

CABRINI HIGH SCHOOL

2009-2010

PARENT-STUDENT HANDBOOK

Cabrini High School Alma Mater

All hail Alma Mater
to you we will ever sing.
All hail Cabrini High School!
Oh long may your praises ring.
We'll ever love your green and your gold.
To you we will e'er be true.
We honor your name and sing of your fame
Cabrini High – we pledge our hearts to you.

All hail Cabrini High School
the spirit we cherish here.
Is one of love and friendship
Which grows with each passing year.
We'll ever love your green and your gold
To you we will e'er be true.
We honor your name and sing of your fame
Cabrini High – we pledge our hearts to you.

Cabrini High School Fight Song

We're from Cabrini and we're proud of it,
We wear the colors Green and Gold.
Ours is the spirit that will never die,
So come on shout it to the sky!

We've got the vigor and vitality,
Personality you bet. Rah! Rah! Rah!
We're the top, the cream of the crop,
The rest are far below us;
Crescents will always be the best.

THAT'S US!

Cabrini High School
founded 1959
Missionary Sisters of the Sacred Heart of Jesus

Approved by The Louisiana State Department of Education

Accredited by The Southern Association of Colleges and Schools
 Council on Accreditation and School Improvement

Member of National Catholic Education Association

CABRINI HIGH SCHOOL
QUICK TELEPHONE REFERENCE

Main Office	482-1193
Attendance Office	483-8682
President's Office	483-8676
Principal's Office	483-8698
Bookstore	483-8679
Campus Ministry	483-8690
Finance	483-8692
Athletic Director	483-8696
Library	483-8695
Public Relations	483-8670
Alumnae	483-8675
Development	483-8672
Counselors:	
College	483-8688
8 th and 9 th grades	483-8697
10 th and 11 th grades	483-8687
12 th grade	483-8691
Counselors' Fax	546-4385
School Fax	483-8671

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INTRODUCTION

The primary purpose of Cabrini High School is the faith development of its students. With this as its goal, the Gospel values and teachings of our faith are integrated throughout the school curricula and programs.

The religion program, which includes classroom instruction, prayer and worship opportunities, retreats and service programs, articulates the unique Catholic Cabrinian identity of the school in its faith development of the students, as well as that of the total school community.

Therefore, it is essential that every student participate fully in the total program.

Cabrini High School is an accredited, private Catholic school for girls under the direction of the Missionary Sisters of the Sacred Heart of Jesus. The school is named for St. Frances Xavier Cabrini, the foundress of the Missionary Sisters of the Sacred Heart and America's first citizen saint.

Personalized attention and individual concern describe Cabrini's nurturing environment. As one faculty member expressed it, "Cabrini offers students the chance to acquire a sound education in a close, caring environment." Indeed, Cabrini exists for its students.

The historic, lovely, and spacious campus facing tranquil Bayou St. John near City Park, provides an ideal atmosphere for a student to spend four or five of the most important years of her life.

Cabrini is a caring community where each person is important and known by name. Cabrini recognizes the needs of each individual student and attempts to meet those needs.

Mission Statement of Cabrini High School

The Mission of Cabrini High School is to educate the minds and hearts of young women in the Catholic Cabrinian tradition thus instilling the principles of respect, excellence, and service.

History of Cabrini High School

Centerpiece of the Cabrini campus is the historic Esplanade Avenue building designed and lived in by Saint Frances Xavier Cabrini, foundress of the Missionary Sisters of the Sacred Heart religious congregation. Mother Cabrini and her order used the Esplanade building as an orphanage and convent from 1905 until 1959.

In 1959 the building and land stretching from Esplanade Avenue to Bayou St. John reopened as Cabrini High School, a private, accredited, college preparatory Catholic High School in New Orleans. The school is named for St. Frances Xavier Cabrini, the foundress of the religious congregation, the first American citizen saint, and the first canonized saint to have lived and worked in the New Orleans community. Cabrini High School, grades 8 through 12, continues Mother Cabrini's work of educating and counseling young women and inspiring them to achieve greatness in their futures.

The Philosophy of Cabrini High School

Founded and sponsored by the Missionary Sisters of the Sacred Heart of Jesus, Cabrini High School educates young women according to Catholic Cabrinian tradition.

Our college preparatory curriculum encourages students of diverse races, creeds, nationalities, and socio-economic backgrounds to discover their God-given talents through our commitment to academic excellence, spiritual development, and social growth.

Governed by the Sisters and guided by a board of trustees, the faculty and staff as lay collaborators foster respect for each person's dignity and prepare students to confront difficulties, accept responsibilities, and serve their community.

"If we train the mind, we thereby educate the heart (the whole person) and instill into our youth the principles of religion and honesty so that they will become good Christian citizens."

St. Frances Xavier Cabrini

THE CABRINI STUDENT

As an integral part of the Cabrini High School community, each student must realize there are responsibilities, which she is expected to fulfill.

These responsibilities include:

1. Demonstrating an ever growing faith in God
2. Exhibiting sound moral character through her behavior
3. Fulfilling her academic potential while always striving for her personal best
4. Upholding school policies and regulations
5. Including her family in school-related activities
6. Participating in extracurricular activities
7. Showing pride in Cabrini and in herself
8. Demonstrating school spirit at school and in the community
9. Using respectful language and demonstrating respectful behavior in relating to others
10. Involving herself in community service and activities which promote social justice

To the extent that a Cabrini student fulfills these responsibilities, she becomes a role model for her peers and younger women, and a leader in the community.

CORE VALUES

RESPECT	-Pursuing a way of life that demonstrates an active relationship with God
	-Fostering the self-esteem and dignity of each person as uniquely created by God
	-Exhibiting integrity, self-worth and pride in accomplishments
	-Promoting the understanding and acceptance of cultural, religious, racial, and intellectual differences
EXCELLENCE	-Pursuing academic excellence
	-Striving to achieve one's personal best
	-Fostering personal, spiritual, and intellectual development
	-Promoting life-long learning
	-Exhibiting sound moral character and behavior
SERVICE	-Responding with sensitivity to the needs of others in the tradition of Mother Cabrini
	-Giving of time and self for the benefit of others
	-Participating in activities which promote social justice

THE ACADEMIC PROGRAM

Cabrini's college preparatory program is designed to provide each graduate with a strong, broad-based education that will allow her not only to fare but also to flourish in today's increasingly complex world.

The school's commitment to academic excellence can be seen in its low faculty-student ratio, which affords students more personal and individual attention, in its students' above-average college entrance test scores, in its varied honors and Advanced Placement (AP) course offerings, and in its required 28 credits for graduation (35 credits for students entering as pre-freshmen).

Cabrini believes that quality education fulfills the spirit of the Missionary Sisters of the Sacred Heart and their mission to promote respect for life and the dignity of women.

Academic Committee - The academic committee members, in collaboration with the Principal, evaluate current curricular practices and discuss, research and suggest alternatives for improving the instructional and learning levels at Cabrini.

