following guidelines:

- Students should bring a written excuse from a parent or physician upon returning to school after an absence.
- Attending a school-sponsored trip is credited as a regular school day, and absence from a field trip will be counted as a missed school day.
- Students arriving after 11:30 a.m. or departing prior to 12 p.m. will be counted absent for the day.

A student who exceeds **twenty absences** per year for any reason, excused or unexcused, may be required to either receive summer tutoring by an CA approved tutor for a specific number of hours or repeat the grade. Parents should contact the principal if unusual circumstances occur and should

also provide a written excuse from a doctor.

### Parent Initiated Absences for Kindergarten

Parent initiated absences are requested by the parent for occasions such as family trips and non-school sponsored events and are considered unexcused. Parent initiated absences are allowed when properly approved in advance by the respective principal. These absences should be requested by the parents, in writing, directly to the principal at least one (1) week in advance. The only exceptions to this policy will be in cases of death or family emergencies. In such cases, parents should call the principal as soon as possible. Parent initiated absences are not recommended for students with low grades. Makeup work is due upon arrival back to school.

### Makeup Work for Kindergarten

A student who misses five consecutive days or fewer per semester for illness or family emergency will have twice the number of school days, not counting weekends, to make up the work (for example: missing three days of school will allow six actual school days for make-up work). Making up schoolwork is the responsibility of the student, not the teacher. When more than five days are missed for illness per semester, the teacher, student and parents will arrange a schedule to give the student appropriate time to make up the work. This make-up time applies only to absences related to an extended illness. School initiated class absences may require work to be due the day the student returns.

### Tardiness

The school desires to instill in all students the character trait of punctuality, and parents are consequently encouraged to assist CA with this by making certain their children are prompt in arriving and departing from school. Any individual tardiness to a class disrupts both teacher and students and diminishes a student's opportunity to participate in the full range of activities planned for that class.

A Kindergarten student who is late must sign in and obtain a pass from the receptionist's office. Late arrival, acknowledged as arrival after school begins at 8:00 a.m., will be excused only in emergency situations such as illness or car trouble. A note written for any other reason will usually result in an unexcused tardy. Any note of excuse brought in the second day after the tardiness occurs will usually not be accepted. Tardiness is recorded on the student's report card.

Unexcused tardiness for students in Kindergarten may result in:

- For first through fourth occurrences per quarter, the unexcused late arrival will be posted on *RenWeb* and a parent email will be sent.
- For every four occurrences, the student will be assigned one absence from school

### Leaving School

If students have plans to leave before the end of the school day, they are required to bring a note written by a parent or a guardian to their respective classroom teacher at the beginning of that school day. A parent arriving during the school day to pick up a student from K-4 for an appointment or another excused absence is to sign out and pick up their child from the reception desk.

Kindergarten parents should sign their child out at the receptionist's office. An authorized pickup card/CA ID card from CA is required to be presented to pick up any child.

## Sick Policy

Attendance is kept by the classroom teacher. If your child is out of school due to an illness for more than two days, please email the teacher.

Only well children may attend school. A child who displays any of the following symptoms may not be brought to school:

- Fever
- Diarrhea
- Vomiting
- Nasal secretions that are thick and not clear (colored) and accompanied by a fever
- Cough accompanied with a fever
- Eye drainage of any type which should be checked by a doctor to rule out infection

Because CA is required to notify all parents of communicable diseases, please let your child's teacher know as soon as possible if your child is absent due to illness with such a disease.

A child may return to school after illness when: Fever-free for 24 hours (without medication)

- Antibiotic has been given for 24 hours
- No diarrhea or vomiting for 24 hours

Students may not stay at school when they are sick. If a student becomes ill at school, the parent or guardian will be contacted by the school nurse with expectation that the student will be picked up as soon as possible.

## **ATTENDANCE INFORMATION LOWER SCHOOL – GRADES 1-5**

### Absences

To keep accurate records and to emphasize the importance of school attendance, CA has adopted the following guidelines for absenteeism:

- Any student arriving after 11:30 a.m. or leaving prior to 12 p.m. will be counted as absent for that day. A student who exceeds 20 absences per year for any reason may be required to either repeat the grade or receive summer tutoring, by an CA approved tutor, for a specific number of hours. Parents are to contact the principal if unusual circumstances occur and should provide a written excuse from a physician, if applicable.
- A student attending a school sponsored field trip will be given credit for that day of school and being absent from the field trip will count as an absence from that day of school.

### Leaving School

A Lower School student who is planning to leave before the end of the school day is required to bring a written note from a parent or guardian to the respective classroom teacher at the beginning of that school day. A parent picking up a student during the school day for an appointment or for another excused absence is to come to the receptionist's office, not to the classroom. An authorized CA pickup card or ID with pick up permission in *RenWeb* must be presented to pick up the student. Students will not be dismissed from the classroom after 2:30 p.m. except during carline.

### Parent Initiated Absences

Parent initiated absences are requested by the parent for such things as family trips and non-school sponsored events and are considered unexcused. Parent initiated absences are allowed when properly approved in advance by the respective principal. These absences should be requested by the parents, in writing, directly to the principal at least one (1) week in advance. The only exceptions to this policy will be in cases of death or family emergencies. In such cases, parents should call the principal as soon as possible. Parent initiated absences are not recommended for students with low grades. Makeup work is due within two school days except for long range project.

### Makeup Work

When a student is absent, assignments for the day may be requested by calling the LS office by noon. Makeup work may be picked up from the receptionist's desk.

A student who misses five consecutive days or fewer per semester for illness or family emergency will have twice the number of school days, not counting weekends, to make up the work (for example: missing three days of school will allow six actual school days for make-up work). Making up schoolwork is the responsibility of the student, not the teacher. The student will receive full credit for the work unless it is turned in after the deadline. This does not apply to long-term major assignments or projects that were previously assigned; therefore, these assignments are still due on the date specified at the time the assignment was issued. When more than five days are missed for illness per semester, the teacher, student and parents will arrange a schedule to give the student appropriate time to make up the work. This particular make-up time applies only to absences related to an extended illness. School initiated class absences may require work to be due the day the student returns.

### Tardiness

The school desires to instill in all students the character trait of punctuality, and parents are consequently encouraged to assist CA by making sure their children promptly arrive and depart from school. An individual tardiness to a class disrupts both teacher and students and diminishes a student's opportunity to participate in the full range of activities planned for that class.

A student who is late to class must sign in and obtain a pass from the Lower School office. Late arrival, acknowledged as arrival after school begins at 8:00 a.m., will be excused only in emergency situations such as illness or car trouble, and a note written for any other reason will usually result in an unexcused tardy. Any note of excuse brought in the second day after the tardiness occurs will usually not be accepted. Tardiness is recorded on the student's report card.

Unexcused late arrival to school may result in the following:

- For first through fourth occurrences per quarter, the unexcused late arrival will be posted on *RenWeb* and a parent email will be sent.
- For every four occurrences, the student will be assigned one absence from school.

## **ATTENDANCE INFORMATION UPPER SCHOOL – GRADES 6-12**

### Absences

Regular attendance at school is a requirement. The school desires to instill in all students the character traits of punctuality and accountability, and parents are encouraged to assist CA by making sure their children promptly arrive and depart from school. Tardies and absences are accrued by each class period. When a student is tardy or absent from a class, it is disruptive to teacher planning and

diminishes the student's opportunity to participate in the full range of activities planned for that class.

To keep accurate records and to emphasize the importance of school attendance, CA requires parental communication for all absences.

All absences whether excused or unexcused count toward the 20 allotted absences per year.

On a day of absence, a parental communication is due to the receptionist's office by 9 a.m. A written excuse is required upon return to school. A physician's excuse is preferred when applicable.

Attendance at a school-sponsored field trip is credited as a regular school day, and absence from the field trip is counted as a missed school day.

Attendance is taken each class period, and a student without a pass will be counted as absent from first period class if arrival is after 8:20 a.m. A student without a pass who misses more than 20 minutes of class (for class periods 2 - 7) is considered absent from that class for that day.

Any student absent from school for any portion of the school day may not be allowed to participate in a representative capacity in any after-school CA sponsored activity that day unless his or her absence during the day was for a documented doctor's appointment or with the principal's approval.

A student who misses ten periods or more of a single class in a semester or exceeds more than 20 absences from a class per year for any reason, that have not been approved by the principal, will be required to complete one or more of the following:

- Serve billed seat recovery time for the missed hours.
- Receive paid tutoring by a school approved tutor for a specific number of hours.
- Repeat the class or grade.

Parents should contact the administration if unusual circumstances occur and provide a written excuse from a doctor, if applicable.

### Parent Initiated Absences (*Approved Absence Form*)

Parent initiated absences are requested by the parent for such things as family trips and non-school sponsored events. Students planning to miss academic time for these absences are expected to complete an *Approved Absence Form*. At least one week in advance a parent verified reason for the anticipated absence must be submitted to the principal. An *Approved Absence Form* will be provided to the student, who is responsible for having each teacher note assignments and initial the form. The *Approved Absence Form* is designed to make the student aware of assignments to be missed and to make the teachers aware of the student's planned absence(s). The completed form should be returned to the respective principal prior to the planned absence. All assignments listed on the form are due on the date of return. Students will have two days from the date of return to make up all tests, quizzes, and homework not listed on the form. Parent initiated cuts are not recommended for students with low grades or excessive absences.

### School Initiated Class Absences (*Approved Absence Form Not Required*)

School initiated class absences occur when a student participates in a school sponsored activity such as Student Leadership Retreat, Fine Arts Tour, Athletics or other possible multiple night trips. Students must have their parent's and the school's approval to participate in these events. All absences due to school-initiated events will be credited as a regular school day. Students involved in multiple night school-initiated class absences will have two days from the date of return to make

up all tests, quizzes, and homework. A work due date may be extended at the teacher's discretion.

Students are reminded that participation in school sponsored events is a privilege. The school intends for such events to complement the regular program; therefore, students are reminded that a late-night school sponsored event should not prohibit their attendance at school the following day, and all assignments are due. Likewise, students who come to school late on the day of a school sponsored event may jeopardize their participation in that day's event.

### Leaving School

If a student must leave school early, communication from a parent or guardian stating the reason for leaving is to be brought to the receptionist's office before morning classes begin. The student will be issued a dismissal pass for the appropriate time. Parents arriving during school hours to pick up a student must come to the receptionist's office to sign out the student. Parents are not to go to the student's classroom. Upper School students who have late arrival or early dismissal must sign themselves in or out each day at the receptionist's office.

Students may not leave campus at any time without permission of an administrator once arriving on campus. Leaving campus without permission from an administrator or without following procedures will have the consequence of 1-day suspension.

### Early Dismissal from School

Students who must be excused early from school for any reason (except for emergencies) must receive permission from the school office. Before they leave, a written note should be brought from their parents or the Office Manager must speak by phone to the parent. The written note or phone call should indicate: 1) the reason for the early dismissal and 2) who will pick up the student. Please note: The guidelines for excused and unexcused absences apply to early dismissals as well. The person who picks the student up must sign them out from the school office and the Office Manager will page the student from class. A student must attend class until 11:30 a.m. to be counted present for the day. A student who must remain in the office until that time will be counted absent.

Please use discretion when checking your child(ren) out early. Each time you do, it causes a disruption to the learning routine. Most appointments can be made after school if you make arrangements early enough. If you must pick your child(ren) up early, arrive before 2:30 p.m. and come to the office to sign them out. The office personnel will call your child(ren) to the front. If you arrive after 2:30 p.m. you MUST go through normal pick-up procedures. You will NOT be allowed to sign them out in the office.

