

# CATHEDRAL PREPARATORY SCHOOL AND SEMINARY

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## SCHOOL HANDBOOK 2020-2021



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# CATHEDRAL PREPARATORY SCHOOL AND SEMINARY

Name: \_\_\_\_\_

Fraternity: \_\_\_\_\_

Locker #: \_\_\_\_\_

# S.M.A.R.T GOAL THINK SHEET

**Specific:** What exactly do you want to accomplish?

**Measurable:** How will you know when you've reached this goal? What will you be able to do?

**Action:** What will you need to do in order to reach your goal?

**Realistic:** Is this goal reachable? How do you know?

**Timely:** When will you reach this goal? What is your deadline?

**CATHEDRAL PREP EMAIL ADDRESS**

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**CATHEDRAL PREP EMAIL PASSWORD**

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**CATHEDRAL PREP OPTC LOGIN**

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**CATHEDRAL PREP OPTC PASSWORD**

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## **HISTORY AND MISSION OF CATHEDRAL PREPARATORY SCHOOL AND SEMINARY**

Cathedral Preparatory School and Seminary began its illustrious history in 1914 at the corners of Atlantic and Washington Avenues in Brooklyn, NY. In 1963 a Queens' branch was established in Elmhurst, NY. The two sites merged at the Elmhurst location in 1985.

Founded as a preparatory high school, Cathedral was also a seminary; a place where a young man who expressed an interest in discerning a vocation to the diocesan priesthood at an early age would feel comfortable. For over 100 years Cathedral has stayed faithful to its mission: form the mind in the ways of academic superiority and the heart and soul in the ways of heroic virtue and belief.

Proud to call over 4700 men graduates, the program at Cathedral continues to offer every one of its students a personalized, superior education in an environment where growth in maturity and grace are fostered and encouraged. Keenly aware of the challenges we face as a Church and in the society in which we live, the Cathedral man is prepared to be a gifted thinker, a dedicated leader, and a generous servant. Whether our graduates don the vestments of pastoral service as priests or deacons or devote themselves to caring for an individual family, a young man who experiences the Cathedral spirit will be ready and willing to be a Man for Greatness.

**WE ARE CATHEDRAL  
WE ARE MEN FOR GREATNESS**

**PRAYER FOR THE COURAGE TO BE GREAT**

**Heavenly Father,**

**Give me the courage to strive for the highest goals,  
to flee every temptation to be mediocre.**

**Enable me to aspire to greatness, as Pier Giorgio did,  
and to open my heart with joy to Your call to holiness.**

**Free me from the fear of failure.**

**I want to be, Lord, firmly and forever united to You.**

**Grant me the graces I ask You through Blessed Pier Giorgio Frassati's  
intercession, By the merits of Our Lord Jesus Christ.**

**Amen.**

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## **ADMINISTRATION**

Very Reverend James A. Kuroly, M.A, Ed.D  
Rector-President

Mr. Richie Diaz, M.A., M.S. Ed. Principal

Dcn. Philip Franco, M.A., Ph.D.  
Assistant Principal for Advancement and Academic Support

Mr. Joseph Russo, B.A.  
Assistant Principal of Student Life

## **SCHOOL SERVICES**

Mr. Louis D'Amico, M.B.A.  
Business Manager

Ms. Antoinette Camarda, M.A  
Service Program Coordinator, Technology Coordinator

Ms. Angela Sammarco, M.A.  
Veritas Program Coordinator

Mrs. Luisa Peluso, M.S.  
Vianney Program Coordinator

Mr. Larry Medina, B.A.  
Athletic Director

Mr. Jeremy Reyes, M.S., M.B.A. / Ms. Angela Sammarco, M.A.  
Media Center Coordinators

Mr. Richie Diaz, M.A., M.S. Ed.  
College Guidance

Mr. Arthur Savarese,  
Director of Development & Alumni Affairs

## **FACULTY & STAFF**

Rev. Christopher Bethge, M.Div., M.A.  
Ms. Antoinette Camarda, M.A.  
Mr. Richie Diaz, M.A., M.S. Ed.  
Mr. Matthew Dybus, B.A.  
Deacon Philip Franco, Ph.D.  
Mr. Rigoberto Gomez, B.S.  
Very Rev. James A. Kuroly, M.A., Ed.D.  
Mr. Larry Medina, B.A.  
Mrs. Luisa Peluso, M.S.  
Mr. Jeremy Reyes, M.S., M.B.A.  
Mr. Joseph Russo, B.A.  
Ms. Haley Ryan, B.A.  
Ms. Angela Sammarco, M.A.  
Mr. Peter Sammarco, M.A.  
Mr. Alejandro Sanchez, B.A.

### **MAIN OFFICE STAFF**

Mrs. Lorena Corrales, Administrative Assistant  
Ms. Tiffany Martinez, Administrative Assistant

### **BUSINESS OFFICE STAFF**

Mr. Louis D'Amico, M.B.A., Business Manager  
Mrs. Angela Federico, Administrative Assistant

### **DEVELOPMENT OFFICE STAFF**

Ms. Denise Garcia, Administrative Assistant

### **MAINTENANCE**

Mr. Massimo Cariola  
Mr. Rafael Marten

## **BOARD OF TRUSTEES**

Most Rev. Raymond Chappetto `65

Rev. Msgr. Steven Aguggia

Mrs. Theresa Andersen

Mr. Matthew Dybus `11

Mr. Paul Friel `85

Mr. Thomas Grech

Mr. Paul Lynch, Pius `81

Mr. Gerry Magaldi `74

Mr. John Notaro

Mr. John O'Brien `01

Msgr. Sean Ogle `68

Mr. Rocco Papandrea

Mrs. Ana Puente

Mr. Brian Rooney

# SPIRITUAL PROGRAM

**“Dear young people, you have many plans and dreams for the future, but is Christ at the center of each of your plans and dreams?”**

- Pope Francis

The Spiritual Program at Cathedral Preparatory School and Seminary is under the supervision of the priests on staff. Participation in the spiritual program is expected of all students by the very nature of Cathedral as a high school and seminary. It is a serious responsibility which each student freely accepts when he decides to come to a school that is directed towards maturity in Christ and discernment.

The Spiritual Program provides a structure within which growth in Christ can take place. The program has five main parts:

- 1) The Eucharist: The Eucharist is the center of all Christian life and growth. A young man who aspires to “greatness” is expected to grow in Christian virtue and maturity. The Eucharist is the principal means for this growth: one hears the Word of God and is fed with the Bread of Life.
  - a) An active, reverent and attentive participation in our daily Mass is required of all students.
  - b) Each grade level will participate in the Mass program so that students might become more directly involved in the celebration of the sacred liturgies.
  - c) Students can be sacristans, readers, and altar servers at Mass. They are expected to carry out their service with responsibility and devotion.
- 2) The Sacrament of Reconciliation: The Lord instituted this special sacrament for the pardon of sins committed after Baptism. Penance services are celebrated throughout the year. Priests are always available each day for confession. Specific times for confessions are scheduled throughout the week.
- 3) Retreats and Days of Recollection: In the spirit of Jesus who often went off to a quiet place to pray, Seniors and Juniors will make a retreat outside of the school whereas Sophomores and Freshmen will have an afternoon of recollection. These exercises are required and not optional.
- 4) Service Program: The Community Service Program is an integral part of the Spiritual Program at Cathedral. The program of service allows our students to grow in a more mature understanding of Christian service to God’s people and offers our students the opportunity to put faith in Christ into practice. The Service Program Coordinator oversees this key aspect of our school.

5) Supportive Spiritual Exercises:

a) Visits to the Blessed Sacrament: Students are encouraged to make frequent visits throughout the day to the Blessed Sacrament to grow in friendship and love with the Lord.

b) Eucharistic Devotion: At the last period on each Thursday, the entire school community will assemble in the chapel for Adoration, Spiritual Conference and Benediction.

c) The Rosary: Mary is the Patroness of Cathedral. Praying her rosary we meditate on the life, death and resurrection of her son, Jesus. On each Thursday in October and May our community prays the rosary together.