I COURSE OFFERINGS

<u>RELIGION</u>	English Language & Composition AP*
Religion 8	English Literature & Composition AP*
Religion I	English V
Religion II	English V Honors
Religion III	Publications I: Yearbook
Religion IV	Journalism I: Newspaper
Campus Ministry	Publications II: Yearbook
	Journalism II: Newspaper
<u>ENGLISH</u>	Advanced Grammar & Composition
English 8	Creative Writing I and II
English I	Women Writers
English I Honors	
English II	<u>FINE ARTS</u>
English II Honors	Fine Arts A – Performing Arts
English III	Fine Arts B – Visual Arts
English III Honors	Mass Media
English IV	Theater I and II
English IV Honors	Speech I and II
	Chorus I and II
	Art I and II

MATHEMATICS	SOCIAL STUDIES
Introductory Algebra	Western Civilization
Algebra I	Western Civilization Honors
Algebra I Honors	World Geography
Geometry	World Geography Honors
Geometry Honors	American History
Algebra II	American History Honors
Algebra II Honors	U.S. History AP*
Problem Solving (ACT Prep)	World History
Probability & Statistics	World History Honors
Advanced Math - Pre-Calculus	World History AP*
Advanced Math – Pre-Calculus Honors	20 th Century History
Calculus	Civics
Calculus AP*	Government & Politics: U.S. AP*
Statistics AP*	Psychology
	Psychology AP*
FOREIGN LANGUAGE	Contemporary Issues
French I	
French II	SCIENCE
French III	Physical Science
French III Pre-AP	Physical Science Honors
French IV Language AP*	Biology I
French V H	Biology I Honors
Spanish I	Biology II
Spanish II	Biology II Honors
Spanish III	Chemistry I
Spanish Language AP*	Chemistry I Honors
Spanish Literature AP*	Chemistry II AP*
	Earth Science
BUSINESS	Environmental Science
Accounting I	Genetics Honors
Accounting II	Marine Science Honors
Business Law	Physics
Computer Applications I	Physics Honors
Computer Applications II	
Economics	

HEALTH & PHYSICAL EDUCATION	
Physical Education 8	
Physical Education I	
Physical Education II	
Physical Education III	
Physical Education Advanced Fitness	

* Students are required to take the AP College Board exam when enrolled in an AP course.

II GRADING SYSTEM

- A. Grade Reporting:** Report Cards are issued at the end of each semester. Report Cards will be posted on-line through Edline. A mid-term report is also issued to assess student progress. Students have seven (7) school days from the date the Report Cards are issued to challenge the reported grade for that marking period. After this time, all grades are final. Current grades and homework assignments are available for students and parents through the online program, Edline. Students and parents are responsible for setting up their Edline account upon receiving an Edline code from the Academic Assistant Principal. These will be made available at the start of the year. (Discipline records are also posted on Edline through the Student Profile folder in the private reports section).

While continuous efforts are made to ensure accuracy in electronic postings and grade reporting, this system is provided as a convenience. Grades and other information provided by this system are not official records. In the case of grade discrepancies, please contact the teacher.

- B. Grades:** Student evaluations may be based on the following factors: Mid-semester and semester exams, tests, quizzes, assignments, and class participation.

Letter grades are as follows:

A	100 – 94
B	93 – 87
C	86 – 78
D	77 – 70
F	Below 70

1. **Numerical grades** will appear on each report. The semester grade for each course is calculated by the cumulative average of all weighted grading categories in that course earned during the semester. Semester averages are used for the calculation of the final GPA and are part of the permanent school record. If a student fails the 1st semester, she will not receive credit for that semester unless she receives a C or higher in the 2nd semester. If a student fails the 2nd semester, she will not receive credit for that semester. If a student fails both semesters, she will receive no credit for either semester.

EXAMPLES:

1ST SEMESTER	2ND SEMESTER	CREDIT
F	C, B, or A	Full Credit
F	D	½ credit
A, B, C, or D	F	½ credit
F	F	No Credit

D. Grade Point Average (GPA): GPA's are determined by dividing the sum of all quality points assigned to each semester grade by twice the number of credits. Driver Education grades are not included in determining student's GPA. Rank is unofficial until confirmed at the end of a student's senior year.

E. Pre-Freshmen courses not for high school credit are not calculated in a student's cumulative GPA. Honors high school credits from elementary or other schools will only be credited as a regular course. No honors credit will be awarded.

F. Quality Points:

A = 4 points	D = 1 point
B = 3 points	F = 0 points
C = 2 points	

An extra quality point is awarded for a grade of A, B, or C for each Honors or AP course.

G. Honor Roll: At the end of each semester students who have maintained a scholastic average of 4.0 or above will receive recognition by being placed on Cabrini's Principal's Honor Roll. Those students with a scholastic average of 3.5 to 3.9 will be placed on the Alpha Honor Roll. Those students with a scholastic average of 3.0 to 3.4 will be placed on the Beta Honor Roll. Students with a D or F in any subject will be excluded from the honor roll regardless of GPA.

H. The following organizations have a minimal GPA requirement for participation:

1. **Honor Society:** This organization is governed by the National Honor Society (NHS) constitution. NHS is established by the national organization under the auspices of the National Association of Secondary School Principals (NASSP). NHS recognizes students who reflect outstanding accomplishments in the areas of academics, character, leadership, and service. Members must maintain a 3.5 semester and cumulative GPA. She must show outstanding achievements in leadership, service, and character as voted on by the faculty. Her discipline

record must follow the NHS constitution guidelines. A member who falls below the required GPA or discipline guidelines is placed on probation for one (1) semester. At the end of the probation semester, a student who fails to raise her GPA is no longer a member. Failure to improve her discipline record will result in a hearing with the Faculty Academic Committee.

2. **Student Council:** Executive Board officers must have and maintain a mid-term and semester GPA of 2.5 and meet the criteria as stated in the Student Council constitution. Homeroom senators must have and maintain a mid-term and semester GPA of 2.5 and meet the criteria as stated in the constitution. To be eligible to run for any office, a student must meet the GPA requirements, have no more than two (2) majors and meet constitution guidelines. Any act of disrespect or dishonesty may make a student ineligible to run.
3. **Athletic Teams:** A member must maintain a mid-term and semester GPA of 2.0 and meet all requirements as set down by the Athletic Handbook to remain an active member. When Report Cards are issued, the coach will check all team members' GPAs. Further guidelines concerning GPAs and discipline requirements are stated in the Athletic Handbook.
4. **Cheerleading and Dance Team:** All members must maintain a mid-term and semester GPA of 2.0 and meet all requirements as set down by the Athletic Handbook to remain an active member. When Report Cards are issued, the coach will check all team members' GPAs. Additional requirements and guidelines are stated in the respective teams' constitutions.

III CREDIT REQUIREMENTS

A. The minimum number of credits required for promotion at the end of each year is as follows:

Incoming Pre-Freshmen		Incoming Freshmen	
Pre-Freshmen	7	Freshmen	7
Freshmen	14	Sophomores	14
Sophomores	21	Juniors	21
Juniors	28	Seniors	28
Seniors	35		

B. All students, including seniors, must remediate ALL failures incurred in a school year during the summer in an approved summer school. State Law stipulates that a maximum of two (2) credits may be earned in summer school. Therefore, any student who fails more than two (2) credits during a school year may not be eligible to return to Cabrini High the following school year. A senior who fails any semester or year-long course will not be allowed to participate in the Baccalaureate

Mass and Commencement Exercises. A diploma will be issued after failure is remediated in an approved summer school. A student who fails to meet the Cabrini graduation requirements but meets all state requirements may choose to receive an alternative Archdiocesan diploma but may not participate in the Baccalaureate Mass and Commencement Exercises. All Pre-Freshmen must pass all courses for the year to participate in Pre-Freshmen Promotion Ceremony.

C. Graduation Requirements through Class of 2011+:

Subject	Incoming Pre-Freshmen Credits	Incoming Freshmen Credits
Religion	4 ½	3 1/2
Physical Education	2 ½	2
English	5**	4**
Math	5**	4**
Science	4	3
Social Studies	4 ½	3 1/2
Foreign Language (consecutive in same language)	3	3
Computer Applications	½	½
Electives	6	4 1/2
TOTAL	35	28

+Research papers are mandatory requirements for graduation as well as for credit in courses that assign papers as part of the Cabrini High Writing Plan. All papers assigned as part of the Writing Plan will be submitted through the web program, **Turnitin.com**. This service encourages best practices for using and citing other people's written material. Failure to submit an assigned research paper by the designated date may result in a failure in that course for the year, regardless of the average otherwise earned by the student. Additionally, a student will receive a grade of "I" for incomplete for the semester until the paper is completed. Even when such failure is remediated in summer school, the assigned research paper(s) must be satisfactorily completed for a Cabrini High School diploma to be issued.