### Closed Campus

CA is a closed campus. Students may leave campus only with parental and administrative approval. Cutting school is defined as a student's absence from class or school day event that has not been approved by their parents or the administration. Students found cutting school and leaving campus will receive a suspension. Not following procedures for leaving school could also be deemed as cutting school.

### College Visits

Two days are allowed for sophomores and juniors, and three days are allowed for seniors to visit colleges. Students should follow procedures for Parent Initiated Absences to secure permission for college visits. Additional college visits may be granted with administrative approval.

### Make-Up Work/Tests

A student who misses five consecutive days or fewer per semester for illness or family emergency will have twice the number of school days, not counting weekends, to make up the work (for example: missing three days of school will allow six actual school days for make-up work). Making up schoolwork is the responsibility of the student, not the teacher. The student will receive full credit for the work unless it is turned in after the deadline. This does not apply to long-term major assignments or projects that were previously assigned; therefore, these assignments are still due on the date specified at the time the assignment was issued. When more than five days are missed for illness or family emergency per semester, the teacher, student, parents, and administration will arrange a schedule to give the student appropriate time to make up the work. Multiple night school-initiated class absences require assignments to be submitted within two days of the student's return or work due dates may be extended at the teacher's discretion. Make up tests should be taken as directed by the teacher. If a high school student has more than three tests/projects due or a middle school student has two tests/projects due on the same day, they should appeal for a date change as described under the Tests/Projects section.

### Late Work

Late work is work not completed by the due date and does not involve absenteeism. Penalties for late work are to encourage faithfulness and responsibility. A primary goal of CA is to foster successful academic achievement; therefore, students are continuously encouraged to complete their schoolwork, even if late, to master content. Academic penalties are to be assessed for work submitted beyond the assigned deadline. Unless the principal approves otherwise, late work is not to be accepted during the final week of each quarter. Work not turned in will result in a grade of zero for Grades 6-12.

### Tardiness

Tardies are accrued by each class period per quarter.

A student tardy to school must sign in at the receptionist's office. Tardy to school is defined as arrival after 8:00 a.m. A student 20 minutes or more late will be counted as absent. A student may be considered tardy to each class if not in his or her seat by the time the class bell has sounded. Students, not teachers, are responsible for making up work missed due to tardiness (at the convenience of the teachers). A student with unexcused tardiness may not be given the opportunity to make up missed work.

Unexcused tardiness **per class, per quarter**, may result in the following consequences:

#### *Tardy Policy (Homeroom – 6th Period)*

1<sup>st</sup> tardy – marked TU (Tardy Unexcused) in *RenWeb*, warning about detention from the teacher

2<sup>nd</sup> tardy – marked TU in *RenWeb*, warning about detention from the Principal

3<sup>rd</sup> tardy – marked TU in *RenWeb*, Lunch Detention scheduled by the Principal during a conference with the administrator

4<sup>th</sup> tardy – marked TU in *RenWeb*, After-School Detention scheduled by the Principal, conference with Principal, student, and parents

5<sup>th</sup> tardy and beyond – marked TU in *RenWeb*, 1-day Suspension scheduled by the Principal, conference scheduled with the principal, student, and parents. Points may be deducted for tardiness (for the affected class) as a result of each suspension.

### *Missing a Scheduled Detention*

If a student misses Lunch Detention, an After-School Detention will be scheduled by the Principal.

If a student misses an After-School Detention, a 1-day Suspension is scheduled by the Principal. Points may be deducted (for the affected class) as a result of each suspension.

### **Check-ins and Check-outs**

All students who are tardy to school or who have been absent **MUST** check in through the office before they will be readmitted to class. The Office Manager will determine excused or unexcused absences. All students who have checked out and are returning to school on the same day must check in through the office.

**A note must be received for each absence.**

### **Regular Dismissal**

Lower School students leaving campus at the regular dismissal time will be escorted outside to the waiting area for their rides. Upper School students will be dismissed from their classrooms and should go directly to their rides. Students should be alert for their rides and prepared to move quickly and cautiously to load safely without delays.

*The pick-up/drop off line is not a time for parent conferences.*

### **Designated Drivers**

All students not going home with their parents or usual driver must bring a note to their classroom / homeroom teacher. The note must show the date of the pick-up and the name of the person who is authorized to pick-up the student.

### **Permission to Walk Home**

In order to walk home from school, students must bring a note to the school office prior to leaving for home after dismissal. The note should state the length of time the permission covers.

## DR0P OFF / PICK-UP / TRAFFIC PATTERNS

Instructional time begins at 8:00 a.m. Therefore, students should be dropped off at least 10 minutes before 8:00 a.m. to allow time for them to get organized and into their seats so that learning can begin at the appointed time.

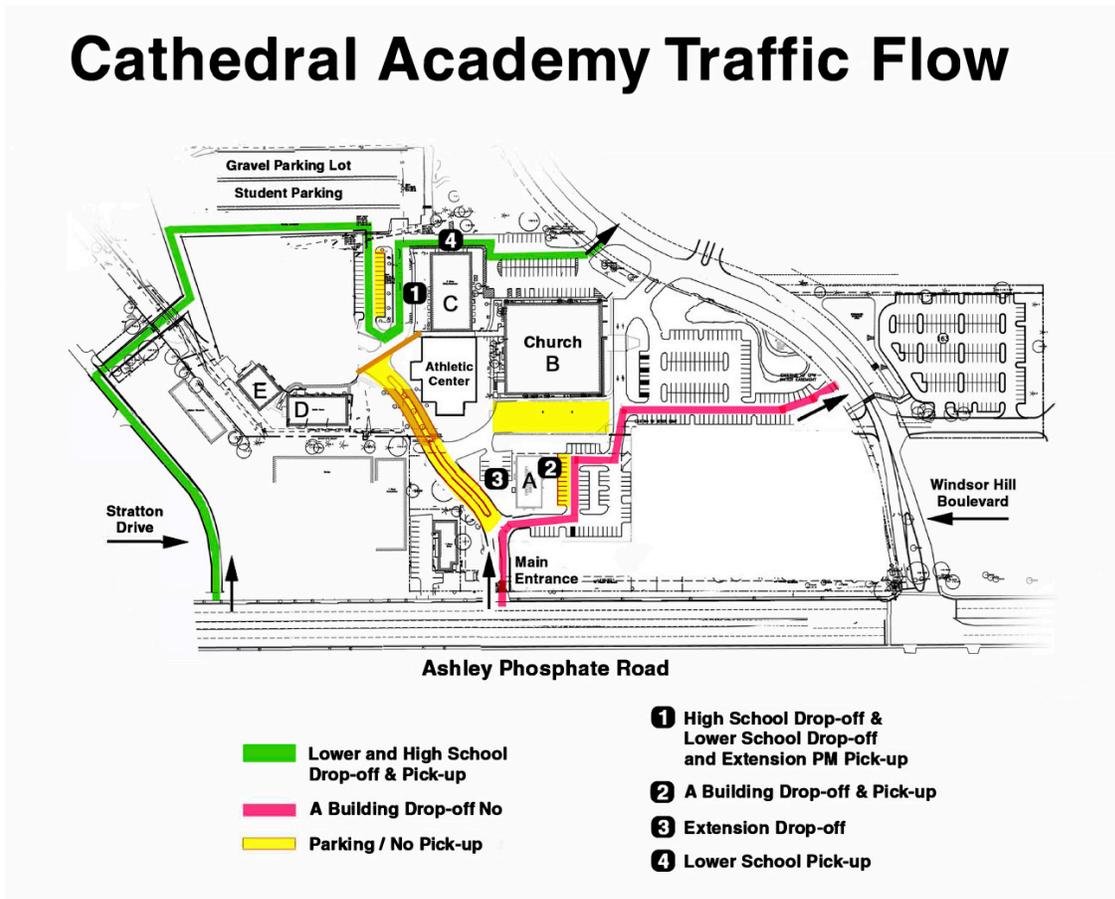
Parents are asked to pick-up students no later than 10 minutes after dismissal unless the student is participating in the Extension Program or an approved extra-curricular activity. **If an approved extra-curricular activity does not begin immediately after dismissal it is the responsibility of the parents to make arrangements for adult supervision.** Students left unsupervised will be placed in Extension and the parents will be charged accordingly. Cathedral Academy is not responsible for students at the end of the school day unless they are enrolled in the Extension Services Program.

Car rider ID signs will be provided for each student in kindergarten 4 through grade 5. The sign needs to be visible in the windshield of the vehicle during pick-up time. Students will be released only to those authorized by the parent. Such authorization must be in writing.

Parents must wait in their cars for the children. Leaving vehicles unattended causes unnecessary congestion. The inside of the school buildings needs to be clear for orderly dismissal.

### TRAFFIC PATTERNS

Drop-off/pick-up zones are designated. Please park in the designated areas only and do not leave cars unattended in the drop-off/pick-up line. For the safety of our campus, please follow the published traffic flow pattern. Law enforcement may be called if safety is in question.



## DRESS CODE REGULATIONS

### PHILOSOPHY

*“Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. Do not conform any longer to the pattern of this world but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will.”* Romans 12:1-2

There are two primary reasons for a dress code. The first is to ensure modesty which the Bible encourages (I Tim. 2:9). The second is to encourage a dignity that is appropriate for the Academy. The dress code of Cathedral Academy impacts our Academy environment every day. The appearance of our students communicates the Christ-centered focus of our Academy and should be a valuable testimony in establishing our reputation as an outstanding Academy with superior students. The dress code is established to provide guidelines for parents and students on appropriate school dress. A well-groomed, attractive student should come to the Academy with an attitude that prepares him for neat, conscientious work. His attire should convey respect for himself, his fellow students, and his teachers.

The Dress Code for Cathedral Academy students is a direct outgrowth of its Mission Statement. As such, the following dress code was carefully formulated and adopted in support of the spirit, the purpose, and the reason Cathedral Academy exists. The dress code applies to students when school is in session on the school campus. Dress for extra-curricular events will be specified for appropriateness.

- Implementation of the dress code is the responsibility of each parent and child.
- The Cathedral Academy Administration reserves the right to determine the acceptability of students' clothing and/or hairstyles and **that decision is final**.

### DAILY MANDATORY DRESS POLICIES

#### BOYS

- ♦ **Pants** – Boys are to wear pants, blue jeans, or modest (2” above the knee) shorts. Baggy, too tight, oversized, faded, frayed, and/or torn/holey pants are not appropriate if skin is showing. Pajama style, wind suit pants, and military or hunting fatigues, athletic gym shorts or warm-ups/sweatpants are also not permitted. The waist band of the pants must rest above the hips.
- ♦ **Shirts** – *Graphics or logos, in good taste, are permitted on t-shirts or sweatshirts.* Over-sized t-shirts and tank tops are not allowed. Frayed or torn shirts are not permitted. Athletic jerseys are not allowed at anytime without prior approval of the Head of Schools for special occasions.
- ♦ **Undergarments**—Appropriate undergarments are to be worn at all times and are not to be visible.
- ♦ **Shoes** – LS: Closed-toed or open-toed shoes with a heel strap or athletic shoes are to be worn at all times. US: Open-toed or closed-toed shoes; no athletic slides are permitted.
- ♦ **Jewelry** – Necklaces may be worn within the shirt collar. Visible body piercing is not permitted. Earrings are not permitted.
- ♦ **Makeup** – Makeup is not permitted.
- ♦ **Hair** – Hair that is dyed in an extreme manner or styled in an extreme manner such as, but not limited to “spiked”, “mohawk”, “line-cut” or “shaved-clean”, etc. is not permitted. Eyebrows may not be cut or altered in an unnatural manner. Facial hair must be neat and trimmed.
- ♦ **Tattoos** – Tattoos, temporary or permanent, should not be visible at any time while at school, during an athletic event or any extracurricular activity.

