

**Christ Cathedral Academy**

POWERED BY FAITH

# Parent Handbook



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## MISSION STATEMENT

The teachers, staff and parents of Christ Cathedral Academy are dedicated to providing for the formation of the whole child; spiritually, morally, physically, emotionally and academically. We embrace the charisms of the Dominican

Sisters of Mission San Jose...

With our minds we learn,

With our hearts we pray,

With our hands we serve,

With our voice we preach the good news.

## SCHOOL PHILOSOPHY

We strive to help our children become disciples of the Church, active witnesses of their faith and to form leaders who share the rewards of religious and academic study so that they may praise God, bless the world and preach the truth. Teachers and staff partner with the parents, as the primary educators of their children, to instruct students in an atmosphere of cooperation that embraces individual differences and cultural diversity and traditions. Through a Christ-centered program, we provide opportunities for students to acquire the knowledge and skills needed to meet the demands of the present, while preparing them for the challenges of tomorrow.



# SCHOOLWIDE LEARNING EXPECTATIONS (SLEs)

## Christ Cathedral Academy Schoolwide Learning Expectations (K-3)

### A Disciple of Jesus who:

- Talks to God
- Goes to Mass
- Cares about others and the world God created
- Helps those in need

### An Actively Empowered Learner who:

- Listens to the teacher, follows directions, and works hard to do his/her best
- Shows curiosity, enthusiasm, and self-motivation for learning
- Applies appropriate critical-thinking skills

### An Active Faith Community Member who:

- Makes good choices
- Demonstrates self-control
- Works and plays fair with others
- Shares with others

### A Globally Aware Citizen who:

- Cares and prays about people everywhere
- Helps brothers and sisters around the world
- Sets a good example

### A Well-Rounded Individual who:

- Uses God-given talents to make the world a better place
- Takes good care of his/her body
- Enjoys learning about new and different things



**Christ Cathedral Academy Schoolwide Learning Expectations (4-8)**

**A Disciple of Jesus who:**

- Has a personal relationship with God strengthened through prayer.
- Understands and practices the teachings of the Roman Catholic Church and actively participates in sacraments, liturgies, and prayers.
- Has developed a moral conscience and shows respect for life and God's creation.
- Demonstrates a spirit of service in Church, family, school, and community.

**An Actively Empowered Learner who:**

- Demonstrates mastery of knowledge of academic subjects and learning objectives defined by Diocesan Curriculum Guides.
- Exhibits curiosity, enthusiasm, and self-motivation for lifelong learning.
- Has developed organizational and study skills follow directions, demonstrates responsibility, and accomplishes goals.
- Uses research skills, thinks critically, and solves problems independently.

**An Active Faith Community Member who:**

- Faces challenges, makes responsible decisions, and perseveres in attaining realistic goals.
- Develops self-discipline and models responsible behavior for others.
- Works and plays cooperatively, demonstrating tolerance, respect, and fairness.
- Contributes unselfishly to Church, school, and community.



## SCHOOLWIDE LEARNING EXPECTATIONS (SLEs) cont.

### A Globally Aware Citizen who:

- Understands his/her heritage and appreciates and respects the cultural diversity of society.
- Has a sense of responsibility for those in need.
- Is cognizant of current events/ global issues and their effect on Christian life.
- Demonstrates leadership ability in establishing and accomplishing effective goals with others.

### A Well-Rounded Individual who:

- Understands and utilizes his/her own unique gifts and talents and appreciates the unique gifts and talents of others.
- Practices good personal health habits.
- Has an appreciation for the visual, musical, cultural, and performing arts.
- Demonstrates knowledge in the use of current technology





## EDUCATIONAL PARTNERSHIP

Christ Cathedral Academy has a strong academic program and a vibrant faith community because of the consistent support, encouragement, and collaborative spirit of parents in partnership with a professional, qualified, and dedicated staff. Parents have chosen to send their children to Christ Cathedral Academy because they welcome a mutually supportive Catholic environment in educating their children in academic subjects, religious instruction and formation, and moral values. It is with confidence that parents entrust their children to a capable and compassionate professional staff worthy of trust. Together, parents, teachers, staff, and students create an educational team.



## **Maintaining Proper Lines of Communication**

It is through effective communication between the home and school that students receive a well-rounded education. The faculty and administration are open to receiving suggestions and constructive recommendations from parents. Questions and concerns can be most satisfactorily addressed if they are handled through the proper channels.

The teacher and parent are to be in direct communication regarding student performance, the classroom program, and other duties specifically pertinent to classroom instruction. In matters that cannot be resolved and require administrative consultation, the principal will be consulted in matters pertaining to concerns of an administrative nature, which ultimately have a direct bearing on the learning process.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs understanding, set boundaries, and discipline. At times your child may perceive consequences as restrictive. However, it is boundaries and limits that provide a young person with an opportunity for learning and growth that is both fair and consistent. It is essential that a child takes responsibility for grades he or she has earned and be accountable for homework, long-term assignments, major tests, service projects, and any other assignments. This responsibility also extends to times of absence. Together, let us resolve to be partners as we support one another in helping your child to become the best person he or she is capable of becoming.



## Parents as Partners

We ask parents:

- To allow your child to witness your personal relationship with God, the Church community, and others. This will affect the way your child learns to develop these relationships. Ideals taught in school will not become well-rooted in your child unless they are nurtured by the example of good Catholic Christian morality, an honest personal relationship with God, and in your own home and in family life.
- To set rules, time, and limits so that your child:
  - goes to bed early on school nights.
  - arrives at school on time.
  - is dressed according to the school dress code.
  - completes assignments on time.
  - has ordered a hot lunch or brings a sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences, fundraisers, and school-wide Christian service opportunities.
- To see that the student pays for damages to schoolbooks or property due to carelessness or neglect on the part of the student.
- To notify the school office of any change of address or important phone numbers, and to keep all emergency information updated at all times.
- To notify the school with a written note when the student has been absent or tardy.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To inform the administration of any custodial issues that may affect the student's well-being.
- To complete and return to school any requested information promptly.
- To read school notes, newsletters, email, and any other communication of the school.
- To support the religious and educational goals of the school.
- To support, cooperate, and abide by the Code of Conduct at Christ Cathedral Academy.
- To treat teachers with respect and courtesy in discussing student problems.



## GENERAL POLICIES

### **Safe Environment**

All parents and family members who wish to work with the students in any capacity are required to be fingerprinted through the Diocese of Orange. Paperwork is available in the school office. In addition, each adult must have completed "Safe Environment Training." This safety program is offered online at <http://orange.cmgconnect.org>. A certificate of completion is issued at the end of the training. A copy of the certificate must be brought to the school office as proof of training. The Diocese of Orange mandates these two requirements.

### **Fingerprinting**

All school parents or adults over 21 years of age, who interact with students in any school-sponsored activity, must be fingerprinted through an approved Diocesan site prior to interacting with students. There will be no exceptions to this safety rule. The prospective volunteer is required to submit a fingerprint request form to the school office and bring the school's completed forms to an approved location. The cost for a school volunteer to be fingerprinted is approximately \$50 which is charged by the vendor doing the fingerprinting.

### **Volunteers**

All those who wish to help or visit on campus are expected to wear modest, appropriate clothing and to refrain from using any form of punishment, verbal or physical. Appropriate language must be used at all times. Smoking is not allowed on the premises. All volunteers must check-in at the school office each time they are on school grounds. Volunteers may not use cell phones while working in the classrooms, on yard duty, or while chaperoning on study trips.



## **Child Abuse Reporting Obligations**

In accord with Diocesan policy and California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report with the proper authorities for their investigation and review. (Section 11166 of the Penal Code). Code of Christian Conduct Covering Students and Parents/Guardians (Diocesan Handbook Code 4300). The student's interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

## **Code of Christian Conduct Covering Students and Parents/Guardians**

It shall be an expressed condition of enrollment that the students behave in a manner, both on and off-campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to the standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.



- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to, all school- sponsored programs and events (e.g., extended care, athletics, study trips, etc.)

The school reserves the right to determine, at its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will usually result in a verbal or written warning to the students and/or parent/guardian and normally will first result in disciplinary action, short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in Parish/school activities, volunteer work, etc.). Should verbal or written communication be considered slanderous or inappropriate in content, language, or Christian spirit, the administration reserves the right to take action in determining the consequence of failure to comply with the Code of Conduct with parents and may result in family withdrawal from the school.

The school reserves the right to determine, in its discretion, when the conduct is of such severe nature as to warrant immediate action without a warning and/or without an intermediate step short of a withdrawal.

