PARENT/STUDENT HANDBOOK

2017-2018

Revised 6/16/2017

Very Rev. Tim Nolt, Rector of Saint Mary Cathedral
Robert LeGros M.S.A., Principal

910 San Jacinto Blvd. • Austin, Texas 78701
Phone (512) 476-1480 • Fax (512) 476-9922
www.smcschoolaustin.org
MESSAGE FROM THE PRINCIPAL

School Year 2017-2018

Dear Families and Friends of Cathedral School of Saint Mary:

We welcome you back to another school year at Cathedral School of Saint Mary, the largest and longest running ministry of Saint Mary Cathedral. I look forward to working with all of you and your children to ensure our rich tradition of academic excellence since 1866, our sense of belonging to an extended Catholic family, and our service to the community will continue for many years to come.

Cathedral School of Saint Mary is a special place. You see excitement in the faces of our students. Our faculty and staff exude enthusiasm. You hear it in the voices of our volunteers, and you experience it in the warm and welcoming embrace of our parent and church community.

Please remember to visit our school website, www.smcschoolaustin.org, often. Also, every family has access to RenWeb for the grade portal. If you have any questions about our school or any other information, please feel free to contact one of our friendly staff members or me directly.

Prayer and Best Wishes,

Mr. Robert LeGros, M.S.A.
Principal
Cathedral School of Saint Mary

MISSION
Cathedral School of Saint Mary enriches students and their families spiritually, academically, and socially by fostering a diverse community through, with, and in the teachings of Jesus Christ.

PHILOSOPHY
As Christian educators we, jointly with each parent, share the privilege and responsibility of facilitating the growth of the whole child. Through our religious and academic program, we help to form the spiritual, intellectual, social, and physical development of every student entrusted to us.

VISION
Devoted to walking His Word.

GOALS

Social
Cathedral School of Saint Mary maintains a safe, disciplined, nurturing, Christ Centered environment conducive to learning.

Academic
Cathedral School of Saint Mary provides students with a quality instructional program focused on meeting the needs of the students to guide them in reaching their full potential.

Spiritual
Cathedral School of Saint Mary worships together as a faith community focused on Catholic values while incorporating the Gospel message of Jesus in everyday life.

ACCREDITATION
Cathedral School of Saint Mary belongs to the school system of the Catholic Diocese of Austin. The Superintendent of Schools is appointed by the Bishop of the Diocese to assist in the administration of the Diocesan School System. In this capacity, the Superintendent heads the Office of Education and directs the educational program of the Diocese in all federal and state programs dealing with education.

Cathedral School of Saint Mary is accredited by the Texas Catholic Conference Education Department (TCCED), which is recognized by the Commissioner of Education of the Texas
Education Agency for the purposes of accrediting Catholic schools in the State of Texas and the Southern Association of Colleges and Schools (SACS).

**HISTORY**
The rich history of our school parallels the history of Austin, a history that stretches from the beginnings of the state, through the bleak years of the Depression and World War II, to the boom of the late twentieth century when the Austin metropolitan area reached a population of a million. The unique history of the many generations who have attended Cathedral School of Saint Mary is present on our campus. While the building, curriculum, and faculty have changed over the last 150 years, the values we seek to instill in our students remain the same. The Sisters of the Holy Cross order concentrated on the three R’s and Catholic Church teachings in order to guide young lives in the path of Christ. Today, lay faculty members emphasize the same traditional values in order to accomplish the same goals: Christian formation and academic success.
## Important Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

## Additional Contact Information

- Cathedral School of Saint Mary: (512) 476-1480 school@cssmcaustin.org
- Cathedral School of Saint Mary Fax Number: (512) 476-9922
- Cathedral School of Saint Mary Cafeteria: (512) 476-3918
- Cathedral School of Saint Mary Bookkeeping: (512) 476-6182 accounting@smcaustin.org
- Saint Mary Cathedral: (512) 476-6182 office@smcaustin.org

## Cathedral School Faculty & Staff

<table>
<thead>
<tr>
<th>Grade</th>
<th>Teacher</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Kindergarten 3</td>
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<tr>
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<tr>
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<td>Quinn Bobek</td>
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</tr>
</tbody>
</table>
Important Information

- Morning Extended Care begins at 6:30 a.m. in the Donahue Center Cafeteria*

- School Doors Open at 7:20 a.m. Teachers are at duty stations ready to escort your child into the Donahue Center Cafeteria.

- School Morning begins at 7:50 a.m. in the Donahue Center Cafeteria

- Students are considered “Tardy” after 7:50 a.m.

- Lunch Periods:
  - 10:30 a.m. Pre-K3 - 2nd
  - 11:15 a.m. Grades 3 – 5
  - 11:30 a.m. Grades 6 – 8

- School is dismissed at 3:15 p.m.

- Dismissal Areas
  - Pre-K 3 through Grade 3 may be picked up in the Donahue Center Gym.
  - Grades 4 and 5 may be picked up along San Jacinto Blvd.
  - Grades 6 – 8 may be picked up along 10th Street.
  - Families/Carpools with multiple students will pick students up in the dismissal area of the youngest sibling/family member.

- Students who have not been picked up by 3:30 p.m. will be escorted to the Donahue Center Cafeteria. You may be assessed fees if your child is not picked up by 3:30 p.m. and you are not registered for Extended Care.

- After-school Extended Care is in the Donahue Center Cafeteria from 3:30-6:00 p.m.*

*Please register for Extended Care if your family intends to avail themselves of this service. Extended Care Registration is $30 per family. Early-morning and after-school drop-in fee is $20.
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Non-Discrimination Statement
“The school admits students of any race, color, national and ethnic origin to all the rights, privileges, program, and activities generally accorded or made available to students at the school and the school does not discriminate on the basis of color, national and ethnic origin in administration of its educational policies, admission policies, scholarship, and loan programs and athletic and other school administered programs.”

Attendance and Absences
Daily attendance is an effective way to assure continued academic progress.

Students are expected to arrive at school by 7:45 a.m.

Attendance and tardy reports are taken precisely at 7:50 a.m. in the Donahue Center Cafeteria, where we begin our school day with Morning Prayer and Announcements.

Students should be fever free for 24 hours before returning to school.

Students shall be in attendance 90% of each semester.

Students whose attendance falls below the 90% threshold: nine (9) days per semester or 18 days per school year may be subject to retention. State law requires students be in attendance at least 90% of the academic year. The student’s teacher will notify parents if absences become excessive. Excessive absences or instances of 30 tardies may be cause for a student to be retained in the current grade for another year.

When a student is absent for **three or more days due to illness**, a parent may call the school office by 10:00 a.m. to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:30 p.m. and 4:00 p.m. For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.
**Appointments During the School Day**

It is imperative that appointments be scheduled after the end of the instructional day due to the amount of curriculum taught on a typical instructional day. However, if a student does require a medical appointment during instructional hours, a note from the student's parent/guardian is required. Parents are required to report to the school office to sign their child off campus. If the child returns to school during the same school day, he/she shall “Check In” to school in the office prior to returning to his/her classroom.

- A student must be in attendance at least two (2) hours of the day to be recorded “Present” for half-day of attendance.
- A student must be in attendance four (4) hours of the day to be recorded “Present” for a full-day of attendance.

**Early Pick-Ups**

Written requests signed and dated by parent/guardian are required before a student is released from school premises prior to dismissal time, unless the request is made in person by the student’s parent/guardian.

Students sent home from school will only be released to individuals noted on the student’s Emergency Contact Form. If another individual who is not listed on the student's Emergency Contact Form is going to retrieve the student, the parent/guardian shall authorize this person to pick up the student via written consent, which may be verbally confirmed.

**Tardiness**

Excessive tardiness affects the learning environment, and prompt attendance is an expectation. Cathedral School of Saint Mary strictly adheres to our Tardiness Policy.

Excessive tardiness may prevent a student from being promoted to and/or returning to Cathedral School of Saint Mary the next academic year.

Students are considered “Tardy” when the lights flash at 7:50 a.m. in the Donahue Center Cafeteria signaling the commencement of Morning Prayer and Announcements. Please use the clock on your cell phone, as all cell phones are synchronized. Students arriving at 8:00 a.m. or later must be escorted to the school office by their parent(s)/guardian(s) via the San Jacinto Gate entrance. For safety reasons, parents may not drop students off in the alley.

Upon arriving in the school office, a school staff member will issue a Tardy Pass and escort the student to his/her classroom or Donahue Center Cafeteria (if Morning Prayer and Announcements are still occurring). **We ask parents not to**
escort their child to their classroom or the Donahue Cafeteria if the student is tardy. The students should be escorted to the school office.

**10 Tardies** will result in an absence being recorded in RenWeb. Tardies in multiples of 10 will equal one (1) absence.

Students who have doctors’ appointments, court appointments, etc. must bring a written note from the doctor, court, etc. stating the whereabouts of the student; the date and time must be noted.

Students who have accumulated 15 or more tardies may be assessed a $15 fee, payable to Cathedral School of Saint Mary.

Students accumulating 20 tardies may be assessed a $20 fee payable to Cathedral School of Saint Mary.

Students who have accumulated 25 tardies may be assessed a $25.00 fee payable to Cathedral School of Saint Mary.

When a student has accumulated 30 tardies for the year, the parent/guardian shall be required to meet with the principal. The parent/guardian shall sign a statement acknowledging that the student has accumulated at least 30 tardies and may consequently be retained at the end of the school year due to excessive tardiness.

*Note: Consequences begin at the tenth (10th) incident of tardiness. If a student has thirty (30) or more incidents of tardiness, he/she may be retained. Students accumulating excessive tardiness may not be able to return to the Cathedral School of Saint Mary.*

## Grading Scales and Honor Roll

### Grading Scale for Kindergarten

- **E** Excellent
- **S** Satisfactory
- **N** Needs Improvement

### Grading Scale for Grades 1-8

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>Excellent (90-100)</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td>Satisfactory (80-89)</td>
</tr>
<tr>
<td>C</td>
<td>75 – 79</td>
<td>Needs improvement (70-79)</td>
</tr>
<tr>
<td>D</td>
<td>70 – 74</td>
<td>Unsatisfactory (0-69)</td>
</tr>
<tr>
<td>F</td>
<td>0 – 69</td>
<td></td>
</tr>
</tbody>
</table>
Honor Roll Requirements
Quarterly Grading Periods
  Eagle Honors
    All A's, B's (including Conduct)
  Principal's Honor Roll
    All A's (including Conduct)

Yearly Honor Roll
  Eagle Honors
    All A's and B's
  Principal's Honor Roll
    All A's

Academic Information

Progress Reports
Halfway through each 9-week grading period, Progress Reports are sent to parents/guardians of students in Kindergarten-8th grade. This report will give indications regarding the student’s present academic standing, areas of strength, and areas in need of improvement.