It is strongly recommended that each student prays this devotional prayer on his own throughout the year.

d) The Way of the Cross: Meditating upon and uniting ourselves with the passion of Christ, we journey with Him on the road to Calvary. During the Season of Lent, Stations of the Cross are held once a week.

e) Brotherhood of Mary Immaculate: The Brotherhood of Mary Immaculate is a student run prayer group which focus on building a relationship with Christ through Our Blessed Mother. The Brotherhood prays the Angelus every day after the Eucharist while also working to become Christian men for the greatness and men for life through prayer.

f) Divine Mercy Chaplet: The devotion to the Divine Mercy, based on apparitions of Jesus to Sister Faustina, is prayed throughout the year.

6) Spiritual Direction: Priests are available to offer students a safe and welcoming place to discuss their Faith journey.

## PRAYER TO KNOW ONE'S VOCATION

*Lord, my God and my loving Father, you have made me to know you, to love you, to serve you, and thereby to find and to fulfill my deepest longings. I know that you are in all things, and that every path can lead me to you.*

*But of them all, there is one especially by which you want me to come to you. Since I will do what you want of me, I pray you, send your Holy Spirit to me: into my mind, to show me what you want of me; into my heart, to give me the determination to do it, and to do it with all my love, with all my mind, and with all of my strength right to the end.*

*Jesus, I trust in you. Amen*

# SEMINARY PROGRAM

## AS STATED IN THE PROGRAM FOR PRIESTLY FORMATION (USCCB 2006)

- In the high school seminary, students acquire the basic skills and knowledge that enable them to pursue higher education. Catechesis should occupy a central position in the program of a high school seminary. This should include a solid foundation in spirituality and Catholic moral values.
- A good high school education is a value in itself and an important step in the development of a priestly vocation. The primary intellectual goal of a high-school-level seminary should be a well-rounded secondary education as a preparation for college. Such formation must present the best available academic program, taking into consideration the needs of the student and the multicultural character of today's Church. It should combine creativity, sound pedagogy, and a concern for academic standards.
- The very reason for their existence presumes that high school seminaries offer an excellent curriculum of religious instruction. In addition to the major themes of the Catechism of the Catholic Church, these programs should provide courses in Church history and Catholic social teaching. The goal of this catechesis is to engage the young student in a personal relationship with the Lord Jesus and call forth a deep commitment to His mission and message to the world.

## ACADEMIC PROGRAM COURSE OF STUDY

### FRESHMAN:

Intro to Catholic Faith Honors (1 credit)  
Intro to Catholic Faith Vianney (1 credit)  
Intro to Literature Honors (1 credit)  
Intro to Literature Vianney (1 credit)  
GI Studies I Honors (1 credit)  
GI Studies I Vianney (1 credit)  
Living Environment Honors (1 credit)  
Living Environment Vianney (1 credit)  
Phys Ed 9 Honors (.75 credit)  
Phys Ed 9 Vianney (.75 credit)  
Algebra I CC Honors (1 credit)  
Algebra I CC Vianney (1 credit)  
Guidance 9 Honors (.25 credit)  
Guidance 9 Vianney (.25credit)  
Music (.25 credit)  
Multiculturalism (.25 credit)  
Latin I Honors (1 credit)  
Latin I Vianney (1 credit)  
Spanish 9 Honors (1 credit)  
Spanish 9 Vianney (1 credit)

### SOPHOMORE:

Intro to Sacred Scripture Honors (1 credit)  
Intro to Sacred Scripture Vianney (1 credit)  
British Literature Honors (1 credit)  
British Literature Vianney (1 credit)  
GI Studies II Honors (1 credit)  
GI Studies II Vianney (1 credit)  
Chemistry 10 Honors (1 credit)  
Chemistry 10 Vianney (1 credit)  
Phys Ed 10 Honors (.75 credit)  
Phys Ed 10 Vianney (.75 credit)  
Geometry CC Honors (1 credit)  
Geometry CC Vianney (1 credit)  
Guidance 10 Honors (.25 credit)  
Guidance 10 Vianney (.25 credit)  
Latin II Honors (1 credit)  
Latin II Vianney (1 credit)  
Spanish 10 Honors (1 credit)  
Spanish 10 Vianney (1 credit)  
Drama Honors (.25 credit)  
Drama Honors (.25 credit)

## ACADEMIC PROGRAM COURSE OF STUDY

### JUNIOR:

Catholic Morality Honors (1 credit)  
Catholic Morality Vianney (1 credit)  
American Literature CC Honors (1 credit)  
American Literature CC Vianney (1 credit)  
U.S. History Honors (1 credit)  
U.S. History Vianney (1 credit)  
Phys Ed 11 Honors (.75 credit)  
Phys Ed 11 Vianney (.75 credit)  
Physics Honors (1 credit) Physics Vianney (1 credit)  
Earth Science Vianney (1 credit)  
Skills 11 Honors (1 credit)  
Skills 11 Vianney (1 credit)  
Guidance 11 Honors (.25 credit)  
Guidance 11 Vianney (.25 credit)  
Alg 2 Enrichment Honors (.25 credit)  
Alg 2 Enrichment Vianney (.25 credit)  
Latin III Honors (1 credit)  
Latin III Vianney (1 credit)  
Spanish 11 Honors (1 credit)  
Spanish 11 Vianney (1 credit)  
Health 11 Honors (.50 credit)  
Health 11 Vianney (.50 credit)

### SENIOR:

#### *Required Courses:*

World Lit Honors (1 credit)  
World Lit Vianney (1 credit)  
Gov/Eco Honors (1 credit)  
Gov/Eco Vianney (1 credit)  
Health 12 (.50 credit)  
Phys Ed 12 (.75 credit)  
Public speaking (1 credit)  
Film (.75 credit)  
Skills 12 (.25 credit)

#### *Elective Courses:*

Advance Placement Chemistry (1 credit)  
Online Course (.75 credits)  
History of New York (.50 credit)  
Pre Calc & Trig (1 credit)  
Personal Finance (0.75 credit)  
Church History (1 credit)  
Perspectives on Christianity: A Catholic Approach (1 credit)

# **N.Y. STATE EXAMINATIONS**

## **HONORS**

At the end of each before quarter and semester, the Principal publishes a list of students who have qualified for the following Honors:

Principal's List - 95% or over in each subject.

First Honors - an overall average of 90%, no grade less than 85% in each subject.

Second Honors - an overall average of 85%; no grade less than 80% in each subject.

## **COURSE WEIGHTS**

Each course has a credit weight assignment, noted on the Report Card.

Students are encouraged to be aware of the credit weight of each course when computing their averages.

## **ACADEMIC GROWTH & OPTION C**

Daily and constant monitoring of Option C are essential parts of student growth and parental involvement. Student grades and academic progress will be noted by teachers on the Option C program. Report Cards and Progress Reports will be printed and/or mailed to parent(s)/guardian(s).

## **ACADEMIC RANKINGS**

Students are encouraged to use this information constructively and positively to help themselves in academic growth and to support and challenge one another in brotherly encouragement.

# MARKING PERIOD

There are four marking periods. The four marking periods are listed in the annual calendar online and in Option C.

Grades are recorded on a report card that the student takes home to be signed by the parents. Parent/Teacher meetings are scheduled three times a year.

## **Cathedral Preparatory School and Seminary** **Grade Reporting, Option C Policy**

The Option C system will be utilized to enhance teacher, parent, and student communication regarding academic and other information. The Option C system is accessed through the school website. At the first parent welcome night and during the first week of school, parents and students respectively will receive training on how to use the system. A key advantage of the Option C system is the opportunity it provides our Cathedral Prep teachers to more regularly and consistently report academic growth information such as grades, successes, and challenges.

The following is the policy is Cathedral Prep's policy for the use of Option C:

### **Homework, Regular, and Smaller Assessments**

Teachers will report all grades for assessments in this category 48 hours or less after the submission of the assessment.

### **Exams, Projects, and Larger Assessments**

Teachers will report all grades for assessments in the category 5 days or less after the submission of the assessment.

