

# KOLBE CATHEDRAL HIGH SCHOOL



**2017-2018**

*Empowering our learning community  
with knowledge,  
skills, and Catholic values*

***“Work Hard & Be Nice”***

## Introduction

Kolbe Cathedral High School is a Catholic, co-educational secondary school in the Diocese of Bridgeport dedicated to preparing a diverse, multicultural population for college and continuing education. The mission is to empower students with knowledge, skills and Catholic values. Members of the school community are expected to “Work Hard and Be Nice.” The school and family form a partnership to foster the development of young Christian men and women academically, spiritually, socially, emotionally, and physically. Successful completion of four years at Kolbe Cathedral produces an individual who exhibits caring for others in the spirit of Christianity, sharing of knowledge, skills and talents for the good of others, and strength of character that dares to make a difference by living the Gospel message.

## Accreditation

Kolbe Cathedral High School is fully accredited by the New England Association of Schools and Colleges (NEASC) and the Connecticut Department of Education.

## Academics

### Graduation Requirements by Department

The following credits are required:

Religion (Includes required community service)	4 credits
Social Science	4 credits
English	4 credits
World Language	2 credits
Science	4 credits
Physical Education/Health	2 credits
Mathematics	4 credits
Music or Technology	1 credit
Electives	5 credits
Minimum to Graduate	30 credits

To maintain enrollment a student must earn at least three (3) credits each semester or (6) credits each year.

*In addition to the 30 credits outlined above, students must pass two summer reading tests with scores of 70 % or higher each year.*

*Seniors must pass the ACRE assessment of religion with a score of 70% or higher for graduation.*

## Grading System

Grade	Range	Quality Points
A	95-100	4.0
A-	90-94	3.75
B+	85-89	3.5
B	80-84	3.0
C+	75-79	2.5
C	70-74	2.0
D	65-69	1.0
F	64	0.0

### Academic Honor Roll Criteria

**First Honors:** 3.75 grade point average, or higher, with no grade below a B.

**Second Honors:** 3.25 grade point average, or higher, with no grade below a C+, and no more than one C+.

**Exam High Honors:** 4.0 average or All A's.

**Exam Second Honors:** 3.0 average or all B's.

Students who exceed a combination of five absences, tardies and/or early dismissals will not be eligible for the honor roll.

### Advanced Placement

Advanced Placement (AP) courses are offered to juniors and seniors who demonstrate academic excellence and motivation. Students enrolled in AP courses are required to take the AP exam to earn AP status on their transcript.

### National Honor Society/Spanish National Honor Society/French Honor Society

The National Honor Society and Spanish/French National Honor Societies are the most prestigious academic associations to which students may belong. Academic achievement, leadership, character and service are the criteria used for membership in the National Honor Societies.

### Academic Expectations

At the beginning of each semester, teachers post a detailed syllabus on PlusPortals. The syllabus includes a course description, specific content information, materials needed, course policies, grading policies and procedures and major long term assignments. All syllabi, homework assignments and grades are posted for students and parents on PlusPortals. Students and parents are provided with a personal password and are expected to track academic progress and other school information. Students are expected to maintain a 2.0 average. Students unable to meet this requirement by the end of sophomore year may be dismissed. Students are expected to maintain a 3.0 average for enrollment in the honors program. All students will take annual standardized tests for college readiness and program assessment.

### **Zeroes Are not Permitted (ZAP)**

Students are expected to complete every homework assignment to the best of their ability and on time. When a student does not meet this expectation they are given one day to complete the assignment for 75% credit. If the homework is still not complete, the student will stay after school for ZAP study and hand in all missing or incomplete assignments for 50% credit. Students are expected to complete the homework assignment within one week of its original due date to receive credit. Parents will receive both verbal and written communications from teachers when homework is not complete.

### **Challenge to Achieve**

Any freshmen who scores 69% and under on a test must attend a review session with a teacher within a week of receiving the results of the test. Then, they must schedule time with their teacher to revise, edit or retest. The highest a student can achieve on a CTA is a 70%. If a student does not attend a review session, the teacher must send home an Academic Deficiency Report and call home. A copy of the report must be given to an administrator. Students who score 70 or higher on a test are not allowed to take a CTA. Note: the CTA is **not** available for sophomores, juniors and seniors.

