

# **CHRISTIAN BROTHERS HIGH SCHOOL**

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## **2018-19 PARENT/STUDENT HANDBOOK**

Accredited by:

Western Association of Schools and Colleges  
Western Catholic Education Association

Affiliated with:

San Francisco New Orleans District of the Brothers of the Christian Schools  
Lasallian Association of Secondary School Chief Administrators  
Saint Mary's College of California  
National Catholic Education Association  
California Scholarship Federation  
National Honor Society  
California Association of Student Councils  
Capital Athletic League  
Sac-Joaquin Section of the California Interscholastic Federation  
National Association for College Admission Counseling  
Christian Brothers' Secondary School Administrators' Association

## NOTICE OF IMPLIED INTENT

The contents of the *2018-2019 Parent/Student Handbook* are to be accepted by parents and students as essential parts of the contract between them and Christian Brothers High School. Violation of the spirit, intent, or letter of the philosophy and rules will be considered just cause for administrative action. The use of the term *parents* throughout this document is meant to include single parents and legal guardians.

**Submitting registration and enrollment materials for a student at Christian Brothers High School is deemed an agreement on his/her part, and on the part of his/her parents/guardians, to comply with all policies, rules, guidelines, and regulations of the school as outlined in this 2018-2019 Parent/Student Handbook.** Parents/guardians and students agree that Christian Brothers High School has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians and students agree to comply with required conduct and to support the policies and procedures contained herein, and intend to cooperate fully with Christian Brothers High School and its personnel as educational partners.

Christian Brothers High School reserves the right to amend or waive provisions of this *Handbook* when deemed necessary by the President or Principal. Parents will be given notification of amendments made. Observance of any such amendment is expected by all as soon as the change is made known to the student body.

## STATEMENT OF ACCEPTANCE AND GOOD STANDING

Christian Brothers High School admits students of any race, color, ethnic or cultural origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, gender, religion, racial or ethnic origin, or sexual orientation in the administration of its educational policies, admission policies, financial assistance programs, and athletic or other school-administered programs.

Students are enrolled at Christian Brothers High School on the basis of a yearly evaluation and acceptance. Christian Brothers High School reserves the right to dismiss students at any time for infractions of regulations whether on campus or off campus, unsatisfactory academic standing, or other reasons that affect the welfare of the individual student, the school community, or the school's reputation.

A student considered to be in "good standing" is one who has not become subject to dismissal for academic reasons; one whose record of conduct is satisfactory; and one who has met all financial obligations to the school or made satisfactory arrangements for their discharge with the Director of Finance.

The administration of Christian Brothers High School reserves the right to refuse registration or re-registration. When it is the opinion of the school administration that parents do not support school policies, the administration reserves the right to terminate the student's enrollment.

## CHILD ABUSE AND NEGLECT REPORTING ACT COMPLIANCE

Christian Brothers High School is legally required to comply with the *Child Abuse and Neglect Reporting Act*. All employees of Christian Brothers High School are considered "mandated reporters" and are responsible to report suspected occurrences of child abuse or neglect to the proper authorities, (Child Protective Services, Sacramento Police Department, Sacramento County Sheriff, etc.). In any investigation of suspected child abuse or neglect, all persons participating in the investigation of the case shall consider the needs of the child victim and shall do whatever is necessary to prevent further harm to the child victim.

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# CHRISTIAN BROTHERS HIGH SCHOOL

## MISSION STATEMENT

*Christian Brothers High School is a Catholic, Lasallian, coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership and service, preparing students for college and life.*

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## **LASALLIAN EDUCATIONAL OUTCOMES** **(“ENTER TO LEARN, LEAVE TO SERVE”)**

### Learning for College

Christian Brothers’ students will:

- Acquire curricular knowledge/skills, personal discipline, and the integrity required for academic success at the university level.
- Utilize sound educational planning and time management skills that balance family life, academic achievement, co-curricular activities, and recreation.

### Learning for Life

Christian Brothers’ students will:

- Learn how to engage in collaborative work, moral reasoning, critical analysis, creative and reflective thinking.
- Develop an understanding of 21st century literacies to access, evaluate, and synthesize information and communicate effectively.
- Respect and appreciate the diverse cultures, religious beliefs, economic backgrounds, and competencies of others.

### Serving God

Christian Brothers’ students will:

- Honor the presence of God in themselves, in others, and in all of God’s creation.
- Understand the core beliefs, commitments, and practices of Christianity and the Roman Catholic Church.

### Serving Others

Christian Brothers’ students will:

- Be intellectually prepared to participate positively in a community of faith, civic affairs, and a global society.
- Put faith into action by recognizing and responding proactively through service and advocacy to the needs of others, especially the poor and vulnerable.

