



CATHEDRAL SCHOOL
PARENT.STUDENT HANDBOOK
2025.2026

August 13, 2024

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PARENTS AS PARTNERS

Cathedral School considers it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to be the primary role model for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. It is vital that both parents and teachers model to children that they are a united team. Evidence of mutual respect and appreciation between parents and school staff will model positive, mature behavior and relationships for the students.

Parents are the first teachers of our students. As partners in the educational process at Cathedral School, we ask parents to do the following:

- Set rules, times, and limits so that your child:
 - Is well-rested
 - Arrives at school on time and is picked up on time at the end of the day
 - Is dressed according to the school uniform policy and guidelines
 - Completes assignments on time
- Read school notes and newsletters to best support your child's success and preparedness
 - *The 1909 Knight News* is the primary form of school wide communication. It is typically emailed out late Friday afternoon/early evening from the school.
 - It is important that you read this newsletter prior to the upcoming week as it contains the most current information regarding upcoming activities and events along with other noteworthy information, all of which will enable you to set your children up for success throughout their time at school.
- provide a nutritional lunch, snack, and access to a refillable water bottle every day, when appropriate
- Actively participate in school activities and events such as Parent-Teacher-Student Conferences, parent organizations (Home and School Association and/or Principal's Advisory and School Improvement Committee), social gatherings, Friday Morning Assemblies on the blacktop, weekly Mass, etc.
- See that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- Notify the school in writing or email when the student has been absent or tardy stating the reason, or providing a doctor's note whenever applicable
- Update changes of address or important phone numbers in FACTS
- Meet all financial obligations to the school
- Inform the school of any special situation regarding the student's well-being, safety, and health
- Complete and return to school any requested information, promptly
- Support the religious, behavioral, social-emotional and educational goals of the school
- Support and cooperate with the discipline policies of the school

- Treat school administrators and teachers with respect and courtesy when discussing concerns, knowing that everyone has the same end-goal: to best support the child's academic development, as well as their physical/social-emotional health and well-being

COMMUNICATIONS

Communication is vital to our partnership with Cathedral families, and we use a variety of means to communicate, whether for academics, volunteer opportunities, special events, or other important school news. Knowing how and when these communication avenues are used will help you and your family stay on top of current events at school.

1909 Knight News

To be in the “know,” this is the place to start! Every week the school newsletter, *1909 Knight News*, is sent through email to parents and guardians. Each edition provides parents a recap of the week’s events, upcoming calendar items for the next week, information from various school organizations, prayer intentions, and more.

FACTS

Cathedral School uses the school information system, FACTS, which primarily maintains important school data such as parent/student profiles and grades. It is imperative that all parents and guardians manage their personal contact information in FACTS, ensuring current phone numbers and email addresses are entered accurately as this is our primary source of contact information should the school need to communicate with you. The weekly *Friday Knight News*, emails from your child(ren)’s teacher(s), and progress reports and report cards are sent using the email addresses stored in FACTS. All school families are required to have an account in FACTS. Please make sure that FACTS is being received by your email service provider by checking your junk or spam folders and setting FACTS to an “allow” list for your account.

Google Classroom

Google Classroom is the Learning Management System (LMS) we use to provide student access to digital content assigned/shared with students by teachers. Google Classroom has a “guardian” feature which allows parents to receive daily and/or weekly updates regarding student work; will communicate if work is turned in late or missing. At the start of each new school year, teachers will send an invitation to parents to receive this type of assignment communication update. If you do not see an email within the first two weeks of school, check your junk and/or spam folders or contact your child(ren)’s teacher(s). Teachers will use the email addresses from FACTS to send the guardian email.

Website and Social Media

Cathedral School utilizes a variety of digital media resources to share information about our school, from our mission and vision to calendar items, such as upcoming school events and athletic games, with current and prospective families.

- Website: www.cathedral-school.net
- Facebook: Cathedral School
- Instagram: @cathedral_schoolraleigh
- Twitter: Cathedral School @cathedralpk8

ADMISSIONS AND ENROLLMENT POLICIES

General Admissions Guidelines

Admissions priority shall be given to Catholic students. All applicants are welcome as space permits, following the protocol listed below. In addition, students may apply and are accepted based upon the following assumptions:

- All students will participate in the religion program.
- Once a student is accepted, re-enrollment will not be denied because of affiliation with another religion.
- Students must meet age requirements as defined by the State of North Carolina:
 - PK students must be 4-years-old by August 31
 - K students must be 5-years-old by August 31
- The Diocese of Raleigh Catholic Schools acknowledge that there are students who require special services to meet their full human potential.
 - Cathedral School is committed to all students succeeding to the best of their abilities. In the event that a student has a diagnosed special need - documented by licensed medical personnel - accommodations may be offered that can be reasonably made within the normal general education classes when/if the school has the resources to do so. However, modifications to academic requirements or alterations to general course of studies will not be made.
 - If a student cannot be accommodated within our school program, every effort is made to assist with placement in another school program beyond Cathedral School.
- Students may “pre-apply” from birth through entry into PK or K.
- To qualify as a “parishioner” or “Catholic”, the students must be a baptized Catholic.
- Cathedral School does not discriminate against any race, color, gender, national or ethnic origin in the admission of students. All students have the rights to the privileges, programs, and activities offered by Cathedral School.

Admissions Priority Protocol

1. Children of current faculty/staff of Cathedral School/Parish
2. Siblings of current students who have pre-applied
3. Siblings of current students
4. Registered Parishioners of Holy Name of Jesus Cathedral who have pre-applied
5. Registered Parishioners of Holy Name of Jesus Cathedral
6. Parishioners of other Catholic parishes who have pre-applied
7. Parishioners of other Catholic parishes
8. Non-Catholic applicants who have pre-applied
9. Non-Catholic transfers from other Catholic schools
10. Non-Catholic applicants

Students applying in Grades 1-8 must present:

- a copy of the current report card

- standardized testing results
- other educational testing results, as applicable Including IEP paperwork Please note that we do take students with IEP's but need to be able to service them correctly.

These documents will be reviewed to initially determine whether our program will meet the educational needs of the student. An interview with the student/parent, student shadow day(s) and placement testing may also be a part of the admission process.

Parent contributions of time, talent, and treasure as well as length of time in the parish will be factors in the admission process.

New Student Probationary Period

All new students are admitted to the school on a sixty-day probationary basis. This time period allows parents, teachers, and administration to evaluate the student's opportunity for success at Cathedral School. If concerns are present, parents will be notified and a conference will be held to include the teacher, parents, and administration.

Non-Discriminatory Policy

As a Catholic school in the Diocese of Raleigh, Cathedral School has a racially non-discriminatory policy for all students and admits students of any race, color, national and ethnic origin to the rights, privileges, programs and activities generally accorded or made available to students.

Our school does not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs, athletics and other school-administered programs.

Open Enrollment Period for school year 2026-2027

Open enrollment will begin in late October 2025 and continues through Thanksgiving 2025. Students are accepted, declined, or placed on a waiting list.

Readmission Guidelines

Readmission of students who have withdrawn due to financial hardship, as well as those who have left the school for other reasons, will be considered to return at the discretion of the principal and rector/pastor. Students who have withdrawn or have been expelled for disciplinary reasons will not be readmitted.

ACADEMIC PROGRAMS

The instructional program at Cathedral School reflects its foundation in a strong Catholic identity with a focus on the whole child development through a Catholic education. Core content subject areas, which includes Religion, ELA (Reading/Literature, Spelling, Writing, Handwriting, and Grammar), Math, Science and Social Studies, as well as Music, PE, Visual Arts, Second/Foreign Language, Information and Technology, follow the Standards and Instruction outlined by the Diocese of Raleigh Office of Education. These standards are available for review by subject and grade level by clicking [here](#).