### **Academic Growth Check**

On Friday of each week by 3:00pm all parents and students are encouraged and expected to check Option C for an up-to-date picture of a student's progress for that week and the preceding weeks.

### **Communication**

Option C will only be an effective tool for academic growth if it SUPPORTS not REPLACES communication between administration, teachers, parents and students. It is essential that all of us work together to communicate and support academic growth and successes.

## **TUITION POLICY**

Annual Tuition:	\$9,000
Activities/Registration Fee:	500
Graduation Fee:	300

Tuition is payable according to the schedule listed in the calendar (July 1st to April 1st). The first semester tuition and all fees must be paid by December 1st or students will not be permitted to take their midyear examinations. Second semester tuition must be completed by April 1st or students will not be permitted to take final examinations.

All students and their families are required to participate in all aspects of fund raising at Cathedral Prep. Tuition covers less than ½ of the actual cost of a student's education. Your participation in fund raising is an essential aspect of student life.

Minimal goals for each student are:

Crusader Club - \$300 in super raffle tickets (partners encouraged).

Drawing and Reception on day of the raffle.

Walk-A-Thon - \$100 in pledges. However, all non-participating students will be billed accordingly.

Yearbook – at least \$200 for Freshmen, Sophomores, Juniors; \$250 for Seniors in ads and donations. The student should seek out these donations from friends, relatives and local businesses to relieve parents of added financial responsibility. However, all non-participating students will be billed accordingly.

# **SCHOLARSHIPS & FINANCIAL ASSISTANCE**

## **ACADEMIC SCHOLARSHIPS**

Students who have been awarded an academic scholarship must maintain certain standards to continue to enjoy the scholarship. On the final report card each year he must achieve an average of 85% in his subjects and have no mark below 80%. These requirements are strictly enforced.

## **CRUSADER SCHOLARSHIPS**

Students who have been awarded a Crusader Scholarship must maintain certain standards to continue to enjoy the scholarship. These standards include being a full and active participant in the life of Cathedral by participating in volunteer events, fundraisings efforts, service program, the punctual payment of tuition, etc. This student is also expected to strive for his best in all academic endeavors and to uphold the highest standards in integrity.

## **FINANCIAL ASSISTANCE**

Students who receive any financial assistance must maintain certain standards to continue to enjoy assistance. Tuition is to be paid on time, and participation in all required fundraising is expected. This student is also expected to strive for his best in all academic endeavors and to uphold the highest standards of integrity.

# **PROMOTION AND GRADUATION INFORMATION**

1. The performance of any student with failures in a given marking period will be monitored by the Principal and Assistant Principal of Academics. A student who seems to be struggling will be interviewed by the Principal and Assistant Principal of Academics in order to assess his academic performance. A student who fails two subjects may be suspended from extracurricular activities for the entire following marking period and goes on academic probation. A student who fails three subjects will be suspended from extracurricular activities for the following marking period and goes on academic probation.
2. At the conclusion of each quarter (four times a year), the administration will evaluate each student's academic standing and his character rating. If his academic standing and/or character rating has fallen below the standards that we expect from our students, he will be subject to dismissal.
3. If a student fails a subject at the end of the school year on the final report card, he must take that subject in AN APPROVED summer school, and successfully pass it to advance to the next grade in the following school year.
4. If a student fails two subjects on the final report card, he must take the subjects or an equivalent one approved by the Principal in summer school, and successfully pass them to advance to the next grade

in the following school year. He will also be placed on Academic Probation, where he will be monitored by the Assistant Principal of his House.

5. If a failure occurs in a student's senior year, he must pass the subject before being certified as a graduate. He must pass the subject in summer school, or if there is no course available which is approved by the Department, the student must meet School requirements as established by the Principal.
6. If a student fails three or more subjects, he will be asked to leave the school.

## **REQUIREMENTS FOR GRADUATION**

**CATHEDRAL PREP DIPLOMA**      A Cathedral diploma is awarded to a student who has successfully completed four (4) years of study and who has met each of the following requirements of Cathedral Prep and the State of New York.

Theology English Social Studies Science Mathematics  
Foreign Languages Fine Arts  
Health Education Physical Education Electives  
4 Units  
4 Units  
4 Units  
3 Units  
3 Units  
6 Units  
1 Unit  
1 Unit  
3 Units  
As Required

In addition to the number of units required for the sequences above, a student must pass all the following with a grade of 65 or higher:

1. the New York State exam in English
2. the New York State exam in US History & Gov't
3. the New York State exam in Global Studies & Geography
4. the New York State exam in one Mathematics  
(Integrated Algebra, Geometry, Algebra 2/Trigonometry, Algebra II)
5. the New York State exam in one Science (Earth Science, Living Environment, Chemistry or Physics.)

## **VALEDICTORIAN AND SALUTATORIAN**

Students will be selected each year to represent their graduating class as Salutatorian and Valedictorian. These selections are based on a number of criteria, not just academic GPA. The Valedictorian and Salutatorian are expected to be active, full participants in the life of Cathedral Prep, to excel academically, and to be mature in Christ and their discernment over the course of four years.

## **HONORS AND VIANNEY PROGRAM PLACEMENT POLICY**

### **Initial Placement**

A student is initially placed in the Honors, or Vianney programs upon the administration's review of the student's official transcript, TACHS score, interview notes, and other admissions documents.

### **Honors Program**

In order to remain in the Honors program, students must maintain an 85 average or higher with no initial grade lower than an 80 in each subject at the end of the academic year.

### **Promotion in Program Placement**

Students in the Vianney programs will have the ability to achieve placement in a higher program. Evaluation of such movement is ongoing, cumulative, and done by the entire faculty. Such a student must have proven himself in academic excellence, hard work, and a strong willingness to be challenged. The student must be recommended by the faculty. Should such a move be recommended and approved, the student will be placed in the new program for the subsequent school year.

### **Demotion in Program Placement**

Should a student not meet the standards and expectations of the particular program in which he is enrolled, he will be reviewed at the end of the year by the administration and faculty with the possibility of being removed from the program for the subsequent school year.

### **Notification of Program Change**

Parents and students will be notified in writing at the end of July of any change in program for a student all Honors and Vianney Policy content.

## **POLICY ON ADVANCEMENT IN MATH AND SCIENCE**

### **Initial Placement Special Schedule**

Incoming freshmen who have completed high-school level Algebra I, Living Environment, or other courses will be evaluated by the Principal and teachers in that department for consideration of placement in an advanced-level course. In order to be considered for such advancement, the incoming student must have successfully passed the New York State Exam in the respective subject and proven mastery in his year-long studies as evidenced by his Report Card. Passing the regents exam does not guarantee placement in an advanced course.

### **Continued Advancement**

In order to remain in advanced-level classes for the following year, a student must satisfactorily complete the class and the corresponding New York State Exam. If a student passes the class but does not pass the State Exam, he will not be permitted to continue in advanced-level classes for that subject, unless he elects to retake and pass the New York State Exam in August.

### **Veritas Honors Program:**

The Veritas Honors Program at Cathedral Prep School and Seminary has been implemented for outstanding students and offering them an intellectually challenging and culturally enriched education.

Cathedral is committed to developing well-rounded individuals, engaged citizens, dynamic Catholics, effective leaders and graduates who are prepared for university studies. However, the Veritas Honors Program stresses academic rigor and active learning in and outside the classroom. Students in Veritas will be introduced to a rich array of educational opportunities at Cathedral and throughout the city. In addition, the Veritas Honors Program requires students to be leaders and engage others in community service.

### **Vianney Program:**

Vianney Program is designed to meet the special academic needs of specific students beginning with their studies in the Fr. Troike Program and continuing over the course for their four years of study and growth at Cathedral Preparatory School and Seminary.

The Program does this by:

1. Identifying and meeting the students' special academic needs, especially in the disciplines of English and Math;
2. Addressing their academic needs through unique approaches to teaching and learning, including a student-centered classroom environment;
3. Supporting the academic and social growth of students through regular formal and informal meetings and discussions with various members of the school (administration, faculty, current students); and by
4. Approaching student achievement and work in unique ways that prevent missed work and other traditional failures that prohibit academic growth and learning.