# **CHRISTIAN BROTHERS HIGH SCHOOL**

## **PHILOSOPHY**

As a Catholic school, Christian Brothers High School is an expression of the mission entrusted to us by Jesus Christ. Further, as a Lasallian school, our educational philosophy is rooted in the story of Saint John Baptist de La Salle, the founder of the Brothers of the Christian Schools. The hallmark of a Lasallian Catholic education is a spirit of faith and zeal centered on the realization of God's presence in the education process and the active commitment of educators to ensure excellence in education. Cooperating with parents who are the primary educators of their children, Christian Brothers educators exercise care that students will continue to develop their personal and academic lives by teaching in a loving manner and through their personal example. Commitment to Christian values is the core upon which students are taught to model their lives.

Christian Brothers High School believes that education is a natural and lifelong process. Thus teachers are committed to their own ongoing professional development. Students learn through situations and experiences that lead them toward maturity, self-confidence, and recognition of themselves as reflections of God. Christian Brothers High School believes in the need to prepare students to live in and to transform a world marked by significant social, political, and technological change. Through programs that stress religious and moral formation, critical thinking and intellectual growth, the school seeks to prepare students to be leaders in the world in which they live. Included also are programs which foster college preparation, career and religious vocation awareness, social and physical development, and a sense of civic responsibility and pride.

Christian Brothers High School believes in the uniqueness of students both as individuals and as vital members of the globalized world in which they live. Students are welcome from diverse religious, cultural, and economic backgrounds. The school teaches students to see themselves as persons who possess individual worth, who are also social in nature, and who are an integral part of their family and communities. Great emphasis is placed on the students establishing a personal relationship with God. They are expected to become part of the school community, one in which they and their teachers are bound together by common goals and respect. This balance between individuality and community enables the students to become more empathic, caring, introspective, and loving, resulting in the "putting the person of Christ" in their daily lives.

Education at Christian Brothers High School is not simply a matter of academics. The students' convictions, ambitions, physical makeup, and emotions all have a prominent role in the learning process. This holistic approach encourages the students' total and active involvement in their education and emphasizes their reflection on life experiences. In this way students can make the processes and goals of the school their own.

Christian Brothers High School's ultimate purpose, then, is to help its students become full participants in their education, acquire lifelong skills, and develop Christian character.

*Affirmed June 30, 2017*

## ACADEMIC PROGRAM

**GRADUATION REQUIREMENTS:** Graduation requirements are established by the administration of Christian Brothers High School. Credits are received for full-time attendance each semester. A full-time freshman, sophomore, or junior will earn a total of 70 credits per year by taking seven courses each semester. Seniors are required to complete a minimum of 30 credits (six courses) each semester. Seniors planning to continue their education after high school are strongly advised to enroll in seven courses. Ordinarily, all students, including transfers, will have completed 270 credits prior to graduation. ***An “F” grade, regardless of the number of credits on the transcript, will receive no credit and must be repeated at Christian Brothers. Students transferring to Christian Brothers must also make up any “F” grades earned at their previous school.***

**GRADUATION REQUIREMENTS BY DEPARTMENT:**

(Detailed information is available in the annual Course Catalog.)

**ENGLISH: 8-10\* semesters\***

Freshman	Freshman Literature and Composition	2 sem
Sophomore	Sophomore Literature and Composition	2 sem
Junior	American Literature Mastering the Essay*	2 sem 1 sem
Seniors	Senior Literature electives Writing Elective*	2 sem 1 sem

\*AP English students are exempt from writing elective.  
\*Students who demonstrate competency in the curriculum of *Mastering the Essay*, via an exam, may opt-out of this class. Students who opt-out or pass *Mastering the Essay* with ‘B’ or better are not required to take a senior writing elective.

**SCIENCE: 4 semesters\***

Freshman	Advanced Physical Science or Intro to Engr. Design or Accelerated Biology – placement determined by English and Math placement	2 sem
Sophomore Junior Senior	At least one additional Science course	2 sem

\*Colleges encourage 8 semesters of science

**LANGUAGE: 4 semesters\***

Freshman	French I, Spanish I, or Mandarin Chinese I	2 sem
Sophomore	Level II of the same language	2 sem

\*Colleges encourage 6-8 semesters of language

**SOCIAL STUDIES: 7 semesters**

Freshman	World History/Geography I	2 sem
Sophomore	World History/Geography II	2 sem
Junior	U.S. History	2 sem
Senior	American Gov’t. and Civics	1 sem

**MATHEMATICS: 6 semesters\***

Freshman	Courses are determined by student’s ability	6 sem
Sophomore		
Junior		
Senior		

