

# **CODE OF CONDUCT**

## **DISCIPLINE PHILOSOPHY**

**At Cathedral High School, all students and adults are treated respectfully. The entire Cathedral family acts in concert with the Holy Cross core values. Those who choose to live outside those values are treated justly and as individuals using the “competence to see and courage to act” as the basis for transformation for growth in their life journey.**

As a Catholic school in the Holy Cross tradition, Cathedral embraces and fosters these values based on the writings of Blessed Basil Moreau:

Divine providence

Excellence

Integrity

Family

Educating hearts and minds

Hope

Inclusiveness and diversity

Option for the poor

Zeal

The following section is a guideline used by the administration to keep Cathedral High School and allied sites of Cathedral High School operating in a safe and orderly manner knowing that not every situation concerning proper behavior can be listed here. The school administration reserves the right to make fair and reasonable judgments based on the best interests of Cathedral High School. Ultimately, Cathedral expects all students to treat others, property and the institution with respect and dignity at all times, and act responsibly on and off the Cathedral campus. This is a serious responsibility that each student accepts upon his/her enrollment at Cathedral. Because we are made in the likeness and image of God, not all situations and or consequences will be the same. Consistency in discipline is a difficult balance when dealing with individuals and circumstances. We consistently deal with each situation one at a time.

## **PENALTIES**

A violation of the school rules and regulations will result in some type of action being taken by the school. A violation of classroom rules may be handled by the classroom teachers. All discipline actions are subject to the discretion of the vice principal for student conduct. A variety of consequences can be implemented depending on each situation.

## **DETENTIONS**

Detentions can be issued by any member of the staff, administration or faculty. Detentions must be served before or after school on Tuesday and/or Thursday. Morning detentions will be from 7:15 a.m. to 7:45 a.m. Afternoon detentions are from 3:15 p.m. to 3:45 p.m. Students will be writing during a period of 30 minutes in a teacher-supervised area. The classroom is 4241.

Every fourth detention will result in a Saturday school. Eight detentions will result in a suspension and could result in a discipline board hearing.

## **SATURDAY SCHOOL**

Students who do not serve their detentions during the week, who deserve a stricter consequence, or who have received a fourth detention in the semester will serve Saturday School. Saturday School is offered from 8:00 a.m. to 11:00 a.m. Students should meet in the student entrance at 7:50 but do not have to wear their school uniforms. If the student does not attend Saturday School they will be suspended on Monday.

## **CLASS SUSPENSION**

If a student is asked to leave class due to disruption of learning for himself/herself and/or disruption to others' learning, the student is considered suspended from that class and will report to the front office for the remainder of the period. The student will lose the opportunity for learning from the classroom teacher, a second time a student is sent by the same teacher the student will automatically be suspended from that class the next day as well.

## **IN- AND OUT-OF-SCHOOL SUSPENSION**

Parents will be notified by the vice principal for student conduct when students are to receive an out-of-school suspension. An out-of-school suspension may be imposed in certain situations when it is determined that an in-school suspension would not be effective. All class assignments and homework must be completed for the classes missed during the out-of-school suspension. Students must turn in work, assignments, and take tests immediately upon return.

## **PROBATION**

Parents of a student placed on probation will be called and notified of the student's probation. A student placed on probation has forfeited the confidence of the school administration and is required to restore the confidence through attention to improved conduct.

**Social Probation**—Student is not permitted to attend extracurricular activities, including but not limited to, games and dances unless he or she is accompanied by a parent or legal guardian.

**Disciplinary Probation**—In the event of persistent, recurring and/or serious disciplinary problems, a student may be required to attend a disciplinary hearing before the disciplinary board and may be placed on disciplinary probation. While on probation a student may not receive more than four detentions for the remaining semester. If the student's behavior does not improve, the disciplinary board will recommend the dismissal of the student from the school.

**Serious Violations/Nonnegotiable**—a student involved in the following behaviors will be suspended from classes at Cathedral High School immediately until the student and the student's parents/guardians appear before the discipline board. The discipline board then will determine the length and severity of the punishment including a possible referral to the Police Department and possible dismissal from Cathedral.