### **Mid-Term and Final Exams**

All academic courses end with a final exam worth 10% of the final grade. Students must take the exam on the scheduled day and time unless a serious illness can be documented or prior arrangements have been made by a parent with a school administrator. Students who do not take a final exam at the scheduled time and who do not have a doctor's note will be assigned a Saturday detention. All tuition accounts must be up-to-date before an exam pass will be administered. All students will take mid-term exams during the 8<sup>th</sup> week of the course.

***Failure to a take a mid-term or a final exam, unless exempt, will result in failure for the course.***

Exam exemptions are not given during the first semester or nine week courses.

Seniors may be exempt from a second semester exam in a particular semester subject if they meet the following criteria:

- all requirements of the course have been met
- combined absences and tardies do not exceed 5 for the semester. Students who have an extended absence with doctor documentation due to a serious illness, injury or surgery, may be exempt if all other criteria are met.
- 90 average or above for the semester

Seniors may be exempt from a final exam second semester if they meet the following criteria:

- all requirements of the course have been met
- combined absences and tardies do not exceed 5 for the semester. Students who have an extended absence with doctor documentation due to a serious illness, injury or surgery, may be exempt if all other criteria are met.
- a 90 or better in both marking periods

**Only seniors** may be exempt from a final exam in a nine week course in second semester if they meet the following criteria:

- all requirements of the course have been met
- combined absences and tardies do not exceed 3 for the nine weeks. Students who have an extended absence with doctor documentation due to a serious illness, injury or surgery, may be exempt if all other criteria are met.
- 90 average or above for the nine 9 week course

### **Make-up Policy**

A student who is absent on the day of a previously announced test must take the test on the day the student returns to school. It is the student's responsibility to approach the teacher on the day he/she returns to arrange for makeup. Students are expected to use PlusPortals to obtain assignments given during their absence. Makeup tests may never be given during class time. All work missed during an absence must be made up according to individual teacher's stated policy.

### **Tutoring and After School Extra Help**

Tutoring and extra help is available. Each teacher posts his/her extra help schedule. Students must sign up ahead of time and stay for the entire session. Students may also request a peer tutor from their teacher or from their guidance counselor. The library is open every day until 3:45 for homework, tutoring, extra help and independent library research. Library rules apply as posted. Peer tutoring is offered from members of the National Honor Society, Spanish National Honor Society and French Honor Society.

### **Summer Reading**

All students are required to read at least two assigned books during the summer and honors students are required to read at least three. Students must pass 1 assessment for each book on test day in September. Students will receive .125 credits in English for passing summer reading. Students may not pass to the next grade without passing all summer reading assessments. *Students, who do not pass both reading tests, will be required to attend summer school at Kolbe Cathedral for a fee.*

### **Summer School**

Students will be required to attend summer school for specific class failures. Students must attend summer school unless otherwise notified by their guidance counselor. Only two classes may be taken in a summer school session. Summer school courses will be added

to the students' transcripts but not receive the same academic weighting as a regular course for the purposes of calculating class rank.

### Dress Code

KCHS requires that a uniform be worn to school. Students must be in uniform when classes begin at 7:55 a.m., throughout the day, and during school detention. The uniform should be neat and clean at all times with shirt tails tucked in. All uniforms must be size appropriate and worn with dignity and respect.

#### Uniform Companies

Blake's  
60 Access Rd.  
Stratford, CT 06615  
203-375-5901

Dennis  
500 Boston Post Rd.  
Orange, CT  
1-800-854-6951

#### Pants

Sophomores, Juniors and Seniors are required to wear navy blue or khaki, straight leg slacks, dress uniform pants purchased from Dennis, or Blake's Uniform Company. Students may also wear Dockers brand in navy or British khaki (tan not stone) if they meet the requirements of the uniform. **Freshmen students, beginning with the class of 2021, may only wear Khaki pants.**

Pants MUST ALWAYS BE WORN PROPERLY WITH A SOLID COLORED BELT.

*Casual style pants such as those with a low rise, double stitched seams, skinny ankles, patch pockets and double knees are not acceptable for dress uniform.*

#### Shirts/Blouses

The following must be worn every day:

- **Freshman and Sophomores:** baby blue, long sleeve, button down dress shirt without a logo.
- **Juniors and Seniors:** yellow, long sleeve button down dress shirt without a logo.
- **Seniors** have the privilege to wear the class approved polo shirt every day during the month of September and from May 1<sup>st</sup> to graduation. Otherwise, a yellow, long-sleeve, button-down, dress shirt will be worn from October 1<sup>st</sup> - April 30<sup>th</sup>.