Religion

Religion is a core subject in all grade levels, PK – Grade 8 which includes attendance at weekly Mass. No exceptions to course attendance and participation is allowed. In addition, students may also have opportunities to participate in retreats or other activities as part of the religion curriculum.

ACADEMIC ACCOMMODATIONS AND MODIFICATIONS

The Diocese of Raleigh Catholic Schools acknowledge that there are students who require special services to meet their full human potential. Cathedral School is committed to all students succeeding to the best of their abilities. In the event that a student has a diagnosed special need - documented by licensed medical personnel - accommodations may be offered that can be reasonably made within the normal general education classes when/if the school has the resources available to do so. However, modifications to academic requirements or alterations in the general course of studies will not be made.

The Diocese of Raleigh Catholic Schools are exempt from the mandate of providing services for IEP's and 504 Plans. If a student cannot be accommodated within the school program, every effort is made to assist with placement in another school program beyond Cathedral School.

HEALTH AND WELLNESS OPERATIONAL PLANS

In the creation of its daily operational plans with respect to health and wellness, Cathedral School will consider guidance and/or recommendations from medical and public health authorities, such as the NC Department of Health and Human Services (NCDHHS), the CDC and the American Academy of Pediatrics, in addition to policies provided by the Diocese of Raleigh Office of Education, and in collaboration with the pastor/rector, PASIC (Principal's Advisory and School Improvement Committee), faculty and staff.

Health and wellness operational plans may be modified as necessary at any time. **Parents accept and assume all risk of a child's attendance at school.**

HOMEWORK PROCEDURES AND REQUIREMENTS

Classroom and resource teachers develop their own requirements and procedures based on the grade level/subject they teach and will communicate those expectations with students and families. The following items are general guidelines upon which they base their decisions:

Amount of Homework/Time Requirements

The "10-minute" rule should be used to gauge time spent on homework. Multiply the grade level of the student by 10 and that should be the approximate time (in minutes) spent on written assignments each night. Projects and practice reading would be in addition to the regular homework. The "10-minute" rule is only a guideline as all students work at different rates using different learning styles and strategies. If your child consistently demonstrates difficulty completing his/her homework in a reasonable amount of time, please contact the teacher for further discussion.

Completion and Responsibility

Teachers assign appropriate home study/homework to reinforce and supplement the lessons presented in class, or in some cases to prepare students for the next day's lessons. All written work is to be neat and accurate, as well as complete. Homework is the responsibility of each student. We ask that parents check homework and provide their assistance, when necessary, while also allowing the child to accept responsibility for the assigned task. Students in Grades 5 – 8 should be capable of completing homework independently.

Assignments are due on the assigned due date. Once a student has arrived at school, forgotten assignments are not to be delivered to the front office. If a student is absent on the due date, the assignment is due on the first day they return to class. In cases of illness of more than a day, teachers will work out a schedule to make up missed work. Consequences for incomplete assignments will be handled according to policies set forth by individual teachers in grades PK-5. Teachers in grades 6-8 will collaborate as a middle school team to apply consistent consequences for late and/or missing work.

REPORT CARDS AND GRADING

POSTING OF GRADES

Parents will receive information regarding how to regularly check a child's academic performance which will be available in our Student Information System, FACTS . Student grades will be posted in FACTS throughout the year, and will be updated on ***at least a weekly basis***. Parents, however, may check FACTS at any time to check student progress. If you need help accessing your FACTS account, please contact: techsupport@cathedral-school.net.

PROGRESS REPORTS

Different grade levels require different methods of reporting progress to parents. Your child's teachers will give you grade level specific information. In order to ensure that parents are informed of their child's academic progress, there may be occasions when the Principal or Teacher may require parents to acknowledge a student's progress report either through email or by signing a printed copy.

REPORT CARDS

Report cards are issued in Grades K-8 three times per year and in PK two times per year. Each "trimester" is 12 weeks in length. Report cards will be emailed to the parent/guardian email accounts found in FACTS. Please refer to the [2025.2026 calendar](#) for the trimester beginning and end dates.

Students must be enrolled for the second half of a trimester to receive a report card for that term.

AWARDS AND HONORS

Academic Achievement of students will be recognized informally in grades PK-4 at the teacher's discretion.

Formal recognition in Grades 5 – 8 will be based upon the following criteria:

Recognition	Grades	Conduct/Accountability
High Honors	All grades 90 – 100	O, G, or S
Honors	All grades 80 – 100	O, G, or S

Merit	All grades 80 – 100 and 1--70 – 79 in Grades 6 – 8; or in 1 strand per subject in Grade 5	O, G, or S
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For middle school students, invitations to organizations and conferences, including Student Council, Athletics, or other extracurricular opportunities will consider academic, conduct, behavior reports, and accountability grades.

PRINCIPAL'S AWARD

Awarded annually to students in Grades PK - 7 who are nominated by their teachers as students who have continually demonstrated outstanding Christian citizenship throughout the school year and serve as role models to their peers.

PROMOTION AND RETENTION

Advancement to the next grade level is based on a student's daily performance, assessment results, recommendations of teachers, and the student's ability to complete work successfully.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be TRANSFERRED or PLACED in the next grade at the principal's discretion. A student who is transferred or placed in another grade level may not be allowed to continue as a student at Cathedral School.

ASSESSMENTS

Classroom Assessments

Testing/assessment is used to determine mastery of required [grade level/content area standards](#) which are provided by the Diocese of Raleigh Office of Education. Testing/assessment will be done as often as the teacher feels is necessary. Whenever possible, students will be given a 3 – 5-day notice of all formal, summative (ex. end-of-unit or chapter) assessments and are expected to be prepared.

Assessment dates may change at the teacher's discretion. Quizzes/formative (i.e. quick check for understanding of material) assessments may be unannounced.

iReady Testing

All students in Grades K-8 are required to participate in iReady testing 3 times per year. These computer based assessments are adaptive to individual students and are administered in reading and math. Testing windows are set by the Diocese of Raleigh Office of Education. Assessments will be administered in September, January, and May.

FIELD TRIPS

Teachers are encouraged to plan off-campus educational experiences to enhance the classroom experience. A blanket permission slip for walking field trips to downtown will be signed and filed in the office. Parents will be notified about the planned activities and should inform the teacher in writing if a student will not be participating in the activity/trip.

Buses may be hired for trips that are not within walking distance. Separate permission slips will be required when tour buses are hired. If the students ride the free “downtown circulator” bus or a Raleigh city bus, you will provide permission for that via the blanket permission slip. Students are expected to ride the bus with their classmates in order to enjoy the full field trip experience. Students should not ride with a parent to/from a field trip.

Parent volunteers may be used as chaperones; however, siblings of any age are not allowed to attend field trips with chaperones.

In most cases, fees will be charged for field trips. Parents will be notified of the cost of the trip and given a date that the fees will be drafted via FACTS. No student will be denied participation for lack of funds. Chaperones may have to pay admission charges depending upon the destination and the number of chaperones allowed per class.

Students can, however, be denied participation as a result of prior inappropriate classroom behavior. The teacher and principal will make that decision which will then be communicated to the parents/guardians.

Uniforms are worn unless the nature of the trip warrants otherwise.

PARENT – TEACHER – STUDENT CONFERENCES

There will be at least one assigned parent-teacher-student conference each school year. Dates are located on the [school calendar](#). Our goal is to have at least one face-to-face conference (in-person or video conference) with each family. A good parent-teacher-student partnership enables all parties to have a better understanding of the child and their academic needs, as well as their social-emotional growth and development. **During the school year, parents are encouraged to keep in touch with the child’s teacher as often as necessary.**

SCHEDULING A CONFERENCE Appointments must be made in advance with the teacher or the principal. If you would like to conference with your child’s teacher, please contact the teacher via email (<last name>@cathedral-school.net). Teachers are asked to return messages within 24 hours of contact. Teachers receiving communication on Fridays or over the weekend have until the end of the day on Monday to respond, or 24-hours, whichever time period is longer.

