

2018-2019

Parent/Student Handbook



Revised August 15, 2018

Cathedral High School

**1309 N. Stanton
El Paso, Texas 79902
(915) 532-3238**

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INTRODUCTION

Cathedral High School is a Lasallian Catholic learning and faith community. It is directed by Cathedral High School, Inc. a non-profit organization. The school complies with the policies, rules and regulations of the Corporation and the Texas Catholic Conference Education Department. The local Advisory Board assists the Corporation, the President, and the Principal. The Texas Catholic Conference Accreditation Commission accredits the school. The school functions as an integral part of the Diocese. The school encourages opportunities for ministry within the parishes in the borderland and the wider community.

MISSION STATEMENT

Cathedral High School teaches the young men of El Paso and Juarez to lead through a holistic and competitive environment. Young men at Cathedral are developed as students, athletes, and men to enhance communities through their faith, service, and education. We are founded in the Truth that each student is created in the image of God with infinite worth. We cultivate our intellectual, athletic, social, and spiritual gifts; acknowledging that they exist for a greater purpose than ourselves – to better the world around us. Where there is need we serve, where there is ignorance we teach and where there is despair we share our hope.

“Teach a youth about the way he should go; even when he is old he will not depart from it.” (*Proverbs 22:6*)

All Lasallian Schools share the same **Five Core Principles** and strive to embody them:

- Faith in the Presence of God
- Quality Education
- Concern for the Poor and Social Justice
- Respect for All Persons
- An Inclusive community.

A SCHOOL IN THE LASALLIAN TRADITION

The Christian Brothers, officially known as the Brothers of the Christian Schools, had been charged with the administration of the educational ministry at Cathedral High School since its opening in 1925. Responding to the needs he saw, Saint John Baptist De La Salle founded the Brothers in France in 1679. Young men needed to be brought in off the streets and given a moral and practical academic education. The Brothers spread rapidly not only throughout France but also throughout the world. In 1845, the Brothers first came to the United States and founded Calvert Hall in Baltimore, Maryland. In 1859, the Brothers opened St. Michael's College in Santa Fe, New Mexico, and the presence of the Christian Brothers in the western United States was established. Cathedral High School was established by four Brothers in September of 1925.

Cathedral High School is part of the network of Lasallian schools in the San Francisco New Orleans Province. The Delasalle Institute, the center of the Province, is located in Napa, CA. The Lasallian spirit which animated the Founder lives on through our generous lay partners who make up much of the school's staff.

MAINTAINING CURRENT INFORMATION

Regular communication with families is important to our community's success. It is imperative that parent records be kept up to date. Parents must update their address, phone numbers, and email as soon as they change. Cathedral must be able to contact a parent or guardian during the school day in case of an emergency.

SECTION I

GOVERNANCE AND ADMINISTRATION

I. CATHEDRAL HIGH SCHOOL, INC.:

Cathedral High School is a Catholic School in the Lasallian Tradition of the Brothers of the Christian Schools. It is a part of Cathedral High School, Inc. a non-profit organization. This Corporation is governed by a Board of Directors of which the current Bishop of the Diocese of El Paso is the chair. Members are nominated, vetted, and elected by the Board. The current voting membership is seven. The Vicar General for the Diocese and the Catholic School Superintendent also sit in the meetings with voice but no vote.

II. CATHEDRAL HIGH SCHOOL ADVISORY BOARD:

The Cathedral High School Advisory Board has the authority to formulate policies with the Principal. They propose the budget, tuition and fees to the CHS, Inc. Board for approval. The Advisory Board helps to develop the five- year plan for the school, and promote the school to the general public. Advisory Board Members are nominated, vetted, and elected to the Board.

III. SCHOOL ADMINISTRATION:

A. The President and Principal are appointed by Cathedral High School, Inc. Board and administer the school.

B. The Administration Team for the 2018-2019 academic year is:

- President/Interim Principal: Brother Nick Gonzalez, FSC, M.A.
- Assistant Principal for Students: Adolfo Sanchez, MA
- Assistant Principal for Academics: Pedro Espinoza, MA

C. The Leadership Team for the 2018-2019 academic year is:

- Director of the Early Admissions Program: Brendan Liszanckie, MA
- Admissions Coordinator: Juan Pablo Baca, BA
- Junior Senior Counselor: Laura Torres, MA
- Athletic Director: Carlos Puertas, MA

SECTION II ADMISSION AND TUITION

I. Admissions

- A. Cathedral High School admits students regardless of race, color, ethnic or national origin. The school accepts students with physical and learning challenges to the extent that the school is able to academically service the student.
- B. Eighth Graders who apply for admission into Cathedral's Freshman Class must take the High School Placement Test. The Placement Test is not an admissions test. It is for placement purposes only. Priority for admission to Cathedral's Freshman Class is given to:
1. Eighth Graders attending a parochial elementary school in the Diocese of El Paso;
 2. Younger brothers of students presently attending Cathedral High School;
 3. Sons of Alumni of Cathedral High School;
 4. Eighth Graders who have relatives presently attending or who are relatives of Alumni of Cathedral High School.
- C. A transfer student may be placed on academic or disciplinary probation for the first year if their academic or disciplinary records reflect consistent past performances of academic or disciplinary problems.
- D. All students enrolling in school for the first time must present:
- an original birth certificate
 - social security card
 - immunization record
 - report card and/or transcript from his previous school
 - a current physical examination.
- E. Re-admission Policy: Students who transfer and would like to be readmitted will have their cases reviewed on an individual basis. It is the general policy that Cathedral High School will not accept students transferring during their senior year (12th grade). Each case will be reviewed on an individual basis.

II. TUITION AND FEES:

- A. All families must have a FACTS account for payment purposes.
- B. If tuition is financed over time with FACTS, there is an additional fee of \$120

in lieu of interest.

- A. If there is a balance due when school begins, there will be a late fee charge of \$120.
- B. A student will be suspended from school for an unpaid balance. They will not be allowed to take semester exams. Grade reports, transcripts and all other records will be held until all accounts are paid in full.
- C. If a student withdraws or is removed from Cathedral, the tuition will be prorated for 180 days. The registration and fees are non-refundable.
- D. There is a graduation fee of \$170.00 for Seniors.
- E. All students will be charged for workbooks, but not textbooks unless lost, stolen or vandalized.
- F. Other fees for classes, the EA Program, and activities will be charged on FACTS.
- G. There is an Athletic State/Travel Fee \$ 60.00

SECTION III

Graduation Requirements, Grading, and Remediation

A Cathedral High School student may earn any one of three institutional diplomas. Unless otherwise authorized by the Principal, in writing, a student must earn his final seven (7) senior credits in residence at Cathedral High School and may not transfer any credits to Cathedral High School during the student's final year. Diplomas awarded are as follows:

Class of 2019

I. Standard Program

HB 5 Foundations track Cathedral HS (28* CREDITS REQ)

4.0* Religion (0.5 each semester of attendance)

- Religion I
- Religion II
- Religion III
- Religion IV

4.0 English

- English I
- English II
- English III
- English IV

4.0 Math

- Algebra I
- Geometry
- Algebra II
- 4th year of math (Pre-Calculus or Calculus)

4.0 Science

- Biology
- Chemistry
- Environmental Systems
- Physics

4.0 Social Studies

- World History
- World Geography
- US History
- US Government (0.5)
- Economics (0.5)