## **STANDARDIZED TESTING PROGRAM**

For Sophomores & Juniors:

PSAT/NMSQT – administered to Sophomores and Juniors in October at Cathedral Prep. Scores of verbal and mathematical ability help teachers and students in adjusting the learning goals and are, when coupled with student's school records, good indices in predicting his aptitude for success in college. These scores are also used by the National Merit Scholarship to determine its Com- mended Students, Semi-Finalists and Scholarship winners.

The SAT is administered in October, November, December, January, March, May and June. The SAT is administered at Cathedral Prep twice a year. Students are guided to register for these exams in Guidance classes.

For Seniors:

SAT and the Achievement Tests may be taken throughout the year. Results of these tests are sent to the school and the student about six weeks after the test. Cathedral Prep's SAT code number is 331813.

Advanced Placement Exams: At the discretion of the Principal and course teacher, students may take Advanced Placement Exams.

#### **HOMEWORK POLICY**

Students are expected to submit every, single homework assignment **ON TIME** and **COMPLETELY**. Failure to complete homework on time and completely results in immediate detention (see page 32) and points penalty on character rating.

All Homework will be listed on Option C. If a student fails to submit and complete a total of 10 or more homework assignments at the end of an academic quarter, there will be a review by the Administration with a possible expulsion from the school. No student will be allowed to complete Midterm, Final, or Regents exams without completing all of his missing assignments.

## **ACADEMIC INTEGRITY POLICY**

Cheating is defined as anything that puts academic integrity of the student(s) involved into question. This includes all aspects of work such as tests, projects, homework assignments and any other academic endeavors. Any student involved in a violation of academic integrity is subject to the following:

1. First Offense - The student(s) involved (both receiver and giver) will receive a zero on the assignment with no possibility of makeup. The student(s) will also receive detention and will be suspended from all Cathedral activities and sports for the period of 1 week.
2. Second Offense – The student(s) involved will receive either an in-house or out-of-school suspension, dependent on the details of the incident.
3. Third Offense – The Administration will immediately discuss and levy specific penalties, with the possibility of expulsion of the student from Cathedral Prep.
4. If a student violates the academic integrity policy during Midterm, Final, or State exams, a review by the Administration of that student is automatic.

## **PERSONAL LOCKERS**

The student lockers are the property of Cathedral Prep, not of the individual student. Each student is assigned a locker on the 2nd or 3rd floor corridors and Locker Room based on the student's fraternity. The condition of a student's locker reflects his own neatness and his ability to order his possessions. Special care should be taken to avoid leaving wet or damp items in any locker. These lockers must be secured at all times. Reasonable care in closing the locker doors will prevent undue noise in the corridors. For safety reasons, do not leave locker doors open. Students are not to tamper with the lockers of other students. A student who does tamper with the locker of another student is liable for expulsion. No student may use more than one locker or a locker not officially assigned to him.

All lockers are subject to inspection by the faculty, administration and law enforcement personnel at any time.

## **PHYSICAL EDUCATION LOCKERS**

The student physical education lockers are the property of Cathedral Prep, not of the individual student. Each student will be assigned a small locker in the gymnasium locker room. This locker is for the physical education uniform – shirts and shorts, sneakers and athletic socks. Each student will have a combination lock, which is made available by the school – no other locks are to be used. For a Physical Education class or for extra-curricular athletics, a student will make use of a gym locker. The combination lock must be used to secure this locker. Special lockers are assigned to members of official school teams. Lockers should be closed and locked when not in use. Nothing is ever to be left on benches, floors or open lockers in the Locker Room.

## **PHYSICAL EDUCATION UNIFORMS**

The uniforms for Physical Education and the locks for the students' lockers must be obtained through the school. All such items are to be paid for when distributed. Each student must be in proper attire for Physical Education classes, i.e., his uniform shirt, (any Cathedral-issued shirt), shorts, athletic socks and sneakers. Any student not in full physical education uniform for class may not participate in class activities and must remain seated on the bleachers in the gym and will result in academic penalties. This time is not to be used to complete schoolwork or studying.

## **ELEVATOR**

The elevator is for the use of the faculty and staff. No student is permitted to the elevator except for medical reasons. With proper medical documentation, an elevator key may be signed out from the Main Office by a student at the start of the school day. This key must be returned at the end of school that day.

## **TRANSPORTATION PASSES**

The Office of Pupil Transportation issues full-fare MetroCards to students who live more than one and one-half miles from school, and half-fare passes to students who live less than one and one-half miles from school. These passes can be used on all buses and subways and allow the student a free transfer to another carrier when necessary. If the MetroCard is lost, the student should notify the school immediately. The student should come to the Main Office during the Fraternity Period to report a lost or damaged MetroCard. MetroCards are valuable. They should be kept in a wallet or pass holder and care should be given to protect the magnetic strip. Misuse of a MetroCard is a crime and subject to all New York City laws.

## **SCHOOL PARKING LOT**

Parents who visit the school for any reason (drop off, games, practice, etc.) are asked to park on the street. PLEASE DO NOT COME INTO THE SCHOOL PARKING AREA OR BLOCK THE DRIVEWAY. UNAUTHORIZED VEHICLES PARKED IN THE SCHOOL PARKING LOT WILL BE TOWED AT THE OWNER'S EXPENSE.

No student is permitted to park in the parking lot at any time.

## **DIRECTIVES FOR STUDENTS**

### **1. Morning Assembly:**

Students may enter the building at 7:00 a.m. They are to assemble in the cafeteria or Media Center. No student is to be above the first floor without permission. Students should leave the cafeteria to report to Fraternity when the bell rings at 7:43 a.m.

### **2. Attendance:**

Daily attendance is essential to full participation in all learning experiences as well as in establishing a work ethic that will benefit students at higher levels of education and future employment. Attendance is taken each day by the Fraternity teacher. The New York State Department of Education has set a standard of 90% attendance for promotion to the next grade level. Parent(s)/guardian(s) will be notified of absence from school via our automated calling system; therefore, it is important for student biographical information to be updated and correct.

Our school attendance plan also provides for the effective implementation of attendance outreach, follow-up and support services if the 90% attendance standard is not being met.

### **3. Absence:**

If a student is absent from school on any day, his parent(s)/guardian(s) are expected to telephone the school, (718) 592 – 6800, extension 605, the reason for his absence, no later than 8:00 a.m. After 8:00 a.m. parent(s)/guardian(s) will be notified via our automated calling system of the student whose absence

has not been explained to guard against the possibility that an accident or other misfortune might remain unknown to the parent or the school; therefore, it is important for student biographical information to be updated and correct.

Parent(s)/guardians must submit a note or letter explaining their child's absence from school.

On the day of his return to school, the student who has been absent **MUST** bring a note of explanation from a parent(s)/ guardian to the Attendance Officer. The parent(s)/ guardian phone call does not take the place of this note. **BOTH** a phone call and a note must be provided when a student absence occurs. If the student has forgotten the note, he will be required to bring it in the following day. The second time he forgets, he will receive a detention. The third time the parents will be telephoned by the Attendance Officer. Family vacations should be planned to coincide with vacation days and weeks of the annual school calendar. Teachers are not obligated to make prior arrangements for assignments, projects, and other instructional activities involving work that has not yet been presented. If a student becomes ill in school, he cannot go home on his own unless previous consent was given through the official Cathedral Prep form. A parent or other adult must come to school and sign him out. Students should not return to school until they are completely well as not to infect the other students, especially in the case of a contagious condition.

4. Lateness:

### **SCHOOL LATENESS POLICY**

Attendance and punctuality are essential components of your son's academic success. In turn, excessive lateness affects his education, as he is missing valuable classroom instruction, increasing the chances for failure. Simply stated, we cannot be as successful as possible if your son is not at school on time and attending on a regular basis.

Because of this Cathedral Prep's commitment to improving student achievement, we are implementing the following lateness policy:

#### Lateness Policy

1. Detention will be issued for a student after three latenesses to school.
2. Any student who has received three detentions due to lateness (late nine times) will be subject to out of school suspension.