Report Cards
Report cards are issued each quarter, every nine (9) weeks.

Parent/Teacher conference shall be held at the discretion of the classroom teacher, or if requested by the parent. A parent/teacher conference is required after the first quarter.

Parents/guardians may call the school office at 476-1480, to schedule conferences with teachers.

Academic Probation
A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a four (4) week improvement plan. At the end of the four (4) week period, the student’s academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher) for the grading period.
**Academic Assistance**

Schools in the Diocese of Austin do not typically employ teachers to assist students with special needs nor are teachers required to develop Individual Education Plans for students. However, we do offer accommodations to students with a documented disability. The accommodations will be developed by the administration, teachers, parents and students, if age appropriate. In the event that our efforts do not meet the needs of an individual student, the parents will be directed to other programs that can more successfully serve the student’s needs.

All tutoring and other academic assistance programs are expected to be conducted outside the regular school day. Students may not be released from classes to work with tutors, except in special circumstances and after discussions between the principal, teacher(s), and parents.

In an attempt to offer clarity and reinforcement, all teachers are available one afternoon or morning per week, in his/her respective classroom to offer assistance to students. Each teacher will provide the day he/she will be available to offer tutoring. In addition, if a student is unable to meet during the predetermined time, the teachers will try to be flexible.

**Admission Information**

Cathedral School of Saint Mary accepts children of any race, sex, creed, or national origin, providing the parents/guardians agree to abide by the rules and regulations adopted by the school. Satisfactory academic and conduct records from the previously attended schools are a prerequisite for acceptance to Cathedral School of Saint Mary. Once records are reviewed by the principal and deemed acceptable according to the standards set forth, a child may be admitted to Cathedral School. The principal shall decide whether to approve the admission of a student or deny admission. All prospective students are assessed/screened for placement. The principal makes the final decision regarding a child’s placement and whether or not Cathedral School of Saint Mary would be the most appropriate school for the prospective student.

As openings become available, the following priorities will be used to accept students to Cathedral School of Saint Mary:

1. Members of Saint Mary Cathedral
2. Members of other Catholic parishes
3. Non-Catholic students

*Important Admissions Disclaimer: All tuition assistance decisions are determined by a Tuition Assistance Committee.*

New students accepted to Cathedral School of Saint Mary are accepted conditionally. The
school will monitor the student’s social and academic progress and provide a Progress Report to the parent/guardian. The principal shall determine whether enrollment shall be continued or terminated.

Admission may be refused to students who have serious behavioral, learning, or physical concerns that require specially trained professional personnel. If during this trial period there are any concerns, a student may be asked to withdraw his/her attendance at Cathedral School of Saint Mary.

Early Childhood requirements include the following:

- Any Pre-K 3 student must be three years old on or before September 1st. **The child must be toilet-trained prior to the first day of school.**
- Any Pre-K 4 student must be four years old on or before September 1st.
- Any Kindergarten student must be five years old on or before September 1st.

In order to enter First Grade, diocesan policy states a child must be six years old on or before September 1st. Age is verified by a review of an official birth certificate.

**Continuance Policy**

Cathedral School of Saint Mary seeks to serve as many students as possible; however, attending a Catholic school is a privilege, not a right. Therefore, any student may be dismissed should the principal decide dismissing the student would be in the best interest of the school and/or the student.

**Registration Requirements**

At the time of registration, all new students seeking admission to Cathedral School of Saint Mary are evaluated on the basis of current report cards and standardized test scores.

The following documents must be presented for registration:

- Completed Registration Application for Cathedral School of Saint Mary
- Student’s official Birth Certificate
- Student’s Social Security Card
- Student’s health records indicating need for medication while at school (if applicable)
- Student’s record of immunization
- Baptismal Certificate and First Holy Communion Certificate (if applicable)—Catholic applicants only
- Student’s most recent report card
- Standardized test scores (if applicable)
- Documents relating to custody arrangements (if applicable)
- Educational documents including but not limited to Full-Initial Evaluation Report(s), Special Education I.E.P.(s), Section 504 Accommodation Plan(s), and LPAC Report(s).
NOTE: A student will not be considered registered until all requirements are complete.

Students applying for Admission in Grades 1-8 must present a copy of their most recent report card and standardized test results. These will be reviewed to determine whether the program at Cathedral School of Saint Mary will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 3-8. Non-Catholic students whose parents accept the philosophy of Cathedral School of Saint Mary will be accepted on a space available basis.

**Curriculum**

Cathedral School of Saint Mary maintains a balanced curriculum in accordance with the *Principles and Standards for Catholic Schools* developed by the Texas Catholic Conference Education Department (TCCED). The curriculum includes religion, language arts, mathematics, social studies, science, music, Spanish, physical education, art, library skills, and computer literacy. Each teacher has a daily written schedule and follows the prescribed daily and weekly time requirements mandated by TCCED.

The Pre-Kindergarten Curriculum is a developmental program designed to prepare students for Kindergarten.

**Curriculum Goals**

Students who graduate from Catholic schools in the Diocese of Austin will be able to:

- continue developing a deeper understanding of who they are in relation to God, others, and all creation. They will understand that they have roles to play as stewards and builders of the Kingdom of God.
- appreciate and respect the achievements, contributions, and personhood of men and women of diverse cultures, creeds, and races.
- meet the intellectual, social, and ethical challenges of living in a technological and global society.
- think critically so that they will be prepared for responsible citizenship, life-long learning, and productive employment in a global economy.
- demonstrate competency in a broad-based curriculum as defined by the accrediting agency (TCCED).

**Curriculum Goals for Religion**

Religion is a central course in the curriculum. The Religion program is designed to bring each student to a personal experience of his faith and deeper knowledge of
Jesus Christ. Religion is taught on a daily basis to all students regardless of their religious affiliation.

Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) Test in May.

Catholic students receive the Sacraments of Reconciliation and Eucharist in the second grade. In accordance with the diocesan policy, Confirmation will occur during the high school years.

Mass is included in the weekly schedule as a regular part of the instructional religion program so as not to interfere with required instructional time. Mass is typically held on Wednesday mornings at 8:30 a.m. unless a holy day falls during the week, then the School Mass is moved to the holy day.

Parents/guardians are encouraged to attend school Masses. School Masses are noted on the monthly calendar.

Catholic devotions such as First Friday Adoration/Benediction, Stations of the Cross during Lent, and praying of the Rosary are incorporated as part of the Religion Curriculum.

The Religion program will assist students:

- In developing an appreciation of the faith through an intellectual pursuit of Sacred Scripture, doctrine, and the practices of the Catholic Church;
- In understanding that Christian life is a continual process of conversion and growth;
- In participating in the life of the Church through prayer and worship experiences;
- In developing school community engaged in Christian service and thereby promote peace and justice in the world.

**Curriculum Goals for English/Language Arts**

The Language Arts Program will assist students:

- In developing effective communication through a wide variety of strategies for listening, speaking, reading, and writing;
- In employing a wide range of strategies for different writing elements in order to communicate appropriately with different audiences for a variety of purposes;
- In reading and studying literature and its relevance to world history, aesthetic thought, and critical thinking;
- In integrating language arts into the study of other disciplines.

Reading, English, spelling, vocabulary, composition, library skills, and appreciation
of literature are integrated throughout the English/Language Arts Curriculum.

Curriculum Goals for Science
The Science Program will assist students:
  ● In integrating the position and the teachings of the Catholic Church as related to various scientific principles;
  ● In emphasizing the immediate and future scientific challenges and exploring their relevance to the individual, society, and the environment;
  ● In acquiring the knowledge and skills necessary to become scientifically and technologically literate;
  ● In providing opportunities for the student to apply the scientific method and the skills of scientific inquiry, draw logical inferences, predict outcomes, and manipulate variables in experiments.

Curriculum Goals for Social Studies
The Social Studies Program will assist students:
  ● In developing an awareness of Gospel values;
  ● In recognizing the basic rights and responsibilities of all people;
  ● In supporting human rights and social justice for all people;
  ● In developing knowledge of geography that will enable students to develop an understanding of the relationships among people, places, and environments;
  ● In using media/technology to update information while exploring an ever-changing global community;
  ● In developing critical thinking skills which allow students to follow debates logically and to distinguish among propaganda, myth, and truth;
  ● In becoming aware of human cultures by exploring the similarities and differences among people in order to provide the foundation for community.

Curriculum Goal for Mathematics
The Mathematics Program will assist students:
  ● In understanding the basic math facts and operations.
  ● In applying math facts and operations to practical, everyday situations.

Middle School Mathematics Instruction integrates the teaching of mathematics skills, Pre-Algebra, and Algebra I. Students in Grade 8 who successfully complete Algebra I may take the assessment required by their high school of choice to gain high school credit for Algebra I.

Extra work may need to be completed by the student over the summer months to ensure readiness for the CSSM Algebra curriculum. This placement is
probationary and contingent upon ongoing acceptable performance in the CSSM Algebra class. This is a high school level course taken for high school credit.

A student in CSSM Advanced Math or Algebra I must maintain an 85 or better on his/her quarterly report card in order to stay in the course. If a student is unable to maintain an 85 or better on his/her quarterly report card, parents will be notified in writing, and the student will be placed in a regular track mathematics course.

Students not eligible to take 8th Grade Algebra according to the criteria outlined above will be placed in 8th Grade Level Math.

Curriculum Goals for Computer Literacy
The Computer Literacy Program will assist students:

- In developing proficiency in word processing, databases, using spreadsheets, and other forms of electronic files.
- In using instructional technology within curricular subjects
- Computer Literacy is not taught as an individual subject; instead it is incorporated into each of the core subjects.

Curriculum Goals for Handwriting
The Handwriting Program will assist students:

- In developing proficiency in handwriting, both print and cursive.
- In reviewing and reinforcing elements of Catholic Doctrine through handwriting.
- In reinforcing the use of cursive handwriting for all hand written work (Students in grades 3-8).