Please refrain from contacting the principal, faculty, and staff outside of school hours for school-related business, unless they specifically give you their permission to do so. Some school personnel have children at Cathedral and have published their numbers in the school directory so that their own children can be contacted by classmates. Please respect employee professional boundaries in this regard.

ARRIVAL AND DISMISSAL

Please click [here](#) to access detailed information about our arrival and dismissal procedures.

ATTENDANCE AND ABSENCES

Cathedral School students in grades PK – Grade 7 will attend school for 180 days during the school year. Grade 8 graduation will be noted on the school calendar.

Morning carpool ends at **7:55AM** and dismissal begins at 2:35 PM. A student must be in the building until 11:30 AM or for a total of 3 hours and 30 minutes to be considered present for the day. Students who are marked absent may not participate in any after school clubs or athletics activities on the day of the absence.

Morning Assembly (prayer and daily announcements) begins at 7:50 AM and will be held inside the classrooms Monday through Thursday; Morning Assembly will be held on the blacktop every Friday, except for First Friday when we attend Mass at Sacred Heart. ***For the 2025-2026 school year, Friday morning assemblies will begin on Friday, August 22.** Students not present and ready to participate in morning assembly will be considered a late arrival/tardy for attendance-taking purposes.

Compulsory Attendance

In accordance with the Compulsory Attendance Law for North Carolina ([GS115C-378](#)), attendance will be recorded daily for all students. The connection between attendance and student performance is well-documented, with research showing attendance is positively related to academic performance as well as building relationships and fostering a sense of belonging. Parents of students who are not present in accordance with the Compulsory Attendance laws are subject to investigation and may be charged with a Class 1 Misdemeanor.

When a student is absent from school, a parent should email the teacher and also cc: attendance@Cathedral-school.net no later than 9:00 AM stating the reason for the absence.

If a student is absent for illness, they **should be fever-free, vomit-free, and diarrhea-free for 24 hours before returning to school.** For the protection of the entire school community, students who are sent home during the school day with a fever or because the student has vomited will not be allowed to return to school the next day or participate in school-sponsored activities.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests, including Mondays. A student who is absent for three days due to illness is given three school days to complete the missed work. For example, if a student is absent on Monday, Tuesday, and Wednesday, all missing work and assessments would need to be completed on one of the subsequent three days: Thursday, Friday, or the following Monday.

Students who have been excluded from in-person instruction for health-related reasons and are well enough to do so, may access assignments in Google Classroom as posted by the individual teacher. Students who are excluded from in-person instruction due to health-related reasons will be marked as an **Excused Absence**.

Students who are absent from in-person instruction but who are not sick or do not have an excused reason for not being present (ex. traveling), will be marked as an **Unexcused Absence** and may access assignments only in the designated Learning Management System (Google Classroom).

A written statement or email giving reasons for the absence or tardiness must be submitted to the school upon the student's return. These notes/emails will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Administration and present a written reason for the absence.

Because the school calendar provides for extended weekends and breaks throughout the school year, parents are encouraged to schedule trips or family outings during these times so as to eliminate excessive student absences, which negatively impact the child's learning experience. Missed assignments are the student's responsibility.

EXCUSED ABSENCES

Absences due to illness, death in family, and family emergency/event are considered excused absences.

UNEXCUSED ABSENCES

Trips and vacations, including out of town travel for sports or other extra curricular activities are considered unexcused absences. Trips should be scheduled during breaks that are noted on the school calendar. If vacations are planned during times when school is in session, the homeroom teacher needs to be notified prior to the vacation. Work will not be given in advance; rather, the student may access their daily assignments in Google Classroom.

ASSIGNMENTS IN ADVANCE

Teachers **will not give** assignments prior to the time they are given in class. All make-up work will be completed by the date given by the teacher and at the teacher's convenience. **It may not be possible to make up every assignment and/or activity and that will be left up to the teacher's discretion (ex. Science Lab).**

Work missed due to unexcused absences may not be graded, but completed for the educational benefit of doing so. This decision will be at the discretion of the teacher.

Teachers are not required to give make-up tests or assignments in anticipation of absences due to vacations, including extended absences for reasons other than illness.

APPOINTMENTS DURING THE SCHOOL DAY

Arranging doctor and dental appointments during the school day is strongly discouraged. Please make a sincere effort to have all appointments made after school. If this is not possible, your child will be called from class when you arrive on campus. **Since Religion is a core subject at Cathedral School, student attendance at Mass is expected. Please do not schedule appointments during Tuesday mornings before 9:30 or on the first Friday of the month before 9:30. Repeated absences from Mass will result in a meeting with the parents and school administration.**

EXCESSIVE ABSENCE (30) days, or the equivalent of 30 days including tardies, may cause for a student to be retained in the current grade for another year. Being on time for school and limiting

non-illness related absences are important to maintain a focused learning environment for the entire class. Lateness disrupts not only the beginning of your child's day but also that of the teacher and other students.

ABSENCE DURING THE SCHOOL DAY

Students who are not present for at least 3-1/2 hours of instruction will be marked absent for a full day. Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office.

Carpool will end promptly at 7:45 AM. Anyone arriving after that time will be required to park and bring their children to the front door. Once the back gate has been closed, students will need to be signed in by a parent or adult on the late arrival sheet at the front office. They will be marked as a Late Arrival/Tardy for attendance-taking purposes.

For your child's safety, if you are late arriving, please escort your child to the front doors of the building. Simply dropping him/her off on the curb or in the back parking lot is not acceptable and is dangerous. After 7:45 AM, only the front door on Hillsborough Street may be used to gain entry into the building for late arrivals or other appointments. Parents are expected to escort their child into the front office and sign them in.

CHILD ABUSE LAWS

Cathedral School abides by the Child Abuse laws of the State of North Carolina. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

CUSTODIAL SITUATIONS

Student FACTS profiles should indicate whether or not there is a custody agreement on file in the school office. A copy of the court decree bearing the case number, pages referring to child custody as it relates to the school, and the page bearing the judge's signature are to be submitted to the principal. Ordinarily, communications regarding the child will be sent to the custodial parent only. If requested, we will do our best to provide the non-custodial parent with communications, as well.

BIRTHDAYS

Students may enjoy a Dress Down Day on their birthday, keeping in mind the dress code as outlined in the [Uniform Guidelines](#). If a student's birthday falls on a weekend or during a school break/vacation, the student may choose their Dress Down day on a school day closest to their birthday; same applies if the birthday falls on a Mass day. **There are no Dress Down days on a Mass day.** For birthdays that fall during summer break, June and July birthdays may have their DD Day on one day during the last week of school; August birthdays before the first day may have their DD Day one one day during the first two weeks of school.

Birthday treats are up to the discretion of the homeroom teacher; parents are expected to follow instructions communicated by their child's homeroom teacher in collaboration with the classroom parent. Birthday parties will **not** be held during the school day and goodie bags will not be given out.

Invitations of any kind should not be sent to school for distribution. Consider electronic invitations. Including the entire class is encouraged whenever possible or feasible.

CLASS PARTIES

Teachers will make decisions **in collaboration with the class room parent** regarding when parties and treats will be scheduled in their homeroom class. **Treats must be pre-packaged** and in individual servings. No homemade food may be sent into school or distributed to students until further notice.

COUNSELOR: SOCIAL/EMOTIONAL SUPPORT

Our school provides access to a school counselor each week on Mondays, Tuesdays, and Thursdays. The counselor is on campus part time each day. Our school counselor is available to meet with your child and may do so one time before contacting you. This allows us to respond immediately to a child in need. The counselor is available to meet with students to provide counseling on a short term basis. If a student requires ongoing counseling, the counselor may work with families to coordinate referrals for continued care.