**A student must be enrolled in an English and Math course each year.

**Graduation Requirements for Cabrini High Diploma beginning with Class of 2012+
For students enrolling at 9th grade or after:**

DEPARTMENT	COURSES	CREDITS
Religion	Religion I, II (1/2c.), III, IV	3.5
English	English I*, English II*, English III*, English IV* (Students who earn English I prior to 9 th grade must take one of the following: English Language and Composition AP; English Literature and Composition AP); English V*	4.0
Mathematics***	Algebra I*, Geometry*, Algebra II*, Advanced Math* (Students who earn Algebra I credit prior to 9 th grade must take one of the following: Calculus, Calculus AP, Statistics AP)	4.0
Science	Biology*, Chemistry* and two credits of the following: Physical Science, Physics*, Biology II*, Earth Science, Environmental Science, Chemistry II AP or approved Independent Study courses	4.0
Social Studies	World Geography*, American History* or U.S. History AP, World History* or World History AP, Civics or Government & Politics: U.S. AP	4.0
Foreign Language	French I, II & III or Spanish I, II & III	3.0
Arts	Fine Arts Survey A & B or two credits in art, music, or theater	1.0
Health & Physical Education	Health Education and 1.5 credits of Physical Education	2.0
Computer	Computer Applications I	0.5
Electives		2.0
Total		28.0

*Honors class available

**Graduation Requirements for Cabrini High Diploma beginning with Class of 2012+
For students enrolling at 8th grade:**

DEPARTMENT	COURSES	CREDITS
Religion	Religion 8, I, II (1/2c.), III, IV	4.5
English	English 8, English I*, English II*, English III*, English IV* (Students who begin in English I* must also take one of the following: English Language and Composition AP, English Literature and Composition AP), English V*	5.0
Mathematics***	Introductory Algebra, Algebra I*, Geometry*, Algebra II*, Advanced Math* (Students who begin in Algebra I* must also take one of the following: Calculus, Calculus AP, or Statistics AP)	5.0
Science	Physical Science*, Biology*, Chemistry* and one of the following: Physics*, Biology II*, Earth Science, Environmental Science, Chemistry II AP or approved Independent Study courses	4.0
Social Studies	Western Civilization*, World Geography*, American History* or U.S. History AP, World History* or World History AP, Civics or Government & Politics: U.S. AP	5.0
Foreign Language	French I, French II & III or Spanish I, II & III	3.0
Arts	Fine Arts Survey A & B or two credits of art, music, or theater	1.0
Health & Physical Education	Physical Education 8, Health Education and 1.5 credits of Physical Education	2.5
Computer	Computer Applications I	0.5
Speech	Speech I	0.5
Electives		4.0
Total		35.0

*Honors class available

- D. Service Hours:** An integral part of the Religion curriculum is attendance at and participation in mandatory grade level retreats, days of service and reflection, and the fulfillment of required service hours. For more detailed information see the Service Hours packet.

- E. Senior Retreat/Service Hours** - A graduation requirement for all seniors is attendance at the Senior retreat and the completion of their service hours. Failure to complete Service Hours and Retreat requirements may result in a student not being allowed to participate in graduation Mass/ceremony and/or not receiving a Cabrini diploma.

Retreats are required for all grade levels. Students who miss a retreat are required to perform two (2) times the hours of service. Hearts and Hands Day is a mandatory service day. A student who misses this day must perform two (2) times the hours of service.

Pre-Freshmen	10 hours submitted by Back-to-School Day
Freshmen	15 hours submitted by Back-to-School Day
Sophomores	20 hours submitted by Back-to-School Day
Juniors	50 hours submitted by Back-to-School Day
Seniors	25 hours submitted by Back-to-School Day

IV DISCIPLINE

“Education calls for much discipline and regulation. Regulations are helpful to everyone, for human nature is prone to tire. Regulations strengthen our character and assure happy success to individuals and institutions.” (Excerpt from a letter written by Mother Cabrini to her Sisters who were studying at a college in Rome, February, 1909).

The school expects each student to capitalize on the spiritual, academic, and cultural opportunities afforded her. To facilitate the attainment of these benefits for all students, the following regulations must be observed.

Since the rules that follow are not intended to be comprehensive, they presuppose good will and good judgment on the part of the student in all circumstances in which she may find herself. Any public conduct by a student that is not in accordance with the principles of the school and the Catholic church’s teachings, including, but not limited to threats of harm or violence, will not be tolerated and may subject a student to immediate disciplinary action, including but not limited to suspension, disciplinary probation or expulsion.

Cabrini High reserves the right to change its rules. Any such change will be made known by mail a week before the change goes into effect.

Offenses are divided into two categories: minor (m) and Major (M). A detention will be issued for each Major (M) offense or five (5) minor offenses. Detention notices will be issued to the student on Friday to be served on the next Thursday. Parents may access their daughter’s discipline record on Edline under Student Profile, Private Reports, by scrolling down until the discipline record is reached. Discipline records will be updated every Friday.

For each of the violations listed below, teachers may issue a disciplinary referral which must be given to the Dean of Students by the teacher. Disciplinary action is not necessarily limited to the following offenses. In any circumstance, further sanctions may be imposed.

A. The following are considered minor (m) offenses:

1. Late arrival to class or exams
2. Uniform violation which includes wearing the uniform in an inappropriate fashion at any time (see Pg. 28, X. Personal Appearance)
3. Failure to wear pressed, clean blazer at Mass or designated assemblies
4. Gum chewing is prohibited on campus at all times – before, during, and after school – except on the Desmare athletic field during athletic events
5. Possession of a drinking cup, bottle, or drink in the hallway or classroom
6. Failure to report to a teacher when required
7. Being in the hall or at the lockers during lunch
8. Leaving trash on lunch table or littering the school grounds
9. Misconduct of any type, at Mass, assemblies, or while representing the school off-campus
10. Improper check in/out procedure
11. Rude/discourteous behavior/inappropriate language
12. Excessive talking or noise
13. Failure to attend a club meeting without prior written permission - 2nd time is considered a Major (M)
14. Violation of Jeans Day guidelines (See Pg. 29, E. Jeans Day Guidelines)
15. Being out of the classroom without a Hall Pass

- B.** Cabrini subscribes to **Turnitin.com** which is an outline plagiarism preventive service. This service encourages best practices for using and citing other people's written material while conducting research for various assignments. All papers assigned through the Cabrini High Writing Plan will be filtered through this service. Teachers reserve the right to require the use of this service on any other assignments produced by the students during the school year.