Shirts must be long enough to remain tucked in when arms are raised.

ONLY, solid colored tee shirts may be worn under uniform shirts.

Boys are required to wear a tie with button down shirts.

*\*Students may wear short sleeve, uniform, dress shirts in warm weather.*

#### Skirts

- **Freshmen and sophomore girls** will wear maroon uniform skirts purchased at Blake's or Dennis. Lower grade students are not permitted to wear a navy or gray skirt.

- **Junior and senior** girls will have a choice to wear either navy or gray uniform skirts purchased at Blake's or Dennis. Upper grade students are not be permitted to wear a maroon skirt.

Skirts must be a modest length or no shorter than 4 inches above the middle of the knee. Rolled skirts are subject to detention.

### **School Sweaters**

- Freshmen and sophomores must wear a Kolbe Cathedral sweater in gray, navy or cranberry and it may either be a v-necked pull over or a cardigan. Sweaters will be worn by freshman and sophomore from October 16 to May 11 as the winter uniform. Sweaters may be purchased at the uniform store or at the Kolbe Cathedral bookstore. All students must wear a uniform shirt underneath the sweater and boys must wear their ties.

Team jackets and warm-ups of any kind are not to be worn during the school day. Also any sweaters that are not labeled "Kolbe Cathedral" are not to be worn during the school day.

- Juniors and seniors must wear a classic, solid navy, gray or black, 2-3 button blazer/sport jacket with a Kolbe Cathedral emblem from October 16 to May 11 as the winter uniform. The KC sweater is no longer an option for juniors and seniors. The privilege of wearing a blazer signifies status of a young woman or young gentleman.

### **Shoes**

Students are required to wear all black, low heeled, leather dress shoes **ONLY**.

Students are not permitted to wear casual styles such as but not limited to any canvas shoe, sneakers, moccasins, backless slides, Crocs, Nikes, Jordans, and Converse...

During the winter months, students may wear boots outside and must change to shoes upon entering the building.

### **Socks/Stockings**

Socks and stockings must be worn and feet must be fully covered at all times. Leggings are not appropriate for school. Only matching socks of a solid color are permitted. This rule is strictly enforced for girls wearing a skirt.

### **Outerwear and Headwear**

Coats and hats are not to be worn during the school day. Scarves, head-wraps, do-rags and athletic style headbands are not permitted.

## **Jewelry**

Jewelry should be appropriate for school. Any jewelry that is found to be inappropriate or not in accordance with school rules will be confiscated and returned to a parent only.

Girls may wear:

- 2 small earrings close to the ear and no larger than a quarter

Boys may wear:

- one stud earring only

**Jewelry worn in pierced body parts other than ears is not permissible. Students must surrender these items and parents will attend a conference.**

## **Hairstyles**

- Hairstyles are to be in accordance with appropriate professional businesses. Hair must be neatly groomed whenever students represent Kolbe Cathedral including team and club members who participate in events during vacations. Students may not shave designs or slash marks in their scalp or eyebrows. Mohawk style haircuts are not allowed.

*Girls may wear:*

- Headbands and narrow scarves to hold hair away from their face.
- Hair colored but in natural colors ONLY. Pink, orange and maroon are some examples of un-natural colors that are not allowed.

*Boys may wear:*

- Neatly trimmed facial hair.
- Neat braids that are not past the collar.
- Mohawk style haircuts are not permissible nor is hair coloring to accentuate a striped appearance.

Hair accessories or designs are not permitted and hair must not be worn past the collar.

## **Polo Days**

On specially designated days, students may be invited to wear a Kolbe Cathedral polo shirt with uniform pants and/or skirts. On some special days, students may also be invited to wear cargo pants or clean, neat jeans without rips, tears or shreds with sneakers or boots.

Class of 2021 will wear white polo shirts

Class of 2020 will wear navy polo shirts

Class of 2019 will wear yellow polo shirts

Class of 2018 will wear Baby blue polo shirts

***While it is not possible for a handbook to anticipate every possible student behavior or fashion trend, the Administration reserves the right to determine the acceptability of all clothing, jewelry, hairstyles, and footwear. Parents and student are encouraged to contact school administration if they have questions about what is acceptable for the school's uniform dress code.***

## Behavioral Expectations & Policies

Concern for the well-being of others, respect for authority and cooperation are essential elements of our school environment. Students are required to contribute to the Kolbe Cathedral community in a manner that is consistent with Catholic beliefs. They are required to be respectful, exhibit self-control and act responsibly.

