

## **Odds and Ends**

**Hot Lunch:** A hot lunch program is offered each day by Cannon Catering. Orders are placed monthly. Please follow specific instructions provided on the order forms. Credits can not be given due to absences or field trips that may be scheduled after lunches are ordered.

**Family/Custodial Situations:** A copy of the first page of the court decree bearing the case number, pages referring to child custody as it relates to the school, and the page bearing the judge's signature are to be submitted to the principal. Ordinarily, communications regarding the child will be sent to the custodial parent only.

**Friday Envelope:** Each Friday the youngest child in the family will be given an envelope containing important information. **Please read thoroughly and date, sign, and return the envelope and any necessary paperwork to school with your child on Monday.** On days when school is not in session on Friday the envelope will go home on the last day of that school week. Lost envelopes must be replaced at a charge of \$2 per envelope. The **Friday Knight News** is a weekly newsletter prepared by the H.S.A. corresponding secretary for parents. It will be e-mailed to you on Friday. It will also be available through the RenWeb link on our web site and is password protected. If you'd like to include an item in the envelope or FKN, please submit it to the office by Wednesday at 9:00AM. Any item which is to be included in the envelope or FKN must receive prior approval of the principal.

**Change of Address:** Parents must inform the office of any changes to address, phone numbers or e-mail during the school year.

**Change in the usual way home:** Parents must inform the office by call or note if a student will not go home in the usual way.

**Telephone use:** Students will not be permitted to use a school phone or personal cell phone unless the need is deemed an emergency by teacher, principal, or secretary. Calling parents to bring forgotten items is not considered an emergency. Cell phones must be turned off while at school unless permission has been given to use.

**Walking/Bike Riding/Public Bus Riding:** Parents must put in writing a request to let their child leave the campus without being accompanied by an adult.

**Deliveries:** Flowers, balloons, etc. will not be delivered to students in their classrooms. Due to limited office space, we request that you not have these items delivered to your child at school.

**Water bottles/snacks:** Teachers will set their own policy regarding students keeping water bottles with them or bringing snacks. Lollipops will not be eaten on campus.

**Birthdays:** Birthday treats such as cookies and cupcakes may be sent to school to be enjoyed by your child's classmates at lunch. Individual birthday parties will not be held during the school day and goodie bags will not be given out. Invitations to any type of off-campus party may only be distributed at school if invitations are given to the entire class or to all the boys or all the girls. If your plans can't include these groups, then invitations must be mailed.

**Class Parties:** Teachers will make decisions regarding when parties and treats will be scheduled in their homeroom class.

**Money Collection:** Money will not be collected in classrooms by parent volunteers without the approval of the principal.

**Donations:** Cathedral Schools holds its Annual Appeal in September, however donations to Cathedral School are gladly accepted at any time. All checks should be made payable to Cathedral School. Many parents like to help teachers purchase classroom "wish list" items. Those checks should also be made payable to Cathedral School, not be written to specific teachers.

**Electronic devices** such as Game Boys, music/video players or pagers will not be permitted on school grounds. **Toys** should not be brought to school unless specifically for scheduled "Show and Tell".

**Lockers** will be assigned to all students in grades 5, 6, 7 and 8. Locks may be used over weekends only. Lockers should be kept neat at all times and are subject to periodic checks by teachers/principal. Any decorations should be in keeping with the rules of the school.

**Library:** Books checked out through the school library are to be returned to the library on the specified date. If a book is lost or damaged, the student will pay the replacement cost of the book plus a \$2 processing fee, which covers the cost of putting the book back into circulation. If your child does not come home with a library book for a few weeks, he/she may have an overdue book.

**Microwaves:** Students will not have access to a microwave to warm lunches.

**Vending Machines:** Students may purchase from the juice/water machine. They will not have access to the soda machine at any time unless accompanied by a parent.

**3:00 Rule:** Students and parents will not be permitted into classrooms to retrieve forgotten items after 3:00. The only exception will be winter coats.

**Lost and Found:** Items will be placed in the back hall and will be discarded periodically. Please label all items with your child's name.

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***This handbook and the policies stated in it are meant to be a guide to student activities and discipline. Since it is impossible to foresee all situations that may arise, the administration reserves the right to set and/or revise policy as needed throughout the school year. New policy and revisions will be communicated to parents in writing. Parents and students are bound by the policies contained in this handbook and the procedures set forth by teachers.***

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