Please notify the principal and your child's teacher when there is a family change, a death in the family or any occurrence that might cause your child emotional trauma or distress. We would like to be able to support your child and your family during difficult times.

Ruth DeVito may be reached by email at: DeVito@cathedral-school.net. You may also contact your child's teacher or the principal if you wish for your child to speak with the counselor.

If needed, additional resources for health and mental wellness can be accessed by dialing 211 or **by contacting the Hope4NC Helpline** (1-855-587-3463) which connects North Carolinians to additional mental health and resilience supports that help them cope and build resilience during times of crisis, including those as a result of the COVID-19 pandemic.

DIRECTORY

An online family directory is available each year via FACTS. If you do not wish to be included in this publication, please update your FACTS profile to indicate your preference; email techsupport@cathedral-school.net for assistance with updating your profile if needed. The information in this directory should be kept confidential and should only be used for business pertaining directly to the school. **All-school and all-class emails should only be sent with prior approval from administration and should never be used to solicit or advertise businesses, personal or otherwise.**

DISCIPLINE POLICIES AND BEHAVIOR EXPECTATIONS

Cathedral School has the authority to make reasonable and necessary rules governing student conduct. It is the responsibility of each Cathedral School family, student, and staff member to contribute to this positive environment.

Cathedral School is to be free of discrimination and inappropriate and unlawful harassment. Actions, words, threats, jokes, or comments based on an individual's sex, race, ethnicity, age, disability or religion are inappropriate in a Catholic environment and are subject to disciplinary action.

Faculty, staff, and Administration shall respect the dignity of each child and ensure that differences among students are respected. Self-esteem and self-discipline shall be fostered at every stage of development. All staff have a responsibility to provide an environment conducive to learning and the protection and safety and health of all Cathedral School students.

Students will be recognized for their contributions. Students who choose otherwise will accept the consequences outlined below. Individual teachers and teacher teams have the approval of the administration to establish rewards and consequences that are age/grade level appropriate and to communicate these policies and procedures to parents.

CODE OF CONDUCT

Our [Code of Conduct](#) is a guide for Catholic, Christian behavior. Its purpose is to create an atmosphere of respect for self, others, and the environment which we share each day.

It is the responsibility of each Cathedral School student to actively contribute to a positive environment remembering that every day, all day long, **We love God, learning, and each other!**

We love God

We will see the good in ourselves and others.

We will work with integrity so that our actions show we know and serve God.

We will not blame others for consequences that result from our own actions.

We love Learning

We will do our best to be active learners in the classroom.

We will be positive participants in the classroom and in all other school experiences.

We will make mistakes and learn from experience.

We love Each Other

We will respect other people and property.

We will look to encourage and help others in all situations.

We will apologize for mistakes and work to fix the situation.

CATHEDRAL SCHOOL BEHAVIOR EXPECTATIONS

All students are considered to be under the jurisdiction of our Code of Conduct and behavior expectations when they are on school grounds or off school grounds at a school-sponsored club/activity.

The following guidelines and expectations, which align with our Code of Conduct, govern the behavior of students in the following locations: classrooms, hallways, blacktop, playground, church, field trips, SPARC, extracurricular clubs, athletic teams, and activities.

In addition, student behavior off-campus, even when not engaged in a Cathedral School event or activity, is subject to disciplinary response from the school. Students wearing a Cathedral School uniform who engage in inappropriate behaviors are subject to Cathedral School's Code of Conduct and may face disciplinary actions at the discretion of Administration, including out of school suspension or expulsion.

- Students will be respectful to clergy, administrators, faculty, staff, volunteers, visitors and each other by using appropriate language and showing a cooperative attitude.
- Students will politely address and promptly obey any request or direction made by an adult affiliated with Cathedral School without discussion or argument.
- Students will demonstrate self-control by keeping hands, feet, objects, to themselves. They will: refrain from disturbing others, refrain from touching others inappropriately, remain seated, refrain from talking out, walk through the building in a quiet and orderly manner, wait for a teacher to be present in the room before entering.
- Students will be responsible for completion of homework, wearing full uniform, being prepared for class, returning signed test papers, report cards, permission slips, etc. in a timely fashion.
- Students will follow safety guidelines especially at lunch, recess and during arrival and dismissal.
- Horseplay/fighting/bullying/unkind words or behaviors have no place in a Catholic/Christian school environment.

RESPONSES TO MISBEHAVIOR OR FAILURE TO UPHOLD CATHEDRAL SCHOOL BEHAVIOR EXPECTATIONS AND CODE OF CONDUCT

Classification of offenses (minor or major) are subject to the discretion of Administration of Cathedral School. Corporal punishment will never be used as a method of handling inappropriate behavior. The majority of behavior infractions in the classroom will be handled by the teacher. More serious behavior infractions, including but not limited to inappropriate physical behavior, inappropriate language, and inappropriate interactions with others may be handled by the Administration and/or Counselor.

MINOR INFRACTIONS

Minor offenses may result in one or more of the following responses:

- Adult intervention
- A logical consequence dependent upon the behavior
- Student will "right the wrong", and seek forgiveness
- Student will sign a behavior contract
- Written or telephone communication between school and home
- Parent-Teacher-Student-Principal-Counselor-Clergy conference
- Removal from activity/class - assignment of different/additional tasks – early pick-up
- Before or after school detention; lunch and/or recess detention in middle grades
- Assignment of service-oriented activities
- Other responses deemed appropriate by the principal

MAJOR INFRACTIONS (OR MULTIPLE MINOR INFRACTIONS)

Major offenses, or a series of minor offenses regularly needing the intervention of an adult, may result in one or more of the following responses:

- In-school Reflection (ISR): students will be sent to an assigned area, such as the Principal's office or hallway, to work on assignments/tests or other activity assigned as a result of the infraction. Students will miss the benefit of classroom instruction and interaction with peers, and should check in with teachers about possible notes or other information given during the missed instructional time. Students receiving an ISS will not be eligible to participate in sports, clubs, etc., for the day on which ISS is served.
- Out-of-school Reflection (OSR): student will not attend school. Suspended students will not be eligible to participate in sports, clubs, etc. during that time and will not have access to synchronous instruction. Students will be responsible for coordinating with their teacher(s) to make up for all missing work, assignments, assessments, etc. upon their return to school.
- 2025 -2026 Behavior Matrix attached [here](#).

GUIDELINES FOR SUSPENSION AND EXPULSION

While suspension and expulsion are not desirable outcomes of the discipline process, they are within the jurisdiction of the principal/director. The Pastor will be notified when a suspension is deemed necessary. Counseling for the student and/or parents/guardians will be made available, if requested.

The Diocese of Raleigh Office of Education maintains a strict policy related to the use and possession of illegal drugs and firearms/weapons on school/parish property. Students who are in violation of this policy are subject to dismissal and referral to the appropriate law enforcement authorities.

At Cathedral School, suspension or expulsion can be used either after one major offense or due to a series of minor offenses regularly needing the intervention of an adult. No student will be permitted to continually disrupt the learning environment at Cathedral School.

The Pastor may be consulted by the principal for out-of-school suspensions, but will be consulted by the principal for expulsions. Although it is not required that a meeting take place, the principal will accommodate the parents should they request a meeting to discuss a suspension or expulsion.

Since it is impossible to foresee all violations that can arise, the administration reserves the right to use these two types of disciplinary actions for any behavior that brings discredit upon the school or seriously impairs the rights of others as outlined in the spirit of the Cathedral School Code of Conduct.