#### GIRLS

- ♦ **Pants** – Girls may wear modest pants, blue jeans, modest shorts (2” above the knee) or capris that are appropriate in size and fit. Girls are not to wear camouflage, nylon or spandex pants, yoga pants, or overalls. Styles to be avoided include: slim fit, low-cut waist, hip huggers, low riders, pajama style, sweatpants, wind suit pants and military or hunting fatigues. “Leggings” or

“Jeggings” may be worn with a dress or tunic that is appropriate in length (4” above the knee). Fabrics to be avoided include: stretch, knit, jersey, flannel, parachute fabric, and leather. Waist bands must rest above the hips. NO excessively tight or form fitting pants and/or torn/holey pants if skin is showing.

- ♦ **Skirts and Dresses** – Skirts and shorts must be modest (2” above the knee). Dresses must be modest in length (2” above the knee) and must not expose cleavage.
- ♦ **Blouses and Shirts** – Shirts are to be worn that are modest and appropriate in size and fit. Shirts may be worn tucked in or left out as long as they extend below the waist. *Graphics or logos, in good taste are permitted on t-shirts or sweatshirts.* Athletic jerseys are not allowed at any time without prior approval of the Head of Schools for special occasions. Over-sized t-shirts and tank tops are not allowed. Frayed or torn shirts are not permitted. No midriff length tops are permitted. Tops are not permitted that expose cleavage, nor are tops permitted that are deemed too tight. Shoulder straps on sleeveless shirts must cover the top of the shoulder for upper school students.
- ♦ **Undergarments** – Appropriate, adequate undergarments must always be worn and not visible.
- ♦ **Shoes** – LS: Closed-toed or open-toed shoes with a heel strap or athletic shoes are to be worn at all times. US: Open-toed or closed-toed shoes; no athletic slides are permitted.
- ♦ **Hair** – Hair that is dyed in an extreme manner or styled in an extreme manner such as, but not limited to “spiked”, “mohawk”, “line-cut” or “shaved-clean”, etc. is not permitted. Eyebrows may not be cut or altered in an unnatural manner.
- ♦ **Makeup** – If makeup and nail polish is worn, it should be minimal, in good taste and should not be a distraction. Students may be required to remove makeup or nail polish if requested to do so by the Cathedral Academy administration.
- ♦ **Jewelry** – Jewelry should be modest and tasteful. Pierced ears are allowed (if not to excess, or more than 3 per ear). Other visible body piercing is not permitted.
- ♦ **Tattoos** – Tattoos, temporary or permanent, should not be visible at any time while at school, during an athletic event or any extracurricular activity.

### **SPIRIT DAY DRESS**

Spirit Dress Days will be held often throughout the school year to promote school spirit. The administration will notify students and families about these special days. All of the modesty guidelines set forth in the school dress policy are in effect during Spirit Dress Days. Spirit Wear purchased through the Spirit Store may be worn at any time.

### **OUTERWEAR**

Outerwear (jackets, hoodies, sweatshirts, etc.) may be worn over approved clothing so that it may be removed as the weather moderates. *Graphics or logos, in good taste, permitted on outerwear.* Athletic jerseys are not allowed at any time without prior approval of the Head of Schools for special occasions. Items such as hats, sunglasses, and other decorative outerwear are not to be worn in the buildings at any time. Hoodies cannot be worn over the head in class.

Outerwear may not replace the need for adhering to the dress code policy, nor may the outerwear violate the spirit of the dress philosophy or dress practice requirements.

### **CONSEQUENCES FOR DRESS CODE VIOLATION:**

1. The first violation the teacher will talk with the student and send the parent an email.
2. The second violation parents will be notified to bring the student appropriate clothing.
3. The third violation will require a conference with a school administrator and will result in Saturday School (fine for Saturday School \$20).

## ELECTRONIC COMMUNICATION DEVICES, CELL PHONES

### **ELECTRONIC COMMUNICATION DEVICES POLICY AND ENFORCEMENT**

An electronic communications device is defined as a device that emits an audible signal, vibrates, displays a message, or otherwise operates to summon or deliver communication to the possessor (e.g., cellular phones, laser pointers, smart watches or any other communication device).

**No** electronic devices that connect to the internet or take pictures are allowed in Lower school. No lower school students may have cell phones out during school hours or in car line.

Upper school students will **NOT** be permitted to utilize cellular phones during the school day. Phones must be turned off or set to airplane mode and put in a designated container during homeroom each morning and can be picked up from homeroom at the end of the school day. Smart watches must be set to airplane mode and may not be used for communication during the school day. Failure to follow this policy will result in loss of privileges. If you need to contact your child during the school day, please call the school office and a message will be relayed.

Administrators and staff members, along with law enforcement authorities have the right to confiscate electronic communication devices possessed by students in violation of this policy.

1. For the **first violation** of the electronic communications device policy, the staff member observing the violation will confiscate the device and the student will surrender the device to the office during school hours for the remainder of that day. Parents/guardians will be notified. *Devices confiscated for non-educational usage may be picked up in the school's offices at the end of the day and will be returned to a parent or guardian only.*
2. On the **second violation** of the electronic communications device policy, the staff member observing the violation will confiscate the device and the student will surrender the device to the office during school hours for 5 consecutive school days and parents/guardians will be notified. *Devices confiscated for non-educational usage may be picked up in the school's offices at the end of the day and will be returned to a parent or guardian only.*
3. For the **third violation** of the electronic communications device policy, the staff member observing the violation will confiscate the device and the student will surrender the device to the office during school hours for 10 consecutive school days and parents/guardians will be notified. *Devices confiscated for non-educational usage may be picked up in the school's offices at the end of the day and will be returned to a parent or guardian only.*
4. For the **fourth offense** and beyond, the electronic communications device will be surrendered to the office during school hours until the end of the semester but not less than 20 consecutive days, and suspension from school is possible. Parents/guardians will be notified. *Devices confiscated for non-educational usage may be picked up in the school's offices at the end of the day and will be returned to a parent or guardian only.*

## COMPUTER/INTERNET/WI-FI USAGE

With access to computers and to people all over the world also comes the availability of material that may not be considered of educational value in the context of a Christian school setting. An Internet filtering system as well as monitoring software is in place, and teachers continue to make an effort to select appropriate electronic resources and guide students toward course-appropriate materials. However, on a constantly changing global network, it is impossible to control all materials, and inappropriate materials may still be accessed. **Social networking sites such as Facebook, Pinterest, Twitter, Instagram, Snapchat etc. are not permitted on any Cathedral Academy computer.**

Cathedral Academy students using the Internet will do so primarily in computer labs and some limited use in classroom areas where the teachers will be responsible for supervising and orienting students about effective and appropriate use. Students, who wish to use the Internet for independent research when they are not with a class, must do so with a teacher in the room. Personal laptops, I- pads, or other electronic tablets may not be used during breaks, lunch or any other time during the school day without the permission and presence of an instructor.

Listed below are the terms and conditions for acceptable student Computer/Internet/Wi-Fi use:

- I understand that using the Internet/Wi-Fi at Cathedral Academy is a privilege and not a right. If I abuse the privilege, my access to the Internet may be suspended or terminated.
- I understand that Internet access is intended for use with school projects. I will not use the Internet/Wi-Fi for personal or recreational purposes.
- I understand that I may not visit any sites that show inappropriate sexual information, or information that is racist, discriminatory, hateful, and violent in nature or displays un-Christ-like behavior.
- I understand that use of the Internet/Wi-Fi to send or receive personal e-mail is prohibited, except in special circumstances where an instructor has given me permission to access a personal e-mail account for a schoolwork-related reason.
- I understand that I may not use the Internet/Wi-Fi to download or share copyrighted materials.
- I understand that I may not use the Internet/Wi-Fi to participate in chat rooms, bulletin boards, or games.
- I will log on using only my own username and password.
- I understand that I may not change or destroy—or attempt to change or destroy—any network settings on school computers or any other person’s data on the network, nor will I change any default settings: desktop screensaver, etc.
- I understand that I must not reveal my password or those of other students.
- I understand that I am not to use any school computers unless an instructor is present and with his or her permission.
- I understand that all school computers can and will be electronically monitored and/or electronically recorded by Cathedral Academy staff, and there is no expectation of privacy.
- I understand that I may not use personal USB flash drives on school computers without permission from the instructor. The instructor will scan all personal flash drives for viruses.
- I have reviewed these statements with a parent/guardian and agree to abide by them; violations may result in termination or suspension of my access privileges, other school disciplinary actions, and possible appropriate legal action.

Student Signature: \_\_\_\_\_

## INCLEMENT WEATHER AND EMERGENCIES

### **EMERGENCY PROCEDURE DRILLS**

Students are informed about fire, tornado safety, and other emergency procedures at the beginning of the school year. Drills are conducted throughout the year.

### **EMERGENCY CLOSING OF SCHOOL**

Please listen to the radio or watch television to be notified when school is closed. Announcements are also placed on the school Web site, emailed to families and a message sent to cell phones through Parent Alert.

Announcements will be made on local television and radio stations including:

WCBD	Channel 2	884-2222
WCIV	Channel 4	723-4403
WCSC	Channel 5	402-5755
WTAT	Channel 24	<i>no phone calls</i>

In the event inclement weather necessitates the closing of the school before the end of the regular school day, the following procedure will be followed:

1. The decision will be made by the Administration.
2. Faculty will be notified. Student drivers will be dismissed, if appropriate under the circumstances.
3. Local radio and TV stations will be notified.
4. Students will be dismissed to their designated driver or individuals indicated on the Authorization for Pickup Form.
5. Alternate arrangements for pickup of students may be arranged by parents. Please call the office.

*In the event of a school closure all activities, extension and sporting events will be cancelled.*

## SCHEDULED EVENTS

### **CHAPEL SERVICES**

Cathedral Academy provides weekly Chapel services for all students. Through the Chapel services students praise and worship the Lord Jesus Christ. Students and faculty members minister to one another through prayer, music, drama, and a Bible message. Chapel speakers include faculty, staff, students, and outside guests. Parents and family members are encouraged to attend Chapel and are asked to sign in at the office and sit in the Visitor Area.

### **FIELD TRIPS**

Field trips are regarded as an extension of the classroom. To participate in a field trip, students must have a signed ***Parental Consent Form***. Students are expected to behave in a manner appropriate for the occasion. Students are to remain with their group at all times. Teachers supervise field trips with assistance from parents. Parent sponsors may be asked to help provide transportation.

- Students age 5 or younger or weighing less than 60 pounds must be transported in an approved car seat.
- If space is available, parents who have not been asked to sponsor are welcome to accompany students on field trips.
- There may be a charge for field trips to cover expenses.
- Students and parents should follow the school dress code, unless otherwise notified.

- It is the parent's responsibility to make alternate off-campus arrangements for their child if permission to attend the field trip is not granted or the proper forms are not signed.
- For chaperones to give full attention to the class, we ask that younger siblings not accompany a parent chaperone.
- All drivers must submit copies of proof of vehicle insurance and their driver's license.
- A **DMV Drivers Record** must be submitted to be eligible to drive students, other than your own children, on field trips or for athletic events. K4 students are not allowed to ride with anyone other than their own parents unless accompanied by an approved childcare provider.

### **FUNDRAISING**

Parents are expected to be involved in the fundraising efforts at Cathedral Academy. The funds raised through this means help to enhance the day-to-day life of every student and faculty member by supporting a variety of programs, including academics, faculty development, the arts, athletics, technology, and the library, as well as trying to maintain lower tuition costs. There is one annual major whole school Fundraising effort: Golf Tournament. All fundraising must be approved through the Head of School.