The policies provide students with a clear understanding of behavioral expectations and the consequences for failure to comply with school rules. Behavior that disrupts or impedes the welfare and progress of the school community or brings discredit to the school will not be tolerated. Students are held accountable for their behavior in and out of school, including off-campus activities. Students are subject to penalty for using the Internet to harass or bully fellow students.

All faculty and staff are responsible for enforcing school rules throughout the building and campus, not just in their classrooms. Students are expected to comply with directions from any staff member.

The following infractions will result in recorded consequence: disruptive and inconsiderate behavior, disrespect or insubordination to faculty/staff, unauthorized absence from school or class, vandalism, stealing, cheating/dishonesty, games of chance and or card playing, bringing unauthorized visitors to school, computer misuse, any use of tobacco products, tobacco delivery systems or e-cigarettes, use of controlled substances, possession of a laser pointer, unauthorized use of all personal electronics devices, cutting a personal detention, dismissal from class, use of profanity, harassment or continual disregard of rules.

***The Administration reserves the right to dismiss any student who fails in conduct or attitude to meet the regulations and policies adopted by the school.***

## School Infractions

### **Attendance/Tardiness and Truancy**

Regular attendance is a requirement for successful completion of each class. The first class of the day begins promptly at 8:15 A.M. Students are expected to be fully dressed in their uniform and in their seats working at the time of the bell. Excessive absenteeism may result in failure and possible loss of credit for the year.

Parents are requested to contact the school between 7:30 and 9:30 A.M. to report absenteeism. Any student absent from school without parental permission is considered truant and will serve a Saturday detention known as JUG. Repeated truancy may result in expulsion. Students arriving to school after 8:30 will serve a school detention.

Students exceeding a combination of 5 absences and tardies in one marking period will be placed on attendance probation and will serve a detention for every day tardy. Attendance records are a part of the permanent transcript and will be shared with colleges and future employers.

### **Cell Phone and Personal Electronic Use Policy**

All personal electronic devices, such as cell phones, iPods, tablets, and accessories (such as head phones and speakers) must be out of sight and sound by 8:10am and until 2:15. Students who prefer to store their phone in the main office may do so. Electronic communication devices are allowed to be brought to school but they should never be seen or heard by any teacher or administrator unless a teacher has specifically instructed you to use the device for an educational purpose, in the classroom, while under teacher supervision. Use of personal communication devices for non-educational purposes **is not permitted in** Kolbe Cathedral High School. This includes but is not limited to communication of any kind with your parents, employer and friends. Students are encouraged to use a Tablet for downloading books and articles, taking notes, doing research, or giving presentations.

When an electronic device is seen, heard or causes any disturbance, it will be confiscated and returned to the student after a conference with an administrator. A second violation will result in a school detention and the device will be returned to a parent **ONLY**. A third violation will result in JUG and the parent must sign a contract stating that a fourth violation will result in surrender of the device for 7 days. Refusal to hand over the device becomes a more serious violation. Student will be removed from class and the parent will be notified. Students will be given a JUG as well. **Parents who need to contact their students should call the main office.** Phones may be used for personal communication **ONLY** in the lobby outside of the gym and not on any other floors. Texting, tweeting, use of Facebook, shopping and all other non-educational purposes are strictly forbidden.

### **Food and Gum Infraction**

Eating food or drinking beverages outside of the cafeteria is not permitted. Gum chewing is not permitted in the building at any time. The student will pay a \$1 food and gum fine each time the rule is violated up to five times. Repeat offenders will serve a detention. If the rule continues to be ignored, a JUG to remove gum from desks and other furniture will be assigned. Please respect all property.

### **Uniform Infractions**

Students who are in violation of the dress code will be sent to have a conference with an administrator to review the uniform policy as well as a phone call to a parent to discuss the uniform infraction. A second violation will result in a phone call to a parent and a school detention. A third violation will result in a student being sent home with a parent for the school day. A fourth violation will result in a JUG and the student will be sent home with a parent. Lesser violations and general sloppiness such as un-tucked shirts and untied ties will result in a school detention.