## **CLASS LATENESS POLICY**

Students who are late to school must report to the Attendance Officer in the Main Office for a pass of admission to class. The time of arrival will be recorded on the lateness record. Any reasonable reason will be checked with the student's parents. Latenesses will also result in detention and suspension penalties at the discretion of the Assistant Principal of Student Life

Lateness to subject class may also result in a lower class average due to the loss of instructional time in activities such as: do now completions, classroom participation opportunities, examinations (quizzes/full period exams), dialogues, speeches, group work, lab work, etc.

### **5. Entering and Leaving the Building:**

Students must only enter and leave the building using the front door.

a) Entering Cathedral: Students are expected to enter the building in dress code. They may wear sneakers and do not have to wear suit jackets during seasonal dress, but must be in full dress code by fraternity.

Once a student enters school in the morning, he is not permitted to leave the building for any reason due to diocesan policy. There are no exceptions to this rule.

b) Leaving the building on account of sickness: During the school day, any student who feels so ill that he cannot remain in school until dismissal must first report to the Main Office, and then notify the teacher. After the student's parents have been notified, the student must be picked up by a parent or guardian in the Main Office.

c) Leaving the building or classroom for other reasons: Any student who is going to leave the building, even for a short period of time, must first obtain a pass from the Assistant Principal of Student Life. The student must show the pass to his teacher in order to leave the classroom. He must then report, with the pass, to the Main Office to be signed out.

Any student who is going to leave the classroom for an extended period of time must first obtain a pass from the teacher. The pass must be signed and the time noted by the teacher with whom the student had the appointment. This must be presented to the teacher upon return to the classroom.

### **6. Stairs and Hallways:**

Running, jumping, throwing things on the stairs or in hallways is dangerous. Proper behavior should be maintained. Students are to walk quickly and quietly on the stairs. While walking on the stairs, students are to proceed in single file staying to the right. The center of the stairs should be kept clear at all times. Students are to walk in the hallways quietly so as not to disturb the classes in progress. They are to stay to the right at all times, using the door on the right hand side when going from one part of the building to another. While students are permitted to talk in the halls and on the stairs, yelling, pushing and running are strictly prohibited.

7. Classrooms:

Students are to be in their assigned rooms when the bell rings for class. They are to be silent when the teacher begins the Opening Prayer. Books and other possessions are never to be left in desks after class or overnight. Students are never to write on blackboards or SmartBoards outside of class time. They must not lean from the windows of the school, talk from them or throw any objects from them. Students are not to open the teacher's desk at any time nor sit on the lecture chair. Students may never open or close windows. Students are to leave class immediately after dismissal and proceed to their next class. Because they have only two minutes to arrive in the next class, they should not delay.

8. Cafeteria:

While lunch period is a time for relaxation, it cannot be a time for chaos. Students causing any disorder in the Cafeteria will face disciplinary action. After eating, students are to leave their places neat and clean. Students are never to eat or drink anywhere on the school premises outside the Cafeteria.

During the lunch period students must never leave the Cafeteria. If they have to leave the Cafeteria for any reason, they must ask permission of the teacher on duty and they must report back to the teacher when they return to the Cafeteria. Students are to arrive at classes five minutes after the lunch period ends. Students are not permitted to enter the Locker Room during the lunch period. Students are not permitted to write school assignments in the Cafeteria or anywhere else in the school before class in the morning or during lunch periods. Book bags are not to be brought into the Cafeteria during the lunch period.

9. Bathroom:

No student may use a bathroom during a class period. Bathrooms are to be used between classes and during lunch time ONLY.

10. Internet:

The students of Cathedral Prep have access to the Internet as part of their educational program. Students are only permitted to use the Internet for educational purposes. It is not for personal use. Any student found using the Internet inappropriately will be liable to disciplinary action.

11. Student Use of Social Media:

First and foremost, students are reminded that they are Cathedral Prep students inside and outside of the school building and their writing, voices, and all communication is a reflection of them as students and of Cathedral Prep as a school. Students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Cathedral Prep community and outside of the school.

Students who participate in online communications of any kind must remember at all times that such activity reflect on the entire Cathedral Prep community and, as such, are subject to the same behavioral standards set forth in the Directives for Students. In addition to those regulations, students must abide by the following rules:

- a) Students may not, under any circumstances, create digital or online media that is disparaging or an impersonation of any Cathedral Prep administration, faculty, staff, or student in any way. Any student found to be doing so is subject to immediate expulsion.
- b) To protect the privacy of Cathedral Prep students, faculty, and staff, students may not, under any circumstances, create digital video recordings of the Cathedral Prep community members either within the school or outside of the school at Cathedral Prep events for online publication or any form of distribution.
- c) Students may not use social media sites to publish disparaging or harassing remarks about Cathedral Prep community members, athletic or academic contest rivals, etc.
- d) Students who choose to post personal editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the Cathedral Prep community.
- e) Cyber-bullying includes the following misuses of digital technology: written threats, teasing, intimidating, or making false accusations about another student or teacher by way of any technological tool, such as sending or posting inappropriate emails, instant messages, text messages, digital images or website postings (including blogs and social networking sites). Any student found to be participating in cyber bullying in any way is subject to immediate expulsion.

Failure to abide by this Policy, and with other policies at Cathedral Prep, may result in disciplinary action as described in this handbook, or as determined by the school administration.

#### 12. Cell Phones and Electronic Devices:

Students are permitted to bring cell phones into the building. However, all cell phones must be turned off and kept in their lockers from 7:43 AM to 2:46 PM. Parents may leave urgent messages for students through the Main Office. Students may return messages by using the Main Office phone on the first floor, after getting permission.

If a student is caught in violation of these rules, in addition to immediate disciplinary action, the cell phone will be confiscated and held by the Assistant Principal of Student Life. There is no appeal to these rules. Students are strongly discouraged from bringing Smart watches, BlackBerries, iPods or any other electronic device to school. If a student's cellphone goes off in the classroom, he will receive a detention. If a cellphone goes off or is used in Chapel, that student will be suspended out of school for one day. If a student is caught with a phone or communication device during an exam/quiz or within the above time frame, it will be assumed he is cheating and the policy for cheating on exams will be followed. Cathedral is not responsible for any lost, damaged, or stolen cell phones or electronic devices. If a student chooses to disregard these rules, he is solely responsible for the electronic device.

A student who uses a cell phone or other electronic device to record and/or post any student or faculty member's voice or image without that person's specific written permission will be liable to criminal prosecution and expulsion.

A student's current cell phone number must be included on the Emergency

Contact Card that is returned to the Main Office in September.

### **IMPORTANT ELECTRONIC DEVICES POLICY FOR EXAMS**

Cell phones, Smart phones, Smart watches and any other electronic devices (iPods, etc.) are not permitted in testing rooms. If a student brings them to school, he must leave them in his locker. Per New York State regulations, if a student is found to be in possession of a prohibited electronic device in the testing area, the student's test must be invalidated.

#### 13. Respect for Property:

Writing on desks or any school property at any time is strictly forbidden. Defacing or stealing school property or the property of students can result in expulsion. Chewing gum is forbidden in the school at all times.

#### 14. Dress Code:

a) At all times a Cathedral student is to be neatly dressed for school. Extremes in haircuts, hairstyles design, or hair color are not permitted. Hair should be neatly groomed, of moderate length and should not cover the eyebrows or collar. This is not an excuse for not shaving or looking sloppy. Students are permitted to have a fade or line into their haircut but designs are not permitted. Final determinations of violations will be made by the Assistant Principal of Student Life.

