

# CATHEDRAL OF THE RISEN CHRIST SCHOOL

## Student/Family Handbook

*“Soaring to new heights together  
with the Risen Christ!”*



*All involved in Catholic Education are  
compelled to take part in teaching,  
providing service, and forming a  
community that nurtures our children under  
Christ’s direction.*

## MISSION STATEMENT

Cathedral of the Risen Christ School's primary purpose is to assist in the formation of students who will ultimately possess strong religious values, academic integrity, individual responsibility, and a clear sense of citizenship. The following objectives have been defined as those being most central to the ultimate realization of our goal:

1. Cathedral recognizes that parents have been entrusted by God with the responsibility of educating their children and that the school's role is to assist parents with this task.
2. Students should be assisted at every step along the path to their ultimate goal which is salvation of their immortal souls and knowledge of their responsibility to God.
3. Cathedral of the Risen Christ must prepare students through sound instruction for future education or employment. This is best accomplished through an atmosphere that stresses the following:
  - respect for and recognition of the dignity of all human beings
  - the importance of effective and logical communication
  - an appreciation for our nation's laws and political processes
  - academic excellence by utilizing a rigorous and challenging curriculum
  - ability in the area of problem-solving, especially those requiring sound Catholic principles
  - adequate competence in defending the faith

***Eagles are:***

***Educated Citizens***

***Authentic Disciples***

***Generous Contributors***

***Lifelong Learners***

***Enthusiastic Scholars Saints***

## NONDISCRIMINATION POLICY

The Cathedral of the Risen Christ School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## ADMISSION

1. Cathedral School follows Nebraska State Law which states that children must be five years of age before July 31 to enter Kindergarten. Cathedral School does not accept “early entry” to Kindergarten.
2. Enrollment forms are available in the school and are to be completed and returned.
3. All potential new students to Cathedral for grades 6, 7, and 8 will be interviewed and their transcripts reviewed by the Principal.
4. All non-parishioners and parents of students not in the Cathedral of the Risen Christ parish boundaries must meet with the Principal.
5. If admitted, the following information is necessary for the student’s file:

Enrollment information	Parent release form for records
Copy of Birth certificate	Baptismal certificate
Immunization records	Physical examination (Grades K & 7)
Emergency information	Permission form

## TUITION AND FEES

Tuition and fees are handled by FACTS Tuition management services.

<b>Tuition*:</b>	Parishioner/Grades K-8	\$3,550
	Family Cap for tuition	4 <sup>th</sup> child
	Out-of-parish not registered/Grades K-8	\$9500
	Non-Catholic/Grades K-8	\$9500

Cathedral of the Risen Christ parish does not want to turn away any Catholic students from school because of lack of funds. If a family is unable to pay the full tuition or fees, an appointment should be made with the Pastor to discuss the situation.

NOTES\*: If a student leaves Cathedral School for any reason during the school year, tuition shall be prorated based on total days for which the student has attended.

## **DAILY SCHEDULE**

7:50 First Bell - School doors opened for students  
8:00 Tardy Bell - Students must be in classrooms  
8:05 Students walk over for Mass  
8:10 Mass  
11:00 Grades K-1 Lunch  
11:35 Grades 2-3 Lunch  
12:10 Grades 4-5 Lunch  
12:40 Grades 6-8 Lunch  
3:20 K – 8 Dismissal

### **School Student Liability Policy**

Cathedral of the Risen Christ School is not responsible for students left on school or church grounds prior to 7:45am or 30 minutes after dismissal on school days. The only exception is if a student is enrolled in a school sanctioned program or with a Cathedral staff member. This policy is assumed to be understood upon registering your child at Cathedral of the Risen Christ School.

### **School Cancellation**

- School cancellations will be announced on KFOR (1240 AM) and KLIN (1400 AM) radio stations. KOLN/KGINTV (Channels 10/11) and KLKN-TV Channel 8 will broadcast school closings at 6:30 AM and 10:30 PM.
- Parents will also get an email and/or text message.
- Generally, school will not be dismissed once it is in session. However, parents or guardians who so desire may come to school to pick up their children in inclement weather at any time during the day after informing the school office.