5.5 Additional Courses

- PE I
- For Lang I
- For Lang II

- For Lang III
- Fine Arts I
- Communication Applications/Speech (0.5)

2.5 Elective/Additional Credits

Endorsement track – Cathedral HS (30* CREDITS REQ)

4.0* Religion (0.5 each semester of attendance)

- Religion I
- Religion II
- Religion III
- Religion IV

4.0 English

- English I
- English II
- English III
- English IV

4.0 Math

- Algebra I
- Geometry
- Algebra II
- 4th year of math (Pre-Calculus or Calculus)

4.0 Science

- Biology
- Chemistry
- Environmental Systems
- Physics

4.0 Social Studies

- World History
- World Geography
- US History
- US Government (0.5)
- Economics (0.5)

5.5 Additional Courses

- PE I
- For Lang I
- For Lang II
- For Lang III
- Fine Arts I
- Communication Applications/Speech (0.5)

4.5 Elective/Additional Credits

II. Endorsements

- 1) **To earn the Multidisciplinary Endorsement** – students must complete FOUR credits in English, Math, Science and Social Studies **or** four credits in AP/dual credit
- 2) **To earn a STEM Endorsement** – students must either complete at least two classes past Algebra 2 **or** four credits in science including Chemistry, Physics and two other additional credits
- 3) **To earn the Arts and Humanities Endorsement** – students must have five Social Studies credits, including Economics **or** Four credits of the same language or 2 credits of 2 languages

Performance Acknowledgements

- 1) **Outstanding Performance in Dual Credit** – student must earn at least 12 credit hours with a 3.0 or higher GPA **or** by earning an Associate’s Degree
- 2) **Outstanding Performance in Bilingualism and Biliteracy** – student must complete Four English credits with an 80 average or above **and** complete 3 credits of language other than English with an 80 or above **or** score a 3 or higher on an AP test of a language other than English
- 3) **Outstanding Performance on an AP Test** – student must score a 3 or higher on an AP test
- 4) **Outstanding Performance on a nationally norm-reference college prep assessment instrument** – student must earn a score on the PSAT to be recognized as a commended student or higher on the NMQT, earned recognition as a National Hispanic Recognition Program **or** earning at least a 410 on evidence-based reasoning and 520 on the mathematics section on the SAT **or** a composite core of 28 or higher on the ACT

III. General Academic Elective Courses

A. Students may select electives from any of the following previously approved courses:

1. English Language Arts: Journalism
2. Mathematics: EA Calculus, AP Statistics, Advanced Quantitative Reasoning
3. Science: EA Biology I, EA Geology
4. Social Science: Introduction to Psychology; Introduction to Business, EA Mastering Academic Excellence, EA State and Local Government, EA Principles of Microeconomics, EA Introduction to Psychology, EA Intro to Sociology
5. Fine Arts and Humanities: Jazz Band, Art I, AP Art History, Choir, EA Art Appreciation
6. Technology: Intro to Computer Programming, AP Computer Programming (Edhesive online programs)

IV. Guidelines:

- a. Cathedral High School may accept transfer credit from a recognized accredited institution for the following courses taught in elementary/middle school: Speech (.5 credit), Health (.5 credit), first year foreign language (1.0 credit), keyboarding as an elective credit (.5 credit) Math (1.0).

V. GRADING SYSTEM:

- A. RenWeb is real-time electronic grade book available for parents to access at their convenience. Parents can continually access information on their son(s) grades, attendance and discipline. Student information is available to parents as soon as it is entered into the system. Since parents can access the information through RenWeb, there is no need to send out Progress Reports. Please contact the Registrar if you do not have a username and password for the Parent Portal. If you do not have access to the internet, you may come to the Registrar or Guidance Counselor's office and have up-to-date information printed for you. RenWeb is part of Cathedral's commitment to partner with parents in their son's education. It is the responsibility of parents to schedule to receive a brief training and/or obtain a password from the Registrar. This system cannot help you to assist your son if you do not use it.
- B. Grade reports will be distributed to students at the end of the first and third quarters on the day designated in the school calendar. Grade reports will be mailed at the end of the fourth quarter. Arrangements for remediating failed course work must be made in the summer following the same academic year. Students not completing remediated courses can be readmitted only with the Principal's permission. These will be considered on a case by case basis. If readmitted, the student would be on Academic Probation (as described on page in D).
- C. Academic Testing: All students are tested annually with standardized tests: the Iowa test series, PSAT, and ACRE. The level counselor sends results of these tests home to the parents. Parents are encouraged to save these results. Students are tested regularly during the course of the school year. Comprehensive exams are given at the end of each semester.
- D. Academic Probation refers to the conditional continuation or re-admission of a student with a deficient academic record at CHS based on a contractual agreement between the student, his parents, and the school. Fulfillment of the agreed upon conditions will result in the elimination of the probation. Violation of the agreement may result in asking the student to withdraw at the end of a grading period. The Principal will evaluate each case individually. Any student performing at a less than satisfactory level can be placed on academic probation at any point of the academic year.

E. ACADEMIC/BASIC COURSES AP/HONORS/EA COURSE

93 – 100	A
85 – 92	B
77 – 84	C
76 – 70	D
69 – 0	F

Grade Point Averages are on the 4.0 scale. Advanced courses moved up one point (example: A=4.0/5.0; B=3.0/4.0; C=2.0/3.0). Report card grades are given in numbers as indicated above.

Credits are granted by semester. A student receives a semester credit (.5), if the average for the two quarters is at least 70 percent. Courses are either one or two semesters in duration. Credit for a single semester course is noted under diploma requirements. High School credit for early admission courses is determined as above. College credit for the early admission courses will depend on college requirements and approval.

- F. Students failing a semester must retake class/classes during summer school. If a student fails the first semester of a full year course, he will be exempted from summer school for that semester if he passes the second semester and the average for his first and second semester is a least 70 percent. Grades earned in Cathedral’s summer school will replace the failed grade as follows:

Summer School Grade	Replaced Grade
70 – 79	70
80 – 89	75
90 and above	80

Credit remediation for students who fail a semester(s) of his course work must make arrangements independently or through the school and must have been approved by administration. Cost will be determined by administration.

Students who attend a summer school other than Cathedral High School Summer School must receive permission to do so. This is to ensure that the institution is accredited and that there is agreement about what will fulfill the requirements. The student must bring verification of passing grades from an accredited institution in the courses they failed if they are to return to Cathedral High School.

Class Rank is determined numerically from the Grade Point Average (GPA) on a 4.0 scale. Top Ten is awarded to 10% of each graduating class with the highest GPA.

- G. Participation in Graduation: Students will not participate in the Baccalaureate and Commencement Ceremony if all their academic requirements are not fulfilled and/or

there is a balance due Cathedral High School.

SECTION IV GENERAL PROCEDURES

- I. School Offices hours on regular school days are opened from 7:30 AM– 4:00 PM. Classroom Hours: First bell rings at 8:00 AM, followed by the tardy bell at 8:05 AM. All students must be picked up by 4:00 PM.

- II. Crisis Management:
 - A. Evacuation-In case of a required evacuation student/faculty/staff will assemble at the St. Patrick Cathedral Church parking lot to wait for bus transportation to the designated meeting point at St. Joseph Elementary, 1300 Lamar, 915/566-1661. Parents will be notified.