Earrings, tongue rings, or other visible pierced body parts are not acceptable and may not be worn in school. Other forms of jewelry such as chains, nameplates, etc. must be worn INSIDE the shirt. Excessive jewelry is inappropriate. If a student wishes a pierced ear, the procedure must be done at a time when he will not have to wear the earring during school time. Body piercing and exposed permanent tattoos will be taken as a request for immediate dismissal.

b) Students are required to wear dress slacks. All pants should be clean and pressed. Pants are worn at the waist. Corduroys are not acceptable. A white, button down, collared dress shirt must be worn. No colors, stripes or designs are permitted. If a student wears a t-shirt under his school shirt, it must be white. Students must wear a tie and a neat clean, pressed dress jacket of their choosing. A school sweater, which may be purchased through Land's End/Crusader Store at the Cathedral Prep website link may be worn in place of a dress jacket. Students may NOT roll up sleeves of shirts, jackets, or sweaters.

c) Students MUST wear a belt keeping the dress slacks securely above the waistline. Students are also expected to wear a plain black or brown dress belt. Shirts must always be neatly tucked into pants. Needless to say, cleanliness and personal hygiene is always expected. Dress shoes are also required. Dress shoes are to be worn at all times. Shoes should be conservative in style and solid black or solid brown in color. Suede shoes, sneakers or sandals/slippers are not permitted. No white socks are permitted even on Physical Education days. No footwear resembling a work boot or a sneaker is permitted. Dress shoes have flat soles. Shoelaces are to be tied and of the same color as the shoe.

d) Be advised that the school year begins with seasonal dress. Seasonal dress is a relaxed version of the school dress code. Students may wear official Cathedral Prep buttoned, collared shirts during this

time. If a student chooses not to wear an official Cathedral Prep shirt, he must wear a white dress shirt and tie. If a student wears a t-shirt under his school shirt, it must be white or black.

e) Hats or scarves may be worn only and route to or from school. All headgear must be removed before entering the building.

15. Textbooks:

State textbooks which the student receives are loaned to him for the year and will be collected at the end of the school year. The state requires the school to reissue these books over a period of years. Therefore, each student must keep these books in good condition. While the student has the textbook he must:

a) Fill in the label completely.

b) Repair the book when necessary, e.g., cloth tape, white glue, etc.

c) Refrain from writing in the state textbook.

16. Report Cards:

Report Cards are distributed at the end of each marking period. They must be returned signed by a parent or guardian.

17. Lost and Found:

Articles that are found must be turned into the Main Office. Lost articles which are kept in the office must be claimed within one week.

18. Substance Abuse:

Use of Tobacco, vaping, juuling, or marijuana use is prohibited in the school, on school property, and at all school activities in or out of school. Students coming to school or to any school function with alcohol, tobacco, or any illegal or unpre- scribed drug or under the influence of these are subject to immediate expulsion.

19. Prescription Medication:

Any student on medication must have an Authorization for Self Administration of Medication Form on file in the Main Office, along with the prescribed medicine.

20. Physical Examination:

In an effort to improve the health and well-being of our students and facilitate the Athletic & Physical Education programs of the school, Cathedral Preparatory School and Seminary requires every student to have a current physical examination on file. Current is defined as “within the last year.” For this reason, it is best to complete all physicals during the summer months, prior to the beginning of school. Compliance with this rule is the responsibility of the student and the parent/guardian, not the school. Please be sure your physician clearly indicates all health concerns. Both the “DIAGNOSES” and “RECOMMENDATION” section of the form must be completed for participation in team sports.

21. Media Center:

Students are not to enter the Media Center without supervision. The room is designed for private and group study. No other activity is permissible. Good order must be maintained at all times. The space is to be kept clean. Personal items and books cannot be left unattended. Food and drink are prohibited. Those using the room should expect and maintain silence.

22. Evacuation, Lock –Down and Drills:

Students are to be absolutely silent during fire drills. They should be alert to instructions given by the faculty. They should walk to the exits in an orderly manner and leave the building as quickly as possible, as directed.

23. Office Hours:

The Main Office is open daily from 7:30 A.M. to 4:00 P.M. on days when school is in session.

24. School Closings:

In the event of storms or other emergencies that may prevent school attendance, students are to check the school web page at [www.cathedralprep.org](http://www.cathedralprep.org) and their school email. To avoid needlessly jamming the school's telephone line at such a time, students are not to telephone the school. Students will also receive a message regarding any schedule changes, delays or closures.

25. School Information System:

The school uses a system to contact students and parents/guardians at various times throughout the school year through phone calls, emails and text messages. In September, each student is given the opportunity to submit contact phone numbers to the Main Office for the database. All emails are sent to parent and student @cathedralprep.org email addresses. It is the responsibility of the parents and student to inform the Main Office of any desired changes to contact phone numbers. The system is also used for attendance calls in the case of unreported absences.

26. Messages:

As a general rule, students are not given telephone messages. Please settle appointments, etc., before the student leaves home. In an emergency, contact the Main Office.

27. Respect for Faculty:

The faculty and staff of the school devote themselves to the full development of the students. The students therefore should maintain a spirit of respect toward the faculty and staff. Disrespect in speech or conduct by any student toward any teacher, especially in the classroom, will not be tolerated. The student who is guilty of such disrespect is liable to immediate expulsion.

28. Respect for Others:

Students should maintain a spirit of Brotherhood and cooperation with their fellow students at all times. Misconduct toward fellow students will result in disciplinary action. Fighting with fellow students makes one liable to expulsion. Any incident of theft or harassment is treated very seriously and is reason for expulsion.

29. Restricted Areas:

Students are never to be in the following areas without a teacher being present: any classrooms, any school offices, Science Laboratory, the Ford Center, the Stage, the Auditorium, the Weight Room, and Media Center.

30. Detention:

Students may be punished with detention for violating the directives of the school, for failure to have their assignments, or for not fulfilling their obligations in a fitting manner. Detention takes place at 7:00 AM sharp on the days announced by the Assistant Principal of Student Life. Students will not be excused from detention for personal appointments. Any time a student is issued a detention, an email is sent to his parents via Option C.

31. Working Papers:

Forms needed to receive working papers are to be obtained from the Assistant Principal of Student Life. A doctor's note specifically stating that the student is in good health and can work must be obtained before working papers can be issued.

32. Steps for Major Discipline Problems:

a) Disciplinary Review:

Students are reminded that their character and behavior are under constant review by the Administration and Faculty, so as to challenge them to grow to be men for greatness. Students who fail to show progress or growth are subject to disciplinary review at all times.

b) Disciplinary Probation:

Disciplinary Probation is a time during which a student who has violated school discipline must prove that he is worthy to continue his studies in Cathedral. A student is placed on probation because of a serious or frequent disregard of school directives. The parents will be informed of their son's probation. Students on disciplinary probation will receive a stricter punishment for infractions (ex. instead of a detention it will be a suspension), and this will be tracked on Option C. During the school year, evaluation of the student will be made by the administration to determine if the student may remain in Cathedral. A student on disciplinary probation who has not sufficiently improved will be liable to expulsion. Any student on Disciplinary Probation will be evaluated by the administration at the end of the school year to determine his future at Cathedral.

d) Suspension:

Suspension is the temporary separation of a student from the school and classes. A student is suspended from school because of a very serious violation of the school directives. If a student on probation shows no or only slight improvement during the time of his probation, he may be suspended or dismissed from the school. A suspended student may not return to school until his parents have talked to the Rector and Principal.

e) **Expulsion:**

Expulsion is the permanent separation of a student from the school. A student will be expelled immediately from the school if his violation of the school directives is so serious that he has lost his right to continue in the school. If a suspended student is allowed to return to the school and continues to show slight or no improvement he will be expelled.