The following are considered Major (M) offenses:

1. Cheating is defined as violating testing guidelines and considered a grave offense. Plagiarism is a serious act of academic dishonesty and is defined as the purposeful or accidental failure to give credit to the author for their words or ideas both in the text of the paper and in the works cited. Paraphrasing an author still requires in-text citations and listing in the works cited. The following are consequences for this violation:
 - a. The student will receive a grade of zero (0) on the work involved.
 - b. The student's parents will be notified by the teacher.
 - c. The student and her parents may request a conference with the teacher and Dean of Students (Disciplinarian).
 - d. The student will be issued two (2) Major (M) offenses.
 - e. A second violation of cheating and/or plagiarism will result in a Discipline hearing.
2. Copying or allowing a student to copy one's work
3. Cutting class or leaving campus during the school day without permission
4. Dishonesty, forgery
5. Disgraceful public conduct involving police and/or affecting the good name of the school
6. Failure to report to assigned detention

7. Smoking on campus, at school functions, or anywhere while in uniform
8. Fighting on school grounds
9. Destruction of property, vandalism (Parents must assume financial responsibility for any damages incurred by their daughter.)
10. Stealing and/or possession of stolen property
11. Possession of unauthorized materials
12. Parking on campus without permission
13. Any use of cell phones is a violation. All cell phones must be turned off and remain in the student's locker from 7:50 A.M. until the end of the school day.
14. Any other inappropriate behavior/language
15. Harassment – tormenting another student by attacks, criticisms, or slurs. Legally defined characteristics which may constitute harassment are defined as inappropriate comments based on race, religion, sex or ethnicity. This also applies to internet use; Cabrini High School's internet is filtered and monitored by appropriate personnel.

C. TESTING GUIDELINES FOR STUDENTS: All Cabrini students are expected to uphold the following guidelines when taking a quiz, test, or an exam. Any student caught disobeying any of these guidelines will have her test papers taken away immediately, receive a grade of zero, and receive further disciplinary action. (See Pg. 13, B. 1)

1. Students may not have any extra papers in their possession during the test.
2. Students must sit erect and should not turn to either side at any time.
3. No writing on any article of clothing, any part of the body, or on the desks before or during the test is permitted.
4. All papers should remain flat on desk with answer sheet covered at all times.
5. Students should keep their hands on top of the desk when in possession of the test.
6. Students should return to the desk in which they took the test after turning in their completed test.
7. No communication, verbal, written or otherwise is acceptable between students before, during, or after the test.
8. Book bags and purses must be in front of the classroom.

D. Detentions will be held every Thursday for two (2) hours. Students must report in full uniform. There will also be a mandatory proctor fee of \$5.00 (cash, no checks) per student payable at detention. During detention students must bring their handbook and paper. An assignment will be given by the proctor.

E. The only acceptable excuses for missing a detention are a doctor's verification of illness, or a death in the family. NO OTHER EXCEPTIONS ARE ALLOWED. Failure to report for a detention will result in an additional detention.

F. DISCIPLINE GUIDELINES: A student will serve a detention for every five (5) minors or one (1) Major received.

1. When a student receives a third detention, she will meet with the Dean of Students and her counselor. Her parents will receive via email a letter of warning concerning her discipline record. A copy will be sent to her guidance counselor.

2. When a student receives a fourth detention, a conference will be held with the Dean of Students, her counselor, and her parents. A letter verifying this conference will be emailed.
3. When a student receives a fifth detention, she will be placed on probation immediately. Probation is for a nine-week period with no participation in extra-curricular activities (dances, teams, etc.). A letter outlining the student's probation will be emailed.
4. A student who is subject to disciplinary action while on disciplinary probation is subject to more serious consequences including, but not limited to expulsion. If a student violates the terms of probation, the Discipline Committee will review the student's record. The student is required to attend the beginning of the review meeting and may choose to address the committee. The Discipline Committee makes advisory recommendations to the Principal concerning the imposition of additional sanction(s), which may include, but are not limited to expulsion. The Principal may accept or reject the advisory recommendation of the Discipline Committee. The decision of the Principal shall be FINAL.

G. Any teacher may instruct a student to report after school for disciplinary reasons.

H. DISCIPLINARY PROBATION: Disciplinary Probation is a serious warning that a student who persists in disregarding school regulations exposes herself to more serious penalties. While on disciplinary probation, which is a 9-week period, a student is prohibited from participating in all social and extra-curricular activities, including proms.

I. EXPULSION: Behavior which may result in immediate expulsion includes, but is not limited to the following:

1. Receiving a detention and/or other disciplinary action while on probation
2. Possession of and/or use of a weapon on campus or at a school function
3. Trafficking, possession of and/or use of drugs on campus or at any school function; to protect the health of students from illicit drug use, which substantially disrupts the school environment, the administration has the right to require that a student undergo drug testing and that the results of such test be supplied to the school
4. Possession of and/or the use of (or demonstrating behavior indicative of the use of) alcohol on campus or at any school function
5. Disgraceful public conduct involving police and/or affecting the good name of the school
6. Exhibiting a pattern of conduct inconsistent with the educational environment
7. Harassment – (see Pg. 14, B.15) – tormenting another student, a faculty or staff member by attacks, criticisms, or slurs (based on race, religion, sex, ethnicity or otherwise). Also, any unacceptable language or behavior towards faculty or staff will be considered a grave offense.
8. Any other inappropriate behavior

V ATTENDANCE

A. Absences and Tardiness:

1. A student is considered TARDY if she is not present in her First Period Class when the second morning bell (8:00 A.M.) rings. A student is also tardy when she is not present in any other classes when the second bell rings. A student must serve double her tardy time at tardy detention after school on the day when she is tardy. Tardy detention is held Monday through Thursday. Failure to serve will result in time being doubled.
2. A student is considered ABSENT if she misses ALL or PART of a class or school day.
3. Medical and dental appointments should not be made during the school day. If an appointment is necessary, the student must have the doctor issue a signed certificate, which states the date, time, and reason for the appointment.
4. A student who must leave school for a foreseen reason should present before school begins an Absent/Dismissal Form (a copy is available on the website) completed and signed by a parent. The student will be given a dismissal notice, which will serve as her release from class and must be returned to the office before she leaves.
5. In a non-emergency situation, a student will not be released from school to an adult other than a parent or guardian without written permission from a parent or guardian.
6. A student who must be absent for a foreseen reason should present a note from the parent to the Attendance Office and receive an Early Absence Notice. The teachers must complete this notice two (2) days prior to the absence, if possible.
7. A student who becomes ill during the day will be released to her parents, guardian, or emergency contact. **The student must report to the Main Office to contact a parent and may not use her cell phone to contact a parent.**
8. The student is responsible for making up all assignments, projects, quizzes, and tests missed during her absence within seven (7) school days or as scheduled by the teacher.
9. Days missed as a result of failure to meet financial obligations are recorded as day(s) absent.
10. More than six (6) days of absence, with or without doctor's notes, within a semester could result in the loss of a credit for that semester in each course concerned.
11. If a student is not in school all day of a school-sponsored activity, she will not be able to participate or attend the event or team practice. When a school function is scheduled on a weekend or a holiday, a student must attend school on the last day prior to the function.
12. All non-instructional days are considered mandatory school days and are an important part of a student's educational process. Students who miss any one of these days will be considered absent all seven (7) periods.
13. Spring testing will not be counted against a senior provided advanced notice of this absence is given and documentation from the college is submitted to the Attendance Office upon returning to school.

B. Procedure for Absences

When a student is ABSENT:

1. The parent must call the school office (483-8682) before 8:30 A.M. to report the reason for the student's absence. Please leave a message on the recorder if no one answers. Those parents who fail to contact the office will be contacted.
2. When returning to school after an absence(s), the student must report to the Attendance Office NO LATER THAN 7:50 A.M. and
 - a. present an Absent/Dismissal Form signed by a parent stating the date(s) and reason for absence(s) or present a doctor's certificate, if applicable.
 - b. receive an admit slip which should be signed by all teachers to re-enter classes.

C. Procedure for Tardiness to School

When a student is TARDY:

1. She must report to the Attendance Office, sign the register located in the Attendance Office, and have her Agenda Book stamped.
2. She must present her stamped Agenda Book to enter class.

VI SPECIAL STUDENT SERVICES

A. Counseling Services: The Guidance Counselors will assist all students and parents in assessing and understanding the students' abilities, aptitudes, interests, and educational needs. Counselors will also endeavor to increase students' understanding of college and career opportunities and requirements. The school counselors are also available to students who may need some assistance in the emotional and social adjustments indigenous to adolescence. The problem-solving resources available to the counselors within and outside of the school environment can be of benefit to the students who use them.