### **PARENT LUNCHESES**

Parents are welcome to have lunch on campus with their child. Sign-in is required and the lunch schedule must be observed.

### **STUDENT LUNCHESES**

Cathedral Academy has a new lunch program for grades 1 – 12. Each week, a menu will be placed on RenWeb for the following week's meals. Families may order on RenWeb and will be billed on RenWeb for meals ordered. Also, there is a "grab-n-go" piece to our lunch program that students may purchase with cash (snacks, desserts, fruit, yogurt, etc.). Food will both be made in-house (salad bar/potato bar/taco bar; soups/sandwiches, etc.) and brought in from certain restaurants (Chipotle, Chick-Fil-A, and Jett's pizza).

### **PARTIES**

Birthdays: Student birthdays may be celebrated by sharing refreshments with classmates during the lunch period. Please arrange all birthday celebrations in advance with the teacher. Small party favors, if brought to school, must be for the whole class, leaving no one out. Children will not be expected to bring a gift for such functions.

Class Parties: Several parties are planned for students throughout the year including an end of the year party. Parents are expected to assist in the parties and may be asked to help provide refreshments and to chaperone as needed.

Off Campus Parties: Cathedral Academy is not responsible for any party not officially sponsored by the school. Teachers will only hand out invitations if everyone in the class is invited. Also, teachers will not provide contact information for parents concerning parties.

### **OUTSIDE SOLICITATION**

Outside solicitation is prohibited at Cathedral Academy. This policy includes the selling of any item, distribution of political or religious materials, offering a service or the circulation of petitions.

## **LIBRARY**

### **LOAN PERIODS**

K4-2nd grade can check out 1 book for a 2-week period. Grades 3-12 can check out 2 books at a time for a 2-week period. If the Librarian is not in the Library, items can be checked out through the office in D-Building. Books that need to be renewed must be brought to the library.

## **MAGAZINES**

Magazines may be referenced in the library.

## **LOST LIBRARY BOOKS AND MATERIALS**

Replacement costs will be assessed for lost library books and materials.

## **LIBRARY DEBTS**

All outstanding library debts, including lost books, and materials, must be paid before the school year ends. Final report cards/transcripts will be held until book fees are paid.

## **ADMITTANCE**

A student must have a pass or be with the teacher to visit the library during the school day. Students will not be allowed to leave the library, except to return to class.

## **OFFICE PROCEDURES**

### **STUDENT VISITORS**

#### ***from other Elementary, Middle or High Schools***

- For safety reasons, **ANY** student from another school will not be allowed to visit campus unless visiting as a prospective CA student.
- Permission for such is to be granted in advance from the Administration.
- The Prospective Student Visitors must fill out the first page of the information sheet from the Student Application.
- Student Visitors must always check in at the office and receive a visitor's badge to be worn on the outermost shirt or coat and be visible while on campus.
- All permitted Student Visitors must observe the rules and procedures of the school, including the dress regulations, as though they were a student.

### **CA GRADUATES**

All Cathedral Academy graduates must check in at the office **and** be cleared by the Administration before being allowed to visit. Such visitations are to be limited to Chapel and not to classes or other parts of the school campus.

### **VISITORS AND VOLUNTEERS**

All visitors including parents, volunteers, and family of staff members must report to the school office to sign-in and sign-out via the School Check-In computer.

Staff members who wish to have relatives visit CA for any extended length of time should clear such with the Head of Schools ahead of time. All visitor regulations will apply including the dress code regulations and teacher code of conduct.

## **LOST AND FOUND**

Lost and found items are retained in Building C, in Building D or in the closet of the Athletic Center. Unclaimed items are sent to charity at the end of the following months: October, December, March, and May.

## MEDICAL INFORMATION

### COMMUNICABLE AND INFECTIOUS DISEASES

Cathedral Academy wants to maintain a healthy school environment by taking steps to prevent the spread of communicable diseases. The term “Communicable Disease” means an illness which arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

Any student with a communicable disease for which immunization is required or is available, will be temporarily excluded from school while ill and during recognizable periods of communicability. Students with communicable diseases for which immunization is not available will be excluded from school while ill. If the nature of the disease and circumstances warrant, Cathedral Academy may require an independent physician’s examination of the student to verify the diagnosis of communicable disease. Cathedral Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

Any child who is diagnosed as carrying a disease classified as “communicable” is not allowed to become or remain a student at Cathedral Academy as long as the disease is present. Once the school has written verification from a physician that such a child has become disease free, he may be considered for enrollment or re-enrollment at Cathedral Academy. This policy applies to, but is not limited to, all diseases that may be sexually transmitted, including Acquired Immunodeficiency Syndrome (AIDS). For school purposes, any student testing positive for antibodies to the AIDS virus is considered to be infected with the virus. Cathedral Academy believes that these measures serve to minimize the further spread of diseases.

### COMMUNICABLE CHILDHOOD DISEASES

When diagnosed with any of the following diseases, a child must have written consent from either a physician or the Health Department to return to school, or be subject to school office approval for re- admittance:

- |                   |              |                     |
|-------------------|--------------|---------------------|
| 1. Chicken Pox    | 6. Pinworms  | 11. Strep Throat    |
| 2. Measles        | 7. Scabies   | 12. Lice            |
| 3. Mumps          | 8. Ringworm  | 13. Mononucleosis   |
| 4. Pneumonia      | 9. Impetigo  | 14. Fifth’s Disease |
| 5. Whooping Cough | 10. Pink Eye | 15. Meningitis      |

### FIRST AID PROCEDURE

1. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection, up to, and including, CPR.
2. Parents will be notified immediately. If they cannot be reached, efforts will be made to find out which physician is to be secured or where the child should be taken. This information must be completed on the *Emergency Information Card* and will be on file in the school office for each student in case the parents cannot be reached.
3. A representative of the school faculty will stay with the child until the parent assumes responsibility.
4. Internal medication will be given only by or on the order of a physician.

## ILLNESS

For the well-being and health consideration of all our students and staff, parents are asked to keep home any student with a fever and/or a contagious illness. Upon return to school, students must bring in a signed note from the parent stating the reason for the absence. It is the policy of Cathedral Academy that a student must stay home with:

1. Fever (24-hours free without medication)
2. Vomiting (24-hours free)
3. Flu/ COVID symptoms
4. Diarrhea
5. Colored nasal discharge
6. Persistent cough
7. Strep Throat (24-hours on medication)
8. Pinkeye (24-hours on medication)
9. Lice (24-hours on medication)
10. Mononucleosis (until released by physician to return to school)
11. Any other communicable diseases

## IMMUNIZATIONS

South Carolina state law requires Cathedral Academy to have on file current immunization records recorded on SC DHEC Form 2740 and medical records for each student. It is the responsibility of parents to keep up-to-date records in the school office.

## MEDICAL APPOINTMENTS

If it is necessary for a student to leave early for a medical appointment, a written request must be sent to the student's teacher in advance. No student will be released to anyone other than those authorized by the parent.

## MEDICAL EMERGENCY PROCEDURE

Each student's file must include a completed *Emergency Information Card*. If a child becomes ill at school, the parent will be notified as soon as possible. If the parent cannot be reached, the emergency information will be used. If there is a change in this information, the parent is responsible for contacting the school office in writing. An emergency contact person and alternate number to call, if you cannot be reached, are very important. Please make sure your emergency contact has written permission to obtain medical treatment for your child in case of an emergency.

## MEDICATION POLICY FOR PRESCRIPTION DRUGS

In order to follow DHEC regulations, we can only accept medication that is in an appropriately labeled prescription bottle. Medications must be brought to the school by the parent in the original containers with original labels intact. (Most pharmacies will divide medications and provide additional containers upon request for this purpose.) Over the counter (OTC) medication, including Tylenol, cannot be administered without a prescription label and must be administered by a member of the faculty/staff.

1. The parent must furnish the medication
2. The parent must complete a *Medication Release Form* indicating the date, dosage, and time to be administered.
3. Students may not carry prescriptions or OTC medications on their person without expressed written permission from their physician, parents, and the administration. (Example: inhalers and epi-kits.)
4. A form, available in the school office, must be filled out by the Physician before medicine can be administered.

## **AFTER SCHOOL & EXTENSION**

### **AFTER CLASS HOURS ON CAMPUS**

Cathedral Academy encourages student participation at school-sponsored activities; however, the school cannot be responsible for students after the official school hours.

Students who remain on campus for a specific school event or activity must remain at the site of the activity for safety and security reasons. Students and parents should know in advance the time and the place of the activity and the expected time of completion. Parents are urged to be with their children at all school events.

Students are not permitted to enter or simply “hang out” in any building after school hours. Students found in any room or building without administrative permission or supervision will be subject to disciplinary action.

### **AFTER SCHOOL SUPERVISION/EXTENSION SERVICES**

Extension Services are provided daily as a recreation and enrichment program after normal school hours. It is an ancillary to the school program and designed only for children currently enrolled at Cathedral Academy. Fees are charged for this service and registration is required. Fee schedules and registration forms are available in the school office.

#### **K4-Grade 5**

Students in K4-grade 5 will be escorted to the assigned area from their classrooms at 2:45.

#### **Grades 6-12**

Cathedral Academy cannot be responsible for students at the end of the school day unless they are enrolled in the Extension Services Program.

## **ACADEMIC INFORMATION, GRADUATION REQUIREMENTS, PROMOTION**

### **LATE ASSIGNMENTS**

Students must complete **all** assignments that are missed due to excused absences. For each day of excused absence, two days (including weekends and holidays) are allowed for the completion of assignments. Failure to complete any assignment or test within the allotted time will result in a grade of “0” for that assignment or test.

At the end of a grading period, a student may receive a grade of “I” indicating that all work has not been completed and turned in to the teacher. All grades of “I” must be converted to numeric grades by the end of the first week of the next grading period. “I” grades not converted will automatically be recorded as zero. Exceptions may be granted by the Administration in extenuating circumstances.

Work missed due to an unexcused absence must be made up to the teacher’s satisfaction but will receive a grade no higher than a 70. This rule applies if a student has an unexcused absence on the day a term/research paper or project is due.

### **ACADEMIC REQUIREMENTS**

(Grades 6-12)

Students in grades 9 - 12 must take and pass at least four (4), one-unit CORE Courses or any five (5) one-unit courses, each 9-week grading period. Students below grade 9 must pass four (4) subjects each 9-week grading period.

Students not meeting this standard will be placed on academic probation for the following quarter. Any student remaining on academic probation for 2 consecutive quarters may place enrollment in jeopardy.

### **ACHIEVEMENT TESTING**

Nationally recognized achievement tests are administered to students and the results are used to assess students' strengths and academic needs.

**Kindergarten 5-Grade 11** – Spring administered achievement testing

**Grades 9-11** - Preliminary Scholastic Achievement Test (PSAT) in October, required

**Grades 11-12** - SAT and the ACT as scheduled by the College Board (collegeboard.com), required

### **EXAMS (Grades 9-12)**

Exams will be counted with their own weighted merit. Each nine weeks grading period will count as 40% and each semester exam grade will count as 20%. The average of the two semesters will account for the final grade. Schedules for semester exams will be communicated one week prior to the end of each semester. Semester exams are given in all academic classes and to all students in grades 9-12.

### **SPRING EXAM EXEMPTIONS (Grades 9-12)**

Students in grades 9-12 are eligible to exempt final exams in the spring if:

- The student has at least a 90 average in the subject for the year and
- The student has only had 5 excused absences in the class per semester and no unexcused absences

### **HOMEWORK (K-12)**

Homework is designed to be reinforcement for materials taught in class. Teachers use homework to meet essay and project requirements as well as skills practice and enrichment. Homework and class participation are both an important factor in the overall student assessment.