## **School Policies**

### **Building Policy**

The school provides supervision in the cafeteria beginning at 7:00 a.m. Students should report there before school. Students needing to use the library, see their Guidance Counselor or a teacher must arrange to get a pass ahead of time. Students are not free in the building without a pass until the 8:00 bell rings.

Loitering after school is not permitted. Students must be in supervised activities by 2:20 P.M. or leave the building completely. The library is open for studying and homework until 3:45pm and there are a variety of clubs and organizations. Students waiting for activities or rides are to wait in the outer gym lobby. The building will generally be locked at between 4:30 and 5:00pm. Students with later activities such as a 6pm practice or game are expected to leave campus when the building closes and return for their activity.

### **Bullying/Hazing/ Sexual Harassment Policy**

Bullying, hazing or sexual harassment will not be tolerated. This includes any verbal or physical behavior that is unkind, offensive or harmful to one or more parties. An infraction may occur even if all parties are willing participants. If a student is being harassed or treated unkindly by anyone, that student should tell the offender to stop and report to a guidance counselor or administrator within one day of the occurrence. A written complaint will be filed to initiate an investigation. Any initiation rituals or “hazing” of freshmen or other students is a serious offense. Violators will face serious consequences that could include expulsion.

### **Early Dismissal Policy**

A parent must submit a written request for an early dismissal. A phone call from the parent is required to confirm the dismissal. Parents/guardians must sign the student out of the building. Dismissals before noon are considered absences. Early dismissal may have a negative impact on the student’s academic performance for the last class period of the day and may keep a student from being on the honor roll.

### **Honesty Policy**

Honesty and integrity are essential values for the Kolbe Cathedral community. Plagiarism, taking credit for another student’s work or allowing another student to do so is cheating. Cheating is dishonest and unacceptable. The student will serve a two hour Principal’s Detention. Students who copy, plagiarize or try to take credit for another’s work must stay after school to complete or re-do the assignment to demonstrate knowledge, skill or understanding. Cheating may jeopardize admission to or membership in the National Honor Society. A second offense will result in a Saturday detention and repeated infractions for cheating may result in dismissal.

### **Lavatory and Locker Use**

Students must be in class to learn. Frequently leaving the class room is disruptive to the learning process. The daily student schedule includes a 5 minute passing period between classes for use of lockers and lavatories. Students are given an emergency pass in each class. Students who exceed this will incur a penalty unless a doctor’s note is presented.

### **Probation Policy**

A student may be placed on probation for excessive absenteeism, tardiness, failure of academic subjects or continued discipline problems. Once on probation, the expectation is that the student takes responsibility and makes the necessary changes. Failure to demonstrate improvement will result in greater penalty and may jeopardize his/her continued enrollment at KCHS.

## **Technology Policy**

The use of technology is a privilege not a right. Students may use personal or school computers and others technologies for educational purposes ONLY. They are expected to make responsible, ethical and appropriate use of all electronic devices and information services at all times. Inappropriate use will result in disciplinary action. Each student must sign an acceptable technology use agreement and his/her parents must sign a technology permission form for the student to have use of school computers and other electronics.

## **Consequences for Non-Compliance with School Rules and Policies**

**Personal detentions** are given by a teacher for infractions that are antagonistic to classroom routine. Personal detentions are a minimum of 20 minutes. Failure to attend will result in a disciplinary referral to administration.

**School detentions** are given for more serious infractions. Detention is held every Monday and Thursday from 2:20 p.m. to 3:00 p.m. Complete uniform, a school planner, total silence and compliance with the proctor's instructions are required. Arriving late to detention or being asked to leave detention results in a double detention. If a student fails to attend an assigned school detention without permission from the assistant principal or without a phone call from a parent, the student will serve a Saturday detention.

**Put Out of Class**, occurs when a student is disruptive to the learning environment. The student must report to the dean of students or assistant principal. Students will be kept out of class for a short time-out and returned to class at the discretion of the dean or administrator.

**Principal's Detentions** are given for violating the honesty policy and unauthorized absences from class. Principal's detentions are served from 2:20-4:20 on a day as assigned by an administrator.

**JUG**, a Saturday detention, may be given for disrespect of a staff member, cutting school, cutting a school detention, or serious inappropriate behavior as determined by the administration. JUG may also be given for repeated noncompliance with school rules. JUG is held on Saturdays and begins promptly at 8:00 a.m. Complete uniform and compliance with the proctor's instructions are required. No student is admitted to JUG after 8:05 a.m. Failure to attend will result in serious consequence.