### **Admission Procedure**

Christ Cathedral Academy, mindful of its mission to share the love of Christ with all, admits students of any race, color, racial or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Christ Cathedral Academy does not discriminate on the basis of sex, race, handicap, color, or national origin in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.



## ***Diversity Policy***

The administration of Christ Cathedral Academy recognizes that our students come from a variety of family backgrounds, some of which may not fully conform to the moral teachings of the Catholic Church.

The personal family background of a student does not constitute an absolute obstacle to enrollment in the school. Nor does acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to church teachings.

The primary purpose of Christ Cathedral Academy is the education of young people in order to assist them in their academic, personal, and spiritual growth.

Parents and guardians who enroll their children also understand that the school will remain faithful to the teachings of the Roman Catholic Church and steadfast in proclaiming them. While present on the school campus, every adult has the responsibility of appropriate conduct in order to support the school's mission and provide positive role models to our students.

## ***Age Requirements for Admission***

A child must be 2, 3, or 4 years of age on or before September 1st of the current school year to be admitted into Preschool. A child must be 5 years of age on or before September 1st of the current school year to be admitted to Kindergarten, and 6 years of age on or before September 1st of the current school year for first grade.

## ***Required Documents***

At the time of application, all new students seeking admission to Christ Cathedral Academy must bring the following original documents:

- Birth Certificate
- Baptismal Certificate (if applicable)
- First Penance and First Communion Certificates (if applicable)
- Proof of Immunizations
- Two years of Report Cards
- Two years of Current Standardized Assessment Results



## ***Academic Requirements***

A student is admitted to Christ Cathedral Academy after an interview, a placement assessment has been administered, 2 years of report cards (available at the time of testing), two years of standardized assessments, and the current teacher's Student Evaluation Form are evaluated. Acceptance is based upon results of the assessment, satisfactory report cards, including Christian behavior (conduct), and/or recommendations from the prior school. The administration makes the appropriate grade level placement for all incoming students. All incoming students are accepted on one-year probation.

Any requirements for special needs to assist the students' learning will be discussed and reviewed to determine whether Christ Cathedral Academy has the facilities, expertise, and appropriate program to provide the needed special assistance through learning support.

All new students entering Christ Cathedral Academy are considered on probation for the first year. During that period, parents and staff can decide if this school is the most appropriate educational setting for the child. Factors to be considered in the decision are the student's performance, effort, conduct, and work/study habits.

## ***Priority Listing for Acceptance***

Priority is given to children of registered parents of Christ Cathedral Parish and registered members of any other Catholic parish in Orange County.

Non-Catholics will be accepted.

## ***Record Transfer***

The transfer of a student's records will be processed upon receipt of a formal written request from the receiving school's office. The written request, along with the transfer record card, will be kept on file in the school office. Eighth graders' records are sent to the high school each student is attending. Please do not call the school office or come in for records—these are available only for your perusal at the school to which your child has been transferred.





## ***Immunization Requirements***

No pupil may start school unless he/she has been immunized against polio, diphtheria, measles, tetanus, pertussis, varicella, and Hepatitis B, for first admission to schools in California. It is the parent's responsibility to keep your child's immunization record up-to-date and have their child immunized.

- Required for Pre-Kindergarten through 8th grade: Polio 4 doses DTP or DT 5 doses MMR 2 doses Hepatitis B 3 doses Varicella 2 doses or documented varicella disease immunity
- Required 7th grade: Tdap 1 dose - after 10th birthday
- Preschool: Polio 3 doses DTP or DT 4 doses MMR 1 dose - after 1st birthday HIB 4 doses Hepatitis B 3 doses Varicella 2 doses or documented varicella disease immunity information (if applicable)

## ***TB Test Requirements***

Students who have never attended a Diocese of Orange school must present written evidence of a (PPD) skin test. The test must have been performed within one year prior to the first day of school. A chest x-ray instead of a skin test is not acceptable unless the doctor medically waives the skin test. Students in grades 2nd-8th, who have previously attended an Orange County school, are exempt from this requirement. It is mandatory that students entering Preschool get screened for TB before entering school.



## ***Admission of Transferring Students Within the Diocese***

In order for a student to transfer from one Diocesan school to another, the departing school must send a transfer request to the receiving school. Once approved, the student would qualify to be accepted at another Diocesan school. The regular admission process would then be followed.

## ***Student Records***

The following items are maintained as part of the student record:

- Personal statistics of students and parents
- Health Record
- Immunization
- Physical Examination
- Attendance
- Academic achievement
- Report card original
- Standardized test scores
- Psychological testing (with parent consent of a specific student)
- Special academic testing (with parent consent of a specific student)
- Sacramental Information—a copy of the Catholic Baptismal certificate or a copy of a profession of Catholic Faith must be on file before First Communion

## ***Record Inspection***

The Family Education Rights and Privacy Act of 1974 state that the parent or legal guardian has the "right to inspect and review any and all official records, files, and data directly related to their children, including material that is incorporated into each student's cumulative folder and intended for the school use or to be available to parties outside the school or school system." Upon presenting a written request, parents may inspect the official student cumulative records within three days after the request.



## **School Hours**

School office hours are 7:30 a.m. -6:00 p.m. Monday through Friday. Please request an appointment if you need to conduct business at a different time.

## **Daily Schedule: K-8th Grade**

7:30: Students may begin to be dropped off in carline. School begins at 8:00 am (any student arriving after 8:00 am will be considered tardy). Dismissal begins at 2:30 and ends at 3:00 pm. Dismissal on Friday begins at 1:00 and ends at 1:30 dismissal every Friday. Preschool does not have a minimum day schedule. Faculty business takes place Fridays after dismissal and teachers will not be available to meet with parents at that time. Please contact the teacher to set up a conference at another time.

## **Drop-off and Pick-up Procedures**

In order to ensure our students arrive safely and on time for school each morning and depart safely and on time from school each afternoon, the following procedures must be followed for student drop-off and pick-up. Please follow the directions of staff members on duty.

## **Morning Drop-Off**

Morning drop-off is scheduled from 7:30 a.m.-8:00 a.m.

1. Students arriving before 7:30 a.m. should be signed into Extended Care.

**Temperatures will be taken.**

2. Students arriving between 7:30 a.m. and 8:00 a.m. must be dropped off in carline. Temperatures will be taken prior to the car pulling away. Parents/guardians are not permitted in the school building.

3. Students arriving after 8:00 a.m. are considered tardy and must have a parent sign the student in at the school office. Park in the designated school parking area and accompany the student to the school office. **Temperatures will be taken in the office.**



## **Afternoon Pick-Up**

Carline is scheduled from 2:30 p.m.- 3:00 p.m.

Parents should park in the designated aisle based on the grade of their youngest child. A placard should be placed on the dashboard with the student(s) first & last name and grade. Only those listed on the family emergency card are authorized to pick up a student. Written consent will need to be provided to the front office authorizing the adult not listed on the emergency card to pick up any students. Once an authorized adult picks up the child, he/she is responsible for the child(ren) safety. After 3:00 p.m. (1:30 on Fridays), any remaining students can be picked up in Extended Care by entering through the front office. All students in Extended Care are billed for this service, either monthly through FACTS or at the drop-in hourly fee.

NOTE: For both drop-off and pick-up, do not park in any reserved or UCI or AAG designated spaces or designated handicap spaces. You are subject to towing and citation enforceable by California code.

## **Students Who Walk**

All students walking home must have a "Walker Pass" signed by a parent or guardian, which clearly states the dates that the student is allowed to walk. This "Walker Pass" must be in the student's possession at all times. The "Walker Pass" may be obtained in the front office. No student below 6th grade may walk unless walking with an older sibling. Students enter through the gym for morning assembly and exit from the gym at dismissal. Permission to walk means that students walk directly from home to school and walk directly from school to home. Students may not walk to other locations, whether off school grounds, or other areas of Christ Cathedral Campus to be picked up by parents.



## **Extended Care**

The Extended Care program is open to all families. The Extended Care program offers professional supervision, games and recreation, arts and crafts projects, the opportunity to do homework with staff guidance, and enrichment activities in a Catholic Environment.

Extended Care fees are paid through FACTS:

- AM Care only (7:00-7:30 a.m.): \$132 monthly; \$1,325 yearly
- PM care only (3:15-6:00 p.m.): \$207 monthly; \$2,075 yearly
- Both AM/PM: \$257.50 monthly; \$2,575 yearly
- Extended Care Drop-in Fee: \$7.50 per half-hour, or any portion thereof.

NOTE: There will be a \$1.00 per minute charge, per child, for any time a child remains in extended care after 6:00 p.m. This additional charge must be paid when you pick up your child/children. Extended Care drop-in fees will be billed weekly and are to be paid the Friday after receipt of the invoice. A late fee of \$20 will be applied to the next week's invoice for any unpaid fees.