Curriculum Goals for Physical Education
The Physical Education Program will assist students:

- In developing teamwork skills through games and other physical activities.
- In learning lifelong physical activity habits.

Curriculum Goal for Spanish
The Spanish program will assist students:

- In developing proficiency of Spanish students acquire new vocabulary and learn common expressions, and grammar.
- In developing greater conversational skills to converse in Spanish.
- Expanding their knowledge of Latin American culture and countries.
Cell Phones and Other Electronic Devices

For safety purposes, Cathedral School of Saint Mary permits students to possess cell phones on school premises; however, phones **must** be turned off during the school day. This means once a student steps onto the school campus, the phone is in the “off” position. The use of cell phones in locker rooms or restroom areas is strictly prohibited anytime.

Students who use their cell phone, or other electronic device, receive or send texts, or have their devices out in view, will have their devices confiscated by school personnel. Parents may pick up the confiscated device from the principal after paying the $25 fine. Students who do not have $25 will be allowed to perform community service hours as restitution. Community service hours will not count toward the annual family community service requirement.

Other Electronic Devices

Students are not permitted to possess such items as radios, CD players, MP3 players, tablets, electronic readers, video or audio recorders, DVD players, cameras, games, or other electronic devices at school. The use of any such device for instructional purposes must have prior written approval from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

Bring your own device (BYOD) involves all kinds of challenges in managing the security, infrastructure, and support costs which Cathedral School of Saint Mary is working in collaboration with the diocesan Catholic Schools Office. At this time, Cathedral School of Saint Mary is not an “electronically open campus.” Students are prohibited from bringing their own electronic devices from home.

Cathedral School of Saint Mary will not be responsible for any damaged, lost, or stolen electronic device.

Phone use in the office

Students who use the phone in the office must be accompanied by a note from their teacher or parent.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will be unable to participate in sports.
Child Abuse Laws
Cathedral School of Saint Mary abides by the child abuse laws of the State of Texas. This law mandates that all cases of suspected abuse and/or neglect be reported to the Texas Department of Family and Protective Services.

Classroom Visits
Visits to classrooms by parents and authorized guests are welcomed and encouraged. Visitors must obtain a Visitor’s Pass from the school office before visiting a classroom or cafeteria. Classroom visits are typically not more than one (1) hour.

Parents/students are not allowed into teachers’ classrooms before the start of the school day unless accompanied by the homeroom teacher. No one is allowed to open another teacher’s classroom.

Computer Acceptable Use Policy
Students of Cathedral School of Saint Mary agree to learn and to work together to remove any inappropriate language and material at our school so it is always a safe and peaceful environment. Students shall always think twice, and then think again, before clicking the “send” key. All students will sign the Student Computer Acceptable Use Pledge (found in the back of this handbook) for using technology at our school.

Inappropriate Use of Technology
Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal. This prohibition applies to conduct away from school property if it results in a substantial disruption to the educational environment. Any person sharing copyright-protected materials or taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined accordingly.

Bring Your Own Device
Bring your own device (BYOD) certainly involves all kinds of challenges in managing the security, infrastructure, and support costs which Cathedral School of Saint Mary is working in collaboration with the diocesan Catholic Schools Office. At this time, Cathedral School of Saint Mary is not an “electronically open campus.” Students are prohibited from bringing their own electronic devices from home.
Cathedral School of Saint Mary will not be responsible for any damaged, lost, or stolen electronic device.

**Cyber-bullying**

Neither the school’s network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyber-bullying, are unacceptable.

“Cyber-bullying” includes, but is not limited to, the following misuses of technology:

- Harassment
- Teasing
- Intimidation
- Threats
- Terrorizing of another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including but not limited to blogs, Facebook, and other forms of social media.)

Students who believe they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to the school principal. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to:

- Loss of computer privileges
- Detention
- Suspension
- Expulsion from school

All students and their parents will read, sign, and comply with Cathedral School of Saint Mary Technology Policy. Please note: Children under the age of 13 may not legally have a Facebook account.

**Community Service Hours Requirement**

Families who have one child must earn 15 Community Service hours throughout the school year; families with more than one child must earn 30 Community Service hours throughout the school year. Service hours may be completed by any family member, including the student(s), depending on the service and the age of the student.

Adults (aged 18 and older) must complete the diocesan Ethics in Ministry Application for Ministry and attend a three hours Basic Workshop before completing required Community Service hours.
There are two deadlines:

- One-half of the service hours (8 or 15 hours) must be completed on or before December 15.
- The remainder of the service hours (7 or 15 hours) must be completed on or before April 15.

Families who have not completed the required hours by the above deadlines will be assessed at $30 per hour.

**Discipline Procedures**

**Conduct and the Consequences of Misbehavior**

Cathedral School of Saint Mary takes a positive approach to discipline and to the development of self-discipline and self-direction.

Cathedral School of Saint Mary uses a program of formative right-choice discipline. The intent of this program is to form responsible individuals rooted in Christian precepts. Cooperative and responsible behavior in school, on school grounds, to and from school, and while participating in a function that is under the auspices of Cathedral School of Saint Mary, is expected and required of all students.

The program is corrective in nature rather than merely punitive. The goal of formative discipline is to assist the student in achieving self-discipline.

Because student behavior should reflect the Catholic values of Cathedral School of Saint Mary, the following are expected behaviors:

- **RESPECT FOR GOD** – Each person is an active participant in religious activities, by sharing of himself/herself through community, activities, and reverence to God through his/her actions.
- **RESPECT FOR SELF** – Each individual is a child of God. Each student’s behavior reflects this self-respect through propriety in dress; use of proper body language; including posture, hand, and facial expressions; and fulfillment of all student responsibilities.
- **RESPECT FOR OTHERS** – Each student, parent, teacher, staff member, and visitor are treated as a child of God. Each student’s behavior reflects this respect for others through cooperation with other students, parents, teachers, staff members, and visitors; treatment of others with kindness in words and actions; modulation of one’s voice; promptness; preservation of the privacy of others; and preservation of others' personal space.
- **RESPECT FOR PROPERTY** – Students are expected to use facilities and materials properly by using all school and church property and equipment in the manner for which they are intended. Students are expected to preserve all areas of the school and church campus by keeping them clean, neat, and tidy. This includes, but is not limited to, the cafeteria, restrooms, hallways, outside
areas, and church. In compliance with the “hands off” requirement that extends to the personal property of others (including, but not limited to, purses, lockers, backpacks, lunches, supplies, books, and zipper bags).

Cathedral School of Saint Mary is dedicated to establishing an atmosphere throughout the school in which students will feel safe, secure, and happy. It is essential the school environment be free of distraction and disruption. With a clear commitment to this philosophy, Cathedral School of Saint Mary has adopted a “discipline with dignity” plan to guarantee each student has the maximum opportunity to learn every day. Cathedral School of Saint Mary strives to instill a strong sense of Catholic values to and use positive reinforcement to foster academic and social growth. We encourage our students to be independent thinkers, and we hope the values they acquire at school will last throughout their lives. Parental support is crucial in guiding students to habits of self-discipline.

Physical handling of students is prohibited unless it is a safety issue.

Students are expected to follow the guidelines provided by each teacher. The rules for each grade level are posted within the classrooms. Teachers will explain the reasons for classroom rules and the consequences to be imposed for breaking rules. Each family will receive a copy of the classroom rules.

The staff of Cathedral School of Saint Mary seeks to employ a variety of discipline strategies to best meet the needs of the individual student who is having difficulty demonstrating appropriate behavior. The principal makes the final decisions in all disciplinary situations. **When the conduct of a student or his/her parent or guardian, on or off campus, is detrimental to the reputation of the school or the morale of the student body and the staff, the principal reserves the right to dismiss the student.**

Teachers will work in teams to provide a discipline plan that works best for particular age groups. The teacher handles discipline problems within the classroom. When typical strategies are deemed unsuccessful, the teacher may employ other more formal methods. These methods may include a silent lunch, time-out during recess, or detention. In serious cases, the principal may initiate strategies such as, but not limited to: in-school suspension, assignment of school service, out-of-school suspension, and expulsion.

**Conduct**

All students are expected to cooperate with the school’s policies, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and other factors which the students’ sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.
**Prohibited Items**

Items such as, but not limited to, prohibited electronic devices, questionable books and pictures, white-out, Sharpie® markers, knives, guns, matches, cigarettes, radios, toys, laser pointers, cameras, or anything distracting from a learning situation are not allowed at school at any time. **Key chains and toys may not be attached to student backpacks.**

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students may be returned to the parent(s)/guardian(s) on the last day of the school year.**

1) **Behavioral & Responsibility Procedures**
   a) Each Grade 6-8 student’s conduct grade will be documented via report cards and progress reports. Each violation will be entered into the RenWeb system and will be available online.
   b) Conduct grades are reported on the student’s report card. Conduct grades are given as numeric grades according to the school’s grading scale.
   c) Points for misconduct/irresponsibility will be deducted from the conduct grade. Any school employee may deduct points for infractions. Conduct grades will be computed and recorded by the student’s homeroom teacher on RenWeb.

Conduct grades will consist of the average quarterly conduct grades and will be posted as such on student’s report card and on RenWeb. Parents are asked to review their RenWeb account. There will be incentives to encourage students to maintain good conduct.

Consistent conduct grades of “D” or “F” are unacceptable. If the problem is not resolved through conferences, interventions, alternative plans, or other means, the student may be asked to withdraw from Cathedral School of Saint Mary. If a student consistently disregards school rules, a greater number of points may be deducted than the level of the infraction.

2) **Consequences**
Consequences include, and are not limited to:
   - verbal warning
   - silent lunch
   - clean up duty
   - written note/phone call to parent
Persistent Misconduct

If the problem is not resolved through conferences, interventions, alternative plans, or other means, the student may be asked to withdraw from Cathedral School of Saint Mary.

Bullying is unwanted, aggressive behavior involving a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time. Bullying, cyber-bullying, harassing behavior, and profanity are not tolerated.

Detention

Detention may be issued for a breach of classroom and/or school rules. Detention may be served before or after school on a date determined by the teacher. If the student is to serve detention, the student and parent/guardian will be notified by the teacher. The date and time of the detention are at the discretion of the principal who monitors the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, and extracurricular activities.