**Out of school suspension** is given for the most serious infractions. During the time of suspension, the student must continue to take responsibility for learning. The student will have to remain after school to get notes and make-up all missed assignments. A parent must accompany the student to school for a conference with an administrator or Dean of Students before being readmitted.

## **Board of Review**

The assistant principal may convene a Board of Review when a student demonstrates a continued disregard of rules or behaviors that are deemed a serious breach of school policy. The board will be comprised of faculty members and students chosen by the administration. A guidance counselor serves as an advocate for the student during the

process. The board will meet with the student and parent to review the behavioral difficulties. The board will make a recommendation to the administration regarding future action. Such recommendations may include expulsion.

**Dismissal** from Kolbe Cathedral may occur for failure to meet academic expectations and/or the code of conduct.

**Expulsion** is employed in extreme situations. A student can be expelled for the following reasons: possession of a weapon; fighting; possession, selling or using alcohol or drugs; threatening a faculty member; malicious damage to school property; accumulation of school detentions; and any behavior that dishonors the Kolbe Cathedral Community. Students are held accountable for **ALL** on and off campus behaviors.

## General Information

### Assembly Conduct

Students are expected to give full attention during assemblies. This attention is manifested by a respectful attitude and appropriate behavior. Booing, whistling and yelling are inappropriate and unacceptable.

### Athletics

Students who try out for any interscholastic team are required to have a sports physical. Membership on a team is both a privilege and a responsibility. Therefore, to be eligible to play on any team, a student must be earning three credits each semester. Team members traveling to other schools must represent Kolbe Cathedral values and attitude at all times, including the time on the bus. Coaches reserve the right to determine eligibility for transportation.

According to the Connecticut Interscholastic Athletic Conference policy, any student found using performance-enhancing drugs by their school/school district will immediately be disqualified from further participation in CIAC sponsored sports for a period of 180 school days on each occurrence. Kolbe Cathedral may monitor their student athletes to assure that they are drug free.

### Bus and Transportation Information

The city of Bridgeport no longer provides school bus service to high school students. Bridgeport resident students, who live 2 miles or more from the school; as determined by the Board of Education will receive a monthly GBTA bus pass free of charge. The Board of education will determine whether a student qualifies for a bus pass. Bus passes will be distributed by a Kolbe administrator. Students are expected to follow the Kolbe Cathedral code of behavior while riding on the GBTA bus. Failure to adhere to standard bus rules as outlined by the city and to respect the authority of the bus driver may cause a student to lose their privilege to ride the bus, a civil penalty, and a school disciplinary penalty.

### **Cafeteria Service**

Students may bring their own lunch or purchase cafeteria items. Energy drinks such as Red Bull and 5 Hour Energy are not permitted. While in the cafeteria, simple rules of courteous behavior and good manners are expected of all students. Students are to clean their table after use and throw all trash into containers. Food may not be taken out of the cafeteria. Students may only leave the cafeteria during lunch with permission from a proctor. Cell phone use is not allowed during lunch periods.

### **Clubs and Organizations**

Students are encouraged to take part in the extra-curricular activities. These include soccer, basketball, softball, baseball, volleyball, bowling, cheerleading, SADD, newspaper, student council, choir, Build On, Just K, and class officers. Students in the building after school must be in supervised activities. Students should make transportation arrangements within 15 minutes after the end of the activity. Loitering is not permitted.

### **Fire Drills and Other Emergency Procedures**

Fire Drill exit routes are posted in each classroom. Exit the building following the teacher's direction, quickly, quietly and without running or talking. Evacuation drills require students to exit the building and leave the grounds promptly. Lockdown and stay in place drills secure students in the building in the event of an exterior threat. No one will be allowed admittance or released from the building until the threat has been lifted. All drills should be considered serious.

### **Guardianship & Change of Address/Phone**

All students must reside with a parent or legal guardian. Emancipated minors cannot attend Kolbe Cathedral. If a parent/legal guardian is away and temporarily assigns guardianship to someone else in their absence, the school must have written permission to call upon this person in place of the parent. If there are court ordered bans prohibiting any person from student contact, an administrator or guidance counselor must be notified. Important messages from a parent/legal guardian will be given to a student at dismissal unless there is an emergency. Parents/guardians will be called by the school nurse or administrator if a student is too ill to remain in class. Immediately notify school officials of change of address and/or phone.