\*Colleges encourage 8 semesters of math

**VISUAL & PERFORMING ARTS: 2 semesters**

Freshman/ Sophomore	Intro. to Art or a Performing Art Class (instrumental or vocal ) or Theatre Arts	2 sem
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**RELIGION: 8 semesters**

Freshman	Religious Studies I/II	2 sem
Sophomore	Religious Studies III/IV	2 sem
Junior	Sacraments Christian Morality	2 sem
Senior	Comparative Rel.+ 1 elective	2 sem

**PHYSICAL EDUCATION: 2 semesters  
(MVPA students see comments below)**

Freshman/ Sophomore/ Junior/ Senior	P.E. and Health Education	1 sem
	P.E. Elective course	1 sem

**Physical Education and Media, Visual and Performing Arts Requirements**

- Students enrolled in the same Media, Visual and Performing Arts program for four years at Christian Brothers **may be exempt** from 5 of the 10 credits required in Physical Education. A five-credit “Health and Fitness” course taken at Christian Brothers High School is required.
- **Media/Visual and Performing Arts students who do not maintain full seven-period academic schedules will be enrolled in additional Physical Education courses.**
- **Students enrolled in fewer than four years of Media, Visual and Performing Arts are required to fulfill the P.E. requirement of 10 credits for as many credits as scheduling permits. Each student’s case will be reviewed on an individual basis.**

## ACADEMIC PROGRAMS

Christian Brothers High School has three categories of college preparatory curriculum. They are:

**FOUNDATIONAL COLLEGE PREP SUPPORT PROGRAM:** Foundational College Prep is a two-year, support-based program offered during freshman and sophomore years. The program is uniquely designed to meet the individual academic needs of students who either fall below the minimum requirements for admission to Christian Brothers or meet the minimum requirements yet have special learning needs and require additional support. The program includes an intensive one-year, support-based program offered during 9<sup>th</sup> grade, with additional scaffolding and support in 10<sup>th</sup> grade. It is designed to meet the individual academic needs of students who are in need of remediation in language arts and reading skills, specifically in the core subjects of English and Social Studies. It also has both Reading Lab and Study Skills components predicated on developing the skills of time management, note-taking, and active reading. The program begins in the summer before 9<sup>th</sup> grade with a three-week mandatory session which candidates must pass prior to full matriculation in the fall semester. Requisite for acceptance into this program are strong letters of recommendation from 8<sup>th</sup> grade teachers who identify particular merit in the candidate's character, work ethic, and potential to succeed within a college-prep curriculum. Also, as parents are the primary educators of their children, this program has expectations of both student and parent.

**COLLEGE PREP PROGRAM:** The College Prep program is a robust, four-year curriculum that prepares students for entrance to a four-year college or university. The majority of students meet qualifications for our rigorous college prep program. CBHS graduation requirements ensure that students are college-ready.

**ACCELERATED COLLEGE PREP PROGRAM:** The CB Accelerated College Prep program challenges high-achieving students with rigorous course offerings. Accelerated and Honors courses are preparatory courses for Advanced Placement and university courses. *Those colleges and universities which make use of honors and advanced placement credits may or may not add honor credits according to their own policies.* The most selective colleges and universities expect that students will successfully complete honors and advanced placement courses.

A component of the Accelerated College Prep curriculum is the **Scholar Program**. The Scholar Program is a program for highly motivated students who seek the challenge of rigorous college preparation in all subjects. Scholar status is evidence to colleges and universities that the student has taken the school's most rigorous college preparatory curriculum in all subjects, is committed to achieving further excellence, maintains a stellar grade point average, and possesses personal integrity. The Scholar qualifications and standards for each graduating class are:

- Students of the Classes of 2018, 2019, and 2020 must take the prescribed courses each year and achieve a ninth grade GPA of 3.5 or higher each semester. Students must earn a GPA of at least 3.85 each semester of Sophomore, Junior and Senior year.

Students receiving below prescribed GPAs in any semester in their tenth, eleventh, or twelfth grade no longer qualify for the Scholar Program and will lose their Scholar status for the remainder of their enrollment at Christian Brothers.

In addition, Christian Brothers participates in the nationwide **Advanced Placement** program of college level instruction in high school by offering Advanced Placement courses. Students enrolling in Advanced Placement courses must meet stated course and grade prerequisites and departmental approval. To maximize the likelihood of successfully completing these courses, students must evidence strong academic skills, high test scores, consistency of performance and self-discipline. Advanced Placement courses are designed to prepare students for the AP exam. Students who do well on the AP exam may qualify for college credit upon entrance at participating colleges.