Examples of serious violations for which the principal may suspend/expel a student include, but are not limited to:

- Use/possession of tobacco, drugs, alcohol, weapons, pornographic materials on school grounds or at a school activity off school grounds
- Combative behavior such as fighting or threatening to inflict harm on a student or staff member

- Use of vulgar or obscene language or gestures
- Academic misconduct (cheating/plagiarism on any assignment, abuse of responsible use policies)
- Stealing, vandalizing, or destroying property
- Endangering the safety (emotional and/or physical) of others
- Harassment of any kind either as a singular event or persistent harassment/bullying
- Defying a person in authority
- Inappropriate use of technology as outlined in the [Technology Acceptable Use Policy](#)
- Inappropriate communication via texting or social media platform, in or out of school, which causes a disruption to the learning environment and/or brings discredit/harm to an employee, student or the school
- Any action or behavior, in or out of school, which causes a disruption to the learning environment as discerned by the faculty/staff in collaboration with the Administrator
- Use of racial or ethnic slurs, including biased “jokes”.

MIDDLE SCHOOL BEHAVIOR POLICY – MERITS AND DEMERITS

Though all Cathedral students are expected to follow the school Code of Conduct, it is our middle school students for whom we want this framework to be a guide as they serve as role models for our younger students and begin to engage in leadership opportunities throughout our school, faith, and larger communities.

A specific Middle School Behavior Policy will be in place for students in Grades 6-8 which works to support the Cathedral School Code of Conduct, and provides a framework for consequences for misbehavior and, equally as important, recognition for meritorious behavior and/or acts.

Annual Review of Student Academic and Disciplinary Records

The principal also reserves the right to review the academic and disciplinary record of a student at the end of each year, or at any time during the course of the school year, to consider if he/she will be invited to return the following year. The principal also reserves the right to determine if the partnership between the school and a student’s parents is productive and viable and if not, to require the parent to withdraw the student from the school.

The faculty and staff of Cathedral School will work hard to help any student meet our expectations for appropriate behavior. We expect full cooperation/support from both the student and parents. We remind you that as a private school, continued enrollment is a privilege, not a right.

Off-Campus Behavior

The administration of Cathedral School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. **This off-campus behavior includes, but is not limited to, cyber-bullying, inappropriate texting, inappropriate postings on social media platforms or group text threads, and other online activities which may or may not occur on a school-issued device.** Parents are strongly encouraged to monitor their child’s online activity as well as their communications with others whether through social media, texting, or other means.

BULLYING

A student is bullied when he or she is exposed - repeatedly and over time - to negative, unwanted actions which are intended to hurt, whether in person, through texting, or online (for example through social media and email) and he or she has difficulty defending himself or herself. However, the term bullying is often misused. It is often what children (and adults) use any time a student is called a name or hit. The difference between this and bullying is the phrase “repeatedly and over time”.

Bullying can take on many forms, such as:

Physical Bullying includes

- Hitting
- Kicking
- Tripping
- Pinching
- Pushing
- Shoving
- Slapping
- Damaging property
- Touching inappropriately

Verbal Bullying includes:

- Name-calling
- Insults
- Teasing
- Intimidation
- Discriminatory remarks, racial/ethnic slurs, biased “jokes”
- Body shaming
- Inappropriate/uncomfortable/innuendo-laden or suggestive comments
- Verbal abuse

Social Bullying is often harder to recognize and can be carried out behind the bullied person’s back. It is designed to harm someone’s social reputation and / or cause humiliation. It can include:

- Lying
- Spreading rumors
- Negative facial or physical gestures
- Menacing or contemptuous looks
- Playing jokes to embarrass and humiliate
- Mimicking unkindly
- Encouraging others to socially exclude someone
- Causing damage to someone’s reputation or social acceptance

Cyber bullying can include:

- Abusive or hurtful texts, emails, posts, images, videos
- Deliberately excluding others online
- Communicating/spreading nasty gossip or rumors online
- Imitating others online
- Using someone else’s log-in

BULLYING PREVENTION INFORMATION

Bullying has gained nationwide media attention during the past decade. Incidents of students harming themselves because of bullying are tragic and heartbreaking. Most adults can recall incidents of bullying from their childhoods. Bullying is often done in secret, away from the eyes of adults. For some reason the intensity has ramped up across our country. We all know that any place where there are people, there will be bullies. Even adults come across “workplace bullies”. This document is our attempt to set expectations and provide leadership for our community on this important issue.

CATHEDRAL SCHOOL POSITION STATEMENT

The expectation of the Cathedral School community is that all students will feel safe and cared for while at school. School should be a sanctuary, a “home away from home” where students and adults love and support each other and make each other’s day better just by being together. This type of environment and vision is what the administration, faculty, staff, students and parents of this school will be striving for each and every day.

BULLYING PREVENTION ASSISTANCE can be achieved by involvement of all school stakeholders in the following ways:

By Administration

- Set and enforce high expectations for behavior
- Educate community
- Provide on-going classroom/individual guidance counseling
- Investigate reports of bullying
- Protect the victim and provide him/her with support
- Involve parents of both victim and bully
- Counsel and discipline the bully

Faculty and Staff

- Be alert to signs of bullying
- Provide adequate supervision at all times
- Keep a written log of potential bully behaviors
- Involve yourself if you suspect bullying
- Be someone a victim will feel comfortable coming to for help

Students

- Live our school motto
- Remember the Golden Rule: Treat others the way you want to be treated
- Include everyone in classroom activities and recess games
- “See something, say something” should you see another student being bullied
- Tell an adult – it is NOT tattling/”snitching” to report an incident

Parents

- Help your child learn to socialize with peers
- Help your child develop a strong sense of self
- Listen and believe your child, but do not promise you will not report
- Don't hesitate to step in – listen to your parent instincts
- Contact the school – we are here to help you and support our students!

UNIFORM GUIDELINES AND VIOLATIONS

Uniforms are part of the Catholic School philosophy. Students who are in violation of the school uniform guidelines posted on our website may be required to call their parents to bring proper uniform clothing or they may be asked to find clothing to wear from the Used Uniform Shop.

Students who repeatedly violate the uniform guidelines will be denied participation in the next Dress Down (out of uniform) day.

Please click [here](#) to review our [Uniform Guidelines](#).

ELECTRONIC DEVICES

Electronic devices may only be brought to school if they serve an educational purpose and have prior permission granted by the teacher. Schoolwide [Technology Acceptable Use Policies](#) are in effect when personal devices are on school grounds. Electronic devices that do not serve an educational purpose will not be brought to school.

Other toys and devices should not be brought to school unless specifically scheduled for “Show and Tell”. The school bears no responsibility should an item get lost, stolen, or broken while at school.

SMART WATCHES

Smart Watches, or watches for texting or communicating, are not permitted during school hours or at SPARC/After School Care. Watches with a beeping device should be disconnected during the school day. Students should not be using smart watches to communicate with anyone during school hours or while at SPARC.

TELEPHONE/ MOBILE PHONE DEVICE

The office phone is a business phone, but students are permitted to use it in special circumstances. Cell phones may not be used without staff permission to call, text, and/or communicate with family members or friends during school hours, including at dismissal, carpool, or SPARC. Students' phones, if applicable, should be powered OFF in lockers, or in backpacks - not merely in silent or vibrate modes; mobile devices that remain ON may negatively affect the speed of the school's wireless network. Anything the student brings to school with an On/Off switch or Power button must be turned OFF during the school day, unless students have specific permission from a teacher for educational purposes.

Under no circumstances should a student communicate with a parent or guardian using a personal or school device during the school day unless they have specific permission from the teacher or Administration. Likewise, we ask that parents not send or encourage the student to send/receive communication from their school-issued device or from a personal device without permission from the school. Students needing to contact a parent must seek permission at the front office. Unauthorized student devices will be turned in to the principal, or the front office, for safekeeping until a parent or guardian is available to pick up the device. Devices will not be returned to a student.

EMERGENCY CLOSING/DELAY NOTIFICATION/INCLEMENT WEATHER

Cathedral School makes its own decision regarding closings/delays due to inclement weather. We do not follow decisions made by Wake County or Cardinal Gibbons. We do not use TV stations as a means to communicate. **For this reason, it is important for families to maintain an updated FACTS profile with correct phone numbers and emergency contact information as needed throughout the school year.**

On days when ice/snow cause a delay, students will not be marked tardy. Inclement weather days may be made up or the school may implement a remote learning day, either synchronous or asynchronous.