## **Custody**

The custodial parent has the responsibility to provide the administration with all official court orders which affect the well-being of the student when he/she is in the care of the educational institution. Non-custodial parents will not be permitted to use the school for child visitation. The school will not refuse the request of a non-custodial parent who requests to pick up a child at the end of the day, unless there is a court order on file in the school office with the principal.

Schools in the Diocese of Orange abide by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child within the three-day request. It is the responsibility of the custodial parent to provide the school with an official copy of that court order.



# Christ Cathedral Academy

POWERED BY FAITH

## TUITION PROGRAM

### Annual Registration

The \$250 non-refundable registration fee per K-8th student reserves a space for your child for the coming year and covers workbooks, textbook rental, software licensing, classroom subscriptions, and student insurance. To re-register you must be current in your tuition payments.

### Tuition Payment

Tuition is payable through the FACTS Program. The FACTS management company charges an annual set-up fee for each account. There is a school service charge for any changes made on any account after it has been initiated. A service fee will be charged and collected by FACTS if there are insufficient funds in your account at the time of collection. CCA is not able to reverse these charges. It is your responsibility to make sure funds are available in your account. You may call the front office at least 5 days before FACTS collection for any financial-related issues.

\*\*Tuition is non-refundable.

### FACTS Tuition Payment Plan

FACTS provides families with a convenient, interest-free way to budget tuition expenses. Families have the opportunity to budget tuition, extended care, study trips, and buy-outs in one payment, two payments, or monthly during the school year. FACTS payments are made by automatic payments from your bank. This enables families to have the lowest monthly payment possible for making tuition payments while ensuring that the school receives consistent tuition payments to meet budget demands. Tuition may also be paid using a credit card through FACTS.

### Tuition Assistance Program

Thanks to the generosity of private donors and Catholic Organizations, need-based tuition assistance is offered to students of Christ Cathedral Academy families who are eligible for aid. Any family, who is interested in

tuition assistance, must complete an online FACTS Grant and Aid Application.



## **Annual Commitment Per Family**

Parent participation is a vital part of any Catholic School. By being involved, the parents work jointly with the school to form a strong faith community in which the child will be nurtured and grow to be a happy, responsible Catholic. It is important for each child to see the parents and teachers working in a cooperative spirit to enhance the task of providing the child with an excellent Catholic education. **Due to COVID-19, 20 service hours will not be mandated this year. We do ask that you actively participate in any fundraisers and volunteer opportunities presented.**

## **Nonpayment of Tuition**

Nonpayment of tuition constitutes a serious breach in a parent's financial obligation and agreement to Christ Cathedral Academy. Families with past due accounts will be sent a letter requesting an explanation for the delinquency and their intent to pay the past due amount with a scheduled payment. Any financial delinquencies that cannot be resolved may constitute cause for withdrawal of the student at the discretion of the administration. Readmission for the following school year will not be permitted until the student's tuition account and other financial obligations are met and the account is in good standing.

\*Christ Cathedral Academy has the right to utilize a third-party collection agency to settle all outstanding debt.

## **Appointments with Teachers, Staff, or Administration**

Teacher/parent conferences are a vital part of communication and are welcomed in helping to support a student's progress in all areas. Arrangements for a conference with a particular teacher, staff member, or administration may be made by means of a written note, a telephone call to the school office, or email. Teacher conferences may not take place on a walk-in basis unless approved and welcomed by the teacher.



## Food Service

The Diocese of Orange promotes health and wellness for staff and students. In order to encourage health and nutrition, no outside fast food/ restaurant chains are allowed. A full hot lunch program is available at a nominal cost to parent as a service. Lunches may not be brought in as the school offers a full hot lunch program. Parents have the option of participating in the hot lunch program (Choice Lunch) or bringing lunch from home. Forgotten lunches brought in by the parent must be labeled with the child's name and grade and left at the school office. Please do not send food items that need to be warmed. The use of a microwave is not available to students.

Choice Lunch is available Monday through Friday. Lunch orders are placed online. Families must first set up a parent account using the initial school code which will assign you to the right school for service. Once the parent account is initiated, child accounts may be created and ordered. **All grades are assigned specific lunchtimes and sit 6 ft apart. Drinking fountains have been turned off due to COVID-19. Please send extra water for your child(ren).**

## Birthday Celebrations

In order to acknowledge student birthdays and be fair and consistent to all, the following policy is in place. A birthday child may wear free dress on his/her birthday. The free dress policy must be followed. Jeans are allowed. See Free Dress Policy. Students will not be permitted to change clothes at school. A Friday or weekend birthday may be celebrated on the Monday following the birthday. Friday birthday students must wait until Monday for free dress due to the full uniform dress requirement for Mass attendance on Fridays. Birthdays that occur during Christmas, Easter, and summer vacations may be celebrated another time agreed upon by the teacher and parent. **Due to COVID-19, students are NOT allowed to bring treats for students in the class this school year.**





## **HEALTH AND SAFETY**

If your child is ill or shows signs of illness, please do not bring him or her to school. In order to protect your child and others, we recommend that you keep your child home from school under the following conditions:

- Temperature of 100.4 or higher
- Nausea, vomiting, or severe abdominal pain
- Marked drowsiness or dizziness
- Acute cold, sore throats, persistent cough, constant runny nose
- Colored (green or yellow) nasal mucus
- Red, inflamed or discharging eyes
- Any diagnosed skin rashes
- Earache
- Diarrhea
- Swollen glands around the jaws, ears, and/or neck
- Any draining skin lesions unless protected and diagnosed as noninfectious
- Any other symptoms suggestive of acute illness

Your child **MUST** be without a fever for seventy-two hours without medication before returning to school. Even if your child does not show any of these symptoms but feels “under the weather,” it might be wise to keep him or her home. Perhaps an extra day of rest will help fight off something more serious.

### **Communicable Diseases**

If your child comes down with any contagious illnesses diagnosed or undiagnosed, please contact the school as soon as possible so that the appropriate notifications can be sent home. We will notify the other parents so that they can begin observing their children for signs of illness.

\*The school reserves the right to request a physician’s release before accepting a child back into the school following any communicable disease.



## **Lice Infestation**

Lice is a common childhood occurrence. Should a case surface, a head lice check will be done. Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

## **Medication**

The following procedures must be followed for students taking medications at school.

- No medication, over-the-counter drugs, as well as prescription medications, can be administered to students without written physician and parent consent.
- A Medication Consent Form must be completed by the physician and signed by the student's parent or guardian. Forms are available in the school office. New forms must be completed each school year or for any changes in prescription.
- All medications are brought to the school office. Students may not carry medication on their person or keep it in a backpack unless specifically requested by the physician.
- Medication must be delivered to the school office in the container dispensed by the pharmacy and the information on the label must coincide with the physician's order. Written instructions must accompany all medications. The proper dosage and the student's name must also be on the label. If the medication is liquid, a spoon/medicine cap must accompany the medication. Staff will remind students to go to the front office at the appropriate time. The office personnel is not responsible for dispensing medicine. The student must be capable of taking his/her own medicine with limited assistance (self-administer).
- If a child is receiving medication at home, it is advisable to notify the teacher.
- Medication left in the school office will be sent home or discarded on the last day of school.



## **Health Forms**

Please be sure that all health forms are returned to the office by the first day of school. This will ensure accurate records of each child's health during the school year.

## **Emergency Cards**

The school makes every effort to notify parents, as soon as possible, if a sudden illness or serious injury occurs at school. Each family must have on file an emergency card supplying all necessary information. This includes the name of at least one person, other than parents, with current telephone numbers, who may be contacted in the event neither parent can be reached within 30 minutes of the call. If there are any changes in this information during the school year (i.e. phone numbers, employment, etc.), please notify the office in writing or by email. Enrollment at Christ Cathedral Academy confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parents, and that no liability would attach to such a decision.

Emergency cards and FACTS SIS information must be kept up-to-date in case of illness or accident. Cell phone numbers should be included. Students will not be released during regular school hours to anyone other than the parent if the person's name is not listed on the emergency card.

## **Emergency Dismissals**

Emergency dismissals may be made at any time by the Administration or their representative when a serious occasion may warrant it.

## **Emergency Preparedness Procedures**

The school conducts practice fire drills and earthquake drills regularly throughout the year. In the event of an actual emergency during school hours, the students will be kept under the school's supervision until released to their parent or other parent designated adult on the emergency card.