Since the culmination of these courses is the Advanced Placement examinations given in May, *Christian Brothers requires all students enrolled in an Advanced Placement course to sit for the Advanced Placement examination in that subject.* Students who fail to take the Advanced Placement examination(s) will have the AP designation dropped from their transcript for the course (weighted grade converts to unweighted). The College Board charges a fee for each Advanced Placement examination taken. The costs of the exams are over and above normal tuition and fees.

Because of the extensive amount of work involved, students are advised not to overload their schedule with Advanced Placement courses. It is extremely important that students consult with their counselors during the course registration process to consider the most appropriate course of study.

**NON-CHRISTIAN BROTHERS COURSE WORK:** Course work taken during the summer session must be approved in writing by the Assistant Principal prior to the start of the course. **Approval will only be granted for courses taken at accredited institutions.** Online course work is considered primarily for purposes of remediation and not for advancing forward within the sequence of course work in a given subject area. Upon completion of the course, it is the student's responsibility to have an official transcript containing the grade(s) and credits sent to Christian Brothers High School. Generally, Christian Brothers does not accept credits earned from online institutions—exceptions are determined by the Administration on a case-by-case basis.

**PROGRAM PLANNING AND CLASS SCHEDULING:** Each spring, instruction and assistance in course selection are given by the Assistant Principal, the counselors, and the academic departments. Schedules are developed with respect to graduation requirements and to the individual student's future academic plans. Beyond minimum graduation requirements, students and parents need to give very careful consideration to their course selections. Entrance requirements established by the University of California and the California State University systems reflect the admissions requirements of most universities and should be considered when selecting courses; however, it is the individual student's responsibility to contact prospective universities regarding their specific entrance requirements.

**CLASS CHANGE REQUESTS:** Students who wish to make changes to their schedule should begin with a conversation with their counselor. All student schedule changes must be approved by the Assistant Principal. Students must complete a class change request form, as well as submit payment for the class change request, on the CBHS website:

<https://www.cbhs-sacramento.org/academics/counseling-department/class-change-request-form/>.

- A \$25 fee is charged per schedule change prior to August 13, 2018; \$30 per change on August 13 or after. The fee will be waived only if the change is necessary because of an incorrect placement.
- Changes made beginning Monday, August 13 require a fully completed course transfer form (pink form) available from the student's counselor.
- No class transfers will be made after 8:00 a.m. on Thursday, August 23, 2018.

After the first week of each semester, class schedule changes may only be initiated by a student's teacher or counselor on his/her behalf. Changes in course placement level (e.g. Accelerated College Prep to College Prep) must be completed by September 14, 2018. A fully completed pink Course Transfer form and \$30 fee are required. It is Christian Brother's expectation that students complete their scheduled classes with their assigned teachers. Under special circumstances schedule changes for the second semester will be made during the week of semester examinations in December. Changes made after Thursday, December 20, 2018 require a fully completed course transfer form (pink form) which is available from the counselor. No class transfers will be made after 8:00 a.m. on Monday, January 14, 2019.

**Class change requests based upon student preference for a particular teacher will not be considered.**

**SCHOOL GRADING POLICY:**

<b>Academic Grade</b>	<b>Description</b>	<b>Grade Pt. Value</b>	<b>Weighted Grade Pt. Value (Honors &amp; AP)</b>
“A” (90-100)	Mastery of core content as exhibited by (may include but not limited to) assessment, projects, daily work, participation, critical thinking and analysis, application of learning to new situations, regular attendance.	4	5
“B” (80-89)	A high level of competency as exhibited by (may include but not limited to) assessment, projects, daily work, participation, critical thinking and analysis, application of learning to new situations, regular attendance.	3	4
“C” (70-79)	An adequate comprehension of core content, regular attendance.	2	3
“D” (60-69)	Minimum performance to receive credit for course, limited understanding of core content, does not meet competency to be recommended for college. Attendance may affect grade.	1	1
“F” (0-59)	Fails to meet minimum competency of core content. Attendance may affect grade.	0	0

While individual grading policies may differ, all courses use the above standards. Each teacher establishes a grading policy consistent with departmental and school policies for his/her classes that will be explained to the students at the beginning of the semester. It is the responsibility of the student to be aware of all course policies and requirements. Should a parent or student wish to review a specific policy for a course, the individual teacher should be contacted.