### **CLASSIFICATION REQUIREMENTS**

To be classified as a:

#### **Freshman - Grade 9**

Complete grade 8, earn 0-3 credits

#### **Sophomore - Grade 10**

Complete a minimum of 6 credits, including 1 English credit and 1 math credit

#### **Junior - Grade 11**

Complete a minimum of 12 credits, including 2 English credits and 2 math credits

#### **Senior - Grade 12**

Complete a minimum of 18 credits including 3 English credits and 3 math credits

### **SENIORS**

Students in grade 12 are expected to carry a normal academic load, not less than 6 classes.

### **HONOR GRADUATES**

High Honor – Gold Cord for GPA of 4.0+ Honor – White Cord for GPA of 3.5 to 3.99

## GRADUATION REQUIREMENTS

To graduate from Cathedral, students need a minimum of 24 credits earned in grades 8 -12 to include:

- 4 English
- 4 Math
- 3 Social Studies
- 3 Science (lab)
- 2 Foreign Language (the same language)
- 1 Physical Education
- 1 Computer
- 1 Fine Arts
- 4 Electives -  
Biblical Studies for each year of attendance

**For students to be eligible to participate in the Graduation Ceremony, they must be in good standing with the school, all fees paid, accounts cleared, and all academic work complete.**

**Community Service must be complete & accurate.**

*These requirements meet or exceed South Carolina Independent School Association (SCISA) and regional college requirements.*

The administration reserves the right to accept, reject, or reclassify credits earned at other institutions.

## COMMUNITY SERVICE REQUIREMENTS

One of Cathedral Academy's primary goals is to prepare students for a life of service to Christ and their community. Therefore, we believe that students should be involved in serving their communities while they are students.

- Grades 9-12 students are required to provide 12 hours of community service per academic school year session. Students may select from a variety of activities.
- Middle school students can begin working on their graduation cords and are eligible to count up to 12 Community Service Hours per year of Middle School toward their totals, but still must meet the minimum per year in high school.

Some examples of community service projects are: church ministry worker, assisted living visitations, children's hospital visitation, food drives, etc. Summer hours can be counted toward a total Service Record.

Up to 5 hours may be completed during Christmas or Spring break. All community service hours must be pre-approved. Completed sheets must be turned in no later than seven (7) days after a project's completion or within seven (7) days of returning from allowed holidays.

A student new to CA in their senior year must complete at least 15 hours of community service.

## GRADING SCALE

### Kindergarten

#### Academic Skills:

- B** - Beginning stages of understanding skill or knowledge
- P** - Progressing in developing skill or knowledge
- S** - Secure in consistently demonstrating skill or knowledge
- NA** - Not assessed

#### Social Skills

- 1** - Rarely
- 2** - Sometimes
- 3** - Consistently

### Grades 1-12 Subjects

- |   |               |        |
|---|---------------|--------|
| A | Excellent     | 90-100 |
| B | Good          | 80-89  |
| C | Average       | 70-79  |
| D | Below Average | 60-69  |
| F | Poor          | 0-59   |

### Department

- |   |              |
|---|--------------|
| E | Excellent    |
| S | Satisfactory |
| P | Poor         |
- #### **Effort**
- |   |              |
|---|--------------|
| E | Excellent    |
| S | Satisfactory |
| P | Poor         |

## COLLEGE CREDIT TRANSFERS

High school credits may be earned through dual credit courses with CA Administrative pre- approval.

**Class at TTC or CSU:** If a Senior student is interested in taking a class at TTC or CSU, that is NOT offered at CA, and the class is offered off of the CA campus, the Administration will work to try to accommodate the student...allowing for travel and class time to and from the off campus site.

## ADVANCED PLACEMENT COURSES (*AS AVAILABLE*)

**All** students enrolled in an Advanced Placement class will take the AP test in May.

The criteria for placing students into an AP course are achievement test scores, past performance, and teacher recommendation.

## HIGH SCHOOL SCHEDULE CHANGES

Students wishing to change their class schedule must do so within 4 days of the first day of school. There must be a parent and student signature on the Class Change Form and must be in accordance with ON-TIME graduation.

## PROGRESS UPDATES AND REPORTS

Parents may be informed of student progress by checking the student's assignment books (*lower school*) and the online grade program, RenWeb (*grades 1-12*).

Lower School students' quizzes, tests, and other assigned work are sent home daily and/or weekly. This enables parents to receive continual feedback concerning the progress of their students. Parents are urged to review all work with their child.

Parents of students in grades 1-12 are encouraged to check RenWeb on a regular basis. The school aims to have updated records at the end of the school day each Monday throughout the school year.

## PROMOTION AND RETENTION

Promotion of students in grades 1-8 to the next grade level is determined by satisfactory progress and developmental readiness. If a student fails math and reading **OR** fails either math or reading and two other classes retention will be necessary.

Students may lose credit or risk being retained if they have more than ten absences per year.

Students (grades 8-12) will lose credit for any failed course(s) for the year.

Students who do not successfully complete a required course by the end of the regular school year, designated as part of promotion guidelines, may take a course from an approved school during the summer. A 10 day only extension to complete coursework for Medical Reasons may be granted by the Head of Schools. Upon satisfactory completion of the coursework, the student may be promoted.

## REPORT CARDS

Report cards are electronically transmitted one week after the end of the grading period, as listed on the school calendar. **Report cards are held if there is any balance due on the student's account.**

## TEACHER ASSISTANTS / INTERNS

It is the intent of the Academy to provide a rigorous academic program. Students need to be in academic classes as much as possible to be prepared for coursework after high school. Due to the "general class nature" of the Teacher Assistant / Intern elective, and the CA curriculum being a college prep and higher scale: students may be a TA / Intern and get credit as having taken an elective class, and there will be a grade assigned, but because it is a General Credit class, it will not factor into the overall GPA. Students should only take the TA/Intern class after all other options have been exhausted. Students may take a TA/Intern Class for two years. A third TA/Intern class will only count as an "Audit" course, with no grade assigned, but students can receive 20 Community Service hours per semester.

## **NO SURPRISE GUARANTEE**

It is our belief that if we truly partner with parents/guardians, our students will benefit from our guidance. Therefore, ALL TEACHERS are expected to communicate with parents/guardians when a student's academic performance begins to cause his/her grades to drop. This includes but is not restricted to repeated failure to turn in daily assignments, not participating in class, not turning in major projects, performing poorly on quizzes and major tests, etc. The first time a parent/guardian is made aware of a problem or drop in academic average should come from the teacher as soon as possible. We will use various means to communicate grades to the parent/guardian including posting grades on the online grading program, sending a note home, placing a phone call, or talking directly with the parent(s). For those in grades 1-12 using RenWeb, it is expected that grades be updated each week. The administration will monitor input to assure timely and accurate reporting.

## **YEAR END AWARDS**

*May include but are not limited to the following (as programs are available)*

### **LOWER SCHOOL**

#### **YEAR END HONOR ROLL**

(Grades 1 - 5)

Students who have made all A's in all subjects every quarter are placed on the school's "A" Honor Roll for the year. Students who have made A's and B's in all subjects every quarter are placed on the A/B Honor Roll for the year.

#### **PRINCIPAL'S AWARD**

This award is given to one student per grade based upon:

- Character as witnessed throughout the year with a helpful attitude towards fellow students and teachers
- Academic success based upon the student's performance as measured by report cards and achievement testing.

This measurement will be one that will attempt to recognize students who are working up to their capacity while pursuing excellence in all relationships - spiritual, academic, social, and physical.

#### **TIMOTHY AWARD**

This award is given to one student in each grade who best exemplifies Jesus Christ in service above self as described in I Timothy 4:12 and Luke 10:25-30. Jesus said, "*Inasmuch as you have done it unto the least of these my brothers, you have done it unto Me*" (Matthew 25:40). Those students who are Good Samaritans in their daily walk at school receive this award.

Teachers will nominate students. The administration will review all nominations, seek additional information as needed and make the final determinations of award recipients.

#### **DUKE UNIVERSITY TALENT IDENTIFICATION PROGRAM (TIP) QUALIFIERS**

Duke University sponsors organizations that seek to identify very bright youngsters at an early age. The programs help facilitate educational opportunities for these students:

- Grades 4 and 5 TIP: Students in grades 4 and 5 must have scored at the 95th percentile or higher in a grade level qualifying subtest on the achievement test in the last two years. Cathedral Academy will notify parents of those students who qualify.

## UPPER SCHOOL

### SCISA GEORGE GRICE AWARD

Students in grade eight who score at or above the 90th percentile on a reading or mathematics subtest of the achievement test taken during the student's 7th or 8th grade year will be eligible for this award.

### SCISA OR ACSI COMPETITION WINNERS

Applicable certificates, medals, trophies, etc.

### DUKE UNIVERSITY TALENT IDENTIFICATION PROGRAM (TIP)

#### QUALIFIERS (*as available*)

Duke University sponsors organizations that seek to identify very bright youngsters at an early age. The programs help facilitate educational opportunities for these students and nurture their talents through the middle and high school years.

- Grade 7 TIP: Students in grade 7 who score at or above the 95th percentile on a national achievement test in the last two years are invited to participate in this program. Those students who are recognized receive the opportunity to attend summer enrichment courses at Duke University. Cathedral Academy will notify parents of those students who qualify.

### YEAR END HONOR ROLL

(Grades 6 - 8)

Students who have made all A's in all subjects every quarter are placed on the school's "A" Honor Roll for the year. Students who have made A's and B's in all subjects every quarter are placed on the A/B Honor Roll for the year.

### NATIONAL HONOR SOCIETY

#### GOVERNOR'S AWARD

One Junior will receive this award for demonstrating outstanding character, service, leadership, responsibility, and discipline.

#### PRINCIPAL'S CUP

Awarded to one student per grade based upon:

- Character as witnessed throughout the year with a helpful attitude towards fellow students and teachers.
- Academic success based upon the student's performance as measured by report cards and achievement testing.

This measurement will be one that will attempt to recognize students who are working up to their capacity while pursuing excellence in all relationships - spiritual, academic, social, and physical.

#### THE GENERAL'S AWARD

This award is given to one senior who clearly demonstrates a Christian world view in his/her daily life. His/her character will reflect a positive attitude, the spirit of an over-comer, endurance when facing difficulties and Christ- likeness. The student should also be involved in at least 2 extra-curricular activities, teams, or clubs.

#### JUNIOR MARSHALS

Students must attend Cathedral Academy for at least their sophomore and junior year to be considered. Six students are chosen. Other qualifications include:

- a. GPA 3.5 and above
- b. No history of discipline probation
- c. No history of academic probation Leadership qualities (one or more)
- a. Christian testimony

- b. Chapel participation
- c. Community service hours
- d. Student government
- e. National Honor Society

#### **SALUTATORIAN**

The senior with the second highest grade point average will be recognized as the Salutatorian of the senior class. Students must attend Cathedral Academy for at least their junior and senior year to be considered.

#### **VALEDICTORIAN**

The senior with the highest-grade point average in the senior class will be recognized by being named Valedictorian. Students must attend Cathedral Academy for at least their junior and senior year to be considered.

#### **TIMOTHY AWARD**

Awarded to one student in each grade who best exemplifies Jesus Christ in service above self as described in I Timothy 4:12 and Luke 10:25-30. Jesus said, "*Inasmuch as you have done it unto the least of these my brothers, you have done it unto Me*"(Matthew 25:40). Those students who are Good Samaritans in their daily walk at school receive this award. Teachers nominate students, providing anecdotal evidence supporting their nominations. The Administration Team reviews all nominations, seeking additional information as needed, and makes the final determinations of award recipients.