### **Lockers**

Each student will be assigned a school locker by their first period teacher. Students are given a Kolbe Cathedral combination lock upon their first day of enrollment and only school combination locks may be used. Students who lose their lock may purchase a new or used lock, if available, in the bookstore or main office. Combinations and lockers should not be shared. Lockers may **never** be left unlocked. The school is not responsible for lost or stolen items. Lockers may be accessed before the first period of the day and in-between classes. The administration reserves the right to conduct a locker search when there is just cause.

### **Nurse**

The city of Bridgeport provides a school nurse to Kolbe Cathedral. Students must have a pass from a classroom teacher to see the nurse. Only the nurse or an administrator may decide if a student is too ill to remain in school and only the nurse or an administrator

may contact parents to bring students home. Students who call their parents directly to come and pick them up are in violation of school policy. All freshmen and transfer students are required to have a full health examination and updated immunizations by December 31<sup>st</sup> of the calendar year in which they are enrolled at Kolbe Cathedral.

### **Parking Rules**

Students who drive to school must register their cars in the main office. The parking area found between Kolbe Cathedral and St. Augustine School is available for students. Unsafe driving and/or irresponsible behavior will result in loss of parking lot privileges. Students may not park in the lot closest to the school. Students may enter the parking lot by way of Washington Avenue and must exit by way of the lower lot onto Calhoun Place. Students must be dropped off and picked up on Calhoun Place to avoid congestion and accidents in the school parking lot.

### **Prom and Dance Regulations**

Tickets for the prom and school dances are sold during the week before the dance and may not be purchased after the deadline. Only those students who have paid their senior fees may attend the Prom. No one may enter the dance after 8:00 p.m., and once entered, may not leave and return. Anyone leaving the dance before 10:30 must have parental approval to do so. Guests must be accompanied by a Kolbe Cathedral student and they must be signed in with name and phone number before the day of the dance. Guests are required to present photo ID at the door and no guest under age 14 or over 20 will be admitted. Students may bring a guest of the opposite sex only. Dress for the Prom is formal or traditional black tie. Anyone wearing immodest or inappropriate clothing will not be admitted. Kolbe Cathedral students are held accountable for the behavior of their guests. Anyone whose conduct or dancing does not conform to Kolbe Cathedral standards may be asked to leave or be turned over to the police. The use of alcohol, drugs or other illegal substances is prohibited. Such violations are subject to disciplinary action and possible arrest.

### **School Property**

Students are expected to take proper care of the books issued and all other school property including the building. Damaged articles will be repaired or replaced at the student's expense. Damage of a malicious nature will also be subject to disciplinary action. Kolbe Cathedral IS NOT responsible for personal items which are lost, stolen or misplaced.

**Please respect all property.**

### **Snow Days**

In case of snow, inclement weather or other emergencies, students and their families will receive a phone call from our emergency alert system. Families who have registered their email address on PlusPortals will receive emails telling them of closings and delays. Information can also be found at [www.ctweather.com](http://www.ctweather.com), by tuning into WICC 600 AM radio, Channels: NBC 30, WFSB 3, WTNH 8, and Chanel 12 Cablevision. When school is cancelled

due to inclement weather students must go to Google classroom by 9am to receive their assignments for the day, Assignments must be completed by 10pm that same day.

When school is delayed one hour, students must be in class at 9:15 a.m. and when school is delayed 90 minutes, students must be in class at 9:45 a.m. When school is delayed by 2 hours, students must be in class by 10:15.

### **Tuition and Student Records**

The parents/legal guardians of students accepted to Kolbe Cathedral enter into a contract with the school: Kolbe Cathedral High School agrees to provide a quality, Catholic education and the parents/legal guardians agree to pay for that education through tuition. Tuition accounts must be paid in a timely manner. Final exams will not be administered to students until financial obligations are met. Transcripts will not be released with obligations pending, however, parents/guardians may request to inspect and review their student's record by appointment with the guidance counselor. Seniors may have five (5) transcripts at no charge. Additional transcripts are \$3 for students. After graduation, the fee is \$5 per transcript.

### **Telephone**

Students may not leave class to make phone calls. The office phone is not for casual student use. Students may step outside of the building at 2:15 p.m. to make personal cell phone calls. In case of an emergency, students who need to contact their parents during the day should come to the main office and talk to an administrator.