## **Emergency Procedures**

In the event of a disaster, fire, flood, or earthquake, your child will be kept at school until he/she is released to you, the parent, or to an adult specified by you on the Emergency/Disaster Card. Use of these cards allows for the systematic release of your child from the school grounds should the need arise. In the event it is necessary to evacuate the schools, students will be dismissed from the back gate.

Please note the following:

- DO NOT call the school. Phone lines must remain open for emergency information.
- Upon arriving, find your child and proceed directly to the check-out post. Give school personnel your child/children's names and grade(s).
- You will be required to identify yourself for pick-up. Only designated persons on the Emergency/Disaster Card will be allowed to pick up students.
- Remain calm and listen to the directions given by the school staff.
- Remaining calm is the most difficult, yet, the most crucial thing everyone can do in a crisis situation - the children's well-being and lives depend on it.

## **Closed Campus**

For the protection of your children, Christ Cathedral Academy is a closed campus.

**Due to the pandemic, visitors will not be permitted on the campus.**



## **CODE OF CONDUCT**

### **Philosophy**

We believe that the student should be praised for good behavior, and positive affirmation should be emphasized at all times. Each child should be helped to realize his/her own self-worth and importance in our Catholic School Family. Students are taught to distinguish between appropriate and inappropriate behavior. The consequences for inappropriate behavior are clearly defined. Christ Cathedral Academy faculty members follow through with the consequences that have been set forth. Setting specific guidelines for acceptable classroom behavior is the teacher's responsibility. Each teacher formulates a procedure by which the students will abide. At the beginning of the year, a written notice will be distributed to the students, so that they are aware of what is expected.

### **Academic/Behavioral Procedure**

Students experiencing academic/behavioral difficulty due to lack of preparation of assignments, class participation, attention in the classroom, or self-motivation will be subject to their teacher's pre-outlined consequences and may be asked to meet with the administration to formulate a behavioral contract should other methods of behavioral modification be ineffective. New students are on academic and behavioral probation during the first year of their attendance. Their progress will be evaluated periodically and at the end of each trimester.

### **Acceptable Language**

Christ Cathedral Academy students should use language that is respectful and reflective of proper Christian discourse and conversation. Profanity, obscenity, blasphemy, and the like in word, writing, gesture, or action is unacceptable at Christ Cathedral Academy. The use of such language demeans the speaker and the community. Disciplinary action will be taken for violations.



## Technology Expectations

### Blogs & Social Networks

Engagement in online blogs, online gaming, and social networking sites such as, but not limited to, Facebook, Twitter, Instagram, Snapchat, etc. may result in disciplinary actions if the contents of the student's or parent's blogs include defamatory comments regarding the school, faculty, other students or parents, or Christ Cathedral Parish.

### Sexting

Sexting is defined as the act of transmitting sexually explicit messages, primarily through the use of cell phone text messaging or iPad. Students involved in possession or transmission of inappropriate photos or language on their cell phones or other electronic devices face suspension and/or expulsion.

### Texting

Texting is defined as sending a text message primarily through the use of a cell phone or iPad. Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension, and/or expulsion.

### Virtual Reality Sites

Virtual Reality is defined as the use of computer technology to create a simulated environment. Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com) and [www.secondlife.com](http://www.secondlife.com) pose a developmental and moral risk to the life of the student. Students visiting these sites at school face detention, suspension, and/or expulsion. Parents are urged to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.



## **Bullying & Harassment**

In order for your child to develop an inner moral voice, Christ Cathedral Academy considers bullying and harassment a serious offense. We recognize that as children grow and develop, there are certain behaviors that are age-appropriate for their developmental benchmark. However, bullying and harassment extend beyond those limits.

Bullying is defined as an intentional act that causes harm to others including verbal or non-verbal threats, taunts, physical attacks, and manipulation that usually involves an imbalance of power between the bully and the victim.

In recognition that there are several kinds of harassment including verbal, non-verbal, and physical, harassment is defined as a course of conduct that threatens, intimidates, alarms, or puts a person in fear of their safety and well-being. It is unwanted, unwelcome, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment. The Diocese of Orange strongly opposes and prohibits all forms of bullying and harassment whether verbal, physical, or environmental. Any person who violates this policy will be subject to disciplinary action, up to and including withdrawal for students or termination of an employee. The administration reserves the right to interpret such courses of qualification of bullying, harassment, and consequences.

## **Discipline**

### **Stop and Think Time**

For students in grades Kindergarten through second grade, a Stop and Think Time will be issued in lieu of detention. Due to the cognitive and emotional development of a young student, CCA will use the Stop and Think Time as a way to promote making good choices and accepting the consequences for our choices. This time will take place after school for twenty minutes at the discretion of the grade-level teacher. The grade level teacher will choose a date and time and communicate this to the parents by sending home a Stop and Think Time slip. The parent will return the slip to school and make arrangements to pick up their student once the stop and think time has concluded.



## **Detention**

A detention policy for grades 3-8 will be implemented to help improve the school environment so teaching and learning can occur with little or no disruption. If a child is misbehaving or acting inappropriately, he/she will be given a verbal warning the first time and then a conduct referral stating the infraction each subsequent time. Parent notification of any disciplinary action will be completed using a Student Referral form. The Student Referral form must be signed by the parent/guardian and returned to the homeroom teacher the next school day after issuance.

If the student receives three Student Referral forms at any time during the school year, he/she will be assigned detention. Detention will be held Wednesday for 45 minutes (3:00- 3:45) after school with an assigned teacher. Parent notification of detention will be completed using a Student Referral form. The Student Referral form must be signed by the parent/guardian and returned to the homeroom teacher the next school day after issuance.

At the discretion of the Administration and the faculty member(s) involved, if a student serves three detentions in any trimester, he/she will serve a 1-day in-school suspension. This behavior may also jeopardize a student's eligibility to participate in extra-curricular activities (i.e. sports, choir, Student Council, outside school-connected programs, etc.) until that conduct improves. Parental support and cooperation in this area is relied upon, as parents are mutually supportive partners to modify behavior and develop responsible Christian students.

### **Detention Infractions:**

- Fighting
- Cheating
- Inappropriate conduct contrary to the Code of Conduct of students.
- Unexcused absence from class
- Leaving school grounds without permission
- Consistent failure to complete assignments
- Failure to serve detention
- Gum chewing
- Out of uniform or consistent disrespect for uniform rules
- Wearing lipstick, other make-up or nail polish, inappropriate jewelry
- Vandalism of school or other's property





- Consistently being disrespectful
- Any student receiving five unexcused tardy slips in one trimester
- Failure to follow directions of supervising adults
- Unacceptable bathroom behavior
- Three referral slips for uniform and/or behavior

Suspension is always a possibility, as is expulsion, for blatant disregard for any of the above infractions. Each case is unique; the teacher and administration, after taking all circumstances into account, will establish the interpretation and delivery of discipline.

## **Suspension**

Suspension, in or out of school, is the exclusion from regular classroom activities for a definite period of time. Students are given schoolwork that must be completed during the suspension. Students are responsible for completing classwork that was missed. Parents will receive notice of the suspension and will need to sign documentation indicating that the parent has been notified. Parent signature does not constitute agreement or non-agreement of detention. Therefore, parental signature on a suspension notice must be signed. Parents are required to make an appointment with the principal prior to the reinstatement of the student at school. Earning a suspension will keep a student from the Honor Roll and will lower his/her conduct grade by one letter for the trimester in which it was earned.

The following behaviors are considered inappropriate behavior and may be cause for a referral, in/out of school suspension, or in some cases, depending on frequency and severity, expulsion or withdrawal from the Academy.

- Fighting - causing injury
- Cheating on tests, copying homework for either the copier or the lender
- Serious lying (determined such by the Administration and the teacher)
- Stealing not considered serious enough for expulsion by the Administration
- Profanity in words, gesture, or writing
- Sexual harassment
- Forging signatures
- Verbal defiance of adults
- Biting, spitting
- Any student receiving a 3rd detention in a trimester



## **Expulsion**

Expulsion is the permanent termination of student status at Christ Cathedral Academy without the possibility of readmission. An expulsion results if further serious disciplinary action is necessary after the suspension period. The following are examples of behaviors that may result in expulsion:

- Actions gravely detrimental to the moral, physical, and spiritual welfare of other pupils (3)
- Habitual profanity or vulgarity (4)
- Assault, battery, or any other threat or force of violence directed towards any school personnel or students (4)
- Open or persistent defiance of the authority of a teacher (4)
- Continued willful disobedience (4)
- Use, sale or possession of narcotics (5)
- Use, sale, distribution or possession of any alcohol (for beverage purposes) on or near school premises (6)
- Smoking or possessing tobacco (3)
- Major theft (3)
- Willful cutting, defacing, or otherwise injuring in any way property, real or personal, belonging to the school, teachers, or others (7)
- Habitual truancy (3)
- Public scandal while under school jurisdiction (to and from school sports, activities, field trips, etc.) (5)
- Use, sale, or possession of knives, firearms, other weapons, or dangerous implements. (8)
- Reasons for expulsion with mitigating circumstances maybe grounds for suspension as determined by the principal.