#### **THE ATHLETIC CUP**

This award may be given on a year-to-year basis to an outstanding female and/or male athlete. The student(s) must have an exemplary season and must letter in (2) sports or be at least All State in (1) sport to be eligible.

# ATHLETIC DEPARTMENT GUIDELINES

## STATEMENT OF PURPOSE

Cathedral Academy is committed to the whole student – Body, Soul, and Spirit. The Athletic Department recognizes its role in this process. While a sports program necessarily focuses on physical health and agility, the Athletic Department at Cathedral Academy steadfastly holds to and reinforces vigorously the Academy Mission Statement.

## ATHLETIC FEES

Students that participate in athletics at Cathedral are required to pay an Athletic Fee. These fees are billed upon receipt of the roster from the coaches of the various sports. The fees go towards helping to offset the costs of the sports including coaches, field and court maintenance, jamboree and tournament entry fees, officials, and safety equipment.

The cost for each participant is by sport. **Football: \$150.00 All others: \$100.00**

## ATHLETIC POLICIES

Cathedral Academy is committed to helping our students learn and grow as followers of Jesus Christ. Learning to serve and sacrifice in humility and to develop good work habits will help them grow in character, wisdom and discernment.

Athletic and physical activity is an integral part of a student's development. The Academy encourages students to participate in some form of physical activity every day. As part of Cathedral Academy's mission of developing a balanced lifestyle, Upper School students are encouraged to participate in whatever sport is in season rather than to specialize in one sport for the entire year. A student should discuss athletic participation with parents and coaches prior to embarking upon the rigorous schedule required for sporting events. Parents of student athletes are expected to serve in all activities sponsored by the Athletic Department, including volunteering in the concession stand, at the ticket gate, or wherever parent volunteers are needed.

To be eligible for practice or participation in interscholastic athletic contests, a student must have a medical examination by a physician once every 365 days. A special form (*Cathedral Academy Athletic Form*) is available in the Athletic Office and on the school Web site. This form must be properly completed, signed, returned, and placed on file in the Athletic Office prior to the student's participation in any sport.

*All financial obligations with the school must be kept current to be considered eligible to be an active member of a CA athletic team.*

Students **are not** allowed to drive themselves to any away contests, nor are they allowed to transport fellow teammates to or from contests.

Annual Sports physicals are required for all athletes in competitive sports **prior to the first day of practice.**

Students are expected to display a proper attitude of sportsmanship toward teammates, coaches, opponents, fans, and officials regardless of winning or losing the contests.

## PROGRAM GOALS

The Academy maintains a program of interscholastic competition for boys and girls in grades 5-12 through our membership in SCISA Athletics. It is the goal to train student-athletes to compete. Therefore, as the coach deems the student-athlete ready, they will play them. There is, however, no guarantee that each student will play an equal amount of time in every game.

As a member of a team each student will:

- receive instruction that helps develop his/her ability to compete for God's glory.

- honor team rules and guidelines
- pledge to be on time and attend practices, meeting, programs and fundraisers sponsored by the team
- pledge to dedicate themselves to the Cathedral Academy sport team for which they chose to play
- communicate to the coach, when they will not be in attendance to practices, meeting, programs and fundraisers sponsored by the team
- be disciplined and trained in leadership.
- be encouraged to promote Cathedral spirit, unity, and pride.
- be encouraged to demonstrate Christian character on and off the field of competition.
- be encouraged to abide by the Code of Conduct and Ethics of Cathedral Academy and SCISA.
- be prepared to compete for SCISA State Championships.
- be equipped to vie for NCAA, NAIA, NJCAA, and NCCAA athletic scholarships.

## **ELIGIBILITY**

Any student who wishes to participate in interscholastic athletics must meet these criteria:

1. have a current ***Sports Physical Form*** on file in the Athletic Office on or before the first day of practice for any sport.
2. meet academic and attendance standards set forth by Cathedral Academy and SCISA.
3. meet behavioral standards set forth by Cathedral Academy.
4. be enrolled as a student and be current on ALL financial obligations to CA.

## **CODE OF CONDUCT AND ETHICS**

It is the duty of all concerned with athletics at Cathedral Academy to consider:

### **OUR SPEECH**

Colossians 4:6 *“Let your speech always be with grace, seasoned with salt...”*

1. Questionable language or “slang” words will not be tolerated. The student athlete will never engage in any language that can be termed “trash talking” or use profanity or questionable slang.
2. The student athlete will address the coaches and officials with respect. The student athlete will address the coach as “Coach” or “Mr., Miss, or Mrs.” and will take concerns or complaints directly to him or her. Insubordination and divisive speech or behavior will not be tolerated. The student athlete will address officials as “Sir” or “Ma’am.”
3. Never criticize the officials or coaches. These people represent the authority figure, “boss”, parent, teacher, and “Law.” Obedience to authority is not optional and is not predicated on whether or not you agree with it. All authority is God- given and disobedience to authority is disobedience to God.

### **OUR RELATIONSHIPS**

John 15:12 *“This is my commandment, that you love one another as I have loved you.”* Thus we commit to:

1. Develop relationships and a good rapport with teammates and coaches. God has placed you in this situation for a purpose. You have an opportunity to develop life-long friendships. If sports become all about you, you need not participate.
2. Develop relationships and a good rapport with classmates. Do not attempt to set yourself upon a pedestal. Your classmates will not respect or support you.
3. Develop relationships and a good rapport with students from other schools. Never miss an opportunity to share Jesus Christ with others.

### **OUR UNITY**

I Corinthians 12:12-13 *“For as the body is one and has many members, but all the members of that*

*one body, being many, are one body, so also is Christ. For by one Spirit we were all baptized into one body...*” Thus, we strive to:

1. Develop unity within the team. “*It is amazing what can be accomplished when no one cares who gets the credit.*” John Wooden
2. Develop unity within our school family. God has called each one of us to this school. Each of us has different abilities and, therefore, different roles. Never be jealous or envious of someone else’s role. Be busy fulfilling your role.
3. Develop unity within the Kingdom. We must establish our philosophy with other schools in order for our ultimate purpose to be met – to further the Kingdom of God. It will take other Christian schools being successful. Pray for them as you pray for Cathedral Academy.

## **OUR MOTIVES**

I Corinthians 10:31 “*...do all to the Glory of God.*” Be motivated by the love of God. Athletes must live for Him because He died for us.

1. Strive for victory in order to glorify God. Athletics is just a means to an end and not an end unto itself.
2. Demonstrating Christ in our lives by abiding by the rules of the game in letter and in spirit. Tactics that promote unfair “gamesmanship” will not be tolerated.
3. Committed to excellence. All areas – faith, practice, academics, and game preparation must reflect a commitment to excellence.
4. **Play and act like a CHAMPION!**

## **OUR BEHAVIOR**

I John 2:6 “*He who says he abides in Him ought himself also to walk just as He walked.*” Thus our obligation is that:

1. The athlete will maintain a good reputation. The athlete’s character must be in good standing with the administration, faculty, staff, and church.
2. The athlete will meet all eligibility requirements.
3. The athlete will know and understand all requirements. The athlete must know all of the expectations of their team and will follow them both in action and in spirit.
4. The athlete will show respect for all coaches, trainers and all staff personnel. This includes the game plans, methods, and philosophies.
5. The athlete will show respect for their teammates. The athlete must respect the seriousness of their commitment by attending all practices, meetings, and games as prescribed at the beginning of the season and by working together to accomplish a common goal. Help to hold your teammates accountable for their actions.
6. The athlete will maintain a high standard of appearance. Both in and out of the arena the athlete must adhere to the strictest interpretations of the school dress code and the team dress and uniform code.
7. The athlete will demonstrate Christ-like character. It is expected that both in and out of the arena respect will be shown in speech and actions for game officials, opponents, and all those associated with our opponents.
8. The athlete will never engage in fighting. The athlete must maintain self-control at all times. Unsportsmanlike conduct penalties will not be tolerated and will be penalized. Penalties include, but are not limited to, suspensions or dismissal from the team.
9. The athlete will know and understand our philosophy. The athletes must respect the eternal effects of their speech and actions as they represent themselves, their families, their school, their church, and ultimately their Lord and Savior, Jesus Christ.

Article XIII – Section 1:

### **SCISA Code of Conduct**

PHILOSOPHY: The South Carolina Independent School Association believes that interscholastic athletics are an integral part of the total educational program. High standards of behavior, scholarship, and citizenship are important to a sound athletic program. Students volunteering to participate in athletics must assume the responsibilities of this privilege and are required to meet these expectations. Moreover, adults shall be models of good sportsmanship and will lead by example by demonstrating fairness, respect, and self-control. Athletes, coaches, officials, and fans shall always conduct themselves in a reasonable and sportsmanlike manner. Each person will be responsible for his/her words and actions at all SCISA athletic events and will need to follow the standard set by the Code of Conduct.

### **SCISA Eligibility Rules: Student**

Article VI – Section 1:

ACADEMIC REQUIREMENTS:

ACADEMIC ACHIEVEMENT IS A PREREQUISITE TO PARTICIPATION.

- A. A student in grades 9-12 must take and pass at least four (4), one-unit CORE Courses or any five (5) one-unit courses, each grading period (6/9/12 week) or semester to be eligible. Students below the 9th grade must pass four (4) subjects each grading period/semester. A senior who has met or is meeting all requirements for graduation must pass four (4), one-credit courses each marking period/semester. *Note: A student must have earned 4 core units or any 5 units of credit to be declared eligible at the start of a school year. Also, courses taken during the school year by the “Home School” method are not eligible for athletic eligibility determination. “Virtual school” course will be considered on a case by case basis and must receive prior approval.*
- B. Any student who did not receive credit for at least one-half of all courses taken the previous school year cannot be declared eligible until after the successful completion of the 1st semester. A Maximum of Two Credits earned during summer sessions may be accepted from an accredited school with an established summer school program.
- C. A student may use college credit courses for eligibility purposes provided the student has met or is meeting all requirements for graduation. A maximum of One (1) Correspondence Course per school year may be used for eligibility purposes.
- D. A One Credit Course is a course taken for 36 weeks, one period each day for a minimum of 45 minutes. A course taken each day as above for 18 weeks would be a half credit which when combined with another half credit course would be the equivalent of a one credit course. A course taken for 36 weeks but only three, 45-minute periods each week would not be a one credit course. *Note: A One Credit Course taken for 18 weeks, shall meet for one period each day for a minimum of 90 minutes. Dual Credit Courses are treated as one half of a Carnegie unit.*
- E. Core Courses: Those courses in English, Mathematics, Science, Social Studies, Computer Science and Foreign Language that are recommended by the Commission on Higher Education and are common to SCISA schools.
- F. Eligibility is to be declared on the fourth (4th) school day after the end of the marking period. A student shall become eligible or ineligible at 12:01 AM on the fourth school day after the end of the marking period. *Example 1: The marking period ends on Friday. Student X becomes eligible or ineligible at 12:01 AM on Thursday. Example 2: The marking period ends on a Monday and Tuesday is a holiday for students. Student Y becomes eligible or ineligible at 12:01 AM on the following Monday.*

Article VI – Section V:

STUDENT ELIGIBILITY BELOW GRADE 9

- A. Students below the 9<sup>th</sup> grade must pass four (4) subjects each grading period/semester to be eligible for the next grading period.
- B. A student must have passed the previous school year to be eligible for athletic participation the first grading period.
- C. A student who repeats a grade below the ninth grade after having passed that grade would not be eligible during the year that is repeated. A waiver may be considered following the presentation of appropriate academic documentation detailing the school’s recommendation for repeating the grade.
- D. All students must comply with the age requirements and grade level restrictions for each level of competition.