B. Campus Ministry: The area of Campus Ministry is the center of all religious activities on campus. The spiritual growth of Cabrini students is enhanced through various activities including service activities, Masses, retreats, and other liturgical celebrations.

VII AWARDS

At the year's end, awards are presented in the following categories:

A. Scholastic Achievements

1. **Valedictorian Award** – to the graduating senior with the highest cumulative GPA based on calculations listed below, and who has been enrolled at Cabrini for Freshmen through Senior grades and has earned at least 28 credits.
Salutatorian Award – to the graduating senior with the second highest cumulative GPA based on calculations listed below, and who has been enrolled at Cabrini for Freshmen through Senior grades and has earned at least 28 credits at Cabrini.

Effective with the Class of 2010 through 2011:

In order for a student to qualify for Valedictorian or Salutatorian, she must have attended Cabrini for a minimum of four (4) years. Only courses listed below will be used to calculate a student's GPA for Valedictorian and Salutatorian awards. AP courses added to the curriculum during the student's tenure at Cabrini will also be used to calculate a student's GPA.

The senior(s) with the highest GPA based on these courses will be awarded the Valedictorian award. The senior(s) with the second highest GPA based on these courses will be awarded the Salutatorian award.

<u>Required Credits</u>	<u>Department</u>	<u>Courses</u>
4.0 or 5.0	English	English I or English I Honors
		English II or English II Honors
		English III or English III Honors
		English IV or English IV Honors
		English Language and Composition AP*
		English Literature and Composition AP*
		English V and English V Honors
4.0 or 5.0	Mathematics	Algebra I or Algebra I Honors
		Geometry or Geometry Honors
		Algebra II or Algebra II Honors
		Advanced Math or Advanced Math Honors
		Calculus or Calculus AP
		Statistics AP
3.0	Science	Biology or Biology I Honors
		Chemistry or Chemistry Honors
		Physics or Physics Honors
		Biology II or Biology II Honors
		Genetics H (½ credit)
		Chemistry II AP
		Marine Science Honors (½ credit)

<u>Required Credits</u>	<u>Department</u>	<u>Courses</u>
3.5	Social Studies	World History or World History Honors
		American History or American History Honors
		20th Century History
		Civics or Government & Politics: U.S. AP
3.0	Foreign Language	Spanish I or French I
		Spanish II or French II
		Spanish III or French III
		Spanish Language AP
		French Language AP
		Spanish Literature AP
		French V H
2.0	Physical Education	Health (½ credit)
		P.E. II (½ credit)
		P.E. III (1 credit)
3.5	Religion	Religion I
		Religion II (½ credit)
		Religion III
		Religion IV
0.5	Computer	Computer Applications I (½ credit)

* Required if English I credit / Algebra I credit earned in 8th grade.

Valedictorian and Salutatorian requirements beginning with Class of 2012:

In order for a student to qualify for Valedictorian or Salutatorian, she must have attended Cabrini for a minimum of four (4) years. Courses listed below will be used to calculate a student's GPA for Valedictorian and Salutatorian awards. AP courses added to the curriculum during the student's tenure at Cabrini will also be used to calculate a student's GPA. The senior(s) with the highest GPA based on these courses will be awarded the Valedictorian award. The senior(s) with the second highest GPA based on these courses will be awarded the Salutatorian award.

Department	Minimum number of Credits to be used in calculation		Courses that qualify for calculation
	Student who begins CHS in 8 th grade	Student who begins CHS in 9 th grade	
English	5.0	4.0	English I or English I Honors English II or English II Honors English III or English III Honors English IV or English IV Honors English Language and Composition AP English Literature and Composition AP English V or English V Honors
Mathematics	5.0	4.0	Algebra I or Algebra I Honors Geometry or Geometry Honors Algebra II or Algebra II Honors Advanced Math or Advanced Math Honors Calculus or Calculus AP Statistics AP
Science	4.0	4.0	Biology I or Biology I Honors Biology II or Biology II Honors Chemistry I or Chemistry I Honors Chemistry II AP Physics or Physics Honors Genetics H (½ credit) Marine Science H (½ credit)
Social Studies	5.0	4.0	Western Civilization or Western Civilization Honors World Geography or World Geography Honors American History, American History Honors or U.S. History AP World History, World History Honors or World History AP Civics or Government & Politics: U.S. AP Psychology AP
Foreign Language	3.0	3.0	Spanish I or French I Spanish II or French II Spanish III or French III Spanish Language AP or French Language AP Spanish Literature AP or French V Honors
Fine Art	1.0	1.0	Fine Art Survey A & B or one of the following: Art I or II, Theater I or II, Chorus I or II
Physical Education	2.0	2.0	Health (½ credit) P.E. II (½ credit) P.E. III (1 credit)
Religion	3.5	3.5	Religion I Religion II (½ credit) Religion III Religion IV
Business	0.5	0.5	Computer Applications I (½ credit)

2. **Excellence Awards** - to the junior, sophomore, freshman, and pre-freshman with the highest GPA for the current year.
3. **Departmental Awards**

B. Special Awards

1. **Mother Cabrini Award:** Presented to a Catholic Senior selected by the faculty who exemplifies the care, love, and selflessness that reflects Mother Cabrini's spirit through the demonstration of our core values.
2. **Little Violet Award:** Presented to a Catholic Pre-Freshman selected by the faculty who exemplifies the care, love, and selflessness that reflects Mother Cabrini's spirit through the demonstration of our core values.
3. **Leadership, Service, and Respect Honors:** Awarded on each grade level to the student, selected by the vote of the faculty, who has demonstrated leadership, service, and respect.

VIII FINANCIAL OBLIGATIONS

Registration is non-refundable. Tuition and fees are collected on a prepaid basis and were due to the school by June 1, 2009, for the 2009-10 academic year. The school is under contract with First Bank & Trust to avail parents the opportunity to finance tuition. If a parent chooses to finance tuition through First Bank & Trust, the amount financed is paid to the school by the bank as the parent pays the loan. Should a parent default on this loan or if Cabrini cancels the loan, First Bank & Trust charges Cabrini with the unpaid balance. The parent will continue to owe the loan balance to the school.

Students will not be allowed to take semester examinations for either first semester or second semester if tuition is overdue. Grades, records, and transcripts will not be issued unless and until all financial obligations, inclusive of tuition, fees, fines, or dues collected by or on behalf of the school have been met. This policy applies to all students, including those who are graduating, choose to withdraw, or are asked to leave.

- A student will not be permitted to participate in Back-to-School Day or to attend school in the fall of any academic term if there are any financial obligations to the school.
- A student whose financial obligations to the school are not completed will not be allowed to participate in the Baccalaureate Mass and Commencement Exercises.
- Days missed as a result of financial obligations are recorded as days absent.
- Student tuition loan payments that become 60 days delinquent automatically cancel the agreement with the bank and become payable to Cabrini High School. If this occurs, the school can demand full payment of the balance of the loan and educational services will be discontinued.
- After April 20, 2010 all financial obligations still owed to the school for the current school year must be paid by CASH OR MONEY ORDER ONLY – NO CHECKS.

When enrollment is terminated (withdrawal or expulsion) and the tuition loan program is being utilized, the school will cancel the loan. The balance of the loan is payable to the school to the extent of the refund scale.