Key Code:

3 Diocesan Administrative Handbook 4006: E

4 California Educational Code 48903

5 California Educational Code 48904

6 California Administrative Code 301

7 California Educational Code 48909

8 California Educational Code 48902-48909



## **Procedures for Expulsion**

Conference will be held with all concerned individuals and the final decision for expulsion will be determined by the Administration and Superintendent of Catholic Schools. It is important that parents and students realize the offenses mentioned above are reasons for suspension or expulsion as stated in the State of California Education Code and in the Administrative Handbook for the Diocese of Orange. The Superintendent of Catholic Schools will be notified.

## **Recommended Transfer of Student**

Students clearly unable to benefit from the school due to extreme below grade level performance, serious emotional instability, or the the conspicuously uncooperative or destructive attitude of parents will be required to transfer when:

- The school has explored means to meet the needs of the child.
- There has been sufficient discussion with the parents concerning the child's condition or the parents' lack of cooperation.

The final decision regarding transfer is made by the Administration.

## **Recommended Transfer Resulting from Parental Attitude**

Under normal circumstances a child is not to be deprived of Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school is acting in loco parentis that the continuation of the child in the school might be morally impossible. The principal may ask a family to leave the school when one or both parents are overtly uncooperative with school staff, disregard policies, regulations, or programs, or interfere in matters of school administration or discipline to the detriment of the school's ability to serve their own, or other children.



## **Abuse of Teachers and School Staff**

Any parent, guardian, or another person who insults or abuses any teacher or school staff in the presence of other school personnel or students and at a place which is on school premises or public sidewalk, streets, or other public ways adjacent to school premises or at some other place, if the teacher is required to be at such other place in connection with assigned school activities, is guilty of a misdemeanor, and may be punishable by a fine (E.C. 44811-2). A report will be filed with the local law enforcement agency. The student is subject to expulsion.

## **PROCEDURES**

### **Lockers**

Lockers will not be used during the 2020- 2021 school year

### **Lost and Found**

The school lost and found is located in the room behind the school office in a cabinet. Students and parents should look for lost articles in this location. Any item not collected within a week will either be donated or discarded at the end of each trimester. Please clearly and legibly label all uniform items such as sweaters, jackets, etc. with your student's name.

NOTE: Name labels may be purchased through the uniform company or at any fabric store.

### **Cell Phones**

It is recommended that students do not bring cell phones to school. However, if a student brings a cell phone to school, he/she is required to give the cell phone to the classroom teacher upon arrival. The student may pick up the cell phone at dismissal. At no time during the school day should a cell phone be in the student's possession. Should an emergency arise after school, the student may use their cell phone with permission from the teacher. Any other use is not permitted.



## **School Telephone**

The office phone is a business phone and students are permitted to use it only in the case of an emergency with the permission of the administration or Business Manager. Forgotten homework, class projects, athletic equipment, etc. do not constitute emergencies. Students are also not permitted to use the classroom phones under any circumstances. Arrangements for after-school visits with friends should be made at home or prior to coming to school.

## **Personal Electronic Devices**

Students are not permitted to bring personal electronic devices on school grounds. These devices include but are not limited to radios, MP3 players, iPads, tablets, laptops, etc. If the equipment is needed for a specific purpose, the student must follow these procedures:

- Obtain prior written permission from the homeroom teacher.
- Give the device to the teacher with the student's name and grade attached at the start of the school day and pick it up after school.
- The school is not responsible for lost, stolen, or damaged personal electronic devices of any kind.

## **Search and Seizure**

The Fourth Amendment to the United States Constitution prohibits unreasonable searches and seizures. However, the Courts have also recognized that certain environments and circumstances require an exception to the "probable cause" standard for searches, which are called "special needs" exceptions. On school grounds or when students are within school care -- like a study trip -- "reasonable suspicion" provides school personnel the authority to search desks and backpacks if there is enough evidence or suspicion to suggest potential harm to the health and safety of students or school personnel.



# CURRICULUM AND ACADEMIC POLICIES

## School Accreditation

School accreditation is the means used by the Western Catholic Education Association (WCEA) and Western Association of Schools and Colleges (WASC) to:

- Foster excellence in elementary education.
- Encourage school improvement through a process of continuous self-study and evaluation.
- Assure the school and its public that the school:
  - has clearly defined and appropriate educational goals and objectives.
  - has established conditions under which their achievement can reasonably be expected.

*Christ Cathedral Academy has been awarded the highest accreditation period of six years following its accreditation review during the last accreditation. Each year, administration and faculty proceed with an in-depth study of an area of the curriculum as determined by the Department of Catholic Schools to ensure achievement of the school's goals and objectives for its students. The school works each year to address the visiting team's recommendations that are an ongoing process and fits directly with the school's overall goal to help students reach their potential for student learning.*

## Curriculum

The following areas of instruction are taught at Christ Cathedral Academy:

Religion, Science, Mathematics, Fine Arts, English Language Arts, Reading, Music, Literature/Composition, Physical Education, Handwriting, Spelling, Social Studies, History/Geography



## Academic Policies

### Grading System and Student Learning Assessments

Students' grades can be accessed through FACTS SIS. In grades K-8th, student learning assessments are prepared and sent home on a trimester basis.

- Kindergarten
  - Achievement Code S = Satisfactory E = Emerging
  - Comment Code + = Indicates an area of strength n = Indicates an area that needs improvement (No Mark Given: Grade level standards are met)
  - Level 1 = Working at a lower level on grade-level standards
  - Level 2 = Working at a higher level on grade-level standards
  - No Mark Given: The student is meeting the grade-level standards for this area
- Grades 1-2
  - Achievement Code O = Outstanding S = Satisfactory E = Emerging
  - Comment Code + = Indicates an area of strength n = Indicates an area that needs improvement (No Mark Given: Grade level standards are met)
  - Level 1 = Working at a lower level on grade-level standards Level 2 = Working at a higher level on grade-level standards
  - No Mark Given: The student is meeting the grade-level standards for this area
- Grades 3-8
  - Achievement Code

A 95-100	C 73-76
A- 90-94	C- 70-72
B+ 87-89	D+ 67-69
B 83-86	D 63-66
B- 80-82	D- 60-62
C+ 77-79	F 50-59
  - Comment Code + = Indicates an area of strength n = Indicates an area that needs improvement (No Mark Given: Grade level standards are met)
  - Level 1 = Working at a lower level on grade-level standards
  - Level 2 = Working at a higher level on grade-level standards
  - No Mark Given: The student is meeting the grade-level standards



## **Middle School (7th & 8th Grades)**

The middle school model includes grades 7th and 8th and follows the high school departmentalized model, in which students are taught by various specialized teachers in core curriculum areas. The teachers change classrooms, allowing for the maximizing of instruction time during each period.

## **Middle School Honor Roll (6th-8th Grades)**

Special honors are given to grade 6th -8th students who maintain a grade point average (GPA) of 3.50- 3.79 (honors) and 3.8- 4.0 (high honors). Cords are given at 8th-grade graduation based on cumulative GPAs based on the cumulative GPA in 7th and 8th grade.

## **Middle School Service Hours (6th-8th Grades)**

Students in grades 6th -8th must complete 30 service hours each year (10 hours per trimester), which is part of their Religion grade. Details will be given to students in Religion class.

## **Progress Reports**

Progress reports are sent home for every student in grades K-8th at mid-trimester to inform parents of a student's academic and responsible behavior progress. This will allow time for improvement in subject areas, if necessary, prior to the end of the trimester. However, if a student's performance declines or does not improve after progress reports have been issued, he/she may receive a grade of "D" or "F" in a particular subject area. Prior to issuing the report card, the teacher will notify the parent that the student is receiving a grade of "D" or "F" on their report card and allow for students to turn in late, missed, or incomplete work to ensure student understanding of the material. If this opportunity is missed, students will receive the "D" or "F" on their report card.

Parents are encouraged to discuss their children's progress with the homeroom teacher or subject area teacher. If you have any concerns, please discuss them with the teacher. Arrangements for a conference with a particular teacher should be made.





## **FACTS SIS (web-based online communication system)**

Christ Cathedral Academy uses FACTS SIS, an online portal, in order to post grades online for students and parents. FACTS SIS is the communication tool to track your child's progress and grades. In addition to providing information about a student's progress, FACTS SIS will contain electronic forms that can be completed online and recognized as legal school documents.