<b>Citizenship Grade</b>	<b>Description</b>
“O” Outstanding	The student consistently demonstrates respect to all people, is courteous, demonstrates good digital citizenship and follows the Responsible Use Policy for Technology, adheres to academic policies, including academic integrity, and is focused on the class.
“S” Satisfactory	The student is respectful to all, and does the following the majority of the time: demonstrates courtesy, adheres to the Responsible Use Policy for Technology, adheres to academic policies, including academic integrity, and maintains focus during class.
“N” Needs Improvement	The student is not consistently respectful of others, is courteous some of the time, is talkative at inappropriate times, adheres to the Responsible Use Policy for Technology, and/or academic policies only periodically, and is often unfocused during class.
“U” Unsatisfactory	The student demonstrates unacceptable behavior regularly during class, is disrespectful of others, is regularly talkative at inappropriate times, does not adhere to the Responsible Use Policy for Technology, and/or academic policies, and is unfocused during class.

Students receive a citizenship grade for all classes. All courses use these standards; the teacher will provide and explain the criteria to the students at the beginning of the semester. It is the responsibility of the student to be aware of these criteria. Should a parent or student have questions regarding citizenship grades or the grading criteria, the individual teacher should be contacted.

Please refer to the Responsible Use Policy for Technology on pages 14-18 of the 2017-18 *Parent/Student Handbook*.

**GRADE POINT AVERAGE CALCULATION:** A student's total GPA is calculated by finding the sum of the grade points (A=4, B=3, C=2, D=1) multiplied by the credit value of the class. The total is then divided by the number of credits attempted. Honors and AP courses are weighted and grade points will be counted as follows: A=5, B=4, C=3 and D=1.

**ACADEMIC HONOR ROLL:** Each academic semester, students who earn either "Highest Honors, or "Honors" will be awarded with placement on Christian Brothers High School's Academic Honor Roll. All honors awards are based upon a weighted grade point average (GPA).

- **"Highest Honors, Honors"**  
Christian Brothers High School encourages students to develop and maintain high academic standards. "Highest Honors" are awarded to students who maintain a semester 4.00 GPA or above. "Honors" are awarded to students who maintain a semester 3.50 to 4.00 GPA.
- **Awards for Academic Honors**  
Awards for academic honors are based upon students' cumulative total weighted grade point average.

**GRADUATION AWARDS:** Graduation awards for academic honors are based upon the cumulative total weighted grade point average at the end of the seventh semester senior year (except Valedictorian which will be calculated at the end of the third quarter of senior year). Graduation with High Honors (3.75-3.99) and Highest Honors (4.00 and above) is calculated using the *seventh semester* cumulative weighted grade point average.

**ATTENDANCE AND ACADEMIC CREDIT:** Christian Brothers views the daily classroom activities, lectures, and discussions as necessary and invaluable components of the education process. Attendance at each class session is required. In the absence of this direct instruction, the student's lack of interaction with instructors and classmates substantially compromises the quality of the education the student is receiving. Therefore, regular attendance is crucial to a Christian Brothers education.

If a student is absent more than 10 times per semester (due to any non-school-related absence) from any class he will receive **NO CREDIT** for that class for that semester. Students must retake, in a timely manner, all courses for which they receive "No Credit" in order to graduate. If a student is more than 15 minutes late for any given set, the tardy is an absence. This rule includes all absences (**excused or unexcused**) with the exception of those that are "school-related".

School-related absences include:

1. Retreats
2. Field Trips and approved athletic events
3. On-campus interviews with college representatives up to a maximum of 5
4. Juniors and seniors are permitted 2 school days to visit colleges per school year
5. Activities/functions associated with a student's elected office or a course
6. Counseling sessions
7. Summons from administrative or attendance staff

In a single semester, students may attend no more than two (2) of the following events: Kairos retreat, Ven-a-ver immersion program, Junior/Senior Scholars trip, and the Student Television Network (STN) Convention.

Students who have exceeded 10 non-school related absences due to extraordinary circumstances must submit a written petition requesting credit. These students are invited to document these circumstances to the Assistant Principal. The petition will be evaluated by the administration, teachers, and counselor. Credit may only be awarded one semester in any given school year and may not be awarded for consecutive semesters.

Excessive absences resulting from **school-related activities** may jeopardize students' participation rights if they fall behind in their academic progress. A student who is absent more than 15 times per semester from any class (school-related or not) will receive **NO CREDIT** for that class for that semester. A written petition requesting credit may be submitted as described above.