Sources consulted:

Prestonwood Christian Academy, Plano, TX; ACSI, Colorado Springs, CO; SCISA, Orangeburg, SC

## **DISCIPLINE PROCEDURES**

*Clearly communicated expectations form the basis for a student's success as s/he engages productively in the classroom and in the community at large. These expectations also provide parents with the necessary insights to partner with the school in a positive manner to encourage their child in success-building attitudes and actions. Positive expectations provide the foundation for measurable outcomes.*

### **DISCIPLINE AND STANDARDS OF CONDUCT**

Students at CA are taught to live above reproach by showing respect for God, country, family, faculty, and fellow students. Students who fail to cooperate behaviorally or scholastically will jeopardize their privilege to attend CA. CA uses restorative discipline as a catalyst to help students learn to accept responsibility for their own actions and behavior. The ability to accept such responsibility is one of the qualities of mature people and is a steppingstone in their spiritual growth.

The Upper School administration and faculty expect CA students to give evidence of the following behavior:

- Demonstrate personal honesty and integrity.
- Foster a culture of excellence with an attitude of gratitude.
- Respect differences in others always.
- Respect personal and school property.
- Seek to develop positive interpersonal relationships.
- Take responsibility for being in the proper place at the proper time.
- Avoid behavior unbecoming of an CA student, whether at school or not.
- Avoid excessive accumulation of minor disciplinary infractions.

Students who show disregard for expectations listed above will be assigned referrals, detentions, suspensions, or other disciplinary measures as a reminder of their importance and to lay out clear boundaries and guidelines for correcting the addressed behavior. Consequences will escalate based upon accumulation of referrals and/or repeating offenses. For the school's discipline and standards of conduct to be effective, parent/guardian(s) are expected to support the school rules and work with the faculty and administration to correct a student's unacceptable behavior as necessary. Any action by a student or the parent(s)/guardian(s) which seriously interferes with the school's ability to accomplish its goals may be grounds for the student's immediate dismissal.

Students should understand that they represent CA at all times, including weekends and school breaks. Although CA does not supervise or monitor student activity away from the school or their electronic transmissions, it reserves the right to take action (up to and including expulsion) when evidence reveals behavior that violates the school policies, causes disruption to the school day, or is detrimental to the testimony of CA. Any violations of this sort, 1<sup>st</sup> offense, we may partner with the parent regarding consequences. A 2<sup>nd</sup> offense of off campus violations would result in school consequences.

It is a goal and a practice of the faculty and administration to stay in close communication with parents/guardians and to work together as partners in the disciplinary process. *RenWeb* is the tool primarily used for communicating disciplinary action taken by teachers and administration, and it contains the student's disciplinary record. It is the parent's/guardian's and student's responsibility to check *RenWeb* regularly and be aware of any changes to their student's discipline record.

Violations to the standard of conduct at CA fall into three categories:

- Level I Infractions
- Level II Infractions
- Level III Infractions

### Level I Infractions

**Level I** infractions are acts of misbehavior in a classroom, on campus, or at school events. Examples of such misbehaviors include, but are not limited to: inappropriate conduct in chapel; on-campus automotive moving or parking violations; being in an unsupervised area without permission (including being in or around cars in parking lots); class disruption; failure to report for an assigned detention; misbehavior in the cafeteria; inappropriate language spoken or written; public display of affection; rudeness or discourteousness; verbal abuse or offensive, hurtful comments; violation of the Acceptable Use Policy (See Appendix); dress code violations; failure to report for lunch duty; having unapproved food or drink in unapproved areas (library); using the elevator without permission; etc.

These **Level I** infractions may result in warnings, referrals or detention halls. Parents/Guardian(s) will be notified via *RenWeb* of any disciplinary action taken, and a parent conference may occur.

### Level II Infractions

**Level II** infractions are misbehaviors of a more serious nature in a classroom, on or off campus, or at school events. Examples of such misbehaviors include, but are not limited to: plagiarism or collusion; aggressive behavior or horseplay; cutting school; defiance of authority and/or school directives; spoken or written profanity, use of obscene gestures or words, swearing or use of derogatory racial slurs; disrespect to authority; academic dishonesty; inappropriate behavior of a sexual nature; lying; leaving campus without signing out and/or without obtaining permission; fighting; violation of the Acceptable Use Policy; repeated Level I infractions.

**Level II** infractions may result in parents/guardians being contacted by the appropriate dean and a parent conference may be requested.

**Level II** infractions may result in detention, up to three days of suspension, and/or community service hours.

### Level III Infractions

**Level III** infractions are major offenses often involving activity that is illegal or is an inexcusable act of disrespect toward individuals, school property, or personnel. These infractions are violations of school policy during any time the student is enrolled at CA and are not limited to school or on-campus activities. Examples of such misbehaviors include, but are not limited to: repeated Level II infractions of the same kind; smoking or possession of any tobacco product (including vaping and cigarette alternatives); extreme behavior unbecoming of an CA student on or off campus; computer hacking; destruction of school property (including vandalism and graffiti); direct or indirect threat of physical harm, use of a weapon or terror threat; harassment, bullying (verbal, sexual, physical, cyber, via computer, phone, etc.); inappropriate use of the Internet or tampering with the school's computer system; possessing or viewing pornography/nude images; sexual promiscuity; any involvement or association with drugs or alcohol; possession of drug paraphernalia; possession of a weapon or explosive; possession of missing or stolen property; profanity and/or obscenity in written or spoken word or gesture directed at faculty or staff members; stealing; tampering with the fire alarm system, extinguishers, or defibrillator; testing positive or refusing to take a school-mandated drug test.

**Level III** infractions may result in parents/guardians being contacted by the appropriate dean, and a conference may be requested.

**Level III** infractions may result in up to five days of suspension and community service hours or separation from CA.

Infractions involving illegal activities may be reported to the law enforcement authorities.

If a student has been charged with any illegal activities, other than driving violations, it is the parents'/guardians' and the student's responsibility to notify the school administration of the offense.

### Consequences

#### *Referrals*

Referrals are issued by teachers or administrators to students for most Level I infractions and some Level II infractions. Referrals are issued via *RenWeb* to communicate with the parents about student infractions to the code of conduct.

- All teachers have their own discipline plan, which can be found in their syllabi, that best meets the needs of their individual classroom. Teachers may administer warnings and consequences before beginning the referral process.
- When a referral is issued, a notification is sent to the student and parent/guardian via *RenWeb* email.
- The principal, assistant principal or appropriate dean will issue detentions and suspensions.

Note that some behaviors may result in immediate detention, suspension, or expulsion.

#### *Detentions*

Detentions are given in one-hour increments as consequences. Detentions are issued for Level I and Level II infractions or for the accrual of referrals for like offenses. All disciplinary obligations take precedence over athletic practices, games, or other extracurricular activities.

Detentions will be served on assigned days and will adhere to the following guidelines:

- Detentions may be scheduled during lunch, after school, early weekday mornings, Friday evenings, or Saturday mornings as assigned by the school administration. Students assigned Saturday morning detention will be charged \$25.
- Students are expected to be on time for scheduled detentions. Late arrival may result in a rescheduled detention with additional consequences.
- During detentions, students may be required to perform tasks around the school building and/or complete written assignments. Any written assignment must be completed during the detention and will be required to be rewritten if it does not meet the approval of the detention monitor. Students should bring their own paper and pen.
- A skipped detention or multiple detentions may result in a suspension.
- Detentions will jeopardize students from being eligible to run for positions of leadership.

#### *Suspensions*

A suspension can be one to five days in length, normally escalating from one to five days depending on the specific infraction or the accumulation of infractions. A specific amount of community service hours may be assigned with the suspension as determined by the administration. Any disciplinary obligation takes precedence over athletic practices, games, or other extracurricular activities. Therefore, any suspended student may not attend or participate in any school activity, either on or off campus, during the day(s) of suspension. A student who is suspended may be removed from extracurricular activities (i.e. athletics, fine arts, class office, student government, clubs, or honor societies, etc.) as determined by the administration. Each day of suspension results in a one-point deduction from each of the student's grades for the quarter in which the suspension takes place.

Academic work missed during a suspension can be made up by the student.

Colleges/universities might request a report of any suspensions during the 9<sup>th</sup> -12<sup>th</sup> grade years.

### *Expulsion*

The CA administration considers certain offenses as particularly serious and reserves the right to expel a student, even for the first offense, for the following behaviors:

- Any involvement or association with drugs, vaping, or alcohol on or off campus
- Bullying, threatening, harassment, and intimidation
- Involvement in immoral or sexual behavior
- Possession of a weapon or explosives on campus
- Profanity and/or obscenity directed at a faculty or staff member
- Striking a faculty or staff member
- Testing positive or refusal to take a school-mandated drug test
- Threat of physical harm with or without a weapon
- Possession of pornography/nude images
- Illegal behavior

Expulsion is the most severe penalty that CA assigns. It is recorded as part of the permanent school record. Once expelled, the student must leave campus immediately, unless an extension has been granted by a principal or dean. All school property must be returned to appropriate parties, and lockers must be emptied. An expelled student may not return to campus without their parent and without approval from the administration.

### Bullying, Harassment, and Intimidation

Bullying, harassment, or intimidation of others is not tolerated. Such can be understood to be a gesture, an electronic communication, or a written, verbal, physical, or sexual advance that is reasonably perceived to have the effect of harming a student physically or emotionally, damaging a student's property, or placing a student in reasonable fear of personal harm or property damage. Such behavior can also be understood to be insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school. Therefore, a person may not engage in bullying, harassment, or intimidation, or in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of bullying, harassment, or intimidation. Anyone who has reliable information that a student has been subject to bullying, harassment, or intimidation is expected to report the incident to the appropriate school official. All students share responsibility for keeping the school environment free from bullying, harassment, and intimidation.

### Sexual Behavior and Gender Identification

CA reserves the right to ask a student to withdraw if;

- A student is married, becomes pregnant, causes a pregnancy, or has a child.
- A student is openly homosexual or supports homosexuality
- A student is transgender/lives a gender identity lifestyle or supports such a lifestyle. (God bestows gender upon each person as male or female to reflect His image, and CA will only recognize a student's biological gender.) Genesis 1:27

### Academic Dishonesty

Academic Dishonesty is defined as the following and is without permission from the teacher:

- Using another student's homework, test, quiz, project, or workbook
- Altering or filling in information during the grading process to make corrections whether it concerns the student's own paper or someone else's

- Obtaining or providing test or quiz questions or information in advance through unauthorized means
- Giving information either orally, electronically, or by intentionally allowing another student to copy them
- Receiving answers either audibly, by copying from another student, by looking at any source containing information, or by any other means
- Plagiarism: submitting a work as yours that in actuality was either fully or partially produced by another source, including individuals, Internet, books, or any verbal or printed word
- Possession of any unauthorized materials during an assessment or assignment

The consequences of academic dishonesty will include loss of points or a zero on the assignment and a detention. If a student has been disciplined for academic dishonesty, he or she will be required to wait one year, without a cheating offense, before being considered for an Honors or AP class in the subject the academic dishonesty occurred. Students could potentially be removed from Honors and AP classes mid-semester for academic dishonesty. Repeated episodes of academic dishonesty may result in suspension or expulsion.

## **APPEALS**

### Introduction

It is quite natural for people in a school to disagree. We can have honest differences of opinion. Policies, practices, and procedures can be viewed and interpreted differently, especially depending upon varying circumstances. Sinful behavior can rise up and cause reason to be clouded by emotion. Some people appreciate policies except when these policies affect them. Surely, everyone in the school community can appreciate that rules and consequences often cannot be adjusted on the basis of people's "comfort" or convenience; otherwise, chaos could ensue.