## **CHARACTER RATING POLICY**

Students bring the year with a character score of 100. Points are deducted for detentions and the semester ratings will be listed on the Report Card. For the Second Semester, the rating will return to 100. If a student's rating drops to 80 points, there will be a disciplinary review by the administration with possible probation, and if the rating drops to 70 points, there will be a disciplinary review by the administration with possible suspension. Up to 5 points per quarter can be redeemed (for minor offenses) through school service projects that are approved by the Assistant Principal for Student Life

### **POINT RATINGS FOR DETENTIONS**

<u>Minor Offences</u>	<u>1st Offence</u>	<u>2nd Offence</u>	<u>3rd Offence</u>
1. Lateness (School/Class)	-2	-3	-5
2. Dress Code Violation	-2	-3	-5
3. Hallway Behavior	-3	-5	-10
4. Chapel and Classroom Behavior	-2	-3	-10
5. Sanitary Issues (ex. unshaved)	-2	-3	-5
6. Electronic Devices	-2	-3	-5
7. Out of Bounds	-2	-3	-5
8. Missing Paperwork (Report Cards, Permission Slips)			
<u>Major Offences</u>	<u>1st Offence</u>	<u>2nd Offence</u>	<u>3rd Offence</u>
1. Cutting Class	-10	-20	-30
2. Rude Comment/Gesture (at teacher)	-25	-25	-40
3. Rude Comment/Gesture (at student)	-25	-25	-40
4. Minor Physical Altercation	-10	-15	-25
5. Major Physical Altercation	-20	-25	-50
6. Vandalism	-10	-20	-30
7. Academic Integrity	-5	-10	-20
8. Vulgarity	-5	-10	-15

The faculty have the discretion to give detention for other offences not listed, if the situation arises.

## **BULLYING POLICY**

Bullying may involve but is not limited to: threats, written or verbal, teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, writing/drawing unkind notes or pictures, social isolation, gestures, harassment, cyber-bullying or other verbal or written conduct.

Students found to be participating in any way are subject to the Olweus Bullying Rubric and to immediate expulsion. Cathedral Prep maintains a zero tolerance Policy on bullying of any kind.

Cathedral maintains a zero Tolerance policy on racism of any kind, spoken or acted.

## **BEHAVIOR RUBRIC**

Above all, Cathedral holds true that we respect the dignity of every human person without exception.

The Catholic Christian believes that each and every human being is created in the image and likeness of Almighty God, and as such, has a tremendous dignity, which always must be respected. The Lord Jesus Christ, model and exemplar of every student of Cathedral taught his disciples: "A new commandment I give you: Love one another. As I have loved you, so you must love one another." (John 13:34) It is the moral obligation of each young man at Cathedral, as well as that of Cathedral's administration, priest and lay faculty and staff to do the same. We are, as Sacred Scripture challenges us, to be devoted to one another in brotherly love" (Romans 12:10) and to "live in harmony with one another." (Romans 12:16). This moral and biblical imperative is concretely manifested in and through the following program, to which all members of our community agree "so that there should be no division in the body, but that its parts should have equal concern for each other." (1 Corinthians 12:25) By this program, designed and given out of love for each other, "May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus, so that with one heart and mouth you may glorify the God and Father of our Lord Jesus Christ." (Romans 15:5)

## CATHEDRAL PREP BEHAVIOR RUBRIC

BEHAVIOR	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<p><b>Teasing</b> <i>Name calling, insulting or other behavior that would hurt others feelings or make them feel bad about themselves.</i></p> <p><b>Exclusion</b> <i>Starting rumors or other actions that would cause someone to be alienated or without friends.</i></p>	<ul style="list-style-type: none"> <li>- Detention given to student.</li> <li>- Verbal behavior warning.</li> <li>- Direct apology to offended student in front of witnessing teacher.</li> </ul>	<ul style="list-style-type: none"> <li>- In school suspension for 1 day.</li> <li>- Parental notification by Assistant Principal of Student Life.</li> <li>- Formal Disciplinary Report written and filed in students record.</li> <li>- Loss of extracurricular activities and Chapel activities privileges for period of one week.</li> </ul>	<ul style="list-style-type: none"> <li>- Out of School suspension for 1 day.</li> <li>Conference with Assistant Principal of Student Life, teacher, parents and students.</li> <li>- Formal Disciplinary Report written and filed in students record.</li> <li>- Loss of extracurricular activities and Chapel activities privileges for entire school year.</li> <li>- Student placed on disciplinary probation.</li> <li>- Possible expulsion.</li> </ul>
<p><b>Hitting &amp; Other Violent Behaviors</b> <i>Pushing, shoving, grabbing, kicking, etc.</i></p>	<ul style="list-style-type: none"> <li>- Out of school suspension for 1 day.</li> <li>- Parental notification by Assistant Principal of Student Life.</li> <li>- Formal Disciplinary Report written and filed in students record.</li> <li>- Loss of extracurricular activities and Chapel activities for period of one week.</li> </ul>	<ul style="list-style-type: none"> <li>- Out of school suspension for 2 days.</li> <li>- Conference with D Assistant Principal of Student Life, teacher, parents, and student.</li> <li>- Formal Disciplinary Report written and filed in students records.</li> <li>- Loss of extracurricular activities and Chapel activities period of two weeks.</li> <li>- Student placed on disciplinary probation.</li> </ul>	<ul style="list-style-type: none"> <li>- Out of school suspension for 1 week.</li> <li>- Conference with Assistant Principal of Student Life, teacher, parents and student.</li> <li>- Formal Disciplinary Report written and filed in student's record.</li> <li>- Loss of extracurricular activities and Chapel activities privileges for entire school year.</li> <li>- Probable expulsion.</li> </ul>

<p><b>Severe Hitting</b> <i>Punching, kicking, and similar behavior that causes harm or injury to others.</i></p>	<ul style="list-style-type: none"> <li>- In school suspension for 2 days.</li> <li>- Conference with Assistant Principal of Student Life, teacher, parents and student.</li> </ul>	<ul style="list-style-type: none"> <li>- Out of school suspension for 1 week.</li> <li>- Conference with Assistant Principal of Student Life, teacher, parents and student.</li> </ul>	<ul style="list-style-type: none"> <li>- Conference with Assistant Principal of Student Life, teacher, parents and student.</li> <li>-Expulsion.</li> </ul>
<p><b>Threat of Serious Violence</b></p> <p><b>Harassment</b> <i>Racial, ethnic, or sexual name calling or other severe harassment.</i></p>	<ul style="list-style-type: none"> <li>-Formal Disciplinary Report written and filed in student's record.</li> <li>- Loss of extracurricular activities and Chapel activities privileges for period of one month.</li> <li>-Student placed on disciplinary probation.</li> </ul>	<ul style="list-style-type: none"> <li>- Formal Disciplinary Report written and filed in student's record.</li> <li>- Loss of extracurricular activities and Chapel activities privileges for entire school year.</li> <li>- Possible expulsion.</li> </ul>	

In accordance with Public Law 92-318 – Cathedral Preparatory School and Seminary admits students of any race, color, national of ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.

Cathedral Preparatory School and Seminary does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, loan programs and athletic or other school administered program.

**PARENTAL REQUESTS**

Students who fail to submit a proper “Parental Request Form” will not be allowed to participate in school functions requiring such a form. A telephone call is never an acceptable substitute for the proper forms.

With this in mind, a sample copy of the “Parental Request Form” is printed below. A sample copy is also available on the school website. Should your son forget his form, please use the wording of the form below.



# **2020-21 ACADEMIC YEAR APPENDIX ONE: HEALTH AND SOCIAL DISTANCING**

## Social Distancing Policies

In this age of coronavirus fears, all possible steps will be taken by Cathedral Prep to ensure the health and safety of all members of the school community. All policies regarding coronavirus protocols are part of the handbook and policies of Cathedral until such time that the virus is no longer of any threat to us. As such, it is imperative that all members of the community know and follow social distancing policies of the school and any initiatives meant to protect the health of the community.

Students are to carefully adhere to social distancing policies that include wearing a mask at all times in the building or within school functions and maintaining at least six feet of distance from others.

The following norms must be followed but they are not exhaustive. In an ever-changing situation such as this pandemic, these norms are subject to revision based on the recommendations of the Diocese, the Government and appropriate agencies.

1. All students must wear face coverings at all times unless given direct permission within the schedule for mask breaks.
2. All students must maintain distance as instructed. This includes the distancing of desks which no student can alter.
3. All students must pass the temperature scanner upon entering the building and submit to all procedures related to this precaution.
4. All students must maintain personal hygiene that includes sufficient hand washing and other required covid-related directives of the school.
5. All students must inform the school immediately of any symptoms.
6. All health-related directives during this time of pandemic will be strictly enforced and will be subject to disciplinary actions when not followed.