### **Early Dismissal and School Closing Procedure**

Faculty Meetings (Eagle Meetings) are typically scheduled one day each month. School will be dismissed at 1:00pm. Consult the calendar for all early dismissal days.

### **School Messenger**

School Messenger is a mass text and voicemail system that will be used to relay school closing information as well as other school communication.

# ATTENDANCE

## Attendance Policy

Good school attendance is a key to successful academic performance and promotes the habits of punctuality and responsibility that benefit the student in all aspects of life. In addition, good attendance is a life-long skill that needs to be cultivated to aid in the successful development of the child.

Students will be permitted 10 days of absence each semester. These absences may be due to illness, vacations, or outside functions. After 10 missed days, the student must have a doctor's excuse for each subsequent absence. If there is not a note from a physician indicating a need for the student to miss school, he or she will no longer be allowed to make up any of the work missed during that absence, i.e. tests, projects due on that day, homework.

If a student misses 15 days of school (with or without a doctor's note) per semester, the principal may expel the student from Cathedral of the Risen Christ School. (The administration will take into consideration extenuating circumstances that may affect any decision.) Should the parents choose to do so, they may appeal that ruling with the Pastor of Cathedral. This can include a referral to the county attorney and child protect services.

## Absences

- Parents are to notify the office between 7:00am and 8:10am to report *each* day their child will not attend school. If the school is not notified, a call will be made to their home or place of business to check on the student's unaccounted absence.
- If your child has symptoms of illness, please keep the child home.
- When a student enters or leaves school during the day he/she must be signed in/out at the office by a parent or guardian.
- No student is allowed to leave the school building or premises during school hours without permission from CRC staff, and/or at the written request of the parent or guardian.
- Work assignments may be obtained for the current calendar day upon parent request, preferably to be picked up at the close of the day. Students are allowed **two** days for each absence due to illness to complete make up work. Any assignments not given in advance will be given upon the student's return to school.

- **Parents Out-of-Town:** When parents leave town, they are to notify the school as to who is responsible for the children during the parents' absence. Please include the person's address and phone number in this information.
- **Vacations and Outside Functions:** Vacations and other outside functions are discouraged during the school year and should be planned during scheduled breaks. **No school work will be planned by teachers prior to a vacation longer than 2 school days.** Students are allowed **one** day for each absence to make up work due to vacations and/or outside functions. It is the parents'/students' responsibility to see that work is made up after returning to school.

## **Tardies**

Students are considered tardy if they are not in their classrooms by 8:00am. Students who are tardy must report to the office before going to class or Mass. Students should never be dropped off directly at church during Mass.

On a typical full day, the following policy is in place. Please take these times into consideration when scheduling appointments for children.

- 1.) Arrival prior to 10am is considered tardy.
- 2.) Arrival after 10am is considered a half-day absence.
- 3.) Departure prior to 1:20pm is considered a half-day absence.
- 4.) Departure after 1:20pm is considered a full day of attendance.

To report a tardy or absent student, please contact Mrs. Becky Mroz at 489.9621. Feel free to leave a message.

## **Dismissal**

School is typically dismissed at 3:20 P.M.\*

- 1.) Students in grades K-8 student will dismiss at the same time. All students will walk out the door based on the youngest sibling at Cathedral. If a family wishes to change doors they need to contact the office. Students and wait in the designated waiting area in view of the supervising teachers.
- 2.) Supervising teachers and student crossing guards will help direct parents and children; please use caution and avoid waving children across busy traffic ways.

\*Cathedral school is not responsible for students who are not picked up 20 minutes after their dismissal.

## PROGRAMS

### Liturgy and Sacraments

- All students will attend Mass each morning at 8:15. Parents, relatives, and friends are welcome and encouraged to attend.
- Those students who are unable to receive Holy Communion (in grades 3-8) are expected to receive a blessing from a priest. Non-Catholic students are welcome to receive a blessing from a priest; otherwise they will remain in the pew.
- Holy days of obligation are days off from school to allow for attendance at Mass and celebration of the day. Please consult the school calendar for specific days and the parish bulletin for Mass times.
- The Sacrament of Reconciliation and days of Eucharistic Adoration are available to the students at least once a month during the school year.
- Students attend Stations of the Cross on all Fridays during Lent.
- The documents of the Second Vatican Council speak of the importance and value of parental involvement in the sacramental life of their children. Programs for assisting the parents are arranged by the school.
- Parents are expected to actively participate in the sacraments. Dates of meetings are sent to the parents in sufficient time for schedules to be arranged so at least one parent can attend.
- Students receive the sacraments of Reconciliation and Holy Communion for the first time in the second grade.
- The Sacrament of Confirmation is conferred upon the students in the middle grades at the age determined by the Bishop. Students receive this sacrament in fifth grade.