 - B. Lock down Situation: parents will be notified.

- III. Messages for Students: Only emergency messages will be delivered to a student through the Attendance Office. Procedural matters (e.g., when and where a student is to be picked up by a parent or a guardian) should be taken care of at home before the student leaves for school. Parents are not to call students on their cell phone during school hours as this is a violation of the cell phone policy.

- IV. Appointments with Administrators: Parents are to call the school for such appointments. Parents must understand that administrators may not be available due to other commitments if parents drop in for a meeting.

- V. Parent/Teacher Conferences: All teachers have a prep period during the school day, as well as time before and after school. If a conference is desired, please telephone the school for an appointment with either the teacher or the guidance counselor, who will arrange a meeting.

- VI. The Weekly Memo will be emailed to parents. This notes upcoming events and news.

VII. The Vandenburg Library

- A. All students are encouraged to use the library as a place to inform and enrich their lives and to provide them with lifetime skills. All students have access to the library and are able to check out books and use reference materials in preparing work. Proper school ID must be provided.
- B. Students are responsible for all books signed out of the library. Fines will be charged for books returned late, lost or damaged.
- C. Access to computers in the library is for research. Internet usage is reserved for use before/after school and at level lunch time.

VIII. Student Internet Acceptable Use Policy

Please see computer/internet usage policy in back of Handbook (Appendix C). By signing the Handbook Statement of Understanding you are agreeing to this policy.

IX. Lunch Program

Lunch is catered by Cafeteria Concepts. Families must create accounts and pay for lunch online through RenWeb. Parents will receive information from Cafeteria Concepts regarding how sign up and maintain an account. The school is not responsible for passwords who are lent out to peers then claim they were stolen.

X. Accidents

- A. Student accidents: Each student is insured under the Student Insurance Plan. The parent's insurance coverage for the student is the primary and the student insurance is secondary only. Should the parents not carry insurance on their son then the student insurance becomes the primary carrier. Forms are available in the school office.

- B. Emergency Card: At the beginning of each school year parents will be asked to complete an Emergency Card (Appendix E) on each student attending the school. The information requests the parent(s) or guardian(s) home and work numbers, others to be contacted should the school not be able to reach the parent(s) or guardian(s) home and work numbers, the student's physician, the student's dentist, and other pertinent medical information, e.g. allergies existing medical problems. Parent(s) are requested to notify the school should any of the information change throughout the course of the school year.

XI. Illness and Emergencies

- A. Any student, while at school, who has a temperature of 99.6 or above must be sent home.
- B. No student may have medication, whether prescription or over-the counter, in his possession on school grounds during school hours. Student's whose physician requires them to carry medications such as an inhaler or an EpiPen on their person at all times, may do so, if both a physician and parent consent is on file in the school nurse's office. Medication Permit Forms are available in the Attendance Office.
- C. Any student who must take medication during school hours, whether prescription or over-the-counter, is to bring it to the Attendance Office before school starts. All medications must be sent to school in the original container with the original label. The medication must be accompanied with a Medication Permit Form giving instructions for administering the medication, and be signed by the parent/guardian and physician. Medication Permit Forms are available in the Attendance Office.

XII. HIV Policy

Students with HIV will be allowed to continue in the school setting under ordinary circumstances. Decisions affecting students who have tested positive for human immunodeficiency virus (HIV) or who have been diagnosed with AIDS will be made on a case-by-case basis in cooperation with physicians, parents, and public health officials. Regulations regarding students who have HIV and AIDS are based upon current medical knowledge and law and will be subject to continual review. Students with HIV shall not be excluded from attending school for reason of the infection unless the following exceptional conditions are evident as determined by a medical advisor, the Principal, the Chair of the Board of Directors, the student's physician and the student's parent(s) or legal guardian(s). The Chair of the Board of Directors may appoint additional persons if he deems it appropriate and necessary:

- A. The student is incontinent or is unable to control drooling;
- B. The student is unusually physically aggressive, with documented history of biting or harming others. The Principal will determine appropriate and feasible educational programs to be afforded a student with HIV or AIDS who is excluded from school. Employees with HIV will be allowed to continue in the school setting under ordinary circumstances. Decisions affecting employees who have tested positive for human immunodeficiency virus (HIV) or who have been diagnosed with AIDS Related Complex (ARC) and/or AIDS will be made on a case-by-case basis in cooperation with physicians, and public health officials. Regulations regarding personnel who have HIV, ARC, and AIDS are based upon current medical knowledge and law and will be subject to continual review.

XIII. Health Records

- A. A Medical History (Appendix B) is maintained on each student from the day of entrance until the day of withdrawal.
- B. Annual screening is done for vision, hearing, and scoliosis as well as height and weight.
- C. Parents are required to fill out a health questionnaire at the time of registration and present the necessary documentation regarding immunizations.
- D. All new or transfer students must have a current physical before admission. All athletes must have an annual physical before practicing or participating in any sport.

XIV. Rights of Non-Custodial Parents

Non-custodial parents have the right to information about their son's academic progress. If a non-custodial parent wishes to see the student, it must be with the permission of the custodial parent unless the divorce decree states otherwise. It is up to the custodial parent to present to the school a copy of that portion of the decree stating visitation rights.

XV. Drug Testing Policy

Cathedral High School has a mandatory random drug testing policy to which all students are subject. A drug test will also be administered on a random individual basis or reasonable suspicion. Students will be discretely called down to the nurse's office. Students refusing to take the drug test will be suspended from school until the drug test has been administered. Only the Principal and the Assistant Principal for Students will know the results. The parents of any student testing positive will be called to discuss interventions to change this

behavior. Such students will be retested without warning at some point(s) in the year. A positive test any time after the first test during a student's stay at Cathedral High School will be taken as a choice made by that student not to abide by Cathedral's guidelines and they will be asked to withdraw. Unannounced searches by a K9 team are also possible.

SECTION V

ATTENDANCE PROCEDURES

I. Definition of Student Absences:

Regular attendance is necessary for the best learning environment and promotes the schools work ethic in creating punctual hard working Catholic men. Parents must notify the school before the school day ends at 4:00 P.M if a student is absent. Contact Attendance Office by:

- Phone (915) 532-9432
- E-mail mflores@cathedral-elpaso.org
- Walk-in

II. Compulsory Attendance:

- A. Students are allowed 8 absences per class per semester;
- B. Students who exceed 8 absences per class per semester will not receive credit for the class. This includes excused and unexcused absences.
- C. Students may appeal their absences to the Cathedral Attendance Committee. The Cathedral Attendance Committee may give class credit for extenuating circumstances.
- D. The make-up of the Cathedral Attendance Committee is determined by the Assistant Principal for Students.

III. Categories of Absences

Category I. Excused absences that do not count towards loss of credit but require proper documentation:

- Observation of religious holidays. Please call or contact the attendance and clearly state that it is a religious holiday.
- College visits (limited to 2 days per school year).
- Quarantine or long-term illness (3 or more days); accompanied by a doctor's note for verification.
- Death in the immediate family, family illness, family issue or serious emergency.
- Mandated court appearance; accompanied by a note from the court with the date and time of appointment.
- School-sponsored field trips and exchange trips.
- Disciplinary suspensions (excused for attendance purposes; not excused for makeup work)
- Medical appointments

- School Business.