All parents have access to their "Family Portal" with a username and a password and username. Any questions or concerns about the use and setup of FACTS SIS should be directed to the front office. Our District Code is "Chr-CA"

## **Seesaw (web-based digital portfolios and communication)**

In addition to FACTS SIS, CCA utilizes web-based digital portfolios to track student progress. All information regarding parent Seesaw accounts will be taken care of through the homeroom teacher. Any questions or concerns about the use and setup of Seesaw should be directed to the homeroom teacher.

## **Parent-Teacher Conferences**

Parent-Teacher Conferences are held with all parents after the conclusion of the first trimester in order to communicate growth and areas of concern of the students during the first trimester. Students in grades 4th-8th participate in student-led parent-teacher conferences, which allow the students the opportunity to share their strengths, weaknesses, and goals regarding their student learning assessments with their parents. Students in grades K-3rd will participate in student-led conferences at the discretion of the teacher. Teachers share the results of the STAR Assessments (Early Literacy, Reading, and Math) and additional subject areas as well. **Conferences will be held virtually for the 2020 - 2021 school year.**



## Homework Assignments

Homework is a reinforcement and/or extension of materials and skills covered in the classroom. As reinforcement, assignments should cover skills previously taught and which are understood by a majority of the class. As extension, long-term projects, such as compositions, book reports, research projects, and oral presentations may be assigned.

The following are time allotments given in the Diocesan Administrative Handbook (Diocesan Administrative Handbook 3600):

- Kindergarten: less than 30 minutes
- 1st and 2nd Grades: 30 minutes
- 3rd and 4th Grades: 1 hour
- 5th and 6th Grades: 1.5 hours
- 7th and 8th Grades: 2 hours

NOTE: None of these times include oral reading time.

If a student routinely spends more than the recommended time on homework, a conference should be scheduled with the student, parent, and teacher to discover the reason for this, and to work on a future plan of action for the student.

Students will have homework every night Monday through Thursday. Homework may be given over the weekend or holidays, especially if it is a long-term or make-up assignment. It will be a rare occasion during the school week that no homework will be required, and then only for a good reason. Many students only consider “written work” as homework. If a child says that they have “no homework” remind them of their responsibility to study.

Every evening should include at least an additional 15-20 minutes of reading (silent or oral) and studying notes and material taken in school that day. The time spent on guided practice is just as important as the time spent in school. The home should provide an environment needed to accomplish this important task. The art of study will be a lifelong asset if developed in the elementary years.



Students should keep their work organized according to teacher specifications. Help your child learn neatness and responsibility for all their work. The school will reinforce these rules by not allowing students to call home for homework, backpacks, devices, etc. These are valuable lessons, which will pay off many times over in the years ahead.

## Gift of Time

Should assessments, maturation, or any other evaluations indicate that a child needs an additional year in that grade level, a conference will be scheduled to discuss the child's progress.

When a student is consistently performing below grade level and has not mastered the basic skills of the curriculum, after consultation with parents, the teacher and principal (if needed) feel it is in the best interest of the student to repeat the grade and be given the gift of time, the following procedure will be utilized:

- Consultation between teacher and parent during the first trimester indicating a concern with the student's progress.
- Conference between teacher, learning support teacher, and parents no later than the end of the second trimester advising parents of the possibility of the gift of time and the development of a plan of action designed to meet the identified needs of the student.
- Subsequent follow-up parent-teacher conferences indicating student progress or lack of progress.
- A final decision regarding subsequent grade placement will be given to parents during the third trimester.
- This decision will be noted on the cumulative record and if the parents refuse such recommendation, their refusal will be noted. However, the parent will be offered a place in the correct instructional grade level for their child.
- This policy, however, must not in any way be construed as advocating automatic promotion. On the contrary, it should encourage parents or teachers to provide special assistance (e.g., tutoring, summer school, etc.) or to direct the student to an alternative program which is more realistically suited to the student's needs.



## Physical Education Policies

A well-rounded curriculum includes a comprehensive Physical Education program. These classes are designed to promote an awareness of fitness for life, health, well-being, and recreational activities.

If a student is recovering from an injury or illness, parents must submit a doctor's note to the P.E. teacher stating the nature of the problem and the amount of time to be excused from class.

Occasionally, a student may have a cold, pulled muscle, or skinned arm or leg. These conditions are not usually sufficiently aggravated by P.E. class activities to require being excused from class. The student must be encouraged to participate as much as possible. The P.E. teacher will determine if such absence from P.E. activities is warranted.

All students must be prepared to dress in the proper physical education uniform on their assigned days. PE items must be labeled clearly and legibly with student name. The P.E. uniform for students in grades 5th-8th is as follows:

- Navy P.E. shorts (must be from Vicki Marsha)
- CCA gold P.E. t-shirt with "Saints" logo (must be from Vicki Marsha)
- Socks (white)
- Neat and clean tennis shoes

Students (5th-8th) will use the school locker rooms to change into their PE uniforms.

NOTE: There is no required P.E. uniform for students in grades K-4th.

NOTE: Free dress does not apply to P.E. classes. P.E. uniforms must still be worn on free dress days. Failure to wear the required uniform will affect the student's P.E. grade.

Students who frequently fail to dress in their Physical Education uniform will have their P.E. grade, as well as their responsible behavior grade, lowered.



## After School Sports Program

Due to the pandemic, all sports are canceled until further notice.

Student's academic success is the main goal at Christ Cathedral Academy.

We encourage students to participate in extracurricular school activities representing their school with pride while teaching them the responsibilities of hard work and perseverance in academics as well as athletics. In order to participate in after school sports, students and parents sign a participation form acknowledging the student will maintain at least a C- in all core subjects. If the student-athlete has earned an F and/or multiple D's in one or more of the core subjects, namely Math, Religion, History, Literature, Vocabulary, Literature, or Science, he/she will be placed on academic probation.

### Academic Probation

Students will be prohibited from participating in practices. They are still required to attend practices, but they must work on the academic area(s) in which they are deficient whether that be homework (guided practice), projects, or preparing for tests/quizzes. Students on academic probation, however, may participate in games. If acceptable progress is made by the student during the weekly grade check, as determined by the athletic director and teacher, they will be reinstated to full participation on the team. If no progress is made by the student as determined by the weekly grade check or their grades drop lower, the student will be placed on academic suspension. This means that the student will not be able to participate in any sports activities, including games and practices.

### Academic Suspension

Students will not be able to participate in any sports activities, including games and practices. They are still required to attend practices, but they must work on the academic area(s) in which they are deficient whether that be homework (guided practice), projects, or preparing for tests/quizzes. If acceptable progress is made by the student during the weekly grade check, as determined by the athletic director or the teacher, they will be placed on academic probation. If no progress is made by the student as determined by the weekly grade check or their grades drop lower, the student will continue to be on academic suspension or be released from the team.



## Study Trips-

**Due to the pandemic, all study trips are canceled until further notice.**

Study trips enhance the educational program by taking students to those resources in the community that cannot be brought into the classroom. We encourage study trips as a part of our instructional program, as long as they have clear educational and/or cultural value. Due the nature of grades K-2, teachers may also plan an on-campus field trip.

The standards of behavior for trips are the same as school standards. Students will wear their uniform unless instructed by the teacher to wear a formal free dress or casual free dress. This will depend on the nature/purpose of a particular study trip.

Students who do not go on study trips for reasons other than illness will be given an assignment pertaining to the subject matter to be covered during the study trip. Study trips are an important part of the curriculum; therefore, students not participating must attend school on that day and will be given an assignment of reasonable length. Assignments are due the day after the study trip. Students may attend only their grade's study trips.

## Chaperones

**Due to the pandemic, all study trips are canceled until further notice**

The teacher will determine the number of chaperones needed. The selection of chaperones is at the discretion of the teacher in charge. All consideration is given to all chaperones seeking to attend the trip. However, there is limited space for chaperones depending on the trip. All study trip chaperones must be fingerprinted, and Safe Environment trained. Parents/guardians who volunteer as a study trip chaperone will receive a maximum of 2 service hours for their time, regardless of the length of the study trip.

- All grades do not have the same number of study trips.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a study trip activity. Verbal permission or telephone call cannot be accepted in lieu of the proper study trip permission slip.
- Chaperones must ride on the bus with their assigned group



- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Attendance is taken at the start of the field trip. Students may not meet the class at the field trip location.
- Parents who are not “official” chaperones may not drive their car to a study trip destination with the plan of accompanying the class on the study trip. The Diocese of Orange Risk Management Insurance Company insures the “official” chaperones. Participation by unofficial chaperones jeopardizes the protection of our students and all other “official” adults on the trip.
- Parents may not insist on chaperoning a study trip.
- In order that parent chaperones are active supervisors on the trip, they may not bring Preschool or school-age siblings on the study trip.