### Lunch Program

- A hot lunch program is operated at Cathedral School under the Federal Hot Lunch Program and all of its regulations. All families are notified of terms of eligibility for free or reduced lunch costs.
- Families can make payments using Myschoolbucks or sending a check to the office labeled Hot Lunch
- Milk is available to purchase for students with cold lunch. Soft drinks are not permitted at lunch. Also, food from fast food restaurants is strongly discouraged.
- Accounts that are overdrawn need to be paid or report cards will be held.

\*Parents who visit for lunch should contact the front office in advance.

*\* In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.*

## **Library**

The library and library books are a vital part of a student's education. Students go to the library once a week to select books and study library skills. Students must pay for lost or damaged books. With teacher permission, students may use the library facilities for research.

## **Field Trips**

Field trips should contribute to the student's educational, cultural, and social growth. All students participating in field trips must have written consent of parents. Students shall wear the school uniform on all field trips unless specified otherwise. Permission slips will be sent home along with any fees for the trips. If a family is unable to pay the fee they should contact the principal to discuss arrangements. Teachers may prohibit students from participating in a particular field trip if work is not completed or their behavior warrants such action.

## **Band**

The band program is coordinated through Pius X High School. Lessons are offered to students in fifth through eighth grades. Private and/or group lessons are given. Students must provide instruments, but lessons are free through the school. There are band performances twice a year.

## **Pre-Kindergarten (Eaglets I, Eaglets II, and Full Day)**

Cathedral Parish offers a preschool program. Sessions are available for three, four, and five year olds. Registration forms are available in the preschool the school office, or on the website. For more information call the preschool at 402-488-3364.

## **Extended Day Program**

The Cathedral Extended Day program exists for the purpose of providing a safe, healthy, and stimulating environment for Cathedral students before and/or after school hours. Students will be supervised and activities are provided during the hours spent in the program. Age restrictions and other rules are found on the school website.

## **Newsletter**

A weekly newsletter, "News from the Nest," is available online each Friday. The newsletter contains important information for parents and students.

## **Extracurricular Activities**

For a list of curricular and extracurricular activities please visit the Cathedral School website. We host multiple clubs and team sports (grades 7-8).

# HEALTH

## Health Records

The school works under the requirements of the Department of Health and Human Services in securing and recording health information. The school maintains cumulative health records, screening results and immunizations for each student. Students are mandated by the State and Diocese to meet the age-appropriate requirements for proper immunizations. In assessing the health of each student, the school operates the following program:

1. Secures forms from kindergarten and seventh grade students indicating the results of a medical examination by a physician.
2. Recommends dental examination yearly.
3. Vision, height and weight screenings for students in grades kindergarten through eighth grade.
4. Personal Religious Conscience: Parents/guardians must submit a sworn and notarized affidavit listing which required immunizations have not been received. Please contact the main office for this affidavit and the Catholic Diocese of Lincoln policy regarding immunizations.

## Medication

Any student who is required to take medication during the regular school day must comply with school regulations. These include:

- \* All medications must be kept in the school office. (This includes aspirin, other over-the counter medicines, and inhalers). Cough drops, however, can be kept in the student's homeroom.
- \* Medication must be brought to school in the original container appropriately labeled by the pharmacy or physician.
- \* Written permission from the parent or guardian must accompany the medication, including the student's name, name of the medication with dosage, frequency, time of administration, date of the order and discontinuation date. Permission forms are available in the school office.

## Miscellaneous

- \* First aid administered by office staff includes bandaids, ice packs, antibiotic ointment, first aid spray and/or hydrocortisone cream as deemed necessary. This also includes giving your children acetaminophen or ibuprofen. Parents/guardians are asked at the start of each school year to indicate objections to these standard procedures.