The student must report to the teacher at the specified time. The student must sign-in and complete an appropriate assignment from the teacher monitoring detention.

Home Suspension or In-School Suspension

Under certain circumstances it may become necessary to suspend a student from school attendance. A student may be suspended for any of the following reasons:

- Physical assault to a teacher or other school personnel
- Willful defacing of, the theft of, or destruction of school or personal property
- Forging names of parents/guardians on documents that require a parent’s/guardian’s signature
- Using abusive, profane, or obscene language (spoken or written)
- Leaving the school building or grounds without permission
- Truancy
● Academic dishonesty, plagiarism, violation of relevant copyright laws, or cheating
● Insubordination to school personnel
● Fighting
● Threatening and/or bullying a student or school personnel
● Possessing or using tobacco, illegal drugs, alcohol, or other contraband item

Before such suspension is decided, the principal will notify the parent/guardian in writing and/or via telephone contact. A reasonable attempt will be made to hold a conference with the parent/guardian, teacher, and principal to explain the situation and the reason for suspension.

Suspensions are generally served in school; however, the principal may issue an Out-of-School Suspension. Students assigned In-School Suspension (ISS) do not eat in the cafeteria, nor do they interact with other students while serving ISS. Additionally, a student attending ISS is assessed a $15.00 fee for one day of ISS; subsequent days will be assessed a fee of $30 per day. Students who cannot afford the fee assessed will engage in Community Service to make restitution for the inability to pay the assessed fee.

**Expulsion**

Expulsion of a student from Cathedral School of Saint Mary is a serious matter. The principal will notify the parents/guardians in writing. Expulsion may result when a child persistently violates school rules. A student may be immediately expelled for the following offenses:

● Possessing weapons, including but not limited to: firearms, firearm replicas, knives of any sort, pepper spray, or tazers on the school grounds
● Selling, giving, or otherwise transferring (delivering) any illegal drug or controlled substance, including any prescribed medication
● Illegally possessing, using, or being under the influence of any drug or controlled substance, including but not limited to alcohol, tobacco, other intoxicants, prescription medications, and illegal drugs, at school or school activities
● Sexual harassment (or any sexual misconduct)
● Assaulting any school personnel, parish personnel, parishioners or another student, including verbal abuse and bullying
● Threatening a student, school or parish personnel
● Repeated violation of school rules
● Destroying (or failing to pay for) school property

A student may be expelled should the principal decide that this would be in the best interest of the school. The principal will make all decisions that involve expulsion after conferring with the teacher. If expelled, the student is restricted from entering
the school campus during school hours, including Extended-day hours. In addition, expelled students may not participate in any after-school activities on the day(s) which they are expelled.

**Dress Code and Uniform Requirements for 2017-2018**

Parker School Uniform is our uniform provider. All clothing is required to be purchased from Parker with the exception of navy blue long pants and shorts. These may be purchased from Parker or Academy. If purchased from Academy, the brand Austin Trading Company is the only authorized brand. Please be aware that if pants and/or shorts are purchased from Academy, once fading of the color has begun, a new pair must be purchased.

**Mass Day Uniforms**

**Girls' Uniform:**
- appropriate jumper or skirt depending on grade;
- white blouse, appropriate tie depending on grade;
- black shoes with minimum white trim
- navy, black, or white, visible socks;
- Junior High girls wear a sweater vest from Nov. 1<sup>st</sup> to March 31<sup>st</sup>

**Boys' Uniform:**
- Long blue pants;
- white Oxford shirt;
- appropriate tie depending on grade;
- navy, black, or white, visible socks;
- black shoes with minimum trim;
- belt if article of clothing has belt loops
- all boys wear a sweater vest from Nov. 1<sup>st</sup> to March 31<sup>st</sup>

**Daily Uniforms**

**Girls' Uniform:**
- Gray polo;
- Saint Mary plaid skorts or grade appropriate plaid jumper or skirt;
- navy blue shorts or navy blue long pants;
- appropriate blouse;
- navy, black, or white, visible socks or tights (Leggings are not allowed);
- belt if article of clothing has belt loops;
- Regulation Girl Scout uniforms may be worn on meeting days.
Boys’ Uniform:
- Gray polo;
- navy blue shorts or navy blue long pants;
- belt if the article of clothing has belt loops;
- appropriate length socks;
- black shoes with minimum trim;
- Regulation Boy Scout uniforms may be worn on meeting days.

General Uniform Information

Shoes
- All shoes must be solid black and may have minimum white trim. Shoes may not have lights, music, or wheels.
- Exception: Girls grades 1-8 may wear Ked’s navy & white Saddle Oxford sneaker.
- Students in Pre-K 3 and Pre-K 4 are required to have Velcro shoes (no ties). Velcro shoes for other grades is optional. Parents of older students who cannot keep their shoes tied may be required to purchase Velcro shoes.
- Boots are not allowed

Socks
- Solid navy, black or white visible socks

Attire
- Pre-K 3 through K girls will wear the Cathedral School of Saint Mary (CSSM) V-Front or High Yoke jumper and a white blouse with navy blue piping on Mass days. Long sleeve blouses may be worn.
- Gray polo shirts with the CSSM emblem are required. Long sleeve polo shirts may be worn.
- All boys in grades Pre-K 3 through 8th grade will wear the navy sweater vest on Mass days between November 1st and March 31st.
- All junior high girls will wear the navy sweater vest on Mass days between November 1st and March 31st.
- All junior high (6-8) will wear a CSSM plaid tie.
- All Pre-K 3 through 5th will wear a CSSM navy blue tie.
- Girls’ CSSM plaid skorts are the only skorts allowed.
- Only Cathedral School of Saint Mary sweaters/polos may be worn inside campus buildings. Acceptable outer wear that may be worn inside the school and church buildings include:
  - Grades Pre-K 3 through 5, navy blue Parker Uniform fleece jacket with CSSM emblem;
- Grades 6 through 8, gray Parker Uniform fleece jacket with junior high embroidered emblem;
- All grades, navy blue Parker Uniform cardigan sweater with CSSM emblem.
- School Hoodies are not allowed during Mass.
- Coats and jackets are to be worn outside, not in the classroom or cafeteria

  - Outerwear may not be worn tied to the waist or when the temperature outdoors is hot.

- Students may not wear undershirts that extend out from their shirt or turtle necks under their shirts or have visible designs showing through shirts.
- Solid black, brown, or navy belts shall be worn when a student’s attire has belt loops.

**The length of all skirts, shorts, and skorts shall not be shorter than two inches above the knee.**

**Additional Dress Expectations**

- All shirts/blouses must be tucked in taut at all times. Belts must be visible.
- The wearing of hats, hoods, or baseball caps inside school buildings and/or church, is not permissible.

**Hair**

- Hairstyles must be clean, natural, and neat at all times.
- Hairstyles and haircuts deemed inappropriate by the administration shall be modified within a specific time limit set by the administration.
- Boys’ hair shall not touch the collar.
- Boys’ bangs shall not go past the eye brows.
- Boys’ hair shall not be long enough as to cover or hang over the ears.
- Boys must be clean shaven (*no beards, mustaches, goatees, etc.*).
- No type of hair coloring or highlights is permitted for boys or girls.
- Only blue, white, or yellow hair bows are allowed for girls.

**Jewelry**

Jewelry should be limited to one watch or bracelet, one ring and simple chain or holy medals on a narrow silver or gold chain.

Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year.

Body piercing, temporary or permanent tattoos, and/or body paint and body glitter
are not allowed. Student are not allowed to write on their hands/arms.

Girls are allowed to wear one stud type earring in each ear. No other earrings are allowed. Boys are not allowed to wear earrings.

**Other Grooming Concerns**
- Colored fingernail polish or fake nails are not allowed.
- Students are prohibited from wearing makeup.
- The use of perfume is not allowed.

_Parker Uniform will only sell the new pieces of clothing, not the old uniform pieces._
_Parents may donate gently used Parker uniforms to the school._

**Violations to the Dress Code**

Students in violation of dress code will receive a Violation Form that shall be signed and returned to school by their parents. Violations of dress code will have the following consequences:
- **First Offense** Warning and Violation Form sent home
- **Second Offense** Warning and Violation Form sent home
- **Third and Subsequent Offenses** $3.00 Dress Code Fee

_ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL._

**Physical Education Uniform**
Optional for students in grades 5<sup>th</sup>-8<sup>th</sup>: A navy blue shirt with sleeves and navy blue shorts may be worn. Inappropriate language or slogans cannot be on the P.E. uniform. The uniform must be **clean, in good repair, neat, not faded, and modest in appearance**.

**Drop-Off and Pick-Up Procedures**

**Drop Off:**
- A.M. Extended Day begins at 6:30 a.m. and ends at 7:15 a.m.
- Students in grades 1-8 are dropped off in the alley where school personnel will direct them to the Donahue Center Cafeteria beginning at 7:20 a.m.
- If there are no teachers on duty after morning drop-off, the student (Pre-K 3 through 5<sup>th</sup>) must be accompanied by an adult into the cafeteria for morning
announcements/assembly. **It is the parent’s responsibility to ensure the student’s homeroom teacher sees you drop off the student.**

- Middle School students (grades 6-8) may walk into the cafeteria on their own when teachers are no longer on duty. A middle school student may accompany younger siblings. **It is the middle school student's responsibility to ensure the student’s homeroom teacher sees you drop off the student.**

- Parents who wish to walk their children into the cafeteria and/or join us for assembly must park in an appropriate parking space, either in the alley if a parking space is available, on the street, or in the parking garage.

- Any student who is not in the Donahue Center Cafeteria by 7:50 a.m. must be accompanied by his/her parent/guardian to the San Jacinto entrance to report to office personnel, where the student will be issued a Tardy Slip. School personnel will escort the student(s) to their classes as soon as possible.

**Pick Up:**

Parents are asked to follow these Pick-Up Procedures so as to prevent accidents to students and parents and ensure traffic will flow smoothly.

- Parents are to pick up students at dismissal time in the following manner:
  - Pre-K3 through 2nd grade will be picked up in the alleyway;
  - 3rd - 8th grades will be picked up along San Jacinto Blvd.

- For families with two or more students/carpoolers that range in grade from PK 3 – 8th, all siblings (and/or carpoolers) will report to the pick-up station of the youngest sibling's car pool.