The following scale will be used for tuition refund for any student who leaves Cabrini:

- a. **between August 1 and the first full day of school – refund of tuition cost less one month or one-tenth (1/10)**
- b. **between the first full day of school and October 15 – 50% refund of tuition cost**
- c. **between October 16 and December 1 – 25% refund of tuition cost**
- d. **after December 1 – no refund – bank loans are still due**

***No refund of tuition will be issued without written notification of withdrawal from parent/guardian. Refund is for tuition costs only. Any amount remaining after refund, including interest and applicable bank charges, must be paid to the school or First Bank & Trust. All other student fees are non-refundable.**

IX GENERAL INFORMATION

- A. A student is bound by all school regulations and policies regardless of her age. Cabrini reserves/has the right to communicate to parents about any and/or all concerns related to the student regardless of her age. Information that falls under federal privacy laws will not be released to anyone other than the parent or guardian without written permission from said parent or guardian.
- B. Cabrini High expects its students, through education, prevention, and intervention to remain alcohol and drug free. Drug testing may be required of a student based on a referral. A student herself, a parent, teacher, administrator or school counselor may refer a student for an evaluation by a member of the Guidance staff. This evaluation may include a hair sample analysis as well as other screening tools. If a student shows signs of alcohol or drug use, or if the student seems to be experiencing emotional, social, or academic difficulties, the referring parent, teacher, administrator, or counselor can make a referral to the student's grade level counselor. All referrals will be kept in strict confidence. All hair sample analysis screenings must be conducted by the person or entity predetermined by Cabrini High. Personnel at Cabrini High will collect all hair samples.

A positive hair analysis test result will initiate a conference with the Principal, grade-level counselor, student, and her parent(s) or guardian. In the event of a positive test result, in order to remain enrolled at Cabrini, both the student and parent(s) or guardian must sign a contract whereby:

1. The student and at least one (1) parent or guardian agrees to participate in an assessment conducted by the Council on Alcohol and Drug Abuse (CADA) within ten (10) days. A release must be signed with CADA allowing the results of the assessment and the recommendations to be forwarded to the Principal at Cabrini. The information will be reviewed with the grade-level counselor and school social worker and a plan with timelines will be established.

2. The student and the parent or guardian agree to follow all recommendations made by CADA and the school grade-level Guidance counselor, and provide written documentation to that school counselor within the designated timeline. If outside counseling is recommended, a release must be signed to allow for the communication between the outside counselor and the school counselor regarding the student.
3. The student must meet monthly with the school Guidance counselor until the Guidance counselor deems less often but periodic meetings may be appropriate.
4. The student must undergo a sectional hair analysis drug screening collected at Cabrini in 45 days and then again every 90 days until graduation. The sectional hair analysis drug screening must be conducted by the person or entity predetermined by Cabrini High.
5. Continued enrollment at Cabrini High is contingent on the student following the plan and recommendations and the commitment to and the maintenance of a drug-free lifestyle. A positive result on the sectional hair analysis drug screening will result in immediate dismissal from Cabrini High. Any refusal of this drug screening will be considered a positive test result. Avoiding drug screening by cutting hair or attempting to alter test results by using any substance will also be considered a positive result.
6. All expenses incurred following the first positive result, including but not limited to expenses for subsequent sectional hair analysis drug screening, are the parent's responsibility.
7. It is understood that it may be necessary to inform the President, Principal, Counselor(s), Academic Assistant Principal, Dean of Students and Campus Minister on the nature and severity of the student's problem, the course of action recommended, and ongoing compliance.

- C. APPROPRIATE COMMUNICATION GUIDE:** All communication between parents and teachers should be in a manner exemplifying our core value of respect. Unacceptable offensive language will not be tolerated.
- D. PRIME TIME:** On study hall days, students must either remain in their homeroom to study or sign out to the library, computer room, math, science or writing lab, campus ministry office or service, or guidance office. When students return to homeroom, they must show a signed agenda book. On a Club Day, students must attend their club meetings or report to an assigned study room.
- E. AFTER-SCHOOL LAB:** Students who are not in a supervised activity, not picked up, and remain on campus after 3:30 P.M. must report to the cafeteria. The student must sign in and remain in the cafeteria or designated area. When leaving, the student must sign out. All students must be picked up by 5:15 P.M.

F. MAKE-UP WORK

1. Students are responsible for obtaining all notes, completing assignments, and rescheduling tests missed during their absence.
2. Students are to use teachers' office hours to receive an explanation of subject matter that was presented while they were absent.
3. Make-up tests must be scheduled within seven (7) school days of the student's return to school during the teacher's office hours or as scheduled by the teacher. In case of prolonged absence, the individual teacher will set deadlines with the assistance of the guidance counselor.
4. Physician's verification of illness is required to make up a quarterly or semester exam. Students must present this verification to the Attendance Office.
5. In the case of a missed exam, it is the responsibility of the student to report to the Academic Assistant Principal immediately upon her return to school and make arrangements to make up the exam(s).

G. FIRE DRILLS: Students must familiarize themselves with the fire drill directions in each of their classrooms on the first day of classes. During a fire drill, there is to be absolute silence while exiting the building.

H. UNSCHEDULED SCHOOL CLOSINGS

A. In the event that inclement weather forces the closure of school, an official announcement will be made on Radio Station WWL which is located at 870 on the AM radio band. In the event that an announcement is made that all Archdiocesan schools will be closed, then Cabrini will also be closed. Parents may also receive an automated telephone message through our SchoolReach messaging system.

B. If school is canceled, all students will be held responsible for assignments and tests missed on the day they return to school. Students should refer to the school website and Edline postings.

I. LUNCH PERIODS: Students are to eat only in designated areas. Breaking into the lunch line and loud or inappropriate behavior will not be allowed. Students are responsible for cleaning up their eating area. Students may only be in the hallways. Students are NOT allowed to go to their lockers during the lunch period. Students who eat in the cafeteria must follow Archdiocesan guidelines.

J. CO-CURRICULAR STUDENT ACTIVITIES: Co-curricular activities are provided for all talents and interests as an integral part of the school program. Every student is urged to develop herself by participating in these activities.

K. CHANGE OF ADDRESS: The student is responsible to notify the office of any change in family status, home address or phone number, place of parent's employment and/or employment phone number.

L. LOCKERS: Assigned lockers are provided for the safekeeping of personal belongings. Lockers must be locked at all times. Failure to do so or changing assigned lockers will result in a minor(m) infraction. Bags may not be attached to the exterior of the locker or stored in the hall. An athletic locker may be issued for all team members.

- M. SEARCH AND SEIZURE POLICY:** Cabrini High School is the exclusive owner of the school premises and all desks and lockers within the building assigned to any student, and any other areas of the school or grounds set aside specifically for the personal use of the students. Any school official may inspect any building, desk, locker, area, or grounds at any time, without prior notification to the student. Any school official may inspect a student's handbag, briefcase, or book bag when there is reasonable cause to believe that the student has in her possession any substance or item in violation of school policy. Nothing herein shall be construed to afford a student an expectation of privacy, which would not otherwise exist.
- N. ABORTION, PREGNANCY, AND MARRIAGE:** Cabrini is a Catholic school and does not condone abortion. A pregnant or married student may not continue to attend class.
- O. GRADUATION:** Participation in the graduation ceremony is a privilege and not a right. A senior who fails any semester or year long course will not be allowed to participate in the Baccalaureate Mass and Commencement Exercises. (See Pg.8, III B. Credit Requirements). **AN ILLUSTRATIVE AND NON-EXCLUSIVE LISTING OF CRITERIA, WHICH MAY PROHIBIT A STUDENT FROM PARTICIPATING IN THE BACCALAUREATE MASS AND COMMENCEMENT EXERCISES, IS AVAILABLE IN THE PRINCIPAL'S OFFICE.**
- P. CABRINI RING:** A student must be enrolled at Cabrini at the time of Ring Mass to receive a Cabrini High School ring. All responsibility for canceling the ring order and requesting refunds rest with the student and parent(s). Only official Cabrini High School rings will be awarded at the Ring Mass.
- Q. CAR DECAL:** Any student driving a vehicle to school must register and receive a Cabrini decal. Only cars with a Cabrini decal will be notified of any illegal parking. Failure of a student to register her car will result in a minor (m) infraction.
- R. FIELD TRIPS:** Students must be in full uniform for all field trips. Students must present the signed permission slip to the teacher/moderator before the scheduled activity. A student who fails to return a signed permission slip will not be allowed to participate in the activity.
- S. MEDICATION:** A student may not have any medication (prescription or over-the-counter) on her person at school. Any medication must be brought to the Main Office in a labeled container with written permission and instructions from the student's parent(s) or guardian(s). The school personnel will not administer medication.
- T. ELECTRONIC EQUIPMENT:** All electronic equipment must be turned off and must remain in the student's locker from 7:50 A.M. until the end of the school day. Any parent who wishes to communicate with the student must call the Main Office. Use of these devices will result in disciplinary action and the equipment confiscated for two (2) weeks. The second offense will result in two (2) Majors; a third – three (3) Majors, and so on.