- Any involvement with street drugs or controlled substances as defined by Indiana law, or alcohol on the campus at any time
- Selling street drugs or unauthorized substances such as tobacco or prescription medication
- Possessing a firearm or weapon of any kind
- Assaulting a person, verbally, physically or sexually: attempt, coupled with a present ability to commit a violent injury on the person of another
- Interfering with private lives of school employees, including taking pictures without permission from the school employee, social media postings, etc.
- Validated threats over the internet or phone including harassment or intimidation of students or staff. See policy on Bullying/Harassment for more details
- Sexting— or sending pornographic information or sending pictures of a sexual nature through an electronic device of oneself or others. This may constitute child pornography and legal implications may apply. Please refer to the current law as defined by the Indiana General Assembly.
- Immoral activities that do not reflect our mission
- Stealing and dishonesty are serious offenses and will be handled accordingly. Stealing of any nature will result in an automatic out of school suspension. A discipline board hearing may result. Restitution will be required.

- Vandalism any form of vandalism on campus will not be tolerated. Students found defacing or destroying school property will be dealt with according to the degree of the vandalism. In some cases expulsion or suspension may be necessary. In all cases, restitution will be required. Any defacement of school property will result in severe disciplinary action

The discipline board will convene to discuss serious violations with all concerned parties and the following consequences are possible but not limited to:

- a. Expulsion, if warranted
- b. Suspension/withdrawal for up to one year
- c. Loss of privileges including driving privileges
- d. Saturday School
- e. Removal from extra-curricular activities
- f. Drug Testing at student/parent expense

### **EXPULSION/DISMISSAL**

Expulsion or dismissal is the school's ultimate censure, which asserts that a student has shown that his/her objectives and spirit are alien to the school's core values and safety. An expulsion may occur on a first incident depending upon the nature of the incident. Most breaches of discipline are met by correction, advice, warning or detentions. Ordinarily, students are given ample opportunities to respond to various forms of discipline prior to expulsion. However, if a student ignores these measures, shows no willingness to amend, or becomes a source of harm to others and to the school, dismissal may be necessary, sometimes immediately. Depending upon circumstances, expulsion may be approved for violation of probation, repeated suspensions or truancy, theft, vandalism, gross disrespect, drugs and other violations of the school rules and regulations contained in the "Code of Conduct" section. Expulsion/dismissal is a rare punishment at Cathedral High School. The president and principal have the ultimate authority over the dismissal of any student.

### **THE DISCIPLINARY BOARD**

The board's primary role in the school is to determine if a student who has committed a serious violation or violations of school policy should be allowed to continue enrollment at Cathedral High School and/or the appropriate consequence for their actions. At least one parent or guardian must accompany the student at the Disciplinary Hearing.

## **DRESS CODE**

Cathedral's dress code has been and will continue to be an important part of our overall school climate. Cathedral High School believes that one important part of student success is personal appearance. Clothing must be neat, clean, properly fitted, not frayed, discolored or too tight. To that end, a school uniform is required for all students, including during summer school. Failure to adhere to the dress code results in a detention, removal from class until properly in the required dress code. Class time missed due to failure to be in dress code will result in an unexcused absence. Any work missed during this time would result in a zero for the assignment or test. Students must be in dress code from the time school starts until the end of the school day.

The dress code consists of the following required three items:

1. Uniform Khaki pants (pleated front or flat front) with the Cathedral logo embroidered onto the front and supplied by Risse Brothers Uniforms.
2. Uniform shirts are supplied only through our school spirit shop, which supplies short-sleeve and long-sleeve polo-style shirts with the Cathedral logo embroidered on the front. The uniform shirts are available in three colors: navy, white and forest green. Shirts must be fitted, no baggy clothing or ripped or torn clothing.

Uniform sweatshirts-The uniform dress code also includes a selection of uniform sweatshirts and fleece jackets approved by the Cathedral administration for wear in Cathedral classrooms and assemblies. Four styles of navy, white and forest green hooded and crew neck sweatshirts, along with navy and forest green polar fleece outerwear, have been approved. The approved sweatshirts are the only sweatshirts students may wear on campus during the school day.

Coats and Jackets- Because Cathedral is an outdoor campus and students must go outside daily to attend all of their classes, coats or jackets may be worn from classroom to classroom but must be removed prior to the class beginning. During class time, all students are to be in the proper dress code which does NOT include coats or jackets.