### **Visitors**

Visitors may not be invited into the building without first seeking authorization from the administration. Only school secretaries and administrators will open the school doors to outsiders. Students should never open the door to strangers. All visitors must sign in at the main office.

### **Website and Social Media**

Visit our website at [www.kolbecaths.org](http://www.kolbecaths.org) for calendar updates and events.

Social Media:

- Facebook page <https://www.facebook.com/kolbecougars>
- Twitter <https://twitter.com/KolbeCougars>
- Instagram <https://www.instagram.com/kolbecougars/>
- YouTube <https://www.youtube.com/channel/UCIRrJiOU2kSnjtzFq6OCssQ/videos>
- Library/Media Blog <http://kolbetech.blogspot.com/>
- LinkedIn <https://www.linkedin.com/groups/8174570>
- Vimeo <https://vimeo.com/kolbecougars>

Information about all schools in the Diocese of Bridgeport as well as core curriculum for k-12 can be found at <http://www.dioceseofbridgeportcatholicschools.com/>

**Alma Mater**

Kolbe Cathedral now and always,  
Shine forth your light to guide our way.  
We sing to you your loyal children.  
We shout your name and sing your praise!

Kolbe Cathedral long may you live!  
Knowledge and faith prevail.  
You are the light that shines in darkness;  
You are the faith we choose to bear.  
You are the hope that sends us forward;  
You are the love that we all share.

**Mission Statement**

Empowering our learning community with knowledge, skills and Catholic values

**Motto**

Work Hard and Be Nice

**Colors**

Columbia Blue & Gold

**Mascot**

Cougar

## DIRECTORY

KOLBE CATHEDRAL HIGH SCHOOL  
33 CALHOUN PLACE  
BRIDGEPORT, CONNECTICUT 06604

Phone: (203) 335 - 2554

Fax: (203) 335 - 2556

[www.kolbecaths.org](http://www.kolbecaths.org)

Mr. Henry Rondon	Principal	Ext. 12	Hrondon@kolbecaths.org
Mr. Gene Holmes	Assistant Principal	Ext. 19	gholmes@kolbecaths.org
Mr. Daniel Routhier	Dean of Student Life	Ext. 23	drouthier@kolbecaths.org
Mrs. Sarah Mastrone	College Counselor	Ext. 15	mastrone@kolbecaths.org
Ms. Sarah Menard	Guidance Counselor	Ext. 16	smenard@kolbecaths.org
Mrs. Lisa Hodges	Tuition Accounts	Ext. 13	hodges@kolbecaths.org
Mrs. Todd R.N.	School Nurse	Ext. 24	

Please consult PlusPortals or the Website for individual teacher voice mail extensions and email addresses.

***The administration of Kolbe Cathedral reserves the right to change rules and policies as necessary.  
All those affected will be notified.***

### Time Schedules

	<u>Daily Schedule</u>	<u>Half Day</u>	<u>Activity End of Day</u>
	8:10 Warning Bell	8:10 Warning Bell	8:10 Warning Bell
<b>Periods:</b>			
<b>A/E</b>	8:15 - 9:35 (80 min)	8:15 - 9:15 (60 min)	8:15 - 9:22 (67 min)
<b>B/F</b>	9:40 - 11:00 (80 min)	9:20 - 10:15 (55 min)	9:27 - 10 :32 (65 min)
<b>C/G</b>	11:05 -12:50 (82/80 min. and Lunch)	10:20 - 11:15 (55 min)	<b>D/H</b> 10:37 - 11:42 (65 min)
<b>D/H</b>	12:55 - 2:15 (80 min)	11:20 - 12:15 (55 min)	11:47 - 1:10 <b>C/G</b> (67/65 min. and Lunch) <b>Activity (60 min)</b> 1:10-2:15
<b>Lunch:</b>		<b>No Lunch</b>	<b>Lunch:</b>
<b>1st</b>	<b>11:05-11:25</b> <i>Class:11:30-12:50</i>		<b>11:47-12:07</b> <i>Class:12:10-1:10</i>
<b>2nd</b>	<b>11:50-12:10</b> <i>Class:11:05-11:48/ 12:15-12:50</i>		<b>12:10-12:30</b> <i>Class:11:47-12:07/ 12:33-1:10</i>
<b>3rd</b>	<b>12:30-12:50</b> <i>Class:11:05-12:27</i>		<b>12:50-1:10</b> <i>Class:11:47-12:47</i>