**FIELD TRIPS:** Parents of students participating on the field trip must read and sign the *Consent to Participate in School Sponsored Activity* form: *Consent Regarding Transportation and Agreement and Release from Liability*. CBHS recognizes that field trips of an educational nature reinforce and/or enrich the mission and curriculum of the school, thus the Administration encourages academic student field trips for all students to broaden their experience in a given area of study. In order to ensure the integrity of these field trips and enhance the students' field trip experience, the following apply to school-sponsored academic field trips:

- All teachers of students participating in field trips must sign the Teacher Permission Form and approve the student's participation on the field trip. Any administrator or teacher of a student participating on a field trip can, for academic and/or behavioral reasons, refuse a student the opportunity to participate in an academic field trip. This revocation of permission to participate can occur at any time up to the departure of the students on the field trip. If a student is not allowed to participate on an academic field trip, the teacher sponsoring the field trip will provide the student with an equivalent academic assignment that the student will work on while the class is on the field trip.
- Parents have the right to keep their child from participating on an academic field trip. If the parent refuses to allow their child to participate on an academic field trip, the child's teacher will provide the student with an equivalent academic assignment that the student will work on while the class is on the field trip.
- Parents participating as field trip chaperones must, like all volunteers, receive fingerprint and TB test clearance to volunteer at Christian Brothers High School. Parents should contact the Human Resources Director for the necessary information and forms.
- Parents/guardians driving students on field trips must provide an official California Department of Motor Vehicles (DMV) driving record to the Christians Brothers' Human Resources Director. This driving record is obtained by the parents/guardians at the California Department of Motor Vehicles. Parents/guardians who drive students must be fingerprinted for CBHS.
- Only registered students of CBHS are permitted on field trips.
- If parents have concerns or questions concerning a field trip or their child's participation on the field trip, they should contact the child's teacher as soon as they learn of the field trip.

**International Travel:** Periodically, Christian Brothers' teachers will travel abroad with Christian Brothers High School students. These trips are sponsored by student educational travel organizations. While Christian Brothers' students have enjoyed a positive relationship with the third-party entities that plan these trips, we would like to clarify that Christian Brothers High School is in no way affiliated with those entities. Christian Brothers High School allows representatives of these travel organizations to distribute literature and hold informational meetings on Christian Brothers High School property because it believes travel can serve a positive educational role for its students. However, because the school has no control over the sponsoring companies, these trips are not considered Christian Brothers High School sponsored events, and Christian Brothers High School neither encourages nor discourages its students' participation in such programs.

Students and their families should be aware that Christian Brothers High School retains no control over its students while they are participating in these events and does not purport to insure their safety or well-being. While persons and chaperones may be associated with Christian Brothers High School, they do so as individuals, not employees, agents, or representatives of Christian Brothers High School. Christian Brothers High School cannot and does not make any promises regarding the quality of the services its students will receive from the organizations which plan and promote these trips and cannot be held liable for any damages that one might incur while participating in a travel program.

Students and families should also be aware that negative student behavior on these events can result in subsequent consequences at school; please refer to pages 24 and following in the Student Conduct section of this Handbook. *Students whose conduct whether inside or outside of Christian Brothers High School is detrimental to the common good or reputation of the school are subject to disciplinary action.* Please see this Handbook for specific areas of unacceptable behavior.

Students and their families should thoroughly consider all of the possible ramifications in the decision to participate in these programs, as well as the dangers and risks associated with travel in general. Finally, families need to be aware that school insurance coverage does not extend to these travel experiences, and additional medical insurance may be required by participating students. Families should verify coverage with their own insurance companies and/or purchase coverage offered through the tour company.

Parents of students participating in an international trip must read, complete, and sign the following forms: *Letter Acknowledging Non-Sponsorship of Trip; Assumption of Risk, Waiver, and Release from Liability.* These forms must be completed and returned to the school no later than two weeks before the first day of the trip.

**HOMEWORK:** Homework is a valuable aid to help students make the most of their school experience. Homework strengthens academic skills, reinforces concepts learned in class, helps students accept responsibility and develop positive study habits, and helps parents stay aware of their student's work. As such, homework is an independent activity to be accomplished outside of the school day. Homework is not limited solely to written work; it also includes reading, studying, preparation for examinations, and projects. Written homework is to be completed according to the directions given by the teacher.

**FINAL EXAMS:** All students are required to take comprehensive final exams during the designated final examination period. Students who are unable to take a final exam will receive an "Incomplete" for their final grade and will need to make up their final exam at a later date to be determined by the Assistant Principal. Upon correction of the final exam, the final grade will be entered into the student's transcript.

**MAKE-UP WORK FOR ABSENCES:** Students are expected to make up any work missed due to an absence or tardy. Work assigned during "excused" absences will be due within a reasonable time period determined by the instructor. Teachers will work with students to extend deadlines, reschedule tests, etc. Refer to individual teachers' syllabi for specific class policies.