- Students will only be allowed to leave campus with those individuals authorized by parents on student contact records. Parents are asked to ensure the list of authorized individuals is current throughout the year. We may ask for a driver’s license to verify the identity of the person picking up your child.

- If a student is to walk to a parent’s office after school, the parent must complete a form (WALKERS/PUBLIC TRANSPORTATION Form) giving permission for his/her child to leave campus.

- If a student is to ride public transportation after school, the parent must complete a form (WALKERS/PUBLIC TRANSPORTATION Form) giving permission for his/her child to leave campus.

- Students who have not been picked up by 3:30 p.m. will be escorted to the Donahue Center Cafeteria. **You may be assessed fees if your child is not picked up by 3:30 p.m. and you are not registered for Extended Care.**

**Pick-up from athletic event (game or practice), after school extracurricular activity and school-sponsored activities:**

- Parents are to pick up students no later than 15 minutes after the end of a scheduled event. Parent will be charged $2.00 per minute after the 15 minute grace period.
Emergency Drills

State Law requires emergency drills be held monthly. During the emergency drills, students should follow these regulations:
1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the designated place briskly, in single file at all times, and in silence;
4. Stand in a column of two’s, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:
1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Emergency Response Plan

Cathedral School of Saint Mary has implemented an emergency response plan in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of an evacuation, the buildings will be evacuated and students will be moved to one of two secure designated locations:
1. Saint David Episcopal Church gym (Edens Gym, with an entrance on Trinity Street)
2. Omni Hotel on 8th Street

Official school-wide emergency communications are sent using the IRIS® phone system.

Field Trips

Field trips are privileges, and students can be denied participation if they fail to meet academic or behavioral standards.

Educational field trips may be arranged during the school year at the teacher’s discretion. Permission slips are to be signed by the parent/guardian and returned before each trip. Facsimiles are accepted. Phone calls are not acceptable permission. Unless otherwise noted, school uniforms must be worn on field trips.

Walking Permission Slip serves as a permission slip for any walking field trip.

Typically, students walk, ride in private cars, or use the city bus for transportation to and from field trips. Only adults, at least 18 years or older, who have completed the diocesan Ethics in Ministry Policy and have been designated as chaperones by the teacher(s) are allowed to chaperone other students on field trips.
Medications including an EpiPen® and a copy of the student’s Emergency Health Care Plan must accompany the student.

The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

**Parents who accept the supervisory responsibilities of chaperones may not bring students’ siblings, other children or other adults on field trips.**

**Additional Reminders and Information**

1. A field trip is a privilege and not a right.
2. All grades do not always have the same number of field trips.
3. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
4. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
5. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
6. Parents may refuse to permit their child to participate in a field trip by stating so on the proper form.
7. Students who are participating in the field trip must ride to and from the field trip with their class.
8. All funds collected for the field trip are **non-refundable**.
9. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
10. All chaperones must be 18 years of age or older, must have completed the diocesan Ethics in Ministry requirements, and must currently be in compliance with EIM requirements at the time of the field trip.

**FINANCIAL OBLIGATIONS**

In order to run our school and meet our obligations, parents must be timely in their payments to the school for tuition and fees assessed. **Families who are in arrears 45 days are in danger of being placed on financial suspension until their financial account is current.** That means that their children will be withdrawn from the school unless the principal approves a suitable repayment plan. By committing your children to the Cathedral School of Saint Mary, you are promising to meet your financial obligations, and in turn, allowing us to meet our obligations such as paying employee salaries.

*Always call the principal to discuss any problems and arrange for a suitable repayment plan.* The principal is open to working with you should you have extenuating circumstances; however, you must contact the principal as soon as you are aware of a
TUITION SCHEDULE SCHOOL YEAR – 2017-18

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<td>Pre-K3 – 8th Grade</td>
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<td>Each Additional Child</td>
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Registration Fee (NON-REFUNDABLE) ……………………………………………………………..$450.00
Covers registration materials, hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), science lab fees for consumable materials; DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.) or other after school activities.

Application Fee (NON-REFUNDABLE) ……………………………………………………………..$100.00

FINANCIAL ASSISTANCE FORMS are available ON-LINE at www.factstuitionaid.com or in the school office.

To be considered for Financial Assistance, families must register on FACTS® for consideration.

Financial assistance is not automatically renewed annually. In order to receive financial aid each year, a new application must be submitted. It is important to note that renewal decisions made by the Financial Aid Committee will be based not only on verified financial need but also on academic achievement and student behavior as well.

*Tuition Payment Options*

*Payment Options: (Please read carefully as our payment options have changed.)*

● Pay in full by July 15, 2017, or

Please note that you may pay in full for one child and utilize FACTS® for another.

*Enrollment/Re-Enrollment*

The $100.00 Application Fee for new students must be submitted with the application. The $450.00 Registration Fee for new students is due upon acceptance to the school.

Returning students must reserve their spot by paying the $450 Registration Fee by the date designated by the School Advisory Board.
All Application Fees are NON-REFUNDABLE.

There will be a $25 returned check fee for all checks made payable to Cathedral School of Saint Mary that do not clear the bank the first time.

**FACTS® Tuition Management Service Overview**

There is an annual non-refundable $50 administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS®—please do not make this payment to the school.

Pay tuition over 10 months via FACTS automatic deduction is available to all families.

Your enrollment form to FACTS® must be returned with your registration.

Families not selecting the FACTS® tuition plan will be expected to make one direct payment to Cathedral School of Saint Mary for the entire amount of tuition no later than July 15, 2017. You may drop off your payment to the school office or to the School Accounting Office located in the Parish Office east of the Cathedral.

**Withdrawal Policy**

Families must notify the school in writing if a student is being withdrawn from the school.

Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.

Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.

Registered students who withdraw after December 15th are responsible for the full tuition amount.

The school will not forward records for students who withdraw with an outstanding balance.

Extenuating circumstances, including and not limited to a family transfer out of the Austin city limits will be considered on an individual basis.

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL BOOKEEPING OFFICE at 476-6182, Extension 112.**
EZ $  
We love earning easy money for our school! Please consider doing one or more of the following:  
- Collecting Box Tops for Education  
- Collecting Campbell’s Soup Labels for Education  
- Collecting empty Capri Sun/Kool-Aid pouches  
- Collecting Community Coffee labels  
- Collecting old cell phones (collection box in the school administration offices)  
- Collecting ink jet cartridges (collection box in the school administration offices)  
- Using www.goodsearch.com as your search engine and entering Saint Mary Cathedral School in the box that asks for your charity. [We earn 1 cent per search.]  
- Using www.goodshop.com for purchasing products online from reputable retailers such as Target.  
- Using www.gooddining.com for purchasing discounts at local restaurants.

Food Allergy Policy

Cathedral School of Saint Mary recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all students with food allergies. In order to minimize the incidence of life threatening allergic reactions, Cathedral School of Saint Mary will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Notifications

The school principal will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school principal will be called and the school’s Emergency Response Plan activated. The emergency medical services will be called immediately.

All the classrooms have easy communication with the school office.

Information will be kept about students’ food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other
responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

**Gum**

Students should not chew gum at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students chewing gum during the course of the school day.

**Handbook Modifications**

The principal has unilateral authority to modify this handbook within the limits of the Diocesan Policy and Local School Advisory Board Policy. Parents will be given prompt notification should changes be made.

**School Communication**

Official school-wide emergency communications are sent using the Bright Arrow phone system.

**Homework**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.
Homework Assignments
Assigned homework is the outgrowth of class work. The focus is on quality rather than quantity. Homework may be listed in your child’s assignment book, on the school website, or other means deemed appropriate by the teacher. Please check to see that your child’s homework is completed.

Homework due to Vacations/Planned Absences
The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process. Missed assignments are the student’s responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations.

Homework Policy Due to Illness
When a student is absent for three (3) or more days, a parent may call the school office before 10:00 a.m. to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:30 p.m. – 4:00 p.m.

For short absences, students should make arrangements with classmates regarding receiving assignments. Students may also receive missed assignments from their teacher when they return to school.

Students are expected to put effort into their studies outside of school according to guidelines established by the classroom teachers in conjunction with the principal.

Make-Up Work
Students will be allowed one day to make up work for each day of absence due to illness. For example, a student who was absent three days should be given three (3) school days to complete the missed work.

Immunizations
The position of the Diocese of Austin reflects the position of the National Catholic Bioethics Center. Therefore, the diocese requires all students in our Catholic schools to be fully immunized. Exceptions will be made for those students who have documentation signed by a practicing licensed physician stating that the child has been diagnosed with an immunological disorder. This documentation should be part of the child’s medical records submitted to the school.
Inclement Weather

Cathedral School of Saint Mary will follow the decisions of the Austin Independent School District in determining whether school will be closed or postponed due to bad weather conditions. Listen to the local radio and television stations for announcements as well as be ready for IRIS (Immediate Response Information System) contact.

Invitations

Invitations for slumber parties, birthday parties, or other social events should be sent to the homes of students via the U.S. Postal Service unless an invitation is being given to every student in the entire grade.

Library

Classes are scheduled to visit the library once a week. Kindergarten students may check out one book per week; students in grades 1 – 8 may check out two books per week. Students are responsible for returning books promptly and in the condition in which they received them.

If students lose or damage books, they must pay a fine before they are permitted to check out additional materials. All late returns will be assessed $.05 per book, per day. Students in Grades 2-5 are required to check out one Reading Counts book every week.

Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated on the outside. If there is no lock on a locker, the school is not responsible for the contents inside the locker.

Students may bring a combination lock, however, if the need to inspect a student’s locker arises, the student shall unlock the locker upon request otherwise the lock will be removed and no reimbursement will be made to the student or parents for the damaged lock.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school office to be placed in the Lost and Found basket. Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.

Students who lose a library book, textbook or workbook must pay the replacement cost of
the book plus shipping in order to receive a new copy.

**Loophole Clause**

In as much as it is true that loopholes may be found in any code, it is the expectation of the Cathedral School of Saint Mary that parents/guardians, students, and teachers will use good judgment in complying with the behavior code, dress code, and/or policies. The finding of a loophole and the exploitation of that loophole to avoid compliance with the spirit of the code will not be considered valid; rather, such incidents will be treated as violations of the code. To avoid such a misunderstanding, use the following rule: If you are not sure that it is allowed, do not do it!