Should an evacuation be deemed necessary, students will be moved to a safe location in coordination with law enforcement. Parents will be contacted by phone and email to communicate location and pick-up procedures.

DELAYS AND CLOSURE DETAILS WILL BE ANNOUNCED:

- By phone call, text, and/or email via our ParentAlert system using contact information provided in the parent/guardian FACTS profile. **Please update changes as needed throughout the school year.**

EXTRACURRICULAR ACTIVITIES

ACADEMIC COMPETITIONS

Students preparing for academic competitions such as Science Olympiad, History Bee, or Geography Bee, may meet after school or on Saturday and will be notified by the advisor. Various grade levels will be eligible to participate.

ATHLETICS

Cathedral School is a member of the Triangle Catholic Schools Athletic Conference. We field league teams and developmental teams throughout the year thanks to the dedication of parent volunteers. If you are interested in coaching one of our sports, please contact Athletic Director PERSON at: EMAIL@cathedral-school.net. All coaches must be Level C safe environment approved.

INSURANCE WAIVERS/TRANSPORTATION

Each parent must sign a conference liability/insurance waiver form before a student may play.

Transportation to athletic events is the responsibility of the parent. Cathedral School will not be responsible for securing rides for your child and will assume no liability for accidents/injuries that occur during transport. The vehicle your child gets into is the responsibility of parent and child.

ATHLETIC FEES

A fee will be charged for each sport. Fees will be added directly to your FACTS account and parents will be expected to pay the fee directly through the payment portal. The Athletic Director and coaches will provide specific information for each team as appropriate.

CONCUSSION PROTOCOLS

Cathedral School Athletics will follow concussion protocols as outlined by the CDC. These protocols can be found by clicking [here](#).

SPORTS PHYSICALS

Forms for physicals will be available and must be filled out by a physician. Physicals must be on file and be less than one year old or the student athlete will be unable to play. All forms must be turned in prior to the first game for the student to be eligible to play.

Athletics are operated by our Cathedral School Athletic Director Mrs. Kate del Balzo .

Athletic participation form and waiver found [here](#).

BAND AND CHORUS

Band and Chorus are considered an extracurricular activity although some middle school band classes may take place during the school day to enable student participation in after-school activities with fewer conflicts. It is a fee-based program. For more information about participating in one or more of these programs, please contact Mr. Willem Lutter at lutter@cathedral-school.net.

CLUBS/DEVELOPMENTAL PROGRAMS

A number of clubs are offered throughout the year. Clubs will meet after school. Parents and students will receive information about clubs via the **Friday Knight News**. Some clubs may require a fee to participate. Non-league sports, such as developmental basketball/soccer/lacrosse will be considered “club sports” but will require forms/fees similar to league sports.

ATHLETICS AND CLUB PARTICIPATION POLICY

Academic Standards

Cathedral School students must meet certain academic and behavior standards in order to participate in activities that are considered extracurricular. These activities often require a commitment of time that may be better used for study. **Each student who wishes to participate in extracurricular activities should maintain at minimum a grade of 70 or above in each course and must also have, at minimum, a Satisfactory in conduct, effort, and accountability.** Any student who does not maintain these expectations is subject to academic probation or elimination from the activity/club/team.

Administration, in collaboration with the Advisor/Athletic Director and parents/guardians, will determine continued eligibility.

Academic Probation

If a student is not meeting academic and/or behavior expectations as outlined above, teachers and parents will assist the principal and Athletic Director/Faculty Advisor in making the decision regarding the student's continued participation. Students are always accountable for their grades and therefore may be on probation during the week of a tryout for a sports team. If this is the case, the student may try out and be given a place on the team; however, the student may attend practices and games as a spectator only. They may not dress or sit with the team on the bench. Parents must decide whether this is a good use of their child's time.

Student Absence and Ability to Participate

Students who are absent from school may not participate in extracurricular activities on the day of the absence. As stated earlier under attendance policies, a student must be present for 3 hours and 30 minutes to be marked present. The principal will give consideration if unusual situations arise.

Special Circumstances

While it is necessary to have a participation policy, we realize that our students are individuals and like adults, have situations that arise and sometimes keep them from doing their best. Our faculty/staff will make every effort to assist students who find themselves in unique situations.

FACILITIES

ASBESTOS

As required by federal legislation, we are hereby providing you with notice of the availability of our AHERA Management Plan for your review. The older portions of our facility were constructed prior to the prohibition of the use of asbestos as a building material, and this legislation, enacted in 1989, mandates the creation of the original management plan and subsequent re-inspections every three years, and the availability of that information to all stakeholders of our school. Please contact the principal for more information.

LEAD PAINT

Our school is inspected regularly for lead paint as lead was used in paint until 1978. The availability of information about our lead prevention program and inspections is available by contacting the principal.

FINANCIAL POLICIES

Cathedral School will make every effort to work with families who may experience financial hardship; however, the principal and pastor have to balance your needs with fiscal responsibilities. Please read carefully the following items:

- All fees are non-refundable. The only exceptions are employment loss or job transfer. Proof of these situations may be requested by the principal before any refund is approved.
- Tuition accounts will be set up in May/June (or at the time of enrollment of a new student)
- Incidental fees will be prorated, as needed.

- Requests for recommendations to other schools or receipt of a student records request will result in a \$300 non-refundable tuition deposit to secure the child's seat from that date forward. If the \$300 tuition deposit is not received within one week, the student will lose the right to a guaranteed seat.
- It is the responsibility of the parents to inform Cathedral School **in writing** if they decide to withdraw a child from the school. At that point we may ask you to complete an exit interview.
- Cathedral School has contracted with FACTS for the payments of tuition and fees via bank drafts. All families are required to have an account set up via FACTS. Bank drafts missed due to insufficient funds will be reattempted two weeks later. FACTS will charge you for each reattempt. If tuition falls one month behind, you will be required to talk with the principal to discuss continued enrollment and make payment arrangements. With difficult accounts, we will request payment be made by cash or money order.
- Checks returned to us due to insufficient funds will be immediately re-deposited. We will pass on any fee we may be charged to you.
- Report cards and cumulative records may be held until all debts are paid in full to Cathedral School. Debts include monies owed as well as items owed such as library books, athletic uniforms, technology devices, etc.

It is in your child's best interest to keep the principal, bookkeeper, and pastor aware of any financial difficulties you may be experiencing if these difficulties are keeping you from meeting your financial obligations to Cathedral School. Please keep us informed!

FINANCIAL AID

Each year Cathedral School provides financial aid to students in grades K – 8. No financial aid is awarded to Pre-K students. In order to qualify for aid, a family must complete a financial aid application and submit it to FACTS. FACTS evaluates a family's ability to pay tuition and then provides an award recommendation. Financial aid will then be based upon funds available.

Online applications will be available in the late winter/early spring. Funds are limited and late applicants risk not receiving aid. All financial aid awards will be sent to you in late April/ early May so you will be making an informed decision. Awards are made based on availability of funds, not on previous awards granted.

Families seeking financial assistance from the school/parish or diocesan programs are also **required** to apply for the state-funded NC Opportunity Scholarship Program, as eligible, which provides grants up to a predetermined amount each year to families wishing to send their child to a non-public school such as Cathedral School. To learn more, please visit: <http://www.ncseaa.edu/OSG.htm>

GIFT GIVING

Other than "buddy class gifts" (which teachers will remind you of), we ask that parents refrain from sending birthday, Christmas, Valentine, etc. gifts to school. Please find a time outside of school to give and receive gifts with special friends.