\* **Students MUST be fever free, without medication, for 24 hours before returning to school.**

## **STUDENT INFORMATION**

### **Conduct**

An effective system of discipline allows teachers, students, staff, and administrators to work together in a positive environment so learning can take place. All members of the school community should be respectful, courteous, and should reflect our Catholic values and beliefs. Each member of the school community is expected to follow these guidelines. It is understood that individual classroom teachers may have differing classroom rules. Students are expected to adhere to the expectations outlined by their teachers as well as the school-wide expectations listed below.

### **Before School Conduct**

\*Students should be dropped off no earlier than 7:45 A.M.; Cathedral School is not responsible for such students (see Early Drop-Off Program details if needed)

\*Students will wait with their classmates in the designated area either on the east or west end of the building in view of the supervising teacher.

\*If it is raining, or is extremely cold, students will wait inside the school doors.

\*Students will not be allowed to enter the building prior to 7:50 A.M. unless they have special permission from the supervising teacher.

\*Students will not play, run around, or throw things during this time.

### **Early Drop Off Program**

Cathedral offers an early drop off program in our Extended Day Program. Please see the website or call the office if you have questions or wish to register your child.

**After School Conduct:** School is typically dismissed at 3:20 P.M.\*

- 1.) Students in grades K-8 students are dismissed at 3:20 P.M. and should exit the building using the designated doors.
- 2.) Supervising teachers and student crossing guards will help direct parents and children; please use caution and avoid waving children across busy traffic ways.

### **Classroom Conduct**

Students are expected to adhere to the classroom procedures and policies established by their teachers. Students are to act responsibly regarding their surroundings, belongings, and in creating a productive learning environment. Teachers have established consequences for misbehavior, which range from having to walk during recess time to being sent to the front office to meet with the principal. The Cathedral Junior High teachers have a conduct policy which includes a demerit system, detention and referrals to the Principal's Office.

## **Hallway Conduct**

Students will respect the learning taking place in the various classrooms as they move through the halls of Cathedral School. Failure to do so will result in consequences levied by any teacher, staff member or administrator who finds the student actions distracting and disruptive. Those consequences will be supported by the student's homeroom teacher.

## **Cafeteria**

Simple rules of courteous behavior make the lunch period pleasant and relaxed.

- \*Observance of good table manners.
- \*No trading of any food for both hot and cold lunch students.
- \*Speak in a moderate tone of voice.
- \*Leave the table and surrounding area clean and orderly.
- \*Put trash in the proper containers.

## **Playground Rules**

- \* Students will go outside for recess as often as possible, weather permitting. Parents are required to see that their children are prepared for outdoor play. \* All students must remain in the designated playground area in view of the teacher or person supervising during recess.
- \* Students with a medical note can be excused from outside recess but require a doctor's note.
- \* No one may leave the schoolyard or parish premises without permission. \* Playground equipment is provided for the students. Students should not bring toys or games from home without teacher approval. If students bring equipment from home, please mark it with their name. The school is not responsible for lost or damaged equipment brought from home.
- \*Use all playground equipment properly and in the way it is designed.
- \* Students are responsible for returning playground equipment to the proper place after each recess.
- \* If a ball goes out of the designated playground area, students must have permission to get it.
- \* Students may not pick up or throw snow, ice, rocks, dirt, etc.
- \* No tackling, wrestling, fighting or other rough play is permitted.
- \* Only conversations and language proper to a Christian boy or girl are expected.
  - \*Students must ask a teacher's permission to go to the office or to the bathroom.
- \* When the whistle ends recess, all playing stops. Students are to line up and enter the building in silence.
- \*Snow Play Policy: Students in snowboots are allowed to walk and play on snow during their recess time. Students in snow pants may play in snow that is no higher than their wasteline. Students are never allowed to throw snow or jump off of piles of snow; nor are they allowed to drag, slide or pull one another across snow and/or ice.

Finally, due to the myriad conditions related to winter weather and snowy conditions - wind, temperature, amount, precipitation, heaviness - the team of teachers on duty have final say on restricting any part of this policy if they feel students may not be safe at a particular recess.

