

# 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.*

(Updated 11/12/2017)

## 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	\$1050
	Family Cap for tuition	\$2,600
	Out-of-parish not registered/Grades K-8	\$1,400
	Non-Catholic/Grades K-8	\$2,700
	Diocesan Assessment Fee	\$25/child

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 Rector 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.

\*\*This fee is assessed by the Diocese of Lincoln and by Cathedral Parish. Half of this fee is used to fund the Catholic Diocese of Lincoln Education Office, and half is put into the Cathedral School Foundation. For those paying in installments, this fee can be distributed amongst the month’s payments evenly.

## DAILY SCHEDULE

7:55	First Bell - School doors opened for students
8:00	Tardy Bell - Students must be in classrooms
8:05	Students dismissed for Mass
8:10	Mass
10:55	Grades K-1 Lunch
11:25	Grades 2-3 Lunch
12:00	Grades 4-5 Lunch
12:30	Grades 6-8 Lunch
3:15	K - 3 Dismissal
3:20	4 - 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

- When the Lincoln Public Schools close because of inclement weather (not including heat), the Lincoln Catholic Schools will also close. Cancellations will be announced on KFOR (1240 AM) and KLIN (1400 AM) radio stations. KOLN/KGIN-TV (Channels 10/11) and KLKN-TV Channel 8 will broadcast school closings at 6:30 AM and 10:30 PM.
- 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 1:20pm. There will also be early dismissals for parent/teacher conferences and other events. 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 Rector of Cathedral.

## 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-4 students are dismissed at 3:15 P.M. and should exit the building using the designated doors.
- 2.) Students in grades 5-8 students are dismissed at 3:20 P.M. and should exit the building using the west doors and will wait in the designated waiting area in view of the supervising teachers.
- 3.) 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 8:10. 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.
- 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.

\*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. Visit the LIBRARY tab on our school website for more details and library updates.

## **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. 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-School (Eaglets I & Eaglets II)**

Cathedral Parish offers a preschool program. Sessions are available for three, four, and five year olds. Registration forms are available in the preschool or the school office. 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. Does vision, height and weight screenings for students in grades kindergarten through eighth grade.
5. 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, should 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.

## Volunteer School Nurse Program

The school nurse program is run by volunteer nurses who are at school on a daily basis from 10am to 2pm. Many of our nurses also visit classrooms to discuss proper hand-washing technique, germs and other hygiene issues. Nurses administer medicine and also track and document asthmatic and diabetic students when not placing bandaids or distributing medications. If you are interested in volunteering your time and talent please contact [cathedral-info@cdolinc.net](mailto:cathedral-info@cdolinc.net) call 489.96221

## **Miscellaneous**

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

\* **The Department of Health and Human Services recommends that students absent due to fever remain out of school 24 hours after their fever is gone.**

# 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 7:55 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 for families who find it necessary to bring their child to campus early. For full details on this program contact the main office or visit the school website.

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

- 1.) Students in grades K-4 students are dismissed at 3:15 P.M. and should exit the building using the designated doors.
- 2.) Students in grades 5-8 students are dismissed at 3:20 P.M. and should exit the building using the west doors and will wait in the designated waiting area in view of the supervising teachers.
- 3.) 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 misbehaviour, which range from missing 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

**-Equipment:** Playground balls are color-coded to each classroom. Some notes about this equipment...

- Balls that enter the bus pen area are to remain there until an adult can retrieve them. It is not safe to allow students in this area. Furthermore, this natural consequence will diminish how often kids kick/throw balls into this area.
- For new equipment please email Tony Arens with a description of your need and your specified color. (Mr. Arens will also inflate any flat balls you may have.)

**-Toys:** Students are allowed to bring toys and balls of their own, provided they are used to play with the group. The one exception are toy guns; these cannot be brought into the building or to recess. Should there be issues with toys that involve excluding others, lack of sharing or other items contrary to the Dignity Code the teacher will take the item.

**-Technology:** Students shall not be using technology during recess. This includes headphones, Smart Watches, iPads or any other devices. Recess is for social play!

**-Jumping off of items:** A general guideline is that students are not to jump from any height that is as tall or taller than they are.