Category II. Excused absences that do count towards loss of credit:

- Short-term illness (2 days).
- Family vacation.
- College visits beyond the 2 school day limit.
- Driver's test.

Category III. Unexcused absences, all of which do count towards loss of credit:

- Absence that is not explained by same day phone call or email to the attendance line from the parent or guardian;
- Excessive reasons in general will be determined by the Assistant Principal for Students.

Students are tardy after 8:05 AM:

- Students must obtain a tardy slip if arriving after 8:05 AM. They obtain it from the Attendance Office in order to be admitted to class.
- A student is considered absent to a class period if he has missed 20 or more minutes.

A teacher may determine that a student not in the designated area for class when the tardy bell rings is, in fact, tardy.

Unexcused Absence and Truancy:

A student is considered truant if he is:

Absent from school without permission.

Leaves school grounds without permission of an administrator.

Absent from class without permission.

If a student's absence is unexcused or truant, he is subject to suspension or can be called before the Discipline Board.

There are no Ditch Days at Cathedral High.

IV. Effects of Absences on Grades

- A. Make-up work will be allowed for excused or requested absences. It is the student's responsibility to contact his teachers and his counselor for all make-up work. One school day of makeup time is allowed for each day's absence (e.g., three days absence = three days to make up work). Failure to make up the assigned work by the deadline agreed upon by the teacher and the student will result in a zero for that work.
- B. Make up work may not be allowed for an unexcused absence.

V. Miscellaneous Items:

- A. A parent is required to call and send a note to the school if a student is leaving early. A permit is issued the morning the student is to leave early. These permits are issued between 7:30 AM and 8:30 AM from the Attendance Office. (Absentee reports are distributed to teachers during second period with this information). With the above authorization and at the time of departure, the student will show his permit to his teacher for dismissal from class. At no time is the student to leave the school grounds without proper authorization.
- B. Parent requests for administration of semester final exams outside of scheduled times must be preapproved by the Academic Assistant Principal.
- C. Student Release Request from an Outside Source: If an outside agency, such as a law enforcement agency or the Texas Department of Social Services requests that a student be released to an agent of such a department, Cathedral High School's policy before releasing a student is as follows:
 - 1. Cathedral High School cannot impede the authority of the EPPD if a student is to be picked up. Parents will be notified by the school if a student has been taken into custody.
 - 2. A written record will be made containing information as to the visitor, purpose of the visit, and the name of the people contacted by phone for verification.

SECTION VI
STUDENT REGULATIONS

I. Behavioral Expectations and Student Responsibilities

Cathedral High School students will enhance their self-esteem and others by subscribing to the following standards of behavior; failure to adhere to expectations may result in discipline.

- A. Demonstrating an attitude of respect toward others by conducting themselves in a courteous manner at all times;
- B. Attending school daily, except when ill or otherwise lawfully excused, and being on time for all classes;
- C. Demonstrating an attitude of respect toward others by conducting themselves in a courteous manner at all times;
- D. Attending school daily, except when ill or otherwise lawfully excused, and being on time for all classes;
- E. Being prepared for each class with appropriate materials and assignments;
- F. Always telling the whole truth;
- G. Refraining from running, pushing, punching, kicking, jumping, and yelling in class rooms, hallways, and cafeteria;
- H. Expressing opinions and ideas in a respectful manner and raising a hand to be recognized in class;
- I. Being aware of all rules and regulations for behavior and conducting themselves accordingly;
- J. Assisting school authorities in operating a safe school and reporting all unsafe conditions/behaviors;
- K. Respecting school property and the property of others;
- L. Living up to the same expectations at any school-related activity on or off campus.
- M. Returning school correspondence which requires parent signature to confirm parent's review of documents such as: Progress reports, report cards, teacher correspondence to parents or administrative correspondence to parents.

- N. Demonstrating an attitude of respect toward others by conducting themselves in a courteous manner at all times;
- O. Attending school daily, except when ill or otherwise lawfully excused, and being on time for all classes;
- P. Being prepared for each class with appropriate materials and assignments;
- Q. Always telling the whole truth;
- R. Refraining from running, pushing, punching, kicking, jumping, and yelling in class rooms, hallways, and cafeteria;
- S. Expressing opinions and ideas in a respectful manner and raising a hand to be recognized in class;
- T. Being aware of all rules and regulations for behavior and conducting themselves accordingly;
- U. Assisting school authorities in operating a safe school and reporting all unsafe conditions/behaviors;
- V. Respecting school property and the property of others;
- W. Living up to the same expectations at any school-related activity on or off campus.
- X. Returning school correspondence which requires parent signature to confirm parent's review of documents such as: Progress reports, report cards, teacher correspondence to parents or administrative correspondence to parents.

II. Search of Student's Belongings

A school administrator may properly conduct a search of the student's personal belongings or vehicle for the following reasons:

- A. If the administrator has a reasonable suspicion that a crime or offense has been or is in the process of being committed;
- B. A reasonable cause to believe that the search is necessary to maintain school discipline or enforce school policies. (Where there is suspicion that a crime involving the possession or sale of drugs or drug paraphernalia, tobacco/tobacco paraphernalia, vaping paraphernalia, weapons are involved, law enforcement officials will be contacted. Notification of the law enforcement officials will be discretionary in other instances.)

III. Academic Integrity

Cathedral High School prides itself in preparing young men to meet the social and moral challenges they, as students, will encounter throughout their lifetime. Academic honesty is highly valued at Cathedral High School, just as it is at any college or university. To that end students will not lie, cheat or steal, nor tolerate another student who does. Plagiarism is cheating. All of the following are considered plagiarism, but not limited to:

- Turning in someone else's work as one's own.
- Copying words or ideas from someone else without giving credit.
- Failing to put a quotation in quotation marks.
- Giving incorrect information about the source of a quotation.
- Changing words but copying the sentence structure of a source without giving credit.
- Copying so many words or ideas from a source that it makes up the majority of one's work, whether a student gives credit or not ("fair use" rules).

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

Students enrolled in the Cathedral College Early Admission Program additionally agree to be bound by the rules and regulations governing the El Paso Community College, including the college's academic integrity policies.

Cathedral High School prides itself in preparing young men to meet the social and moral challenges they, as students, will encounter throughout their lifetime. Academic honesty is highly valued at Cathedral High School, just as it is at any college or university. To that end students will not lie, cheat or steal, nor tolerate another student who does. Plagiarism is cheating. All of the following are considered plagiarism, but not limited to:

- Turning in someone else's work as one's own.
- Copying words or ideas from someone else without giving credit.
- Failing to put a quotation in quotation marks.
- Giving incorrect information about the source of a quotation.
- Changing words but copying the sentence structure of a source without giving credit.
- Copying so many words or ideas from a source that it makes up the majority of one's work, whether a student gives credit or not ("fair use" rules).

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

Students enrolled in the Cathedral College Early Admission Program additionally agree to be bound by the rules and regulations governing the El Paso Community College, including the college's academic integrity policies.

IV. Vehicles: At no time during school hours will students be allowed to go to their vehicles without an Administrator's permission. Students are responsible for their cars and possessions in their cars. Administrators may search vehicles if there is probable cause, dealing with drugs, etc...