**Only Uniform sweatshirts may be worn for grades 9-11. All other sweatshirts will be brought to the front office and the student may pick them up at the end of the school day.**

3. Shoes—Dress shoes or tennis shoes must be worn in school. Open-toed or open-heeled shoes will not be permitted.

### **General Dress Code issues:**

Students must be clean-shaven. Goatees and beards are not permitted and sideburns may only extend to the bottom of the earlobe. Hair worn below the collar must be worn back from the face in some fashion, such as a ponytail, groomed neatly and clean.

Hats, hoods, earphones or sunglasses are not permitted. Headbands are permitted to hold hair out of face. No athletic headbands should be worn during school hours. No accessories may be added to the dress code.

Earrings are permitted in the ears only and must not be excessive. Tattoos must be covered in school and at all school events and athletic contests. No extremes in grooming will be permitted. Anything that is distracting to the learning environment is not permitted.

Clubs, organizations and teams wishing to purchase t-shirts as part of their spirit wear and wishing to wear these shirts on the assigned spirit day may do so after having the shirt or sweatshirt approved by the vice principal for student services if for a club or organization. Colors should reflect school colors of blue, white, gold, green or yellow.

**No extremes in grooming will be permitted-** Vice Principal will be the final decision maker when it comes to extremes in grooming.

## **DRESS CODE PRIVILEGES**

**Senior Privilege:** Seniors may wear college **sweatshirts only**. The logo must be clearly visible.

**Spirit Days:** Students are permitted to wear activity shirts or sweatshirts with their uniform pants on Friday or the last day of the school week. The logo or name of Cathedral High School must be visible on the shirts. No homemade shirts are permissible.

**Dress down days:** At certain times during the school year a “dress down day” may be established. Jeans and sweatpants may be worn on these days. No torn jeans permitted, yoga pants or tights are not permitted.

**Spirit Week-** Twice a year, students may dress in spirit week themes, there will be specific themes outlined by the Student Council. The dress code may be altered during these weeks only.

All dress code issues are at the discretion of the vice principal for student conduct.

## **BULLYING/HARASSMENT**

Based on faith, Cathedral High School models itself in the following scripture passage:

“Put on, as God’s chosen ones, holy and beloved, heartfelt compassion, kindness, humility, gentleness and patience, bearing with one another and forgiving one another, if one has a grievance against another as the Lord has forgiven you, so must you also do. And over all these put on love, that is, the perfect bond of perfection. And let the peace of Christ control your hearts.” Colossians 3: 12-17

### Policy

Cathedral High School accepts a diverse student body as part of her mission and thus values all her members, and names them as family. All members of the Cathedral family are “held to higher standards” by virtue of their shared values. Bullying will not be tolerated and will be dealt with on an individual basis and consequences will be based on each situation.

### Definition

Bullying/Harassment occurs when a member of the family intentionally asserts negative or disrespectful behavior or language to another member in one of the following ways:

#### Directly

Physical—hitting, striking, spitting, vandalism, shoving, pushing

Mental— make to feel self-conscious, stalking

Sexual—words, touching,

Verbal—jokes, gossip, face-to-face, ridicule, or taunting

#### Indirectly

##### Exclusion

Cyber and phone- Sending pornographic pictures, material of others (or oneself)

##### Cliques

Getting another to bully/harass

Rumor spreading

Talking behind the back/backstabbing

Ganging up on another

## Tampering with property

These behaviors will be considered harassment after one occurrence and bullying if the behavior happens after multiple times. These acts of bullying or harassment are disciplinary offenses and will be subject to action, which may include school intervention, counseling with parents, professional counseling, suspension, discipline board or expulsion/withdrawal. The behavior will be considered bullying/harassment if it occurs on school grounds, at school events, or anyplace in the community.

A Cathedral family member is not exempt by time and location from being held to "higher standards." A member of the Cathedral family who experiences any one or more of these behaviors will be viewed as a target of harassment. Any person exhibiting the behaviors shall be seen as a bully/harasser. All members of the Cathedral family are responsible to address any behaviors considered to be direct or indirect bullying/harassment.