## **RELIGIOUS EDUCATION**

All parents who have their children in Christ Cathedral Academy should realize that having them in a Catholic school is only part of fulfilling their role as parents. Encouraging their children to love and practice their faith is of the utmost importance. Parents should cooperate and be involved in the spiritual life of their children and should model the faith for their children.

### **Baptism**

Those students who have not received the sacrament of Baptism and wish to may contact Christ Cathedral Parish at (714) 971-2141 for specific information and requirements.

### **Preparation for the reception of Reconciliation and Eucharist**

- Families are strongly recommended to meet the obligation of weekly Mass on Saturday or Sunday.
- Students must be at least seven years of age.
- Parents are expected to attend the scheduled parent in-services.
- Parents are to work with students at home on materials presented in class.
- The student's Baptismal certificate must be on file in the school office.

### **Reconciliation**

Parents are encouraged to provide frequent opportunities for their children to receive the Sacrament of Reconciliation in the parish. Every effort will be made at school to provide at least one opportunity for the reception of this sacrament; however, it is the parent's responsibility to celebrate this occasion with their children.

### **Sacramental Preparation**

Sacramental preparation is a two-year program beginning in grade 1 and culminates with the reception of the sacraments in 2nd grade. Students in 2nd grade are prepared daily to receive the sacraments of Reconciliation and Eucharist. Parents are expected to attend meetings for sacramental preparation. Students in grades 3rd-8th, who have not received these sacraments and wish to do so, will be accommodated during school hours.





## School Liturgy

To promote unity within the school family, parents are encouraged to attend the Friday and monthly Family Masses **once we get back to "normal."** Friday all school (K-8th) Masses are scheduled at 8:15 a.m., and monthly Family Masses (Preschool; K-8th) are scheduled for the first Saturday of the month at 5:00 p.m. Students in K-8th also attend Mass on Holy Days of Obligation. **One class per week will attend Mass and everyone else will watch the live stream.**

Classroom teachers will take turns preparing the Liturgy per schedule developed by the school's Religious Coordinator. Students are servers, lectors, gift bearers, ushers, choir, and vocalists, where appropriate. The Director of Music Ministry prepares the students for music in the Liturgy.

All students are required to be in full dress uniform on all Mass days.

See Required Full Dress Uniform on [page 55](#).



## SCHOOL UNIFORMS

At Christ Cathedral Academy, students are expected to take pride in their appearance by wearing their school uniforms. It is a source of great pride to be identified as a Christ Cathedral Academy student. The way students look reflects their attitude towards school and themselves.

All school uniforms items, including cold weather jackets, must be purchased through Vicki Marsha Uniform Co. and be kept in good and neat condition. All students are expected to dress and groom themselves neatly and appropriately. All uniforms must be clean, pressed, and mended. Only Vicki Marsha uniforms may be worn. Referrals will be given to students who fail to follow the uniform policies. On the third notice, during the trimester, the student will be required to serve a detention. (The school administration reserves the right to determine the appropriateness of dress, style, haircut, and to interpret or amend the dress code.)

### Girls Uniforms

#### Kindergarten Girls

- Round collar blouse (short or long-sleeved) with CCA logo
- Polo shirt with CCA logo (white or grey)
- Plaid jumper (bib top with 2-pleat skirt or shift with 2-pleat skirt and flaps)
- Plaid skort
- Navy pants or shorts
- Navy blue modesty shorts are worn under the uniform jumper/skirt/skort
- Cardigan sweater with the school emblem
- Ties not required

#### Girls (1st- 5th)

- Round collar blouse (short or long-sleeved) with CCA logo
- Cross-over tie (only on Formal Uniform days)
- Polo shirt with CCA logo (white or grey)
- Plaid jumper (bib top with 2-pleat skirt or shift with a 2-pleat skirt and flaps)
- Plaid skort
- Navy pants or shorts
- Navy blue modesty shorts are worn under the uniform jumper/skirt/skort
- Cardigan sweater with the school emblem



## Girls (6th- 8th)

- Oxford shirt (short or long-sleeved) with CCA logo
- Prep tie with CCA logo (6th-7th: blue, 8th: gold)- Only on Formal Uniform days
- Polo shirt with CCA logo (6th-7th: white; 8th: royal)
- Plaid skirt or skort
- Navy pants or shorts
- Modesty shorts
- Cardigan sweater with the school emblem
- Blazer with emblem

## All Girls (K- 8th)

- The length of all uniform skirts is to be 2 inches above the knee or longer when the student is kneeling on the floor.
- Skirts are to be worn at the waist, NOT the hips. No rolling of skirts to make the length shorter will be permitted.
- All shirts must be pressed and tucked in at all times while on campus unless out at recess or physical education.
- No colored t-shirts or white t-shirts with a logo may be worn under a uniform shirt.

## Girls Miscellaneous (K-8th)

- No make-up (i.e. eye make-up, blush, nail polish, acrylic nails, lipstick, eyeliner, mascara, lip gloss, etc.) is permitted.
- No jewelry may be worn (including hair bands or wrist bands on the wrist). The following items listed are the only items that may be worn with the school uniform:
  - A watch may be worn on the student's wrist if in good taste and of simple style. It should not be excessive, detract from the overall appearance of the uniform, or draw undue attention to the student.
  - A religious medal or cross, which is worn inside the shirt or blouse.
  - Small post (stud) earrings. No dangle earrings.



## Girls Hair

- Hair styles are to be appropriate for school, not causing distraction or undue attention. Hair color is to be natural. No colored (dyed), bleached, lightened, tinted, or streaked hair is allowed. The hair must be kept neat and clean at all times.
- Bangs may touch the eyebrows.
- May not be spiked or contain excessive hair gel.
- Hair bows and ribbons are to be white, navy, yellow or plaid only. No flowers in the hair.
- If obstructing view or vision, hair must be pulled back with clips or barrettes.

## **Boys Uniforms**

### Boys (Kindergarten)

- Oxford shirt (short or long-sleeved) with CCA logo (required for Full Dress Uniform)
- Polo shirt (short or long-sleeved) with CCA logo (grey or white)
- Navy twill pants or shorts (adjustable elastic or plain leather)
- Cardigan sweater with emblem, polar fleece jacket, crewneck sweatshirt or hooded jacket - optional
- Ties and belts not required

### Boys (1st- 5th)

- Oxford shirt (short or long-sleeved) with CCA logo (required for Full Dress Uniform)
- Polo shirt (short or long-sleeved) with CCA logo (grey or white)
- Navy twill pants or shorts (adjustable elastic or plain leather)
- Cardigan sweater with emblem, polar fleece jacket, crewneck sweatshirt or hooded jacket
- Ties and belts required with Full Dress Uniform



### Boys (6th - 8th)

- Oxford shirt (short or long-sleeved) with CCA logo (required Full Dress Uniform)
- Polo shirt with CCA logo (6th & 7th: white or grey; 8th: royal)
- Navy twill pants or shorts with belt
- Cardigan sweater with emblem, polar fleece jacket, crewneck sweatshirt or hooded jacket - optional
- Blazer with emblem (required for Full Dress Uniform)
- Ties required with Full Dress Uniform (8th grade- gold, 6th & 7th- navy)

### All Boys (K- 8th)

- Pants must be appropriate in size and length. The pants should be at least one inch above the sole of the shoes worn to school and must be worn at the waist. Sagging pants are not allowed.
- All shirts must be pressed and tucked in at all times while on campus unless out at recess or physical education.
- No colored t-shirts or white t-shirts with a logo may be worn under a uniform shirt.
- A belt (solid navy or black) must always be worn with uniform pants if pants have loops. Belt loops must be present. No decorative belts are permitted.

### Boys Miscellaneous (K- 8th)

The following items listed are the only items that may be worn with the school uniform:

- A watch may be worn if in good taste and of simple style. It should not be excessive, detract from the overall appearance of the uniform, or draw undue attention to the student.
- A religious medal or cross.