HEALTH AND SAFETY

HEALTH AND SAFETY POST-COVID-19 PANDEMIC

Cathedral School will continue to follow health and safety guidance as recommended by the NCDHHS (NC Department of Health and Human Services) which most recently recommends following the [CDC Operational Guidelines for K - 12 Schools](#). Highlights include:

- It is no longer recommended that schools require staff to report their vaccination status and participate in a screening program, if they are unvaccinated
- Masks are recommended at high CDC COVID-19 community levels
- It is no longer recommended that schools implement physically distancing strategies (such as keeping students 3ft or 6ft apart)
- Universal contact tracing is not recommended
- Testing, Ventilation and Cleaning remain important layers of protection.

IMMUNIZATIONS

Each child is required to have on file a copy of his/her health form/immunization record signed by a doctor or health care designee. This documented record will become part of a student's permanent file. The record must be submitted to the school office during the first month of enrollment. Failure to comply will make it necessary to exclude the child from class until the records are received. Your child's doctor can inform you as to the specific immunizations that are required for entrance into North Carolina Schools. It is the responsibility of the parent/guardian to inform the school about allergies your child may have. Please click [here](#) to access the list of required childhood immunizations.

HEAD LICE

If we find or suspect head lice, your child will be removed from class and you will be contacted to come pick up your child. You will be provided with guidelines for treatment of both your child and your home. Your child may return to school after having been treated. It is essential that you check their hair DAILY and continue to remove nits and to retreat as needed. Often one treatment is not enough to eliminate the lice. Please inform the teacher if your child has lice. We need to be able to alert other parents confidentially (no names will be used) in the class so they can check heads and we can quickly eliminate the lice. Teachers also follow specific procedures in their classrooms should lice be found.

ILLNESS OR ACCIDENT

Students who have been out with a fever should be "fever free" for 24 hours prior to returning to school. Please send a note or e-mail to the homeroom teacher explaining why your child has been absent. Please refer to our website for a list of communicable diseases and medical conditions which require exclusion from school.

If your child becomes ill during the day or has an accident that we feel may need medical attention, a faculty/staff member will notify parents. Parents are asked to always keep current phone numbers and contact information in FACTS and to sign their child out from the main office.

In cases of serious illness/injury, we will not hesitate to seek emergency medical attention for your child.

Students will only be excused from P.E. with a note, preferably from a doctor. There will be faculty/staff trained in CPR/AED and first aid. An AED device is located inside the main doors of the school.

MEDICATIONS

Personnel at Cathedral School will administer medication to students who have provided the office with a medication form signed by the doctor as well as medication in the appropriately labeled container. All medications will be kept in the office and will be delivered to the office by the parent.

Students should never have medications in their possession on school grounds. This includes cough drops. The only exception will be for inhalers and epi-pens which may be stored with the teacher if necessary. Students with chronic diseases should inform the office of such and provide us with all necessary information regarding medications and treatment. Please be sure to update your child's profile in FACTS with this important information.

LIBRARY

Books checked out through the school library are to be returned to the library on the specified date. If a book is lost or damaged, the student will pay the replacement cost of the book.

LOCKERS

Lockers will be assigned to all students in Grades 5 – 8. Lockers should be kept neat at all times and are subject to periodic checks by teachers/principal. Any decorations should be in keeping with the rules of the school.

LOST AND FOUND

Items will be placed in the back hall and will be discarded periodically. Please label all items with your child's name. If your child is missing a belonging, please contact the teacher to check lost and found items on your behalf.

LUNCH PROGRAM

Cathedral School will partner with MyHot Lunchbox as a means to offer hot lunches to students. The program typically runs Monday through Thursday. Families should create an account with MyHot Lunchbox and connect to our school through their website. Parents are responsible for checking that orders are submitted properly to ensure your child will receive what is ordered.

Friday is typically Pizza Friday, with ordering done through **FACTS** Family Portal. Orders should be submitted in FACTS by noon each Thursday prior to the Friday for which you are ordering.

MICROWAVES

Students will not have access to a microwave to warm lunches unless it is deemed medically necessary.

WATER BOTTLES/SNACKS

Students should bring a plastic refillable water bottle, clearly labeled with their name each day.

Teachers and teacher assistants will assist elementary students with refills using our water fountains.

Water fountains are for refilling water bottles only. Water bottles should be leak-proof and have a straw as opposed to an open, wide mouth top. Tumblers and straw cups with handles are not allowed.

Snacks will be provided from home for school hours as well as after school care. Snacks should be nutritional; gum and candy are not considered appropriate snack items.

DELIVERIES TO STUDENTS DURING SCHOOL: Lunch and Other Items

Lunches, flowers, balloons, gifts, etc. will not be accepted for delivery to students. Due to safety considerations as well as limited office space, we request that you not have these items delivered to your child at school. Our front office personnel have been instructed to turn away deliveries for students.

MONEY COLLECTION

Money will not be collected in classrooms by parent volunteers without the approval of the principal.

MONETARY DONATIONS

Cathedral School holds its Annual Appeal in the fall, however donations to Cathedral School are gladly accepted at any time. All checks should be made payable to Cathedral School. Many parents like to help teachers purchase classroom “wish list” items. Those checks should also be made payable to Cathedral School with the designation written on the memo line. Checks should not be written to individual teachers.

ORGANIZATIONS AND COMMITTEES

PRINCIPAL’S ADVISORY AND SCHOOL IMPROVEMENT COMMITTEE (PASIC)

This Committee consists of the Principal, Director of Advancement, Director of Curriculum and Instruction, Director of Technology, parents, and parishioners (when possible).

Parents with expertise in Academic Quality and Excellence, Leadership, Catholic Identity, Finances, including marketing and development and Communications are encouraged to consider participation on this Committee.

PASIC will typically meet quarterly to advise the principal and to discuss items relevant to continuous school improvement. Members will monitor the implementation of the current school improvement plan and will advise the School on annual goal selection and development.

CATHEDRAL SCHOOL HOME AND SCHOOL ASSOCIATION (HSA)

The success of the HSA and its ability to support the goals and initiatives of Cathedral School depends upon the active participation of all of our school families. We encourage you to take an active role by serving on a committee and participating in our activities and events. HSA’s locally created “Operational Guidelines” can be found on our website.

HSA Objectives

The objectives of the HSA are:

- To promote open communication and cooperation between the faculty, staff, and families in order to achieve the mission of Cathedral School.
- To provide faculty, staff and families with information to aid in supporting aspects of education, growth, spiritual formation and development.
- To coordinate volunteer committees for Cathedral School events, activities and fundraisers.

HSA General Meetings

The HSA typically holds general meetings three times per year. If you would like to include a discussion topic on the agenda for the H.S.A. meeting, submit your request in writing to the President two weeks prior to the upcoming general meeting. The agenda is prepared by the President and Executive Board in consultation with the principal. If an item is not within the jurisdiction of the HSA, a Board representative or the principal will provide appropriate guidance to the requesting individual.

FUNDRAISING GUIDELINES

- All activities regarding fundraising are the responsibility of the Director of Communication Grace Greeves.
- For their safety and protection, students must never be involved in door-to-door sales of fundraising items, collection of donations, money, or other items unless accompanied by their parents or guardian.
- Students may not sell or solicit fundraising items from non-school groups to other students on school grounds.
- Students may ask faculty/staff to support them with items such as girl scout cookies, etc.

SUPPORTING OUTSIDE ORGANIZATIONS

Groups that Cathedral School regularly supports include, **but are not limited to:**

- Catholic Parish Outreach, Shepherd's Table Soup Kitchen, SPCA, Project Gabriel, and Birth Choice.
- Additional groups must be approved by the principal in consultation with the pastor and superintendent, on a case by case basis, in accordance with regulations of the Diocese of Raleigh.