### **Consequences**

Each behavior indicated as direct or indirect bullying/harassment has a remedy of intervention. Consequences will be determined by the Cathedral administration or Discipline Board.

### **Prevention**

All members of the Cathedral family are responsible to address any behaviors considered to be direct or indirect bullying/harassment and are responsible for reporting such to either the chief officer for student affairs or to the vice principal for student conduct.

### **Intervention**

An advocate has been established in the person of the campus minister. Anyone who feels that he/she is being bullied/harassed can seek assistance from any adult who will contact the two named positions above. The offices of the two named persons shall serve as a safe room for a target to seek assistance. The vice principal for student affairs will serve as the liaison between the target and the bully. The person who is considered to be the bully shall meet with the chief officer for student affairs.

## **ATTENDANCE**

### **ABSENCES**

It is the responsibility of the parent/guardian to call the school by 9:30 am to report a student absent. Attendance is kept on a period-by-period basis. No student who

has missed five class periods may participate in any extracurricular activity on that day. This does not carry over to Saturday participation.

### **Excused Absences**

Students are granted excused absences when they are ill or are released to attend a school sponsored function or activity. Seniors are permitted two excused absences for college visitation purposes. Juniors are permitted three excused absences for college visitation purposes. For all excused absences, a parent, teacher or coach must have a request via the front office. Failure to complete a form properly for a school function could result in an unexcused absence and no credit will be given for class work missed or refusal for the student to participate in the off campus activity.

### **Unexcused Absences**

An unexcused absence is when a student fails to report to class and has not been given permission by the school to miss that class. Refer to Truancy Policy for more details.

### **Policy Concerning Absenteeism**

Students will be permitted ten days absence each semester. These absences may be due to illness, vacations, outside functions, or school functions. Student absenteeism is calculated by each period of the day. The policy reflects period-by-period attendance. For example, a student may miss period three 10 times and face the penalty, but be here for whatever reason the rest of the periods and not face any penalty. Students are permitted extra days missed for school retreats, funerals and college visits that fall within the guidelines as set forth by the Campus Minister and College Advising Office. Extended or chronic illness is reviewed on an individual basis. The penalty for missing 10 class periods is a lowering of the quarter grade for each day missed over 10 by 1 percent. The student will be notified if he/she will have his/her grade lowered. Students who miss three days of school or more in a row must be in contact with the school nurse and may be required to bring a note from the doctor if they do not wish to be assessed the 1% penalty.

Rationale: Good attendance is a key to successful academic performance and promotes good attendance habits that benefit the student from class participation. Good attendance is a life skill that needs to be developed. Good decision-making is another key aspect to the successful development of the adolescent. Decisions regarding good attendance help to foster this asset. Please help your child make good decisions regarding this aspect of his/her life.

### **TARDINESS**

Tardiness is defined as being late for any class period. A student is tardy when he or she is not in the classroom at the start of the class period or prayer (Period 1). All

persons tardy to school must report to the main office (student entrance), sign in and receive a pass to their first period class. Teachers will not admit students to class after the bell rings without a pass from the front office. Students will be excused only three times from tardiness to Period 1. After a third tardy, a detention will be issued for every tardy beginning with the fourth tardy to school. Students are encouraged to save those excused tardies because once they are used, regardless of the circumstance the next tardy to school is a detention from that point on.

The rationale is to be fair to all students. A student is tardy within the first 15 minutes of class. After that, they are considered absent or skipping. Parents may call in to let us know their child will be late but the result will be a detention if it is after his/her third tardy.

### **TRUANCY/SKIPPING**

Truancy, i.e., skipping school, occurs when a student is absent from class or leaves the campus without a parental phone call or note and without permission of the school administration. If a student chooses to go the library or any other area of the building without proper adult permission the student is considered truant from that class they skip. A zero will be given for each class missed and that credit or points cannot be made up. Any student leaving the campus without permission will be suspended for one day; three days if it should happen again. Truancy from school for three periods or more will result in an immediate suspension from school the following day.

#### **Skipping Class**

Students who skip class will incur the following consequences: All work missed will result in an automatic zero.

First offense: 2 detentions

Second offense: Saturday School

Third offense: Out-of-school suspension with possible discipline board hearing

### **ASSIGNMENTS FOR ABSENT STUDENTS**

If a student is absent for two or more days, the parent should contact the counselor for assignments. Call the main office to report the absence.