**Lunch**

All students must arrive at school with their lunch or have prepaid for lunch.

Cathedral School of Saint Mary offers a hot lunch provided to our school by Dine by Design. You may contact Dine by Design via e-mail at dinebydesigncatering@gmail.com.

Parents may pack their children a sack lunch and provide drinks and utensils. No microwave is available to warm students' lunches. Students should not bring glass bottles, soft drinks, or excessive amounts of candy.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Parents may eat with their children; however, they must first check in and receive a visitor’s pass.

**Medical Conditions**

Parents must send a letter to their child’s homeroom teacher detailing any medical conditions and regular medication he/she may take. (We will provide you with a form for this.) Parents should send any medication which is to be administered during school, in the original containers clearly marked with prescription's name, dosage, and frequency of administration. A doctor must sign a form giving permission for this medication to be administered at school; this includes over-the-counter medication.

Please let us know if your child has allergies or takes medication (even if only given at home).


**Medication/Illness at School**

Only medication prescribed by a licensed physician, dentist, or other prescriber licensed in Texas and dispensed by a registered pharmacist will be administered by school personnel. **A medication permission form must be signed by the parent/guardian in order for the office staff to administer medication to students.** (The form is available in the school office.) “Over-the-counter” medication (acetaminophen, ointments, cold tablets, cough syrups, etc.) will not be administered unless prescribed by a licensed physician or legal prescriber and labeled by a licensed pharmacist with proper directions.

The student is responsible for coming to the school office and requesting medication. The administration of medication will be recorded in a medication log by the school staff. Each student’s medication must be in a properly labeled original container with the following information:

- Student’s name
- Physician’s/dentist’s name
- Date
- Name of medication
- Dosage
- Directions for administration, including specific times
- Duration that medication is to be given

Students are not permitted to carry medication of any kind, including “over-the-counter medication” on their person. Students are also forbidden to give medication to other students; likewise, students cannot accept medication from one another.

A student who has a contagious disease is not permitted to attend classes until the danger of transmitting the disease is over. This includes students detected with body/head lice. Cases of contagious diseases will be reported to parents.

**Students returning to school after an illness must be free from fever for 24 hours.**

We are unable to care for students who are ill. We will check to see if your child has an oral temperature of 100.0 degrees or higher and/or one or more of the following symptoms:

- Two or more bowel movements that are atypical for the child, indicating the possibility of infectious diarrhea
- A blotchy rash on the stomach and back or a fine red rash all over the body, indicating the possibility of measles or scarlet fever
- Repeated vomiting
- Body or head lice

If your child has a temperature of 100.0 degrees and/or at least one of the above symptoms, then he/she will be isolated until a parent/legal guardian can pick him/her up. **Parents must arrive within an hour of the phone call to pick up your child/children.**

**Please do not send your child to school when he/she is ill or has fever.**
Parent Participation

Active participation in our Parent Teacher Club (PTC) and Volunteer in Partnership Program (VIP) are important. Parental support and interest in the educational program of our children are expected. Studies show that parental involvement is important in the overall success of the child; therefore, Cathedral School of Saint Mary requires all families to actively participate in the school community. **Families with one child are required to complete 15 hours of school service per year. Families with two or more children 30 hours of service per year.**

Parents must complete half of their family commitment (8 or 15 hours) by December 15th, and complete the other half (7 or 15 hours) by April 15th. Any service hours not completed by May 15, 2017, will be assessed a fee of $30 per uncompleted hour.

Parents As Partners

As partners in the educational process at Cathedral School of Saint Mary, we ask parents:

- To set rules, times, and limits so that your child:
  - Gets to bed early on school nights.
  - Arrives at school on time and is picked up on time at the end of the day.
  - Is dressed according to the school dress code.
  - Completes assignments on time.
  - Has lunch money or nutritional sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- To notify the school with a written note when the student has been absent or tardy.
- To notify the school office of any changes of address or important phone numbers.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student’s well-being, safety, and health.
- To complete and return to school any requested information promptly.
- To read school notes and newsletters and to show interest in the student’s total education.
- To support the religious and educational goals of the school.
- To attend Mass and teach the Catholic faith by word and example.
- To support and cooperate with the discipline policy of the school.
- To treat teachers with respect and courtesy in discussing student problems.
Parents’ and Guardians’ Role in Education

We, at Cathedral School of Saint Mary, consider it a privilege to work with parents and guardians in the education of children because we believe they are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child’s life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of Cathedral School of Saint Mary involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Cathedral School of Saint Mary, we trust you will be loyal to this commitment. During these formative years (Pre-K 3 to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn; however, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive; however, boundaries and limits provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.
Parents, Guardians, and/or Visitors on Campus

We love our parents and our parent volunteers! The safety of every student is of great importance to us. For this reason, we ask all parents and visitors to access the school campus via the San Jacinto Gate during school hours. By doing so, you are helping us monitor guests to our school and prevent unfamiliar or unknown visitors on campus.

- Parents who come onto the campus must be buzzed in and enter on San Jacinto.
- Even if parents know gate codes, parents are asked to enter only through the school entrance on San Jacinto.
- Parents desiring to volunteer with students must be current with their training in Ethics and Integrity in Ministry (requirement includes attending a refresher course once every three years).
- Parents who volunteer must receive a Volunteer/Visitor Pass from the office. Due to insurance and safety concerns, parents who volunteer during school hours may not bring siblings.
- Students may not open the doors/gates for anyone. Students are to tell a school staff member that an adult wishes to come into their class or to enter onto campus.
- Parents delivering forgotten items are asked to leave the item with office staff. Office personnel will deliver the item(s) at a time which will cause minimal distractions to instructional schedule.
- Parents wishing to visit classrooms must call the teacher in advance and arrange a time that is convenient for the teacher and parent. Visits are typically one hour in length.

Parent Teacher Club (PTC)

Cathedral School of Saint Mary's Parent Teacher Club (PTC) provides support and resources to all parents and facilitates volunteers and their assistance in fundraising for the school. The PTC officers send notices of meetings and activities home via the Eagle Express and school calendar.

According to the by-laws, the Cathedral School of Saint Mary Parent Teacher Club was formed for the following purposes:

- To cooperate with the administration in promoting the common interests of the children, parents, and teachers of Cathedral School of Saint Mary of Saint Mary and to contribute to a better understanding of these mutual interests
- To furnish assistance to the teachers when activities of the school necessitate additional supervision or cooperation
- To undertake fundraising projects that will enable the PTC to assist in reducing the operational budget

The regular meeting of the PTC is typically held twice a semester. Conflicts will be announced in advance.
Parties

Room parents may assist the Homeroom Parent and Teacher with classroom parties. We request that treats be already prepared into individual servings. All parties are to be approved by the principal.

Policy on Ethics and Integrity in Ministry

Any person, including parents/legal guardians, grandparents, uncles, aunts, etc., who wish to volunteer or spend time with his/her child(ren) at Cathedral School of Saint Mary is required to:

- complete a Volunteer Application Form online at www.austindiocese.org
- agree to a criminal background check
- attend an Ethics and Integrity in Ministry (EIM) workshop on “Protecting God’s Children,” a seminar on child abuse (The workshop must be renewed every 3 years)

For more information, please contact the school office at (512) 476-1480 ext. 302 or the Diocesan Ethics in Ministry Office at (512) 949-2427 or visit http://www.austindiocese.org/offices-ministries/offices/ethics-and-integrity-ministry-office. All information received is held confidentially and will only be used to implement the Diocesan Ethics and Integrity in Ministry Policies.

Promotion and Retention

Pre-K 3, Pre-K 4, and Kindergarten

Promotion to the next grade level is determined by the student’s mastery of grade-level learning objectives and the recommendation for promotion/retention by the teacher and the approval of the principal.

Elementary Grades (Grades 1-5)

Promotion to the next grade level is determined by the student’s mastery of grade-level learning objectives and the recommendation for promotion/retention by the teacher and the approval of the principal.

A student must maintain a minimum average of 70% for the year in each of the following subjects: Language Arts, Mathematics, Social Studies, Science, and Religion, in order to be recommended for promotion to the next grade level. Students shall be retained if they earn a grade below 70% in two or more subjects.

In classes where numerical grades are not given, promotion or retention shall be based on the achievement of developmentally appropriate objectives and learning outcomes.
**Junior High/Middle School (6th – 8th)**

Promotion to the next grade level is determined by the student’s mastery of grade-level learning objectives and the recommendation for promotion/retention by the teacher and the approval of the principal.

For a student to be promoted to the next grade level, a student must maintain a minimum average of 70% for the year in each of the following subjects: English/language arts, mathematics, social studies, science, and religion. A student who fails any subject the last quarter may be required to attend summer remediation before he/she is promoted to the subsequent grade level.

The principal, upon recommendations from teachers and review of testing results, shall be responsible for making the final decision regarding promotion/retention of a student.

*The principal makes student-to-class placement decisions. The principal reserves the right to move any student from class to class as necessary during the course of the academic year.*

**Academic Notice(s)**

Academic notice(s) will be communicated to parents/legal guardians concerning student failure or potential grade retention. The notice(s) do not necessarily mean that the student is failing; they mean that the student is in danger of failing.

**Resolution of Disputes/Conflicts**

School Hierarchy

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  Rector
    
  Principal
    
  Teacher
    
  Pupil/Parent
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_________ Line of Authority
Grievance Procedure

The Cathedral School of Saint Mary adheres to the following protocol for the resolution of conflict with students/parents/guardians:

1. Student and parents/guardians talk about the concern.
2. Parent contacts the teacher.
3. Parent and teacher meet.
4. Parent and teacher meet with the student as applicable. If the dispute is resolved, then the process stops at this level. If the dispute is unresolved, then:
5. Parent calls the principal for an appointment.
6. Parent, Principal, and teacher meet. If the dispute is resolved, then the process stops at this level. If the dispute is unresolved, then:
7. Parent contacts the pastor.

Off-Campus Conduct

The administration of Cathedral School of Saint Mary reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

This off campus behavior includes, but is not limited to, cyber-bullying.