V. Suspension or Expulsion (Major Offenses)

A. Students who commit or are involved in any of the following may be subject to suspension or expulsion.

1. Engagement or participation in any activity or conduct which is in serious violation of the Roman Catholic ethic or which attempts to promote teachings contrary to those of the Roman Catholic ethic.
2. Destruction or Defacing of School Property: Destroying or defacing school property, the property of another student and/or of a school employee. The student will be held responsible for the repair, refurbishment or replacement of the damaged property.
3. Fighting: Fighting on school grounds or during school-related activity which are on or off campus.
4. Stealing: The theft or attempted theft of any school's property, students' property, or employee property, including borrowed school property for which the student agrees to be responsible, such as library books, athletic equipment, etc. If it was lost or stolen, the student will replace it.
5. Cheating: Cheating is unacceptable behavior at Cathedral. For such conduct, the student will receive failing grade and Disciplinary Referral. The teacher will communicate with the parent/guardian regarding the cheating. Cheating of more serious nature will warrant a Discipline Board hearing.
6. Unauthorized parties: It is prohibited for students to distribute information or sell tickets on school grounds or at any school functions concerning parties at which alcohol or drugs will be available.
7. False Alarms: Any type of communication which threatens the school community or setting off false fire alarms.
8. Harassment: Student-to-student and student-to-adult harassment is a very serious violation. This includes harassment on social media.
9. Habitual misconduct which is disruptive of the learning process or seriously detrimental to the safety of all in school or to the moral well-being of the school.
10. Disrespect: Where a student fails to demonstrate an attitude of respect toward others by conducting themselves in a courteous manner at all times. Including but limited to: refusal to obey reasonable directives, order, rules or regulations.
11. Violation of any applicable Penal Law or ordinance.
12. Engagement or participation in any activity or conduct which is in serious violation of the Roman Catholic ethic or which attempts to promote teachings contrary to those of the Roman Catholic ethic.
13. The school is designated as a tobacco, vaping, alcohol and drug-free campus. Students may not sell, purchase, use or possess tobacco products, vaping products/paraphernalia, drugs/drug paraphernalia (including lighters and/or matches) or alcohol on the school campus or at school sponsored events.

14. Plagiarism: See Academic Integrity above.
15. Threats: Threats of any kind against physical or emotional well-being of any individual are taken seriously.
16. Internet Infraction: Anything that compromises the mission of the school that can be viewed online.
17. Internet users on campus shall not intentionally access proxy websites for inappropriate or unauthorized websites that violate any of the rules and regulations of Cathedral High School.
18. Selling or giving away (for profit or otherwise) of any food items on campus unless specifically authorized by the administration.

B. Suspension:

1. The Principal, President, or Assistant Principal may suspend a student.
2. Suspensions will be at home or in school. Suspensions may be for one to three days and may be in-house or off campus.
 - a. Students with an off-campus suspension will not be permitted to make-up the class work, homework, or tests due while suspended.
 - b. Students with an off-campus suspension will receive a zero for anything due on the day of suspension.
 - c. Students with an off-campus suspension are not excused absences; no additional days will be given to make up eligible work.
 - d. Students with in-school suspension will be allowed to make up work.
3. When suspensions are invoked, an administrator will notify the parents or guardians in writing (letter or E-mail) or by phone of the reason for the suspension, the duration of the suspension, and the requirements for reinstatement.
4. When a suspension takes place, the student is suspended from all school activities for the duration of the suspension, unless given permission by an administrator.
5. In-house suspension will involve manual labor.

C. Automatic Expulsion: Section 37.015 of the education Code requires the Principal of each Diocesan elementary and secondary school to report certain activities to the El Paso

Police Department if such activities are determined to have occurred on school grounds or at a school sponsored event. The activities listed in the statute include, but are not limited to:

1. Terroristic threats: Where a person threatens to commit any offense involving violence to any person or property with intent to place any person(s) in fear of imminent serious bodily injury. Person making the threat is capable of carrying out the threat and the person against whom the threat was made was actually placed in fear of serious bodily injury.
2. The use, sale, or possession of a controlled substance, drug, paraphernalia or marijuana.
3. Drug Testing: A positive result on a second testing at any time during a student's stay at Cathedral High School will result in automatic expulsion. A drug test will be administered on any student for reasonable suspicion.
4. Weapons: In conjunction with Federal and Texas Law, the possession of any knives or guns (including BB, pellet, air guns, starter pistols, any shock device) on school grounds or at any school-related activity (Appendix Q). If a student brings a firearm to school, the school is required to expel the student for a period of no less than one year.

Once a report is made, the El Paso Police Department will investigate and determine whether to criminally charge the student who was reported. Even if the investigation does not result in a criminal charge, the school will suspend or expel, depending on the circumstances, any student who is determined to have committed an act which triggers a report.

The Principal will make a report in writing and shall be delivered to the El Paso Police Department no more than two school days after the allegations become available to the Principal. Prior to releasing any report, the Principal shall provide the Superintendent with a draft report and personally discuss with the Superintendent any logistics and results of the investigation.

Section VII

Discrimination/Harassment/Bullying Policy

- I. Cathedral High School hereby adopts the Safe Environment Program as promulgated by the Roman Catholic Diocese of El Paso. Further, the reporting requirements of potential or suspected child abuse as mandated by the statutes of the State of Texas are acknowledged as controlling and taking precedence over any policies outlined in this Handbook. Accordingly, in case of doubt regarding any possible sexual misconduct in which a child is the victim, such incident shall in all cases be immediately reported to the proper civil law authorities.

- II. Cathedral High School is committed to providing a learning environment that is free from harassment. Harassment of any student by any other student, or CHS staff member is prohibited. The school treats allegations of harassment seriously and will promptly investigate such allegations and take appropriate corrective action. A complaint of harassment does not, in and of itself, create the presumption of wrongdoing. However, all substantiated acts of harassment will result in disciplinary action, up to and including termination or removal. Students found to have filed false or frivolous charges may also be subject to disciplinary action, up to and including dismissal. Harassment occurs when an individual is subjected to treatment which is hostile or intimidating because of the individual's race, creed, color, national origin, religion, physical disability, gender or any other status protected by applicable law. Harassment can occur any time during school-related activities (whether on or off campus) or when a student is present on campus. It includes, but is not limited to, any or all of the following:
 - A. Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person.
 - B. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with the normal work or educational environment.
 - C. Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, or gestures.
 - D. Harassment on Social Media: Inappropriate comments, images, suggestions or remarks sent via electronic means or posted on electronic media. This includes but is not limited to:
 1. Inappropriate comments sent via cellular phone, posted on electronic bulletins, or posted on social media pages (e.g. Facebook, Twitter, Snap

chat, etc...). This includes comments that are offensive to another individual or are derogatory in nature towards Cathedral or members of the Cathedral High School staff.

2. Inappropriate images sent via cellular phone, posted on electronic bulletins, or posted on social media pages (e.g. Facebook, Twitter, Snap Chat, etc...). This includes posting of images that are sexual in nature, images that are contrary to the teachings of the Catholic Church or images that are contrary to Lasallian Core Principles.