U. LIBRARY

1. Order

- a. Consideration of the rights of others requires that students maintain a QUIET ATMOSPHERE in the library at all times including working and studying in groups.
- b. The library is not to be used as a "recreation center" at any time. Cafeteria and outdoor areas are available.
- c. Destroying library property will not be tolerated. Students are required to keep the library in order, return all books, magazines, materials, and chairs to their proper places.
- d. A fine will be assessed equal to the cost of the materials involved and disciplinary action will be taken against students who damage and/or destroy library property.
- e. Students will use only the FRONT DOOR to the library. Large equipment may be rolled out through the back door.
- f. Students using the library during class periods are required to submit a note to the librarian from a teacher or a counselor.
- g. No group work permitted in the library during Prime Time.

2. Hours: Monday through Thursday 7:30 A.M. - 4:15P.M.
Friday 7:30A.M. - 3:30P.M.

3. Overdue Books

- a. Students will not be allowed to take their exams until all borrowed books have been returned.
- b. Students should check the bulletin board weekly to determine if they have overdue books.
- c. Students with a book overdue by TWO WEEKS will receive a minor(m) offense daily until the book is returned.

4. Magazines

- a. Current magazines may not be checked out.
- b. Back issues can be checked out overnight.
- c. Overdue magazines are treated the same as overdue books. (See 3.a-3c.)

5. Damaged or lost materials must be paid for by the borrower. If not, the student will lose borrowing privileges and will not be allowed to take exams.

6. Any book taken from the library without checking it out at the desk will be considered THEFT and warrants a fine equal to the cost of the book and disciplinary action. Reference books may be checked out overnight and should be returned before 7:50 A.M. the next morning.

V. BOOKSTORE: The Cabrini bookstore will be open every morning, Monday through Friday, from 7:30 A.M. until 7:45 A.M. and during lunch.

W. HALL PASSES: A student must have permission from her teacher and possess a Hall Pass whenever leaving the classroom during class time. All information on the Hall Pass must be completed.

- X. HEALTH SAFETY:** Christ invites each of us to be active participants in His ministry. In this way, the healing supportive presence of Jesus is brought to the suffering people of our day. The growing AIDS crisis requires a compassionate response.

Our Catholic schools and parish catechetical programs have a responsibility to care for and safeguard the health and well-being of all students, faculty, employees, parents of students, and members of the community at large.

This policy focuses on the Church as employer and as educator. It is not the intention of this policy to address the medical aspects of the disease or to suggest the response of other Archdiocesan agencies to their situation. The policy is based upon current medical knowledge. Amendments may be made in the future.

Any reference to Acquired Immune Deficiency Syndrome (AIDS) should also be read as including AIDS-Related Complex (ARC). It also should be read to include, where appropriate, infection with Human Immune Deficiency Virus (HIV). The latter is the virus, which causes AIDS.

1. ADMISSION AND CONTINUED ENROLLMENT

- a. Students with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in grades 8 through 12 shall be permitted to attend school in an unrestricted setting.
- b. Students with Acquired Immune Deficiency Syndrome (AIDS) shall not be excluded from attending school for reason of the infection unless the following exceptional conditions are evident as determined by the student's physician, the student's parent(s) or legal guardian(s), the appropriate school administrator(s):
 1. The student is not toilet-trained or is inconsistent, or is unable to control drooling, or presents a very disturbing appearance.
 2. The student is unusually physically aggressive, with a documented history of biting or harming others.
- c. Cases shall be referred to the Superintendent of Schools when disagreement on the existence of the excluding conditions prevents the student's physician, the student's parent(s) or legal guardian(s), the appropriate school administrator(s) from reaching a decision on admission or continued enrollment.

2. EXCLUSION

A student with Acquired Immune Deficiency Syndrome (AIDS) who is excluded from school shall be provided with appropriate educational programs.

3. CONFIDENTIALITY

The identity of a student with Acquired Immune Deficiency Syndrome (AIDS) and all health records and other pertinent files shall be kept confidential in accordance with the law.

- Y. EXCESSIVE MONEY** - A student who must bring a substantial amount of money to school should place it in a labeled envelope and leave it in the Main Office during the school day.

X PERSONAL APPEARANCE

The clothing and grooming of the student should reflect a serious attitude toward her school and an awareness of the dignity of her own personhood. What the school seeks to promote in the student is a clean, neat, well-groomed appearance. The uniform should be in good repair and pressed at all times. Students must arrive on campus in regulation uniform. Whenever and wherever a student is wearing a Cabrini uniform – before school, during school, and after school, on campus or off campus – she must wear the uniform properly. Students are considered a school representative when in uniform. All behavior should reflect accordingly. Faculty members will conduct daily uniform checks. Teachers and Administration reserve the right to have student correct anything that is deemed distracting or inappropriate.

A. SCHOOL UNIFORM

1. Each of the following must be worn daily:
 - a. White short-sleeved uniform oxford blouse with pointed collar buttoned; long sleeved oxford blouse may be worn during the winter months.
 - b. School skirt with the bottom hem no shorter than the kneecap
 - c. Solid white school socks (Wigwam half crew) only; socks must be worn as intended (no folding or rolling). Students without uniform socks will be required to purchase these socks at the bookstore immediately.
 - d. Bass or Willits tan bucks with red soles; shoes must be worn correctly and tied at all times.
 - e. Clean name tag – worn horizontally on chest pocket or on same location on outer garment. Name tag should not be worn on the blazer.
2. The following may be worn during winter months:
 - a. Green cardigan sweater or senior sweater, school model only
 - b. Pressed green blazer with Cabrini emblem
 - c. Only sweatshirts with Cabrini imprints. Hooded sweatshirts/jackets are NOT permitted.
 - d. Solid white turtleneck only worn under a long sleeve uniform blouse
 - e. Solid white T-shirt only under the uniform blouse
 - f. Green, navy blue or flesh colored stockings (can be purchased from the bookstore only).
3. No additions or changes are to be made to the uniform by the student.
4. Thermal underwear, sweat pants, earmuffs, and hats are NOT permitted.
5. The uniform required for physical education class consists of the designated T-shirt and gym shorts sold in the bookstore, socks, and tennis shoes.
6. The dress uniform must be worn to all school Masses, designated assemblies, and whenever representing the school on or off campus. The dress uniform consists of the school uniform and a pressed blazer. An unrepresentable blazer may not be worn and a minor(m) will be issued.