SAFETY DRILLS

- **Fire drills** within the first ten days of each school year and thereafter are held monthly. A continuously ringing bell signals each person to leave the building quickly and silently following the escape route posted in the classroom. Lights should be turned off and doors are to be closed. Teachers will carry roll books and a headcount will be done on the blacktop.
- **Tornado drills** will be conducted. Students seek cover in the interior hallways of the building.
- **Earthquake drills** will be conducted. Students seek cover under their desks.
- **Lockdown Drills** will be conducted throughout the school year. Students and teachers will move to a previously identified location in the classroom and will crouch down, in silence, until provided with the all clear, per protocols in place.

- **Reverse fire drills** will be held as feasible. This drill requires students to move quickly from the playground to the building should an external threat occur.

TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)

Students and parents should review and understand Cathedral School's Technology Acceptable Use Policy which can be found by clicking [here](#). Questions should be directed to Matteo Montione at: montione@cathedral-school.net.

Cathedral School employs a 1:1 device program throughout the grade levels as an instructional tool to support student achievement. The primary goal of the program is to nurture and enrich the student's learning experience. The Chromebook is a learning tool that Cathedral School is loaning to you for use during the school year. The student's assigned Chromebook is for academic use during the 2024-2025 school year and is the property of Cathedral School. We expect that you will make good decisions regarding your use of technology and use the Chromebook in a safe and respectful manner. Students are expected to care for the Chromebook; do not neglect or abuse the Chromebook. Students will review the [TAUP](#) and [Acceptable Chromebook Use policy](#) at the start of every new school year, as well as sign the Acceptable Chromebook Use policy before receiving their device.

Any damage to the Chromebook must be reported to Matteo Montione, TITLE, as soon as possible. Damage that requires repairs will incur a charge such as, but not limited to, a screen crack or break (\$50) and lost or broken chargers (\$25). These charges will be processed through your FACTS account. Please do not attempt to make repairs to the Chromebook.

UNIFORMS

Please click [here](#) to review our Uniform Policies.

VISITORS AND VOLUNTEERS

For security reasons, the school doors will be locked at all times.

Visitors and volunteers will be subject to the same procedures as faculty and staff when they are on campus. Only visitors who have made prior arrangements with the school will be admitted into the building.

Visitors/volunteers are required to sign in and will receive a badge from the office which should be worn for the duration of the time on campus. Visitors should sign out at the front office before leaving.

All individuals who regularly volunteer in the school will be asked to achieve Level C Volunteer status by completing the Diocesan mandated background check and Safe Environment Training session. Contact Grace Greeves (greeves@cathedral-school.net) for more information.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the Administration or teachers; therefore, younger children/siblings not enrolled at Cathedral School should not attend volunteer duties.

ACCESS TO THE SCHOOL BUILDING

Adult visitors or volunteers should NEVER hold the door open for another person. Feel empowered to say, “For the safety of our children, I am going to ask you to ring the doorbell.” Students are never allowed to open the door for anyone – including people known to them.

Parents are not permitted to walk the halls during arrival/dismissal or escort their children into the building. This extra measure of security is necessary because it is impossible for all faculty/staff to know each and every parent. We never want to assume that all people we may not know belong. By no means should these measures be viewed as if Cathedral School does not welcome parents.

3:00 RULE

Students and parents will not be permitted into classrooms to retrieve forgotten items following dismissal and the end of the school day at 3:00 PM. The only exception will be items pertaining to health or safety.

SPARC: MORNING AND AFTER SCHOOL CARE

The afternoon SPARC program is a fee-based program open to all students enrolled at Cathedral School. To ensure the SPARC program remains in compliance with Diocesan Safe Environment policy, monthly registration will be required of families so we know how many students to expect, thereby allowing our program to be adequately staffed each day. Each month’s SPARC registration form will be shared in the weekly Friday Knight News at least two weeks in advance of the coming month.

SPARC: AFTER SCHOOL CARE

After school care will operate from 3:00 PM – 6:00 PM. Rates for registered students:

- 4:00 pick up (3:10-4:10 PM) is \$13.00
- 5:00 pick up (4:11-5:10 PM) is \$15.00
- 6:00 pick up (5:11-6:00 PM) is \$17.00

The drop in rate for children who are not registered for After School SPARC for that month is \$30/day per child.

MONTHLY PAYMENT OF SPARC FEES

Children will be signed in and out of SPARC using FACTS. Parents will need to schedule their child(ren) each month for the amount of time they will use the SPARC program. Parents/Guardians are expected to pay the invoice within 30 days of receipt in order for their child/children to continue to attend SPARC.

SNACK

Parents will be responsible for providing a snack for their children. Water bottles will be refilled as needed.

BEHAVIOR

Cathedral School Rules continue during SPARC time. Continued inappropriate behavior will result in your child being dismissed from SPARC. School uniforms will be worn during SPARC.

HOMEWORK

Students in Grades 2 – 8 will have the opportunity to complete homework during SPARC; however, the correctness and completion of homework is the responsibility of the student and parents, not SPARC personnel.

DROP-IN CARE BILLING AND PAYMENTS

We understand that there are times when situations arise which necessitate the need for afternoon SPARC for families that do not register. **It is expected that when such a situation arises for a family, parents notify BOTH Samantha Ibrahim, Director of SPARC (sibrahim@cathedral-school.net), AND their child(ren)'s teacher(s) by email before 2:00 PM.** This will ensure we are able to have proper staff coverage for the afternoon and for the safety of all students in SPARC.

The drop in rate is \$30 per child, per day for students not enrolled for Afternoon SPARC for the month. Registration will occur each month for SPARC.

PICK-UP

Pick-up from SPARC will occur at the back door of the school off Edenton Street. We ask that parents/guardians park along Edenton Street or in either teacher lot next to St. Dominic or St. Monica. **Do not park in the small lot behind the school building and please use designated parking spaces rather than double parking or pulling up to the gate by the door.** This creates a hazardous situation in the parking lot and is dangerous to students and staff. Parents should park and walk around to the back door of the school.

Pick-up from SPARC will occur at the back door of the school. Students must be signed out before leaving campus for the day. **Parents/guardians may contact our SPARC Director on the SPARC cell phone (252-241-4798) between 3:00 and 6:00 PM.**

Late Pick-Up Parents who are later than 6:00 PM ***will be charged \$10.00 per 5 minute increment after 6:00 PM*** to cover the overtime that must be paid to the SPARC employees.

For more information, review the [SPARC Guidelines](#) and contact Director of SPARC, Samantha Ibrahim at: sibrahim@cathedral-school.net.

CHAIN OF COMMUNICATIONS

Effective, respectful, trusting and transparent communication and collaboration between the school and home is essential to providing students with the best learning environment possible. At times, a situation may present itself that needs further clarification or conversation. Please refer to the following protocol for communication:

1. Contact the teacher involved to discuss and resolve the situation. **(Teacher assistants should not be contacted; defer to the homeroom teacher in this case.)** If the situation is not adequately resolved...
2. Contact Mrs. Zoriada Bennett bennett@cathedral-school.net Dean of Students
3. Contact the principal, Mr. Graham Witherspoon (witherspoon@cathedral-school.net) to further discuss. If the situation is still not adequately resolved...
4. Contact the pastor, Msgr. David Brockman (Msgr.Brockman@raldioc.org) to further discuss. If the situation is not resolved...
5. Contact the superintendent, PERSON (EMAIL@raldioc.org) for guidance and consultation.

If this procedure is not followed, the problem will be referred back through this “chain of command” before any further efforts at resolution will be made.

RIGHT TO AMEND

All of these policies are meant to be a guide to student activities and discipline. Since it is impossible to foresee all situations that may arise, the administration reserves the right to amend, set and/or revise policy as needed throughout the school year. New policies and revisions will be communicated to parents. All Cathedral School parents and students are bound by the policies contained in this handbook and the procedures set forth by teachers.

When you have finished reviewing this document, please complete [**this Google Form**](#) (one per child). This form should be submitted by August 22, 2025. Thank you!