## **Bullying and Mistreatment of Peers**

Bullying or discrimination of any student by peers will be dealt with swiftly and aggressively. Physical, emotional or cyber-abuse may result in suspension or expulsion. Bullying is defined as targeted, malicious and prolonged treatment of another individual. Reports of bullying should be reported to a teacher or the principal as soon as they occur so that the school can work as a team to protect the child, levy appropriate consequences on the perpetrator, and work to heal the relationship of all parties.

## **Telephone/Cell Phone/Electronics**

The school telephone is a business phone. Permission will be given for students' use of the phone for emergencies and legitimate needs. Students will not be permitted to use the telephone to call their parents to bring assignments, gym clothes, or the like to school. The total educational experience includes teaching children organizational skills. Students will not be permitted to use the telephone to set up social activities.

Unless under the direction and supervision of a staff member, students are not allowed to use mobile devices while on school grounds (this includes but is not limited to cell phones, iPods, Smart Watches, tablets). Students must comply with the provided Acceptable Use Policy provided at the start of each school year.

Any technology used to view inappropriate sexual content may result in suspension or expulsion. The distribution of such material will result in suspension or expulsion. Students and parents who have concerns about text content being shared between students via mobile devices may send or bring evidence (screenshots) of the activity. Please monitor your child use of technology.

In the case of images/pictures, please DO NOT capture using screenshots - this constitutes possession and distribution. Instead come to the school to report these images. Whether reporting text or images, anonymity is protected by the administration. Families are highly encouraged to use [Covenant Eyes](#) as well as the [resources provided](#) by our own Fr. Sean Kilcawley.

## **Cheating & Plagiarism Policy**

Students who cheat or plagiarize (use the work of others and claim it as their own) shall receive a o "zero" on the entire assignment and a parent meeting. Those in junior high will also be immediately given a detention. A second offense in grades K-5 results in detention, parent meeting, and possibly ISS (in school suspension). A second offense in grades 6-8 shall result in a parent meeting, Student Conduct Action Plan and/or ISS. Third offenses are punishable by suspension or expulsion.

## **Discipline Action Plan PK-5**

Disciplinary action will take into consideration the age of the student and the seriousness of the infraction. Parents will be notified of discipline situations. Please consult with the classroom teacher regarding their disciplinary policy. Most consequences will be handled by (but not limited to): walking during recess, discussion with principal, writing an apology note.

## **Discipline Action Plan 6-8**

The policy consists of infractions, service detentions, and discussion with principal. Students' behavior will be tracked throughout the entire year. This system is in place to help middle school students develop skills in successful study habits, discipline, responsibility, and appropriate behavior to help them prepare to be successful now and in high school. Students who do not follow expectations set forth for their behavior and academic work may receive infractions any time they are on school property. For a detailed Junior High Code of Conduct please contact the main office or a junior high teacher.

## **Textbooks**

Textbooks and daily planners are furnished by the school. It is the responsibility of each student to give proper care to all instructional equipment and supplies. Students are to keep their books covered with thick paper and clean at all times. A fine will be assessed for loss or damage beyond normal use. If a student loses or destroys a book belonging to Cathedral School, the student is expected to pay for the loss. Other school supplies such as crayons, pencils, paper, etc. must be provided by the student.

## **ACADEMICS Homework**

In addition to promoting good study habits, homework provides an opportunity for parents to be involved in the educational process of their children.

\*Homework assignments will reinforce concepts presented in class and include both written and study work.

\*Homework may be a reinforcement of skills taught, a creative project, a study period for the memorization of facts, or reading for enjoyment and further enrichment.

\*Homework should help students develop good habits of study and a sense of responsibility.

\*Work must be completed neatly and turned in on time to merit a complete grade.