Absences which are not excused due to illness, pre-planned, or school-related activities (SRA's) are considered "unexcused." Full credit for make-up work is given only for excused absences. ***Any missed coursework due to an unexcused absence is considered late. Late coursework due to an unexcused absence will be reduced by a minimum of 15% of the graded score earned on that work (in-class activity, tests, quizzes, projects, assignments, homework, etc.).***

If students are suspended from school for disciplinary reasons, their absences are deemed unexcused and subject to the above academic consequences.

*Classroom and homework assignments are the sole responsibility of the student.* Homework assignments are posted online on the day that they are assigned. For extended illnesses lasting three days or more days, parents may request the assistance of the student's counselor or email the teacher(s) directly regarding missed work.

**ACADEMIC PROBATION:** Christian Brothers' students are expected to achieve a minimum GPA of at least a 2.00, which is adequate mastery of content. Placement on academic probation is determined each semester. Students who earn less than a 2.00 semester GPA or who receive an "F" (irrespective of GPA) are automatically on academic probation. Upper division students with less than a 2.00 cumulative GPA at the start of either their junior or senior years will be on academic probation. Students on academic probation for two consecutive semesters or three non-consecutive semesters may be subject to dismissal from Christian Brothers High School.

**ACADEMIC GRIEVANCE:** If a student believes that a grade is incorrect, the following procedural steps must be followed:

1. Meet with the teacher and attempt to reconcile the disputed grade.
2. If the meeting with the teacher does not resolve the issue, consult with the Department Chair.
3. If the above steps fail to provide a satisfactory resolution, request a meeting with the Assistant Principal.

**INELIGIBILITY:** Students failing to achieve a non-weighted 2.00 GPA at the quarter report card will automatically be disqualified from participation in co-curricular activities, (i.e., athletics, clubs, drama productions, student government, campus ministry, and other student activities), for the following quarter. Individual activities may have more stringent eligibility requirements.

**NON-COLLEGE RECOMMENDING GRADES (“F”, “D”, & INCOMPLETE GRADE(S)):**

***“F” Grades:***

Any freshman, sophomore, or junior who receives three (3) semester F’s in an academic year will be issued a letter of dismissal. Students who earn an ‘F’ grade at the conclusion of either semester of a course receive no credit and they are ineligible to return to Christian Brothers High School prior to remediating this grade.

Students have the following options for remediating a semester F:

1. Students may remediate a semester ‘F’ by attending summer school at Christian Brothers High School.
2. Students may remediate a semester ‘F’ by attending summer session at a Community College.
3. Students may remediate a semester ‘F’ by attending summer school at a high school other than Christian Brothers High School (if prior approval is given by the Assistant Principal).
4. In extraordinary circumstances, students may remediate a semester ‘F’ through an alternative arrangement if approved in advance by the Assistant Principal.

Students and parents should be aware of the following policies in this regard:

- Failing grades remain on student transcripts even if remediated; however, the remediated grade replaces the F grade in calculating the GPA.
- Students are permitted to remediate no more than 10 credits in any one summer. Students in need of remediating more than 10 credits over a single summer are ineligible to return to Christian Brothers High School.

For Mathematics and Foreign Languages, an ‘F’ grade received for the fall semester will change to a ‘D’ if the spring grade is a ‘C’ or better.

***Senior “F” Grades:***

Seniors receiving an “F” grade at the conclusion of either semester of a course receive no credit for the course and they are ineligible to graduate from Christian Brothers High School prior to remediating this grade regardless of the number of credits earned.

***Students have the following options for remediating a semester F:***

1. Students may remediate a semester ‘F’ by attending summer school at Christian Brothers High School.
2. Students may remediate a semester ‘F’ by attending summer session at a Community College.
3. In extraordinary circumstances, students may remediate a semester ‘F’ through an alternative arrangement if approved by the Assistant Principal.

***Remediating ‘D’ Grades:***

Students who earn a ‘D’ grade at the conclusion of either semester of a course receive credit, but they may not be eligible to advance to the next level course. Secondly, a ‘D’ is not an acceptable grade for entrance to college. In this circumstance, students have three options for remediating a semester ‘D’:

1. Students may remediate a semester ‘D’ by attending Christian Brothers High School Summer School.
2. Students may remediate a semester ‘D’ by attending summer session at a Community College.
3. Students may remediate a semester ‘D’ by attending summer school at a high school other than Christian Brothers (if prior approval is given by the Assistant Principal).

***Incomplete Grades:***

An “Incomplete” grade demands an immediate written contract for a course’s completion. Requirements for completion of work in a course are determined by the instructor and approved by the Assistant Principal. An “Incomplete” left unchanged by the student becomes an “F” and is thus governed by rules concerning “F” grades.