Office Records

Parents/guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Returning to School After Dismissal

Students are not permitted to return to the school building after the 3:15 p.m. dismissal unless accompanied by a teacher.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the Religion program at Cathedral School of Saint Mary. Preparations for two sacraments:
Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

**School Hours**

Students not in the Donahue Center Cafeteria by 7:50 a.m. are considered tardy.

The school doors are opened for students at 7:15 a.m. Students arriving at that time will go to the Donahue Center Cafeteria until they are escorted to their classrooms at the end of Morning Assembly and Prayer.

Cathedral School of Saint Mary offers an Extended Care Program. Students enrolled in the program must pay a $30.00 Registration Fee at the time of registration.

A fee of $2.00 per minute is charged for students remaining in the program after 6:00 p.m for the first to fifth offense; sixth to tenth offense - $5 per minute past 6:00 P.M.; eleventh and over- $10 per minute past 6:00 P.M.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who are not picked up by 6:00 p.m. may receive:

1. A phone call reminding you to pick up your student(s) on time.
2. A registered letter reminding you that failure to pick up your child on time constitutes neglect.
3. The Austin Police Department and/or CPS may be contacted regarding students who remain after 6:00 p.m.
4. Repeated failure to pick up your child from Extended Care on time will result in your child not being allowed to attend the Extended Care Program.

**School Office Hours**

The school office is open on all school days from 7:30 a.m. – 4:00 p.m. The school office will close Wednesdays at 3:30pm to accommodate the needs of weekly faculty meetings.

**School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone’s personal property will be obligated to pay the full amount of repairs and labor or replacement. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or
diplomas are presented.

**School Safety**

Cathedral School of Saint Mary attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats *(seriously or in jest or online)* face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

**School Advisory Board**

Cathedral School of Saint Mary Advisory Board advises the principal and Rector in the development and administration of programs which establish and promote an effective educational system within the requirements of Texas Education Agency and the Diocese of Austin.

Typically, the Board meets on the first Wednesday of each month, or as announced, in the school library at 5:30 p.m. Special meetings are called, as needed, by the chairperson. Any meeting of the School Board is an open meeting unless such meeting is designated as an Executive Session. Executive Sessions shall only be held when discussions involve legal issues, personnel issues, or other matters which could have an adverse effect on the welfare of Catholic education. All discussion conducted in an Executive Session shall be considered confidential in perpetuity.

**Search and Seizure**

Lockers, desks, and any storage spaces are school property. The school may, at any time, unannounced and selectively, check any of those spaces and their contents for health and safety reasons. Dangerous weapons or replicas of dangerous weapons, illegal substances, and any possessions forbidden by the school will be seized.

If the principal/teacher believes that a student is carrying a dangerous weapon(s), illegal substance(s), electronic paging devices(s), or any possession forbidden by the school, the principal/teacher will ask the student for the items. If the student refuses, the student may be asked to empty pockets, purses, book bags, etc. If the student continues to refuse, the principal/teacher must make a decision to:

- Request the parent come to school to conduct a search of the student or the student's locker, backpack, etc.;
- Follow suspension and/or expulsion policies;
- Call the police.
Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Sexual Harassment

The Diocese of Austin Catholic Schools is committed to providing a safe, positive, learning and working environment for staff and students. Sexual harassment and sexual violence will not be tolerated whether staff to student, student to staff, staff to staff, or student to student. We are in compliance and abide by the Code of Ethics and Integrity in Ministry set forth by the Diocese of Austin.

Social Media

Engagement in online blogs and other forms of social media, such as, but not limited to, MySpace.com®, Friendster®, Facebook®, Twitter, etc., may result in disciplinary actions if the content of the student or parent’s writing includes defamatory comments regarding the school, the faculty, other students, or the parish.

When a student is on the internet, they are to visit and use sites as instructed by their teacher. If a student visits or uses a site other than one approved by their teacher or instructor, disciplinary action will be taken.

Special Services

a. Health Program. Vision, hearing, scoliosis, and diabetes screens are conducted as required by law and in accordance with Texas Department of State Health Services (DSHS) protocols.

b. Milk Program. Students participating in the milk program will be assessed an annual fee. Students may not purchase milk on a day-to-day basis. Parents must inform the school office in writing should they wish to remove or add their child from/to the milk program.

c. Volunteer Programs. Volunteers wishing to donate their time, talent, and treasure for the betterment of Cathedral School of Saint Mary are strongly encouraged to do so. Please notify the office if you are able to assist us in a volunteer capacity. All volunteers must be in compliance with the Diocese of Austin Ethics and Integrity in Ministry Policy.

d. Skill-Builders. A pull-out program offered to students in K-8 in need of supplemental instruction during the academic day.

e. Tutorial Programs. A parent may seek tutorial assistance from their classroom teacher, paraprofessionals, private tutors, computer-assisted instruction, local public library (Victory Program) or other appropriate methods.
Standardized Testing

The Iowa Assessment (IA), a national normed achievement test, is administered annually in the fall to students in grades 1 through 8.

The Assessment of Catechesis/Religious Education Test (ACRE) is administered to the 5th and 8th grade students to assess their knowledge of religion in the month of April.

Additional outside testing or evaluation may be recommended by a teacher or by the principal.

Student Records

Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the school office. All forms should be submitted to the Cathedral School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

Technology Concerns

1. **Virtual Reality Sites:** Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

2. **Telephone**
   - Permission to use the telephone must be obtained from the principal. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency.
   - The telephone in a teacher’s classroom is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.
   - Parents may not call their children to speak with them; the office will deliver a message.
● Parents are to call the office to leave a message for the teachers, or parents may email the teachers.
● Students may not use the school phone to call parents because of forgotten items.
● If the students feel they have an emergency, they must speak with the Principal first for permission to use the school phone.

**Title IX**

Cathedral School of Saint Mary adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

**Textbooks**

Students have fully responsibility for their textbooks and must pay for books that are lost or damaged. All textbooks must be covered.

**Chrome books**

Students are full responsibility for Chrome book use and must pay for any damage.

**Transfers**

Parents/guardians must notify the school office in writing when a student transfers to another school. School records will not be released to a parent/guardian or another school until the student's financial account is cleared.

The receiving school makes the request for transfer of records.

**Visitor’s Passes**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to check-in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents in any capacity within the school day **may not drop in to a classroom to see their child** during the day as this interrupts the instructional day for all students in the classroom.

This is an interruption to the teacher and to the educational process.
Any person visiting the campus during school hours, including parents, volunteers, and substitutes, must enter via the San Jacinto Entrance and be let in so that they may check in with the school office before proceeding to any other area. A Visitor Badge must be worn to enter the classroom, cafeteria, and/or school grounds. Teachers and the administration will ask individuals without a Visitor's Badge to report to the office to sign in.

**Volunteers**

A Volunteer Handbook is available online. All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

Any person, including parents/legal guardians, grandparents, uncles, aunts, etc., who wish to volunteer or spend time with his/her child(ren) at Cathedral School of Saint Mary is required to:

- complete a Volunteer Application Form online at www.austindiocese.org
- agree to a criminal background check
- attend an Ethics and Integrity in Ministry (EIM) workshop on “Protecting God’s Children,” a seminar on child abuse (The workshop must be renewed every 3 years)

For more information, please contact the school office at (512) 476-1480 ext. 302 or the Diocesan Ethics in Ministry Office at (512) 949-2427 or visit http://www.austindiocese.org/offices-ministries/offices/ethics-and-integrity-ministry-office. All information received is held confidentially and will only be used to implement the Diocesan Ethics and Integrity in Ministry Policies.

**Weather Emergencies**

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations by AISD and a message will be sent to the home phone, cell phone, and/or e-mail account listed on a student’s file via the Bright Arrow system. Cathedral School of Saint Mary follows the Austin Independent School District emergency closing schedule.
Right to Amend

Cathedral School of Saint Mary reserves the right to amend this Handbook. Notice of amendments will be sent via the communication folder or the weekly newsletter.

Conclusion

A school's strength is vitally dependent on the cooperation of parents/guardians and teachers in the educational process. Together we will help each student become the person God intended him/her to be. May God be with us to strengthen and support us as we begin each school year. May He work through each of us—parents, teachers, and students and help us "to grow in wisdom, age, and grace..." as His Son Jesus did.

Conditions for Continued Enrollment

The student and parent(s) will comply with the Cathedral School of Saint Mary Handbook and other rules and policies that may be adopted by the school. CSSM reserves the right to dismiss or suspend at any time a student whose academic progress is deemed unsatisfactory, whose conduct is deemed detrimental to the good order and reputation of CSSM, who is subject dismissal under the Student Handbook, or whose tuition or fees account is in arrears. CSSM reserves the right to not offer re-enrollment to any student or family whose conduct is deemed detrimental to the good order and reputation of CSSM, whose student(s) academic progress is deemed unsatisfactory, who is subject to dismissal under the Student Handbook, or whose tuition or fees account is in arrears. In the event of dismissal, payment for tuition will be subject to the payment schedule as noted in the Withdrawal Agreement. CSSM anticipates newly accepted student’s continued academic success in the final semester 2017-2018 school year. However, any serious deviation in academic and/or behavioral performance may result in a reconsideration of the student’s acceptance to CSSM.
Walking Permission
Throughout the year special events take place on the Capitol grounds or in areas very close to our school, which is of high interest to our students. The classroom teachers will accompany their students and walk from school to the Capitol, or other points of interest, on the occasion of such an event or exhibition.

Please sign the form on the next page if you wish your child to participate in these special events as scheduled by the homeroom teacher and approved by the Principal. This permission slip will be in effect for all such walking tours during the school year.

☐ I acknowledge that I have read and agree to the walking permission terms and conditions.

Service Hours and Fundraising Agreement:
Investing your time and talent at Cathedral School of Saint Mary has a wonderful and positive impact on all of our children. It also helps us to continue to keep tuition low while maintaining educational excellence in a Catholic environment.

CSSM has a requirement of **15 volunteer hours for families with one child enrolled** or **30 hours for families with more than one child enrolled**. Additionally, each family is required to raise or pay **$150 for a single child family** or **$300 for families with more than one child** for fundraising each year. Below is a list of the volunteer opportunities available to fulfill your required parent involvement. The school will make every effort to publish details for all upcoming volunteer activities in the weekly newsletter, the Eagle Express.