**\*IF YOUR CHILD IS SPENDING AN UNREASONABLE AMOUNT OF TIME WORKING ON HOMEWORK PLEASE CONTACT THE CLASSROOM TEACHER TO DISCUSS A PLAN.**

## Grade Scale

A+	100-99 %
A	98-95
A-	94-93
B+	92-91
B	90-87
B-	86-85
C+	84-83 %
C	82-79
C-	78-77
D+	76-75
D	74-72
D-	71-70
F	69% and below

## Report Cards\* & Progress Reports

- Report cards are issued four times a year (quarterly) for students in Grades K-8. **These are good indicators of how well your child is understand materials being presented and are emailed through Power School.**
- The students are evaluated according to his/her progress and effort. Grades on report cards are final.
- Cathedral no longer prints report cards at the end of the quarter. You will receive an email when they are ready and you may check your child's report card though PowerSchool.
- You will notice there are grades being given in Catholic Social Growth Work/Study Habits. These grades are to help you know how your child is doing on non-academic standards.

*\*Report cards are held by the front office if a family has an outstanding balance of \$10.00 or more (lunch, tuition, library, etc.). They will be distributed once due balances are paid.*

## Record and Grade Keeping

Teachers of students in grades 3-8 (including specialties) will update their gradebook on a weekly basis. Students and their parents will have online access to their grades via Parent Portal; parents can get directions from their teacher and their login from the main office.

## Parent/Teacher Conferences

Parent-Teacher conferences serve as an excellent opportunity for communication with teachers regarding the progress of your child. Conferences allow teachers and parents to share successes of each student as well as concerns. Parent/guardians are expected to attend scheduled conferences and be actively engaged in the discussion. Scheduled parent-teacher conferences will be held in the fall and spring.

## Testing

Cathedral takes a standardized test yearly. It is administered every spring in grades 3-8. These tests are standardized tests that can measure learning, but are not the only indicators of academic achievement. Score reports will be distributed prior to the end of the school year.

## DRESS CODE FOR GIRLS

- Plaid jumper** [Grades K-5] Jumper length can be no higher than two inches above the knee. Shorts should be worn under the jumper.
- Plaid skirt** [Grades 6-8] (Skirts & approved skirt from Dennis)  
Skirt length can be no higher than two inches above the knee.
- Trousers** (Trousers must be the approved Cathedral model purchased from Dennis Uniform Company, a Dickies retailer or our used inventory.)  
Khaki or navy twill.  
Plain black, brown or navy belt must be worn with trousers.
- Shorts/Skorts** (Must be uniform-style walking shorts)  
Khaki or navy twill.  
Plain black, brown or navy belt must be worn with shorts.
- Shorts cannot be worn during November, December, January and February. Girls must wear leggings/tights under skirt, jumper or skorts during this time (solid white, black, navy, forest green or gray).*
- Blouses** (All shirts must be plain -- free from logo or insignia other than Cathedral monogram.)  
Collared blouse/oxford: white or light blue (long or short sleeves)  
Polo: white, navy, forest green (long or short sleeves)  
Turtleneck: white
- Sweaters** (optional)  
Cardigan, V-neck or Crew: navy or forest green  
Cathedral sweatshirt (must be worn with uniform shirt)  
Cathedral fleece acceptable (must be worn with uniform shirt)
- Stockings** One primary color (white, black or gray) and two accent colors allowed

Socks must match. Leggings are to be solid white, black, navy, forest green or gray).

**Shoes** No sandals.

**Jewelry** \* Post earrings may be worn on the ear lobes only. For safety reasons, earring maybe not extended more than 1/8 of inch below the ear lobe.

\*There may be no more than 2 earrings per ear.

\*Religious medals and watches are acceptable.

\*Rings and non-religious bracelets are not allowed

**Finger Nail Polish/  
Fake Nails:** If fingernails are painted they should be a “soft color.’ This includes clear polish, light pink, and neutral tones. If fake nails are worn they must not distract the student or peers.

## DRESS CODE FOR BOYS

**Trousers** (Trousers must be the approved Cathedral model purchased from Dennis Uniform Company, a Dickies retailer, or our used inventory.)  
Khaki or navy twill.  
Plain black, brown or navy belt must be worn with trousers.