Leaving the Classroom for In-school business or counseling

The administrator or counselor will call into the classroom to request a student. The classroom teacher should honor this request and issue the student proper identification to leave the classroom. Only the classroom teacher of the corresponding class, administrator or counselor may excuse a student from class. Classroom teachers must not accept verbal requests from students to leave a class.

### Leaving the School Grounds for out-of-school business

If a student needs to leave the school grounds for out-of-school business, students should bring a note from their parent/guardian to the attendance office before the first period of the day or the parent/guardian should call the attendance office before 9:30 a.m. Permission for leaving the school grounds will be given to the student by the attendance office. If a student fails to check out or back in they may receive a detention for not following procedures, as the school is liable for all students.

### Leaving the School Grounds Due to Illness

Students who become ill or injured during the school day should report to the nurse's office. Students must communicate with an adult in order to miss class time. If a student is unable to remain at school, school personnel will contact the parent/guardian. Students are not permitted to call or text message a parent/guardian to go home. The parent/guardian is responsible for picking up the student as soon as possible. A student may NOT drive or walk home unless parent/guardian permission is received.

## **DRUGS AND ALCOHOL POLICY**

Alcohol and tobacco are legal substances in Indiana for persons aged 21 and 18, respectively. They are not legal for use by students under those ages. Neither of these substances is permitted on the Cathedral campus. The campus is a smoke-free and alcohol-free campus (unless an event permitting alcohol is authorized by the president of Cathedral). Other than legally obtained and prescribed drugs, no street drugs or illegal drugs are permitted on the campus of Cathedral at any time. A drug prescription is considered legal only if authorized and issued by a licensed physician to the individual in possession of the drug and in a container issued by a pharmacy or a medical facility. Such legally prescribed drugs should not be in possession of any student unless it meets the Medication Guidelines and Policy detailed under General Rules and Regulations. A student found to be carrying legally prescribed medication in violation of these guidelines must turn the medication in to the school nurse or the vice principal for student services. These guidelines also apply to allied sites of Cathedral, which are defined as locations where Cathedral events occur.

**The following are cumulative, not isolated, policies over the student's four-year career at Cathedral High School.**

1. The selling or distribution of any of the substances named above (alcohol, other illegal drugs, and/or drug paraphernalia) shall constitute a violation of school guidelines whether they are transported, sold, and/or shared on the Cathedral

campus or an allied site and shall be deemed a serious infraction which is subject to immediate suspension and is subject to review by the discipline board. Upon learning of an infraction, the policy may be immediately called if there is evidence of illegal substances that could potentially cause harm to self and/or others.

After a discipline board has been convened and all information has been presented, the discipline board will determine the appropriate consequences. The outcome of any police action is not necessary for the school's disposition of a decision. The school will decide on the appropriate consequence for the infraction based on the severity of the situation and the safety of the individuals who attend and work at the school.

Dispositions by the discipline board may be, but are not limited to:

- Expulsion
- Withdrawal for a minimum of one semester, possibly with no option to return

2. Any student(s) while at school (or allied site) who has demonstrated reasonable suspicion of drug or alcohol use, by their appearance and/or behavior, or who has falsified a random drug test, will be immediately suspended until a discipline hearing has been convened to determine the appropriate disposition in the matter. Students will be held accountable for their actions. The following dispositions will occur:

**First offense:**

- Suspension—10 days

The following disposition may be dispensed following a discipline hearing:

- Substance-abuse evaluation to be done by a licensed facility approved by the school
- If counseling is recommended, student must provide proof and verification of compliance
- **Student will not be readmitted to school without proof of evaluation and signed release of information from the evaluating facility (and therapist, if recommended).**
- Any student participation in an extra-curricular activity, e.g. athletics, drama, music, shall forfeit 25% of their competitive/performance participation of their current or next season if not currently in an activity
- Student will be referred to Cathedral's licensed clinical addiction therapist for follow-up

### **Second offense:**

- Suspension—length of time to be determined by the discipline board
- Suspension of all extra-curricular/performance activities for no less than one year
- Continued counseling at an approved site. **Student will not be readmitted to school without proof of evaluation and treatment and signed release of information from the evaluating facility (and therapist).**