III. **SEXUAL HARASSMENT:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- A. Submission to such conduct is made either explicitly or implied as a term or condition of a student's academic status or progress.
- B. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

IV. Specific examples of sexual harassment can include, but are not limited to:

- A. Making unsolicited sexual advances and propositions.
- B. Using sexually degrading words to describe an individual or an individual's body.
- C. Displaying sexually suggestive objects or pictures.
- D. Telling inappropriate or sexually related jokes.
- E. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances or granting or withholding benefits in exchange for sexual favors or refusal to participate in sexual conduct.
- F. Electronic harassment such as "sexting" or other inappropriate remarks about another student or staff of Cathedral High School using social media sites on the Internet, email, or blogs.

V. It is the responsibility of Cathedral High School to:

- A. Make all faculty, staff, students, volunteers, and parents aware of this policy and the commitment of the school towards its strict enforcement.

- B. Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
- C. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

VI. All forms of discrimination, harassment, and bullying are not tolerated and may be cause for removal from Cathedral High School. This policy shall apply to all activities on school property, all school-sponsored events, whether at school or off-campus, and off-campus when it causes a student to suffer discrimination, harassment or bullying.

VII. It is the student's responsibility to:

- A. Conduct himself in a manner which contributes to a positive school environment.
- B. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- C. Consider immediately informing anyone who engages in inappropriate conduct toward him that the behavior is offensive and unwelcome. If the student is uncomfortable informing the individual of the offensiveness of his behavior, the student may skip to the next step.
- D. Report all incidents of discrimination or harassment to a teacher or administrator.
- E. If informed that he is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

SECTION VIII

DAILY REGULATIONS

- I. **Areas Requiring Faculty Supervision:** Students are forbidden to be in the following areas without faculty supervision: classrooms, the auditorium, weight room, gyms, school patios, parking lots, cafeteria, and P.E. locker rooms.
- II. **Lunch:** Cathedral High School's campus is closed. Students may not leave the campus at lunchtime. For safety's sake, Uber Eats is not allowed to deliver food on campus. In order to not disrupt instruction, students will not be notified that a parent has dropped off lunch in the office. They may gather only in the cafeteria and alley. Students are responsible for neatness, cleanliness, and orderliness when eating in the cafeteria and alley.
- III. **Food, Beverages, and Chewing Gum:** Food and beverages are forbidden to be consumed in the main buildings. Drinks must be in non-breakable containers. The cafeteria and the lower patio are the only areas where food and beverages are allowed. Chewing gum in school is always prohibited.
- IV. **Lockers:** Each student assigned a locker may store clothing and textbooks in it. In order to maintain a quiet atmosphere for class, the students will be allowed to go to their lockers only at specified times. Students are responsible for the condition, contents and cleanliness of the lockers assigned to them. All lockers are the property of Cathedral High School. The school reserves the right to inspect lockers at any time. Students should place a personal lock on the lockers assigned to them. The school is not responsible for any loss or damage of property for contents of a locker without a lock.

V. Items NOT Allowed in School

The following are forbidden in school and items listed will be confiscated. Cathedral is not responsible for lost or stolen property.

A. Electronics not authorized by the administration or faculty or those causing distractions will be confiscated. This includes any form of headphones. If confiscated during school hours, a \$30 fine will be owed to retrieve said item.

1. EA (Early Admissions) Kindles can only be used in EA classes.

B. Books or magazines, which feature any sexual material.

C. Incendiary devices (i.e., fireworks, matches, explosives, lighters, etc.).

D. Water guns, water balloons, cap guns, whistles and any kind of noisemakers.

E. Cell phones must be turned off on campus, from 8:00 AM to 3:00 PM. If confiscated during school hours, a \$30 fine will be charged for its return. Payment will only be accepted before and after school by the Finance Office. Phones can be picked up before or after school from the Finance Office.

VI. Lost and Found: Cathedral provides a lost and found department located in the front office. The school is not responsible for lost items.

VII. Participation in Religious Exercises: Students are required to participate in the religious exercises of the school. This includes class retreats.

VIII. Fire and Emergency Drills: Fire and Emergency Drills are held in compliance with City and State requirements. When the emergency alarm is heard, all work is to be immediately suspended. All persons within the buildings are to leave the buildings as quietly and quickly as possible. In each classroom fire and emergency evacuation routes will be posted on the bulletin board. Do not close doors and windows when leaving the buildings. Do not turn off light switches.

IX. Visitors: No Student should invite a visitor to Cathedral unless he has approval of a member of the Administration. All visitors who have been approved must have a Visitor Pass to be obtained from the Attendance Office. Visits by students from other schools to classes must also have the advance approval of the teacher of those classes.

- X. Campus Activities: Students are not allowed the use of school facilities for activities or meetings of any kind unless supervised by a faculty member. No after school extra-curricular activities or meeting may begin before the time designated on the daily schedule.

- XI. All Extra-Curricular Activities: All students are urged to participate in extra-curricular activities.
 - A. Sports eligibility progress reporting will take place the sixth week of the Fall and Spring semester. If a student-athlete is failing two or more classes then he must sit out the next game, tournament, travel, or state competition. Players are also not allowed to suit out or be on the bench during competition, but players may still practice with the coach's approval. A student-athlete will be eligible to compete once RenWeb verifies that they are failing only one class after they sit their next game, tournament, travel, or state competition. A student-athlete must continue to sit out competition until they are cleared by the Athletic Director.
 - B. The purpose of the non-participation is not a punishment but in recognition of the fact that academics come first and the student may need the time to learn to manage his studies.
 - C. If a particular student is habitually on the eligibility list upon the Assistant Principal/Athletic Director's discretion, he may be asked to sit out one or more games.

SECTION IX STUDENT UNIFORM

I. Appearance: The clothing and grooming of the Cathedral High School student should reflect an attitude of self-respect and respect for his school. All clothing, apparel, and accessories (examples: key chains, wallets, backpacks, stickers, patches, and wrist bracelets and so on) must not promote alcohol, be sexually suggestive, promote drug use, tobacco or anything contrary to the Catholic values of Cathedral High School on school grounds or at any school-sponsored events. The Assistant Principal for Students will make the final decision on matters of appearance. Students out of dress code will be afforded the following opportunities to correct dress code infractions (Detentions will be given):

- A. Change into appropriate uniform (if available on campus);
- B. Parents bring appropriate uniform to school;
- C. Item purchased in the Cathedral High School Bookstore and charged to student's/parents account.

II. Normal Uniform Days:

Dress pants/shorts purchased through the Cathedral Bookstore will be the only pants/shorts allowed. Pants are always to be worn at waistline with the belt visible. Sagging is not allowed. Pants/shorts cannot be cut up or frayed at the bottom. Only uniform polos with Cathedral logo will be the only shirt allowed. Shirts may be purchased through the school bookstore. Only solid white t-shirts may be worn beneath all shirts. Shirts must always be tucked in. Cathedral sweatshirts, hoodies, sweaters, and jackets are the only acceptable apparel in the colder months. They are sold in the school bookstore.

Non-Cathedral sweatshirts, hoodies, sweaters and jackets will be confiscated and student must retrieve it.

III. Irish Standard Dress Code Days (Formal Dress):

- A. Official Cathedral white shirts and ties are worn with a school blazer. Only solid white T-shirts undershirts are allowed.
- B. Uniform pants (long Cathedral pants only, no shorts).
- C. Dress Shoes as described below, item VII.
- D. A black or brown leather belt must be worn.