- B. A student must use a Cabrini book bag, which must be free of any graffiti.**

C. Hair should be clean, neat, simple, and appropriate to the educational environment. Extremes in hairstyles and hair colors are not allowed as determined by the Administration. Hair accessories should coordinate with the uniform. Fingernail polish must be clear – no colors.

D. Students may wear only one (1) earring in each ear lobe. Earrings must be gold, silver stones or pearls, not dangling, and small in size. No body piercing, gauging or tattooing is permitted. Only a plain gold or silver necklace or with a religious medal/cross or small school-related symbol (i.e. Crescent pendant) is allowed. Bracelets are not to be worn. Rings are limited to one (1) per hand. Seasonal jewelry can be worn two (2) weeks prior to the holiday. The school blazer when worn may not display any medals and/or pins other than school honor medals and/or school pins.

E. JEANS DAY GUIDELINES: Blue jeans only (no overalls or Capri pants) may be worn with any Cabrini shirt, sweatshirt, school name tag, and any laced flat shoes with socks. No deviation is allowed on jewelry guidelines.

F. The attire of the students must be appropriate to the function they are attending when the school uniform is not required or they will not be admitted. Faculty and Administration may check adherence to the dress code at any time.

XI COMMUNITY RESPONSIBILITIES

The following regulations maintain a productive learning environment and Christian atmosphere at Cabrini. Students who fail to adhere to the following policies harm the composite school community and will be subject to appropriate disciplinary action.

A. We are mandated by Christ to treat all people with respect and care. Harassment and/or any action which is psychologically or physically harmful to any member of the school community will be considered a grave offense. Slurs (racial, sexual or otherwise) or threats of harm or violence to any member of the school's community will not be tolerated. Any student making a threat of harm or violence may be subject to immediate disciplinary action including but not limited to detention, disciplinary probation, or expulsion.

B. Maintaining the cleanliness of the school grounds is the responsibility of each student. Parents are responsible for the expense of repairing any damage caused to school property by their daughter.

C. Most textbooks are reused. Respect for the next user of the book requires that all school-issued books be covered with a book cover. Students are responsible for payment of lost or damaged textbooks.

D. Students who enter and leave the campus via Esplanade Avenue must use the walkway next to Crescent Cradle. No student pedestrian traffic is allowed on the driveway. Students are to enter the school yard upon arrival and may not leave the

grounds until dismissal. Students should remain in the cafeteria or library until the first bell rings. Seniors and those students reporting to the Main Office may enter the hallways.

E. For safety reasons, vehicles are not to enter the school yard between the hours of 7:00 A.M. And 3:30 P.M. daily except for drop-off and pick-up of students. Students are not allowed to park vehicles in the school yard.

XII SOCIAL CODE

The following regulations pertain to all student activities.

A. The attire of students and of their escorts at social functions must be appropriate to the function as instructed by Administration. Unless a function is specified as casual, males must wear a suit or sport coat, dress slacks, and tie. For the girls backless tops or dresses are not acceptable attire. A dress code is established for each dance and will be provided to students. Faculty and Administration may check and enforce adherence to the dress code at any time.

B. The Junior/Senior Prom is a formal social function. All students must wear a formal dress (floor length, no cut-outs or backless). The male escort must also wear formal attire which consists of a tuxedo and dress shoes.

C. No smoking or alcohol consumption is allowed by Cabrini students or their guests at school functions.

D. Improper behavior will not be permitted. Students will be held responsible for their behavior and that of their guests. Any individual disregarding the social code will be asked to leave.

E. Students must arrive at **ALL** school dances no later than one (1) hour after the starting time and must remain until one-half ($\frac{1}{2}$) hour before the ending time.

F. The Administration must approve all social functions sponsored for the student body.

G. In consideration of Administration and faculty, parents must be prompt in collecting their daughter/date at the end of any school function. A student who is not picked up in a timely manner may not be allowed to attend the next school related function.

Violations of Cabrini's social code are considered serious offenses and may merit suspension or expulsion according to the gravity of the offense. Cabrini High School reserves the right to terminate any social function if the social code is violated.

XIII STUDENT ELECTRONIC COMMUNICATIONS POLICY

Computer usage to pursue any illegal, unauthorized, immoral, unethical, damaging, corrupt, or fraudulent activities is strictly prohibited. Abuse of computer equipment (hardware or software) will not be tolerated. Any act of abuse will result in immediate forfeiture of computer privileges for the academic year, as well as additional disciplinary action.

Student use of faculty computer workstations and faculty equipment in the classrooms is prohibited.

Students must respect the security and integrity of the computers and the computer network system. Installation and transfer of software, shareware, freeware, or any other types of application programs or files without authorized permission is forbidden and may result in disciplinary action.

Electronic communications such as on-line services and the Internet generally provide positive educational experiences for those who use them. However, since the electronics communications community is composed of a vast array of people from all types, experiences, and backgrounds, it is necessary that students adhere to the following guidelines when using the resources of electronic communications:

1. Students are not allowed to open any e-mail at school.
2. Students will not give out personal information such as a name, address, telephone number, or location in a public message.
3. Students will immediately exit any document accidentally accessed, which is objectionable in nature. The students will immediately report this to the teacher on duty along with the name of the document, if known.
4. Students will never arrange a face-to-face meeting with any individual contacted through on-line or Internet services.
5. Students will report to the teacher if they inadvertently access any information, which makes them feel uncomfortable.

Any student who does not abide by the above mentioned rules will be subject to disciplinary consequences of the teacher and/or school. This includes loss of access privileges of all school electronic communications.

COMPUTER USAGE OUTSIDE OF SCHOOL

Parents should be aware that many Internet sites allow students to log on, create a personal profile and web page, post "blogs," participate in "chat room" discussions, and post messages and photos. This information is readily accessible to anyone in the public domain who logs onto the site with an ID and password. Cabrini encourages parents to discuss with their daughters the responsibility that comes with utilizing the Internet and the risks of displaying personal and sensitive information as well as inappropriate material on these public sites.

Students who post, or cause to be posted, on the Internet inappropriate or morally offensive material directed at Cabrini and/or its faculty, staff, and students, in effect, jeopardize the good or safety of the school and constitutes a major offense. The Cabrini High School Internet is filtered and monitored by appropriate personnel. Harassment and bullying of peers is prohibited. Legally defined characteristics which may constitute harassment are defined as inappropriate comments based on race, religion, sex or ethnicity. Students whose personal websites features such inappropriate material will be subject to disciplinary action. Parents will also be notified that their daughter has engaged in this inappropriate activity. Inappropriate material includes any writings or images that are determined to be detrimental to the common good, or which are morally offensive according to the teachings of the Roman Catholic Church, and thus, harmful or offensive to members of the Cabrini community.

PARENT-STUDENT AGREEMENT

It is understood and agreed upon that in case any student who would absent herself permanently from living with her parent(s) or legal guardian(s) and establish a special lifestyle apart from the family home, the school reserves the right to review its contract for enrollment in the light of that lifestyle. A student who has been married or who marries is not allowed to enroll nor to remain at Cabrini High School.

In such cases, the school hereby reserves the right to review any such change in residence or personal lifestyle.

In the event that the school should determine that any lifestyle or residence is contrary to the teachings of the Roman Catholic Church, as explained in Church documents, the documents and teachings of the United States Conference of Catholic Bishops, or the teachings of the local Ordinary, or to established Christian principles of morality and decency; or should the student's conduct, lifestyle, or change of residence become a source of scandal to the school or its students, or reflect discredit upon the principles and policies of Cabrini High School, in that event, the school hereby reserves the right to demand that such student withdraw from Cabrini High School, or alternatively, effect such change in her lifestyle or residential situation as to remove such cause for withdrawal, or upon the failure of the student to conform with either request, the school reserves the right to suspend or expel such student from Cabrini High School.