### **Third offense:**

- Expulsion/withdrawal from Cathedral High School

3. Cathedral cannot be responsible for the off-campus activities of its students. Neither will it actively seek out examples of wayward behavior. However, off-campus activities that reflect negatively upon the school will be addressed. Anonymous reports or hearsay information will not be honored as proof. Cathedral High School will investigate any verifiable specific reports of student misconduct off campus. Any student brought to the attention of the school may be dealt with as follows:

### **First offense:**

- Parents will be notified by the vice principal of discipline
- Substance-abuse evaluation to be done by a licensed facility approved by the school
- If counseling is recommended, student must provide proof and verification of therapist
- **Student will not be readmitted to school without proof of evaluation and signed release of information from the evaluating facility (and therapist if recommended).**
- Any student participation in an extra-curricular activity, e.g., athletics, drama, music, shall forfeit 25% of their competitive/performance participation of their current or next season if not currently in an activity.
- Student will be referred to Cathedral's licensed clinical addiction therapist for follow-up

### **Second offense:**

- Suspension—one day
- Student must appear before a discipline board hearing
- Substance-abuse evaluation to be done by a licensed facility approved by the school
- Counseling will be required

- Student must provide proof of treatment and verification of compliance
- **Student will not be readmitted to school without proof of evaluation and signed release of information from the evaluating facility (and therapist if recommended).**
- Any student participation in an extra-curricular activity, e.g., athletics, drama, music, shall forfeit 365 days of their competitive/performance participation of their current or next season if not currently in an activity.
- Student will be referred to Cathedral's licensed clinical addiction therapist for follow-up

### **Third offense:**

The following may be imparted by the discipline board:

- Suspension
- **Student will not be readmitted to school without proof of evaluation, treatment, and signed release of information from the evaluating facility and therapist**
- Expulsion from Cathedral High School
- Withdrawal from Cathedral High School

### **SELF-REPORT CLAUSE**

It is the intent of Cathedral High School to assist students with developing responsibility for their actions and to encourage honesty. Therefore, any student who voluntarily reports on him or herself as to a first violation of the Code of Conduct before being reported by some other means will be permitted leniency. This self-report clause can be used only once during the student's four-year career.

The total eligibility to perform or play sports penalty will be reduced to 10% if the following occurs:

- The student reports the violation to an adult in official capacity (athletic director, vice principal, principal) prior to 8 am the next school day and prior to the school's confirmation of the violation.

A penalty reduction is not eligible for the self-reporting clause if:

1. School personnel are a witness to the infraction
2. The incident occurs on school property or at a school function
3. The parent or guardian reports for the student

**There are no second self-reports.**

### **RANDOM DRUG TESTING RESULTS**

This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety are the reasons for applying beneficial consequences.

### **First positive**

- Student will be assessed by the clinical addiction counselor
- Student will be fined \$50 for future drug testing
- Parent(s) and student will appear before the drug board
- Student will be required to attend a drug deferral course within 20 days of notification of a positive test. Parent/guardian is responsible for any/all costs. Verification of attendance must be submitted to the school within 20 days of notification. Refusal or failure to attend will result in moving to the next level of consequences (second positive).
- Student will be required to meet with the clinical addiction counselor as recommended
- Student will be retested after 20 days of initial test

### **Second positive**

- Suspension—length of time to be determined by the discipline board
- Substance-abuse evaluation to be done by a licensed facility approved by the school
- Counseling will be provided by an approved licensed therapist
- Student must provide proof of treatment and verification of therapist
- **Student will not be readmitted to school without proof of evaluation, treatment, and signed release of information from the evaluating facility**
- Any student participation in an extra-curricular activity, e.g., athletics, drama, music, shall forfeit 25% of their competitive/performance participation of their current or next season if not currently in an activity

### **Third positive**

The following may be imparted by the discipline board:

- Suspension
- **Student will not be readmitted to school without proof of evaluation, verification of intensive outpatient therapy, and signed release of information from the evaluating facility and therapist.**
- Shall forfeit 365 days of athletic competition and/or performance
- Expulsion from Cathedral High School
- Withdrawal from Cathedral High School