IV. Shoes: Shoes should be dress leather with hard soles. Shoes must be a solid black or brown. Socks must be worn with shoes.

The following cannot be worn at school:

- A. Sandals, work boots, military style boots, slipper-style or back-less shoes, suede style tennis shoes, bowling (two tone) style shoes bedroom slippers,

- shoes with velcro straps or any other color shoes (than brown or black) may not be worn.
- B. Tennis shoes or canvas deck shoes (tennis shoes may be worn during P.E., only).
 - C. Item purchased in the Cathedral High School Bookstore and charged to student's/parents account.
- V. Blue and Gold Dress Days (Spirit Dress)
- A. School Spirit class T-shirts, Cathedral sport shirts, jerseys, and polos. (Shirts must be Cathedral).
 - B. Jeans, school shorts or school pants (no holes/appearance of holes). No baggy or saggy pants are allowed.
 - C. Tennis shoes or school uniform shoes only.
- VI. No facial jewelry, make-up, nail polish, body piercing nor related jewelry may be worn at school. This includes tongue piercing and eyebrow piercing. Body tattoos must be covered.
- VII. Hair must be kept short, must not be below the top of the collar, over the eyes or ears in length, must be neat, not bushy and in its natural color. Outlandish styles (such as Emo hairstyle, new punk, punk styles, spike, alternative or gothic styles or any other current style not approved by administration) are not allowed.
- VIII. Sideburns must be straight down and no longer than the bottom of the ear. Logos, words or designs may not be shaved into the sides of the head. Beards or mustaches are not allowed; student must be clean shaven at all times with no facial hair, including peach fuzz.
- IX. No caps or hats are allowed on campus or in the building; any cap/hat brought on campus by a student will be confiscated. Sunglasses are not to be worn inside the building during school hours.

SECTION X: DISCIPLINARY PROCEDURES

- I. A student who misbehaves in a classroom will receive a detention by their teacher to be served before or after school in their classroom. This will be documented in RenWeb. Detention takes precedence over any extra-curricular activity.

- II. Disciplinary Referrals: Referrals may be issued to students by teachers for repeated infractions of school rules or for infraction of major regulations. This will be documented on RenWeb by the teacher who will contact the parent or guardian through means an email or phone call about the infraction.

- III. Discipline Board: A student will ordinarily have to appear before the Disciplinary Board if he violates a major regulation as stated in the Student Handbook, exhibits a pattern of disruptive behavior, or has acquired three suspensions. The Discipline Board is a committee of members chosen by the Principal to assist in discerning consequences for students.
 - A. Before the Discipline Board meets:
 1. The Assistant Principal for Students will notify the parent(s) and student both in writing and phone call.
 2. The Discipline Board will be held no later than five (5) days after notification.
 3. The Discipline Board will meet with both parent(s) and student at a time determined by the Assistant Principal for Students.
 - B. Discipline Board Hearing:
 1. The hearing will be conducted in a sensitive and professional manner; the parent(s) and the student will be treated with dignity and respect.
 2. Following the meeting with the student and parent(s), the Discipline Board will meet privately with the Assistant Principal for Students to discuss recommendations to be made to the Principal.
 3. The student will remain off campus after the meeting until the Principal notifies the parents of his decision.
 - C. In expulsion proceedings the Principal will:
 1. Confer with the student, the teacher(s), the parent(s) or guardian(s), the Superintendent of Schools for the Diocese of El Paso, Board Delegate regarding the problem.
 2. Advise parents of the decision made and of their right of appeal.
 3. Inform the Superintendent of Schools for the Diocese of El Paso, the Bishop's authorized Cathedral High School, Inc., Board Delegate in writing, of the expulsion, the date thereof, together with a description of the problem and a summary of the case.

SECTION XI
GRIEVANCE PROCEDURE

I. Policy Statement: Cathedral High School has determined that the best interests of Parents, Students, School Board Members, Administrators, Teachers and other employees of the school will be served if a Grievance Procedure is created to provide an orderly and fair process for the resolution of complaints.

Cathedral High School wishes to provide an opportunity for individuals to be heard. The administration of this school has established and maintains procedures through which the parents of students may seek redress from a policy, regulation, or decision that is perceived to work hardship on an individual or group. In all cases students and/or parents/guardian will present student grievances. If parents speak on behalf of their son then the student(s) must be present. The primary aim of this procedure is to set forth a guide to establish procedures for any grievance, that is, to provide fair notice and fair hearing of the matter. Translators will be provided if necessary.

II. Failure to Follow Procedure: A parent/guardian or student will forfeit their right to be heard if they fail to follow the grievance procedure as outlined in the policy.

III. Definitions:

A. Administrator: The term shall mean any person who occupies the position of Principal, Assistant Principal for Academics, or Assistant Principal for Students of the school.

B. Employee: The term shall mean any person who is employed by the school and who is not an administrator.

C. Grievance: As used in this procedure a “grievance” shall mean a complaint regarding any action taken by a teacher or administrator toward a student in the enforcement of discipline, policies, and/or regulations.

D. Chairman of the Board of Directors: This term shall mean the Chairman of the Board of Directors of Cathedral High School, Inc.

E. Parent/Guardian: This term shall mean any person who is the parent of a student by reason of birth or adoption, or is the managing conservator of a student, or is the duly appointed guardian of the student.

F. Principal: This term shall mean the person who is serving as a duly appointed Principal of the school.

G. Student: This term shall mean any person who is a full time student at the school.

H. Superintendent: This term shall mean the person who is serving as the duly appointed Superintendent of Schools of the Diocese of El Paso.

- I. Teacher: This term shall mean any person who is employed by the school as a full or part time instructor.

IV. Non-Discrimination

No person shall be discriminated against because of filing or participating in the grievance procedure, and no reprisals of any kind shall be taken by the school against any person because of participation in the grievance procedure.

The school will provide a student or guardian/parent, with a Grievance Form upon a request made on a school day during regular business hours.

V. Processing Grievances

A. Informal Resolution/Conciliation

1. It is intended as policy to resolve disputes at the lowest possible administrative level in a cooperative Christian atmosphere. The process is not intended to be adversarial in nature and neither party shall be represented by legal counsel during any phase of the conciliation or grievance process. Prior to using the steps set forth below, a parent or guardian shall meet with the person against whom the student has a grievance. If the matter is not then settled to the grievant's satisfaction, the grievant shall present the grievance in accordance with the procedures outlined herein.