In the case of any disagreement, all parties in dispute are invited to (1) step back from the situation, (2) take the necessary time to get emotions under control, (3) pray, (4) appropriate God's discernment, and (5) attempt to resolve any dispute with the other person's interests in mind. The Bible indicates that, at least so far as it depends upon each of us, we should live at peace with everyone (Romans 12:18). We are all called to be peacemakers at Cathedral Academy.

If, however, a disagreement cannot be resolved, the following processes are in place to effectively address each matter as close as possible to the parties involved:

### *Student-to-Student*

If a student disagrees with (a) student(s), s/he should attempt to resolve the conflict or solve the problem directly with the student(s).

If the matter is not resolved student-to-student, the student could request that a trusted peer, staff member, Department Chair, or parent mediate a subsequent conversation for conflict resolution/problem-solving.

If the matter is not resolved with the mediator's involvement, the matter should be taken to the Head of Schools.

If the matter is not resolved at this point, the Principal could get involved to help bring resolution to the matter.

### *Student-to-Staff*

If a student disagrees with a staff member, the student should attempt to resolve the conflict or

solve the problem directly with the staff member.

If the matter is not resolved student-to-staff, the student should request that the direct supervisor or Department Chair of that department mediate a subsequent conversation for conflict resolution/problem-solving.

If the matter is not resolved with the mediator's involvement, the matter should be taken to the Principal for further mediation.

At any time in this process -- although the school hopes not immediately -- a parent or parents could be involved in helping to settle the dispute, but not until the student has initially attempted to resolve the matter. School personnel will do everything in our power to engage our partnerships with parents, and parents should also understand that a resolution different than what is desired by the parent/s does not mean the partnership is not valued.

### *Parent -to-Staff*

If a parent disagrees with a staff member, the parent should attempt to resolve the conflict or solve the problem directly with the staff member.

If the matter is not resolved parent-to-staff, the parent should request that the direct supervisor or Department Chair of that department mediate a subsequent conversation for conflict resolution/problem-solving.

If the matter is not resolved with the mediator's involvement, the matter should be taken to the appropriate Principal for further mediation.

### Conclusion

We believe these processes are consistent with biblical principles and are uniquely applied in a school setting.

As the dispute progresses to other people of authority, the persons closest to the dispute must expect that they will not have as much control over the final outcomes. In such cases, Romans 1:1-2 applies -- "Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God. Therefore, whoever resists the authorities resists what God has appointed, and those who resist will incur judgment." (English Standard Version)

1. The cheating/plagiarizing student will receive a grade of "0" for the assignment, quiz, test, exam, or project.
2. A student who knowingly plagiarizes or enables the cheating or plagiarizing student will be subject to administrative review for disciplinary action.

*The school generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration and/or board may determine, at their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.*

## **STUDENT DIGNITY POLICY**

Cathedral Academy intends to provide its students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics or disability, robs that person of their dignity and is not permitted.

Cathedral Academy does not condone or allow harassment of others, whether engaged in by students, employees or other family members who may be present.

Any student who is determined to have violated this policy will be subject to corrective action and discipline and may include expulsion.

## **STUDENT DRIVERS**

Students must park in designated student parking area. All student drivers must sign a ***Student Driver Contract***. Student drivers are not permitted to leave campus during the school day for lunch (except for Senior Lunch). If absolutely necessary, student drivers may leave campus for a medical appointment with prior written permission from parents or a signature by Fax or email from their parent or guardian. **Students must sign out in the school office before leaving and sign in upon returning.**

Cars are off limits during the school day. Students should not go to their car between classes for any reason without permission of the administration. Eating lunch in the car is prohibited.

## **STUDENT INSURANCE**

In the event of a school-related injury, Cathedral Academy carries secondary insurance on each student. It is required that families carry a primary insurance policy on their children. Parents should file a claim with their primary insurance company first. Immediately contact the school office for the necessary forms to file with the secondary company.

## **OTHER STUDENT CONCERNS**

### **STUDENT LOCKERS**

Lockers are school property and are assigned to students. Lockers are to be used exclusively by the assigned student and maintained accordingly. No personal locks may be used.

Lockers are school property and may be opened at the Administration's discretion. Damage to any school property is not allowed. Fees may be charged for any damaged lockers.

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection between male and female students, as "boyfriends or girlfriends," are not allowed.

### **SENIOR RETREAT**

Senior retreat will occur each fall to provide opportunity for seniors to engage in preparation, planning, and prayer for the upcoming senior year. This is a four-day off campus experience allowing students to bond and continue to build relationships, with activities such as hiking, white water rafting, worship, mentoring, teaching and collaboration.

### **SENIOR PRIVILEGES**

The Senior Privileges are just that: Privileges. These are granted by the Administration but ARE NOT RIGHTS of the students. Seniors may be allowed to leave for lunch on designated days and in accordance with guidelines. Purchasing lunches for other students while off campus is prohibited and will result in the senior losing off-campus lunch privileges for 9 weeks per offense. Seniors are not allowed to drive another student to lunch or eat lunch in the car on campus.

## **UNDERSTANDING THE PARENTAL COMMITMENT**

Parents of Cathedral Academy students should understand that acceptance is granted on a general probationary status for the first quarter. Cathedral Academy offers a college preparatory curriculum focusing on higher academic standards and is committed to maintaining the academic integrity of our programs. Further, the Academy is not able to provide ancillary services to meet the needs of students with learning or behavioral issues.

Parents agree that they will in no case complain to other parents but will register only necessary complaints with the teacher or administration following the Matthew 18 principle. They pledge their full cooperation to keep doctrinal controversy out of the school and agree to abide by established policies. Parents agree to support the school with their prayers and positive attitude. They further understand that if at any time the school determines, in its sole discretion, that their actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request the withdrawal of their child(ren).

Cathedral Academy reserves the right to dismiss a student for lack of cooperation on the part of the student, parent and/or guardian. The school has the right to request the withdrawal of students if the parents no longer support the principles and practices of the school.

Admission to Cathedral Academy is a privilege and not a right. It is a privilege granted with the understanding that students will desire to live as Bible-believing, consecrated Christians. Conduct exemplary of developing young Christians is expected. Drinking alcoholic beverages, using marijuana or other illegal drugs, smoking or using any tobacco products, profanity, disrespect for authority or property, improper sexual behavior and abuse of others are prohibited.

This applies to school and non-school related social activities where unacceptable behavior would have an adverse effect on the testimony of the school. Cathedral Academy families also commit to the principle of the sanctity of marriage between a man and a woman.

### **PARENTAL CONCERNS**

Even in the best of schools there will be situations that lead to disagreements among parents and school officials. It is of utmost importance that these issues be handled in a spirit of cooperation and grace. From Matthew 18, Jesus gives us the model for resolving conflict. Parents, staff members, and students are enjoined to follow this procedure. The temptation to talk to people not involved in the situation is great, but it is not God's way.

Parent concerns need to be directed through the proper channels:

1. All concerns will be handled in accordance with the principles set forth in the Gospel of Matthew, Chapter 18.
2. All persons are to deal with the situation at its source. This usually means initially speaking privately with the teacher or appropriate school staff member in a constructive and supportive attempt to obtain clarification or resolution.
3. If, after genuine and earnest attempts have been made and clarification or resolution has not been satisfactorily reached, then:
  - a. The person proceeds to the next level of authority. This generally means speaking to the appropriate administrator. Nearly all matters can be resolved at that level. Every effort should be made to resolve issues quickly at the lowest level possible. The Head of Schools may be seen if reasonable resolutions fail and/or if communications break down. Since the Board of Directors form the policies from which the Head of Schools operates, the Head of Schools may not waive any of the Policies.
  - b. The Head of Schools may require that the matter in question be reduced to writing prior to considering the matter.

## **TEXTBOOK CARE**

Textbooks are the property of the school. We realize that average wear and tear on books happens. A book fine may be assessed at the end of the school year for excessive damage or excessive wear and tear. Final report cards/transcripts will be held until book fines are paid.

A schedule of fines is listed below:

<u>Type of Damage</u>	<u>Hardback Books</u>	<u>Softback Books</u>
Worn edges of cover	\$10.00	\$2.00
Broken back	\$15.00	N/A
Damaged or marked cover	\$15.00	\$7.50
Missing or torn cover	replace book	replace book
Excessive writing in book	replace book	replace book
Minimal writing in book	\$5.00 - \$15.00	\$2.50 - \$7.50
Torn/missing pages	replace book	replace book
Moisture damage	replace book	replace book
Lost book	replace book	replace book
Miscellaneous	\$1.00 - \$10.00	\$1.00 - \$5.00

## **STUDENT OPPORTUNITIES**

### **NATIONAL HONOR SOCIETY**

National Honor Society (NHS) is a nationwide organization that recognizes excellence in leadership, scholarship, character, and service among high school students. Students in grades 10 and 11 (rising juniors and seniors) are eligible to participate in the induction process. The induction ceremony takes place in the spring of each school year. To qualify for Cathedral Academy's chapter, students must have an overall GPA of 3.75 and have a clean disciplinary record. Students will be required to provide evidence of participation and citizenship on campus and in the community. Interested students will complete an application, obtain two teacher recommendations, and participate in a private interview. If inducted, students are expected to maintain their GPA and fulfill the service requirements of the NHS. There is no fee for joining NHS and the school will notify eligible students during the spring semester.

### **STUDENT LEADERSHIP INSTITUTE (GR.9-12)**

The Student Leadership Institute's mission is to assist young people in the development of their leadership philosophy and skills by exposing them to a Biblically based, practical, multifaceted, weekly, year-long program.

Students will be trained in the Biblical model and definition of leadership with a core emphasis on three operating principles. This model, founded from God's Word, focuses on individual and institutional commitments to becoming selfless and other-centered. It is the Institute's goal that students connect these principles to their campus, community, and church. Students will be challenged to become more like Christ as they strive for a higher level of leadership training.

## **FOREIGN EXCHANGE STUDENTS**

Students from other countries on temporary visas are eligible to attend school at Cathedral Academy provided they meet all enrollment requirements including enrollment fees and tuition, and the host family agrees to abide by all of the policies and regulations of the school. Host agencies are to check with the school prior to inviting a student to the school. In the event that a class capacity is reached, permanent resident students or church family students would have first priority for attendance.

Exchange students must have completed all of the necessary immigration forms before the student can register. Exchange students should be authorized through a licensed Foreign Exchange Program. The school is not certified to issue Form I-20. Completed forms should be received at the school for review by the Head of Schools for approval.

Exchange students are eligible to attend Cathedral Academy for experiential purposes. Exchange students will have all rights, privileges, and responsibilities granted to resident students regarding attendance, academic standards, behavior, academic grading, and participation in clubs and school activities. Participation in school sponsored sports will be approved pending Exchange students meeting the criteria of the South Carolina Independent Schools Association. Exchange students are not eligible for the Salutatorian or Valedictorian honors, nor are they eligible to receive a High School Diploma or participate in Graduation Ceremonies or programs, including being eligible as a Junior Marshals.

No school funds will be used to fund participation in athletics, lunches or other activities for Exchange students.

## **WITHDRAWALS**

When a student withdraws from Cathedral Academy, a parent must complete the ***Withdrawal Form***. School records will be released after the school receives the completed withdrawal form and all financial and other obligations to Cathedral Academy have been fulfilled. All books and other materials belonging to the school must be returned before the student will officially be withdrawn. An exit interview may be requested.

*Cathedral Academy plans and budgets for the entire school year; therefore, no refunds of any fees or tuition will be given at any point of withdrawal unless a job transfer moves the family or the student is asked to leave the school by the Head of Schools or the School Board.*