**Shorts** (Must be uniform-style walking shorts)  
Khaki or navy twill.  
Plain black, brown or navy belt must be worn with shorts.  
***Shorts cannot be worn during November, December, January and February.***

**Shirts** (All shirts must be plain -- free from logo or insignia other than Cathedral monogram.)  
Oxford: white or light blue (long or short sleeves)  
Polo: white, navy, forest green (long or short sleeves)  
Turtleneck: white

**Sweaters** (optional)  
Cardigan, V-neck or Crew: navy, or forest green  
Cathedral sweatshirt (must be worn with uniform shirt)  
Cathedral fleece acceptable (must be worn with uniform shirt)

**Socks** One primary color (white, black or gray) and two accent colors allowed  
Socks must match.

**Shoes** No sandals

**Jewelry** Religious medals and watches are acceptable  
No earrings or rings

**Points to Remember for Girls and Boys** 1.

Uniforms should be clean and pressed.

2. Shirt tails are to be tucked in (unless banded)
3. Boys hair should not be in their eyes and should not touch the collar of the shirt
4. Extremes in hair styles (such as tails for boys, unnatural color, etc. or as determined by the Principal) are not permitted.
5. All clothing should be marked with the child's name.
6. Belts are not required for K-3 students.

**GENERAL INFORMATION Visitors**

For security reasons, the doors remain locked to the school during the day. Please ring the bell to be admitted to the school using the east entrance. All visitors should report to the school office upon entering the building, sign in, and wear a visitor badge while in the building.

In order that the learning process not be interrupted, it is the policy at Cathedral school that parents not enter the classroom to observe students and teachers unless previously arranged with the principal and teachers. Appointments to discuss questions or concerns are to take place before or after the normal school hours.

Non-Cathedral School children may not attend school as visitors without the permission of the principal.

**Lost and Found**

All articles are placed in a lost and found receptacle. If lost articles are not claimed, they will be donated to a worthy cause at the end of each quarter.

**Birthday**

Due to different student needs some classrooms have opted to not do birthday treats. It is important that you follow the teacher's directions. If the teacher allows treats they **MUST BE STORE BOUGHT**. There must be enough for each person in the class. Please be mindful of allergies in the classroom. All such celebrations must be approved by the teacher. Class games, piñatas, and other items will not be allowed as they distract from the educational objectives.

## **Pets**

Due to allergies, safety, and transportation inconveniences, pets are not allowed in the building. Curriculum related classroom animals are allowed only with the approval of the classroom teacher and the principal. **ANIMALS SHOULD NOT BE BROUGHT ONTO SCHOOL GROUNDS WITHOUT PERMISSION OF THE PRINCIPAL DURING SCHOODOOL HOURS (This includes arrival and dismissal times).**

## **EMERGENCY PROCEDURES**

### **STANDARD RESPONSE PROTOCOL**

Cathedral conducts random SECURE, EVACUATE, SHELTER, HOLD, and LOCKDOWN drills to ensure that students know what to do in the case of emergencies inside or outside the building. These drills are conducted with the help of the Lincoln Police Department. For more information please review red SRP folders and/or visit [iloveyouguys.org](http://iloveyouguys.org)

**Secure:** Students come inside the building and all doors are locked. Students and teachers will continue business as usual. Teachers will utilize situational awareness. This is used when there is a threat outside of the buildings. For example, a gas station has been robbed.

**Hold! In your room or Area. Clear the Halls:** Students are asked to go into the nearest classroom or area. Students and teachers will continue business as usual. Teachers will for all students and staff in the room/area. This is most often used if emergency responders are moving inside the building to help a sick or injured person.

**Lockdown! Locks, Lights and out of sight:** Students and staff are asked to get out of sight from windows and doors. Students and staff should remain silent and hidden. The classroom door should be locked and should not be opened unless an all clear is announced or emergency responders come into your room. This is most often used if there is a danger inside or outside of the building.

**Evacuate:** Students and staff will be asked to follow the evacuate plan and leave the building. Students should leave all materials behind and follow the teachers' directions. Teachers will use green/red cards to indicate if they have all students, are missing a student, or have extra students. This is most often used if there is a fire in the building.

**Shelter:** Teachers will need to use the most appropriate shelter strategy depending on the emergency. This is most likely used in the event of a tornado but can also be used in a hazmat situation.

*For a list of clubs, activities, sports and other organizations please visit [www.cathedraleagles.com](http://www.cathedraleagles.com), where the most current information is always provided.*