## Boys Hair

- Haircuts are to be appropriate for school, not causing distraction or undue attention.
- Haircuts must be blended. No steps.
- Heads may not be shaved or cut shorter than a #2 blade permits.
- The hair must be kept neat, clean, and trimmed at all times.
- Hair color is to be natural. No colored (dyed), bleached, lightened, tinted, or streaked hair is allowed.
- May not touch the eyebrows.
- May not touch the collar or shirt (above the collar; cut at the hairline in the back).
- May not touch or be over the ears. No sideburns are allowed.
- May not be spiked or contain excessive hair gel. Light gel use for grooming is permitted as approved by the teacher.
- Letters, symbols, or designs cut into the hair, and all Mohawks of any length or bi-level haircuts, whether cut into the hair or shaped with hair product, are not allowed.
- Ponytails on male students are also not allowed.

## **SOCKS (All Students: K- 8th)**

- Socks are to be solid white, black, navy, blue, or brown. NO logos.
- Socks must cover the ankle and have a cuff that will fold up. Below ankle socks are not permitted.
- Girls may also wear white knee socks or tights or leggings under their uniform bottom, as an option on cold days.

## **SHOES (All Students: K- 8th)**

- Shoes (All Students: K-8th)
- Shoes may be a combination of the three following colors only: Navy blue, black and white. Oxford and tennis shoes, in any of these colors, may be worn.
- No light-up shoes, plaids, designs, checkers, sparkles or colored emblems or edges are permitted. If there is a logo, it must be one of the three approved colors.
- Shoes should be in good repair, neat and clean.



- The shoe must buckle, tie, or velcro.
- Fully enclosed shoes must be worn. No-slip-on shoes, ballet shoes, zippers, or high-top shoes.
- Both shoelaces are to be single color – white, navy, or black -- AND tied properly at all times.

### **Required Full Dress (Mass Attire)**

On days when the students go to Mass/have Mass live-streamed to their classroom and other specified days, the required full-dress uniform is as follows:

#### Girls (K- 5th)

- Round collar blouse with CCA logo
- Cross-over tie (1st-5th); no tie for Kindergarten girls
- Plaid jumper
- Modesty shorts
- Cardigan sweater with the school emblem

#### Girls (6th- 8th)

- Oxford shirt with CCA logo
- Prep tie with CCA logo
- Plaid skirt
- Modesty shorts
- Blazer with emblem

#### Boys (K- 5th)

- Oxford shirt with CCA logo
- Prep tie with CCA logo (1st-5th); no tie for Kindergarten boys
- Navy twill pants with belt (adjustable elastic or plain leather)
- Cardigan sweater with the school emblem

#### Boys (6th- 8th)

- Oxford shirt with CCA logo
- Prep tie with CCA logo (1st-7th: blue; 8th: gold)
- Navy twill pants with belt (adjustable elastic or plain leather)
- Blazer with emblem



## **Spirit Day Dress Policy**

Every Thursday CCA celebrates Spirit Day. All students, grades Preschool - 8th grade, may wear a CCA t-shirt with jeans (small donation requested to support the Charity of the Month). An approved t-shirt is any shirt from any CCA event or fundraiser. \*Jeans with rips or holes are not acceptable\*

## **Free Dress Policy**

On certain occasions, students will be permitted to wear non-uniform attire. Students must wear modest clothing. Extreme fad styles are not permitted. We ask for parent cooperation in adhering to these regulations so this privilege may continue. Any student whom the administration feels is dressed inappropriately will be required to call home for a change of clothing.

### Acceptable Free Dress

- Shorts (long walking shorts 3 inches above the knee) and jeans are permitted as long as the student is dressed in an acceptable, modest style.
- All other uniform regulations related to hair, jewelry, or make-up are still in effect for free dress.
- Only uniform tennis shoes

### NOT Acceptable Free Dress

- Jeans with rips or holes
- No short-shorts, cut-offs, frayed pants, leggings, or skinny and/or holed jeans.
- Halter tops, tank tops, crop tops, or tops without sleeves (sleeveless).
- T-shirts with unacceptable or offensive pictures, wording, or logos.
- No oversized clothing of any kind

## **Attire for Virtual and Distance Learners**

Students enrolled in the Virtual learning path OR learning remotely due to absence or temporary campus closure are expected to log-in to classes, ready to learn at a designated work station, dressed for the day in a school uniform, hair combed, with a neat and clean appearance.

**NOTE: The school administration reserves the right to make any necessary decisions, changes, or additions to the uniform policy.**





## Attendance

Regular attendance is critical to effective education. As stipulated by the Diocese of Orange, Christ Cathedral Academy is in school 180 student contact days each year. California state laws and the standards of our accreditation organization require that every child of school age attend school during the entire time that school is in session. It should be noted that attendance records of students are submitted to secondary educational institutions as part of the application and acceptance procedures. Please know that your child is missed when absent. We encourage you to do all you can to ensure a high attendance rate.

- **Minimum Attendance Requirements:** A student is expected to be in school every day that school is in session. The only acceptable reason for absence from school is poor health or a family emergency.
- **Unexcused Absences** in excess of 10 days per trimester, or a total of 30 days per school year, is considered excessive and could be a cause for retention.
- **Extended weekend trips and vacations** during the school year are strongly discouraged and should not be planned. The school calendar should help with planning vacations during non-school time. As instruction is important to the written work in providing an understanding of the material, students will not receive classwork prior to trips or vacations. It is the child's/parent's responsibility to see that all make-up work is completed upon return to school.
- **Tardiness:** A student is considered tardy if he/she arrives any time after 8:00 a.m. Whenever a student arrives any time after 8 a.m., a parent must accompany the student to the school office, explain the reason for the tardy, and sign them in. Students may not enter the classroom without first checking in at the school office and receiving a tardy slip, which is then presented to the teacher. If a student arrives at any time after 8:00 a.m. unaccompanied by a parent, the student will be held at the office until a parent is notified and returns to the school to sign them in.



NOTE: Morning tardiness is recorded in the Daily Attendance Register in FACTS SIS and is part of the student's permanent record. Five tardies in a trimester will result in a stop and think time for grades K-2 and detention for grades 3-8.

- Excused Absences include:
  - Medical Excuse: If a student has been absent for more than three consecutive school days or more than five days in any one trimester for a medical reason, the front office must be provided with a medical excuse from the health care professional (i.e. doctor, physician's assistance, or dentist).
  - Family Emergency: In case of a family emergency absence beyond the days specified, the parents should keep the school informed.
  - School Activities: Attendance at activities sponsored by the school off-campus is not considered a school absence.
- Calling In: If it is necessary for a student to be absent, a parent or guardian is to call the school office at (714) 663-2330 by 8:00 a.m. on the day of the student's absence. No student calls will be accepted. Remember that our school office can be reached and a message left 24-hours a day. If the school has not been contacted about an absence, the school will attempt to contact the child's parent/guardian during the morning hours to verify the reason for the absence. If requested, homework assignments may be picked up at the school office between 3:00 and 4:00 p.m.
  - NOTE: A written statement giving reasons for the absence must be brought to the student's teacher upon the student's return.
- Students must be fever-free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day. This will allow for the 24-hour protection of the entire school community. If the child has been diagnosed with a contagious disease, kindly notify the school so that precautions can be taken. Notifications will be sent home to parents to alert them to symptoms.



- **Early Dismissal/Middle-of-the-Day Appointments:** If possible, medical and dental appointments should be made during vacation, on an early dismissal day, or after school. Please notify the front office at least 30 minutes in advance of picking up a child. This will allow time to notify the classroom teacher and pack up the student's belongings, if necessary.
- **If an early dismissal is unavoidable during school hours, the student must submit to the classroom teacher, the first thing on the morning of that day, a written request from a parent/guardian giving:**
  - The student's name
  - The time the student will leave school
  - If and when the student will return to the school that day
  - The reason for leaving early
  - The person picking up the child must be on the emergency card
  - A phone number where the parent/guardian may be reached
  - The student must be picked up and signed out in the school office.

Students are not allowed to meet parents by outside doors or in the parking lot. Time spent at medical and dental appointments is called a medical absence and the child is considered present if a dated slip is brought to school from the doctor or dentist stating the time spent there. If no medical release slip is presented to the school, the student will be marked absent. A student returning to school after an early dismissal must enter through the school office and must be signed in by a parent, guardian, or adult on the emergency card.



## RIGHT TO AMEND

The Family Handbook is designed to be in harmony with the Diocese of Orange Department of Catholic Schools policies. The Handbook is updated annually. The school reserves the right at any time to change, delete or add to any of the provisions at its sole discretion. Changes in policies that affect portions of the Handbook will be made available to Families via the school website, and other communications. The provisions of this document are designed by Christ Cathedral Academy to serve as firm guidelines. Exceptions to the guidelines presented in this Handbook may be made on the basis of extenuating circumstances. The school acknowledges that it is impossible to address every situation and/or circumstance within the parameters of a written document. If you have questions that are not addressed in this Handbook, please contact the school administration.