B. Formal Process

The following are steps in the formal grievance procedure:

1. A written statement (Appendix H) of the complaint including a brief summary of the initial conference shall be submitted to the principal and to the person about whom it is being filed against with five (5) school days following the occurrence of the event on which the grievance is based. All grievances shall be filed using the form attached hereto, shall be fully completed, signed and dated by the parent/guardian or student filing the same. The signature of the Principal shall evidence the filing of each grievance. No grievance shall be processed until the form has been completed in full. The school will provide a parent/guardian or student with a grievance form upon requests made on a school day during regular business hours.
2. If the grievance is lodged against the Principal, notification shall be made in writing to the Superintendent of Schools for the Diocese of El Paso and the Cathedral High School, Inc., Board Delegate.
3. The Principal will set a date for hearing the aggrieved party and provide a minimum of 48-hours notice. Student grievances shall be filed by their

parents or guardians; at the hearing both student and parents or guardians will be present. The person filing the grievance and the person against whom the Grievance is directed shall be informed that:

- a. All parties have the right to appear in person and present their own cases;
 - b. All parties have the right to testify to facts and opinions which are relevant;
 - c. All parties have the right to present documentary evidence regarding facts and opinions which are relevant;
 - d. The person filing the grievance will be allowed no more than one (1) hour to present the grievance through personal testimony, and documentary evidence;
 - e. The person against whom the grievance is directed will be allowed no more than one (1) hour to rebut the grievance through personal testimony, and documentary evidence.
4. The Principal will provide a written response and decision to the complaint within three (3) school days after conclusion of the hearing.
 5. If the aggrieved party is not satisfied with the decision of the Principal, the aggrieved party must notify the Superintendent of Schools for the Diocese of El Paso with three (3) school days of receipt of the decision of the Principal. A form for notifying the superintendent may be obtained from the school. The superintendent will render her/his decision within ten (10) school days of receipt of the decision being questioned.
 6. If the aggrieved party is still not satisfied with the decision of the Superintendent, an appeal may be made to Cathedral High School Inc., Board Delegate within three (3) school days of the decision of the Superintendent. A form for notifying the Board Delegate may be obtained from the school. Authorized Cathedral High School Inc., Board Delegate will review all documentation of the grievance procedure. The authorized delegate will either adopt the findings of the superintendent or will set a date for hearing the grievance within seven (7) school days of the authorized delegate receipt of such an appeal.
 7. In the event of a hearing before the authorized delegate, both parties will appear before the authorized delegate together and make an oral presentation of the written statements presented to the authorized delegate. The aggrieved party will make the first presentation. At no time is there to be cross-examination or direct discussion between parties to the grievance. The authorized delegate will render his decision in writing within five (5) school days of the hearing.
 8. The decision of the authorized Cathedral High School, Inc., Board Delegate is the final decision of the school.

SECTION XII SCHOOL SPONSORED TRIPS

School Sponsored Trips: Cathedral High School students on a school sponsored trip (educational, athletic, etc.) must be accompanied by a school representative and by one other adult (administrator, teacher, coach, or parent of a Cathedral student). No student may participate in a school-sponsored trip unless the school administration or the school representative has obtained a Parental Consent Form signed by the student's parent prior to the trip.

SECTION XIII STUDENT RIGHTS

I. Confidentiality/Privacy: Every student has a right to confidentiality and privacy. Under no circumstances, unless required by law, will information be shared with a teacher, counselor, or administrative personnel, or to anyone person unless the student and/or parent(s) permits the school to do so, especially if the information shared by the student with the above is clearly personal.

II. Verbal and/or Corporal Punishment: No student at Cathedral is to be treated inhumanely or addressed in a degrading manner. All are to be treated in a respectful manner therefore, the use of corporal punishment is always forbidden.

III. Initiation: Cathedral High School does not hold "initiation" of Freshmen, other levels, nor any other group (i.e. sports and other organizations).

IV. Information: The student must always be clearly informed of what is expected of him in the school and in the classroom. The right to inquire and to seek clarity and direction is always guaranteed and must be done in an appropriate manner and with written consent.

V. Guidance Services: Should a student need the professional services of a counselor then the school office will provide the parent with a list of potential counselors.

SECTION XIV
SERVICE AND ACADEMIC EXTRACURRICULAR ACTIVITIES

I. Schedule of Activity: Moderators, sponsors and officers must clear the organization's schedule of activities (i.e., meetings, dates, places, trips, guest speakers, etc.) through the Assistant Principal for Students.

A. Service Organizations:

Cathedral students are encouraged to join the following service organizations:

- Lasallian Youth
- Lasallian Stewards
- Chivalrous Brigade
- Student Council
- Recycling Club

A. Academic Organizations:

Cathedral students are encouraged to join the following academic organizations:

- Art Honor Society
- French Honor Society
- National Honor Society
- Spanish Honor Society
- Math Honor Society
- Science Honor Society
- Mock Trial
- Mexican-American Engineering Society (MAES) and Society for Hispanic Professional Engineers (SHPE)
- Robotics Club
- Pre-Med Club
- Drama Club

From time to time Cathedral High School will offer additional opportunities to students based upon interest and availability of sponsors. The same rules of participation govern these activities as well.

Eligibility: Sports/Clubs eligibility progress reporting will take place the sixth week of the Fall and Spring semester followed by three-week progress reports. If a student

participant is failing two or more classes then he must sit out the next event, tournament, travel, or state competition. Participants may still practice with the moderator's approval. A participant will be eligible to compete once RenWeb verifies that they are failing only one or no classes after they sit their next event tournament, travel, or state competition. They are cleared only by the Assistant Principal for Students.

**SECTION XV
ATHLETIC EXTRACURRICULAR ACTIVITIES**

I. Extracurricular Athletic Activities

A. Cathedral High School pays the league fees for the school's participation, provides equipment, coaches, and, in some cases, the uniform.

B. In some cases, the student will be expected to pay for an overnight trip.

C. Cathedral students are encouraged to join the following athletic organizations:

Baseball	Soccer
Basketball	Swimming
Cross Country	Tennis
Football	Track
Golf	Rugby Club

D. All athletes must have a physical before practicing or participating in any sport.

II. State Qualifying: Cathedral High School will participate in the Texas Association of Private and Parochial Schools (TAPPS) league play-offs: bi-district, regional, and finals.

III. Varsity Letters: To be eligible to receive a letter, the student athlete must participate in two (2) varsity sports in the same year or in one (1) varsity sport for two (2) consecutive years.

Requirements for earning a varsity Letter:

A. Baseball: must play in one-third (33.3%) of the total games played during the season.

B. Basketball: must play in fifty percent (50%) of the games played in the season.

C. Cross Country: must run in five (5) major meets and participate in the State Cross-Country Meet.

- D. Football: must play in fifty percent (50%) of the quarters played during the season or be a regular on one of the specialty teams, or at the discretion of the head coach and Athletic Director.
- E. Golf: must play in six (6) tournaments and participate in the state meet.
- F. Soccer: must play in fifty percent (50%) of the games played in the season.
- G. Swimming: must swim in fifty percent (50%) of swim meets at the varsity level.
- H. Tennis: must play in fifty percent (50%) of tennis matches at the varsity level
- I. Track and field: must participate in fifty percent (50%) of track meets at the varsity level.

IV. Trainers and Managers are also eligible for awards.

- A. Trainers: must work a minimum of two (2) seasonal sports or one (1) year-round sport.
- B. Managers: must work a minimum of three (3) years in a seasonal sport or two (2) year-round sports.

V. Eligibility for participation:

A. Sports eligibility progress reporting will take place the sixth week of the Fall and Spring semester followed by three week progress reports. If a student-athlete is failing two or more classes then he must sit out the next game, tournament, travel, or state competition. Players are also not allowed to suit out or be on the bench during competition, but players may still practice with the coach's approval. A student-athlete will be eligible to compete once RenWeb verifies that they are failing only one or no classes after they sit their next game, tournament, travel, or state competition. They are cleared only by the Athletic Director. A student-athlete must continue to sit out competition until they are cleared by the Athletic Director.

The Administration reserves the right to amend this Handbook at any time when deemed necessary.