## **2020-21 ACADEMIC YEAR APPENDIX TWO: DISTANCE LEARNING PROTOCOLS**

In the event it becomes necessary for the school to return to a distance learning model for any extended period of time

1. Online distance learning will follow a schedule to be mandated.
2. All classes will continue and be ready for a smooth transition to online distance learning.
3. All norms of academic integrity and rigor will be strictly maintained.
4. Ms. Camarda will assist any student who is lacking in connectivity or experiencing other technical issues.
5. All students will have the serious responsibility of maintaining their work. No students will be exempt in any way from work or assignments.
6. If a student is sick and unable to sign -on to work on a given day the parent must call the school and follow **all** regular absence procedures.

**2020-2021**  
**School Calendar**

<https://calendar.google.com/calendar/u/1/r?tab=wc>

## **PRAYER FOR THE COURAGE TO BE GREAT**

Heavenly Father,  
Give me the courage to strive for the highest goals,  
to flee every temptation to be mediocre.  
Enable me to aspire to greatness, as Pier Giorgio did, and to open my heart with  
joy to Your call to holiness. Free me from the fear of failure.  
I want to be, Lord, firmly and forever united to You. Grant me the graces I ask  
You through blessed  
Pier Giorgio's intercession,  
by the merits of Our Lord Jesus Christ. Amen.

## **PRAYER TO THE HOLY SPIRIT**

Holy Spirit, Lord of Light, Come and gift us With Wisdom to discern Your Will in  
our lives; With Understanding of how to do Your Will; With Counsel to listen to  
You;  
With Fortitude to speak your Word and resist temptation; With Knowledge of You  
and of ourselves;  
With Piety to praise and thank You at all times;  
With Fear of the Lord to never turn from Your Love and grace.

## **PRAYER TO SAINT MICHAEL**

St. Michael the Archangel, defend us in battle. Be our protection against the wickedness and snares of the devil. May God rebuke him, we humbly pray and you, O Prince of the Heavenly Host, by the power of God cast into hell satan and all the evil spirits who roam about the world seeking the ruin of souls. Amen.

## **THE ANGELUS**

The Angel of the Lord declared unto Mary: And she conceived by the Holy Spirit.  
Hail Mary ... Behold the handmaid of the Lord: Be it done unto me according to  
Your word. Hail Mary ... And the Word was made flesh: And dwelt among us.  
Hail Mary ... Pray for us, O Holy Mother of God: That we may be made worthy of  
the promises of Christ.

Let us pray.

Pour forth, we beseech You, O Lord, Your grace into our hearts, that we, to whom  
the Incarnation of Christ, Your Son, was made known by the message of an angel,  
may be His Passion and Cross be brought to the glory of His Resurrection, through  
the same Christ Our Lord.

## **REGINA CAELI**

Queen of Heaven, rejoice. Alleluia

For He whom you did merit to bear. Alleluia Has risen, as he said. Alleluia

Pray for us to God. Alleluia

Rejoice and be glad, O Virgin Mary. Alleluia For the Lord has truly risen. Alleluia

Let us pray. O God, who gave joy to the world through the Resurrection of Your Son, our Lord Jesus Christ, grant we beseech You, that through the intercession of the Virgin Mary, His Mother, we may obtain the joys of everlasting life. Through the same Christ our Lord. Amen.

## **GRACE**

**GRACE BEFORE MEALS** Bless us, O Lord, and these Thy gifts, which we are about to receive, from Thy bounty. Through Christ our Lord. Amen.

**GRACE AFTER MEALS** We give You thanks Almighty God for these and all Your gifts. Through Christ our Lord. Amen.

May God provide for the wants of the poor, and may the soul of the faithful departed, through the Mercy of God, rest in peace. Amen

## **VOCATION PRAYER**

**LORD JESUS**, let me know clearly the work which You are calling me to do in life. And grant me every grace I need to answer Your call with courage and love and lasting dedication to Your will. Amen.

## **MEMORARE**

Remember, O most compassionate Virgin Mary, that never was it known that anyone who fled to your protection, implored your help or sought your intercession was left unaided. Inspired with this confidence, I fly unto you, O Virgin of Virgins, my Mother. To you I come, before you I kneel, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in your mercy hear and answer them. Amen.

## **THE SERENITY PRAYER**

God grant me the serenity to accept the things I cannot change, courage to change the things I can, and the wisdom to know the difference

## **A HOLY HOUR PRAYER**

Lord Jesus, thank You for this hour of Eucharistic adoration. It comes as a time of peace, recollection, and healing. How privileged I am to spend an hour with You! It makes me feel like the apostles and the disciples who were able to speak quietly with You along the road, perhaps sitting under a tree in the evening.

What am I to say to You? You know everything about me. You know all my needs, my failings – and even my good intentions. I give You thanks for all the blessings of my life.

I ask Your forgiveness and healing for all my short-comings and sins and for all the times that I have failed You and fallen short of the graces that You have given me. I confidently place before You everyone that I care about. I promise to trust You no matter what happens to me. Help me find Your will. I will try to believe that You are with me. Finally, I redirect my life, my desires and my hopes to You. May your kingdom come! I thank You for the precious gift of faith

## **ACT OF CONTRITION**

O my God I am heartily sorry for having offended You. And I detest all my sins because I dread the loss of heaven and the pains of hell. But most of all, because they offend You my God, who are all good and deserving of all my love. I firmly resolve, with the help of Your grace to confess my sins, to do penance and to amend my life. Amen.

## **PRAYER OF SAINT FRANCIS**

Lord, make me an instrument of Your peace; Where there is hatred, let me sow  
love; Where there is injury, pardon;  
Where there is doubt, faith; Where is despair, hope;  
Where there is darkness, light; And where there is sadness, joy. O Divine Master,  
Grant I may not so much seek to be consoled as to console; To be understood as to  
understand;  
To be loved as to love.  
For it is in giving that we receive,  
It is in pardoning that we are pardoned,  
And it is in dying that we are born to eternal life.

## **PRAYER OF SAINT IGNATIUS**

Take, O Lord, into Your hands my entire liberty; receive my memory, my understanding and my whole will. All that I am, all that I have, You have given me, and I give it back again to You, to be disposed of according to Your good pleasure.

Give me only Your love and Your grace, with these I am rich enough, and I desire nothing more.

## **SALVE REGINA**

Salve, Regina, mater misericordiae. Vita, dulcedo et spes nostra, salve. Ad te clamamus, exsules, filii Evae. Ad te suspiramus, gementes et flentes in hac lacrimarum valle. Eia ergo, Advocata nostra, illos tuos misericordes oculos ad nos converte. Et Jesum, benedictum fructum ventris tui, nobis post hoc exsilium ostende.

O Clemens, O Pia, O Dulcis Virgo Maria

## **HAIL HOLY QUEEN**

Hail Holy Queen, Mother of Mercy. Our life, our sweetness and our hope. To you do we cry, poor banished children of Eve. To you do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, your eyes of mercy toward us. And, after this our exile, show unto us the Blessed Fruit of your womb, Jesus.

O Clement, O Loving, O Sweet Virgin Mary.

## A REFLECTION

By Cardinal Newman

GOD has created me to do Him some definite services; He has committed some work to me which He has not committed to another. I have my mission – I may never know it in this life, but I shall be told it in the next.

I am a link in a chain, a bond of connection between persons. He has not created me for naught. I shall do good, I shall do His work. I shall be an angel of peace, a preacher of truth in my own place while not intending it – if I do but keep His Commandments.

Therefore, I will trust Him. Whatever, wherever I am, I can never be thrown away. If I am in sickness, my sickness may serve Him; in perplexity, my perplexity may serve Him; if I am in sorrow, my sorrow may serve Him. He does nothing in vain. He knows what He is about. He may take away my friends. He may throw me among strangers, He may make me feel desolate make my spirits sink, hide my future from me – still He knows what He is about.

**WE ARE CATHEDRAL MEN**

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**MADE FOR GREATNESS**