<table>
<thead>
<tr>
<th>Art Show</th>
<th>Athletics (Breakfast Sales)*</th>
<th>School Beautification Day</th>
<th>Birthday Club (monthly)*</th>
<th>Library Book Fair</th>
<th>Catholic Schools Week</th>
<th>Cinco De Mayo Preparation*</th>
<th>Honor Choir Aid</th>
<th>Christmas Concert</th>
<th>Extended Day Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Festival* (Raffle Ticket Sales)</td>
<td>End of the Year Family Picnic</td>
<td>Field Trip Chaperone</td>
<td>First Holy Communion Reception Party</td>
<td>Fun Run (Raffle Ticket Sales)</td>
<td>School Gala Preparations</td>
<td>Selling HEB Gift Cards (Christmas gift-cards)</td>
<td>Sunday Breakfast Sales*</td>
<td>Library Aid worker</td>
<td>Office Aid</td>
</tr>
<tr>
<td>Private Schools Interscholastic Competition (PSIA)</td>
<td>PTC General Meetings (4 per year)</td>
<td>School Open House (Fall and Spring)</td>
<td>Science Fair</td>
<td>Student Service Projects</td>
<td>Student Council Sponsored Events</td>
<td>Talent Show Preparation*</td>
<td>Teacher's Day Out Lunch Room and Recess Monitors</td>
<td>Tway Photography online purchase</td>
<td>Used Uniform Purchase* (Includes Items Donated)</td>
</tr>
</tbody>
</table>

☐ Please sign the Service Hours and Fundraising Agreement on the next page.
Signatures and Acknowledgements
***Please print pages 60 - 64 and submit to the school office***

Walking Permission Agreement
I, ______________, certify that I give my child permission to participate in special event outings to the State Capitol and other surrounding areas. I release the school and teachers from all liability and waive any claims against them.

Service Hours and Fundraising Agreement:
I, ______________, agree to complete the Time and Talent Agreement and the Fundraising effort obligation this school year by participating - physically and financially - in any combination of fundraising and service hour school activities or events. I agree that it is my responsibility to log my volunteer hours into RenWeb and keep those hours up-to-date every semester. I understand that underperformed service hours will be billed at $10.00 for each hour not worked.

Publicity Release of Student Images Initial Yes or No

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>Description of Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Do you give permission for your child’s image and school work to be used for the purpose of promoting Cathedral School of Saint Mary? This includes school community communications, Austin community publications, statewide publications, and online publications such as social media used by the school that includes, but is not limited to: Facebook, Twitter, Youtube, and our website.</td>
</tr>
</tbody>
</table>

Parental Acknowledgement
I, ____________, acknowledge that my child has been given a current copy of the Cathedral School of Saint Mary (CSSM) Parent/Student Handbook, and that I have reviewed the contents with my child/children. I agree to abide by the policies and regulations enforced by the school and affirm my support of their implementation.

Parent/Guardian Signature ___________________________________ Date: __________
Parent/Guardian Signature ___________________________________ Date: __________

Student Acknowledgement
I, ____________, acknowledge that I have been given a current copy of the Cathedral School of Saint Mary (CSSM) Parent/Student Handbook and that I understand the policies and regulations enforced by the school. I agree to follow these policies and regulations, remembering that my actions reflect on me, my family, the school, and the community at all times.

Student Name: ____________________________ Grade: _______________
Student Name: ____________________________ Grade: _______________
Student Name: ____________________________ Grade: _______________
Student Name: ____________________________ Grade: _______________
**Reporting of Student Allergies**

In an attempt to keep our school records updated, we request that you list your child’s allergies, if any. We must have this information each year as some children acquire or outgrow allergies; therefore, we would appreciate your cooperation in completing this form on a yearly basis while enrolled in the school.

1) Name of Child: ___________________________ □ Check here if child has no allergies.  
   Allergies:________________________________  
   Life-threatening Allergic Reactions may include:  
   __________________________________________  
   __________________________________________  
   __________________________________________  

Please list the medicines and and instructions for administering them to the child named above:  
   __________________________________________  

2) Name of Child: ___________________________ □ Check here if child has no allergies.  
   Allergies:________________________________  
   Life-threatening Allergic Reactions may include:  
   __________________________________________  
   __________________________________________  
   __________________________________________  

Please list the medicines and and instructions for administering them to the child named above:  
   __________________________________________  

3) Name of Child: ___________________________ □ Check here if child has no allergies.  
   Allergies:________________________________  
   Life-threatening Allergic Reactions may include:  
   __________________________________________  
   __________________________________________  

Please list the medicines and and instructions for administering them to the child named above:  
   __________________________________________
2017-2018 Title I and Title III School Funding Survey

The Cathedral School of Saint Mary asks that one member of your family complete the 2017-2018 Family Survey. The data we hope to gather will be very important to insure our continued participation in the Federal programs currently providing your children with a variety of materials and services. It is one of the few benefits they receive from your tax dollars and we certainly don't want to lose it. All information gathered will be kept in confidence. Thank you for your assistance with this survey. Please do not hesitate to contact us if you have any questions.

Name of Family: ______________________________________________________

Home Address: ______________________________________________________

Student’s Name: _____________________________________________________
Student’s Name: _____________________________________________________
Student’s Name: _____________________________________________________
Student’s Name: _____________________________________________________

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Annual Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>One*</td>
<td>$21,590</td>
</tr>
<tr>
<td>Two</td>
<td>$29,101</td>
</tr>
<tr>
<td>Three</td>
<td>$36,612</td>
</tr>
<tr>
<td>Four</td>
<td>$44,123</td>
</tr>
<tr>
<td>Five</td>
<td>$51,634</td>
</tr>
<tr>
<td>Six</td>
<td>$59,145</td>
</tr>
<tr>
<td>Seven</td>
<td>$66,656</td>
</tr>
<tr>
<td>Eight</td>
<td>$74,167</td>
</tr>
</tbody>
</table>

*This may be a foster child that is your responsibility, or a special education child over age 18.

For each additional family member (i.e. more than eight), add $7,511.

In reference to the table above, is your annual income less than the given amount for the number of people in your family? (Yes/No)

Is your family eligible for food stamps? (Yes/No)

Are you receiving assistance under the Aid to Families with Dependent Children program (AFDC)? (Yes/No)

Are any of your children eligible to receive medical assistance under the medicaid program? (Yes/No)

What is the public school(s) in which your children are eligible to attend? Please indicate elementary and/or middle school names below.

Not Sure? [www.austinisd.org/schools/sara](http://www.austinisd.org/schools/sara)
AUSTIN INDEPENDENT SCHOOL DISTRICT
HOME LANGUAGE SURVEY
Encuesta del idioma en el hogar
BẢN THỐNG KÊ NGỮ NGỮ

STUDENT’S NAME:
Nombre del estudiante: _____________________________
First/Nombre _____________________________

Last/Apellido paternal y maternal, si aplica: _____________________________
Middle/Segundo nombre _____________________________

Tén học sinh: _____________________________
Tén họ _____________________________

DATE OF BIRTH: ____________________________
Fecha de nacimiento: ____________________________
Ngày sinh tháng ngày: ____________________________

STUDENTS COUNTRY OF BIRTH:
Pais Natal: ____________________________
Nơi sinhđè: ____________________________

To be completed by Parent/Guardian or Student (Grades 9-12)
Para ser completado por el padre/madre/custodio legal
Phụ huynh/Người Giám Hợp hay Học Sinh (lớp 9-12) xin trả lời những câu hỏi sau đây:

1. What language is spoken in your home most of the time? (List only 1 language)
¿Cuál es el idioma que más se habla en su hogar? (Indique solamente 1 idioma)

Language/Idioma: ____________________________
Ngôn ngữ: ____________________________

2. What language does the student speak most of the time? (List only 1 language)
¿Cuál es el idioma que más habla su hijo? (Indique solamente 1 idioma)

Language/Idioma: ____________________________
Ngôn ngữ: ____________________________

Signature of Parent/Guardian:
Firma del padre/madre/custodio legal

Printed Name:
Nombre impreso

Relationship to child:
Parentesco con el niño

Date:
Fecha

Office Use Only: If student is new to Austin ISD, campus must request a copy of the original HLS from previous district.

SCHOOL: ____________________________
TEACHER: ____________________________
GRADE: ____________________________
ID#: ____________________________

White- Cumulative Folder
Yellow- LPAC Green Student Folder
Pink- Legible copy to D.E.I.L.
<table>
<thead>
<tr>
<th>Language Survey</th>
<th>New to Austin ISD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Información sobre el idioma que se habla en la casa</td>
<td>Nuevos al distrito de Austin</td>
</tr>
<tr>
<td>Bàn Thông Kỹ Sinh Ngữ</td>
<td>Học sinh mới của Ty Học Vụ Austin</td>
</tr>
<tr>
<td>ببساطة</td>
<td>وقد جديد على منطقة أحسن التعليمات واملستاقة</td>
</tr>
</tbody>
</table>

3. What language did the student learn to speak first?  
¿Cuál es el idioma que habló el estudiante primero?  
Ngôn ngữ học đầu tiên của tôi là ngôn ngữ gì?  
¿Qué lenguaje aprendió en los Estados Unidos?  
Nếu mới học đầu tiên của tôi là ngôn ngữ gì?

4. Was the student born in the United States or Puerto Rico?  
¿Nació el estudiante en los Estados Unidos o Puerto Rico?  
Học sinh đã ở nước Mỹ hay ở Puerto Rico?  
Làm thế nào bạn sinh ra ở Mỹ hay Puerto Rico?

5. Has the student attended any other school in the U.S.?  
¿Ha asistido el estudiante a otra escuela en los Estados Unidos?  
¿Học sinh đã ở trường tại Mỹ?  
Nếu mới, đã học tại trường ở Mỹ hay không?

6. Date of FIRST entry into ANY US School and Grade  
Fecha del PRIMER ingreso en CUALQUIER escuela en los Estados Unidos  
Làm thế nào bạn đã nhập học vào một trường Mỹ?

7. List the grade levels that the student attended school outside of the United States.  
Indicar el nivel de grado que el estudiante asistió fuera de los Estados Unidos.  
Làm thế nào bạn đã học ở nước ngoài?

3. Can the student read in his/her home language?  
¿El estudiante puede leer en su lenguaje materno?  
Học sinh có đọc được tiếng mẹ đẻ không?

Office Use Only: If student is new to Austin ISD, campus must request a copy of the original HLS from previous district.