**-Slides:** Students should only go down slides (not climb up). This is commonsense with younger grades and a liability issue for all grades: if a child is hurt going up the slide we are condoning improper use and could be considered negligent. The only slides students may go up are the small red ones because of how short they are and the clear lines of sight.

**-Student Parameters:** Students must be monitored at all times. Therefore, if students are allowed in the garden area there must be a teacher present or standing along the fence-line outside the garden area.

**-Physical Play:** Students shall not tackle, push, pull clothing, grab or pile on each other. This is always important, but especially when using playground equipment.

**-Playing Guns:** A touchy and politically charged topic for sure. Boys are allowed to “play guns” as long as their language is appropriate. Enforcing of their will on others, picking on certain students or morbid talk is to end this play (as it would any type of play). As per the rule involving toys, children are not to bring toy guns of any kind to recess.

**-Feet on Ground (rainy days):** When there is recent noticeable precipitation (puddles present) students are to have a “Feet on Ground” recess. This means students must stay off playground equipment due to concerns that the grips will be

slick and the kids will get soaked.

**-Snow Guidelines:** As per policy, children must be dressed appropriately to play in snow: a minimum of snow boots in grades 4-8; boots and snow pants in grades K-3. All students may play in snow that is no taller than their waist. Students are never allowed to throw snow.

**-Walking Recess:** Students who “owe time” are to have an active consequence of walking the playground perimeter, picking up mulch/trash or any other designated task by the teacher. The time and activity are to be communicated to the teachers on duty.

## **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, 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.

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 0 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. Please consult with the classroom teacher regarding their disciplinary policy. Most consequences will be handled by (but not limited to): loss of recess, discussion with principal, contacting parents.

### **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.

### Grade Scale

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

### Report Cards\* & Progress Reports

- Report cards are issued four times a year (quarterly) for students in Grades 1-8.  
-**KINDERGARTEN and FIRST GRADES:** The parent will get the formative report card, and only this document, four times per year.  
-**SECOND GRADE:** The formative report is used twice a year and give at Parent-Teacher Conferences. The parent will also receive the conventional A, B, C report card at each quarter.  
-**GRADES 3-8:** The conventional A, B, C report card is issued quarterly.
- The students are evaluated according to his/her progress and effort. Grades on report cards are final.
- Cathedral no longer prints and send Progress Reports home. Instead, we ask parents to actively check their children's grades online, communicate with teachers, and attend all conferences and other parent-focused events.

*\*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**

The Iowa Basics and CogAt 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 may be worn under uniform.
- Plaid skirt** (Skirts & approved skirt from Dennis)  
[Grades 6-8] 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, an earring may not extend more than 1/8 of an inch below the ear lobe.  
There may be no more than 2 earrings per ear.  
Religious medals and watches are acceptable.

## 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

### **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. Extremes in hair styles (such as tails for boys, unnatural color, etc. or as determined by the Principal) are not permitted.
4. All clothing should be marked with the child's name.
5. 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**

Students may celebrate their birthday by bringing treats to school. However, the treats are not to include soft drinks or candy and should be store bought prepackaged items. Please be mindful of allergies in the classroom. All such celebrations must be approved by the teacher.

### **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.

## EMERGENCY PROCEDURES

### EVACUATION PLAN FOR FIRE

1. The evacuation chart must be in plain sight in classrooms.
2. When the alarm sounds, proceed immediately, in silence, to the door indicated on the chart.
3. Students are to walk in double or triple file in the halls.
4. Teachers are to take the students away from the building, but not to cross streets.
5. Teachers are to take grade books with them and to take attendance outside.

In case fire is suspected, go to the office immediately and inform personnel. If no one is in the office, pull the fire alarm, and call 911.

In case fire is seen, pull the fire alarm immediately.

### STORM SHELTER PROCEDURE

1. Movement chart must be in plain sight in classrooms.
2. Upon receiving the message, proceed immediately to the area indicated on the chart.
3. Children should sit cross-legged with their arms covering bent heads. Silence should be maintained.

### STANDARD RESPONSE PROTOCOL

Cathedral conducts random LOCKDOWN and LOCKOUT 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)

***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.***