**ACADEMIC INTEGRITY:** Academic Integrity is the pursuit of learning conducted in a fair and ethical manner. Teachers, students, administrators and parents share responsibility for creating an environment in which academic integrity is expected. Ultimately, each student should be able to proudly state of each assignment: *This work is my own. I have neither used, received, nor given unauthorized aid in its completion.* Students should be aware that many teachers and administrators have indicated that they will not write letters of recommendation for students guilty of academic dishonesty and will rescind letters already written.

Students are expected to conduct themselves honestly and with integrity in their work. All forms of test procedure violations, cheating, and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- copying another student’s homework;
- working with others on projects that are meant to be done individually;
- looking at or copying another student’s test or quiz answers;
- allowing another student to look at or copy homework or answers from one’s test or quiz;
- using any other method to get or give test or quiz answers;
- taking a test or quiz in part or in whole to use or to give to others;
- copying information from a source without proper reference or attribution; and
- misrepresenting as one’s own, either in whole or in part, papers from other students, publications, or the internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the severity of the violation, prior violations, and other factors, as determined by the Deans of Students and the teacher(s) involved. Disciplinary measures include, but are not limited to, receiving a zero on a particular assignment, redoing an assignment or retaking a test, receiving a failing grade on the assignment, project, or test; receiving a lower overall grade in the class; detention, suspension, or dismissal. All incidents of academic dishonesty are recorded and tracked by the Deans Office. Repeated violations are cause for serious consequences including suspension and dismissal.

**COMMUNICATION – CONTACTING TEACHERS:** Parents may contact teachers through the school’s voicemail and e-mail systems. Teachers are required to check voicemail and e-mail each school day and have 24 hours to respond. If parents are dissatisfied with a teacher’s response, they should contact the Department Chair. Absent satisfaction at that level, parents should contact the Assistant Principal with supervisory responsibility for that department.

**COMMUNICATION – MONITORING STUDENT PROGRESS:** In addition to information parents can request from their children (notebooks, graded papers, tests, quizzes, projects, etc.), parents and students alike can access information via the *PowerSchool* Parent Portal about their grades, attendance, and performance. This requires a login password supplied by the school. Teachers update their online *PowerTeacher* grade book at least every two weeks so parents can track patterns of student achievement. In addition, parents may monitor student progress through the school’s Learning Management System (LMS), *Schoology*. Teachers post homework assignments on *Schoology* on the day the work is assigned. Students and parents may check *Schoology* for homework assignments for each class.

## **RESPONSIBLE USE POLICY FOR TECHNOLOGY**

### **A Human and Christian Education for the 21<sup>st</sup> Century**

Christian Brothers High School (CBHS) is committed to harnessing our students' energy and enthusiasm for technology and directing it toward learning to thrive as 21<sup>st</sup> century communicators, thinkers and problem-solvers. Students must be versed in the essential skill areas of complex communication, new media literacy, collaboration, creativity, and self-directed learning. Students are expected to use all technology on campus as a means to achieve these ends. The policies stated herein are designed to express a framework and to set forth general principles for use of technology resources at CBHS. Any use of technology that is contrary to the mission of the school will be considered a punishable offense including, but not limited to, those directly addressed in this policy. The policies, procedures and information in this document are school-wide. **Teachers may establish additional policies and requirements for use in their classrooms.**

While on campus, students should use technology (both personally-owned and school-owned devices) to:

- **Access** the LMS (Learning Management System – Schoology) and the SIS (Student Information System – Power School) to communicate with teachers, counselors and administrators and to keep track of assignments, grades, and course communications.
- **Manage** information including course notes, assignments in a paperless environment.
- **Conduct** research.
- **Create** and convey content that illustrates understanding of course material.
- **Communicate** appropriately with classmates, teachers, counselors and administrators.

### **iPad 1:1 Program Policies and Procedures**

#### **Personally Owned iPads**

Students are required to bring a fully-charged, personally-owned iPad to school daily for educational purposes. Parents and students accept responsibility for iPad security, maintenance, and repair. CBHS assumes no responsibility or financial liability for any damage the student or parent suffers including, but not limited to: theft, physical damage, loss, software malfunction, or loss of data on the iPad, on or off campus. Students and guardians are responsible for managing iPad capacity, content, and settings.

#### **School Use**

iPads are intended for use at school each day for classroom work, school messages, announcements, calendars, etc. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

If a student does not have the iPad in class or the battery is not charged, she/he is responsible for completing all course work expected that day. The absence of a charged iPad will not excuse the student from completing assignments or fully engaging in class activities. Loaner iPads will not be issued for students leaving an iPad at home or whose iPad is not charged.

#### **Apple Classroom**

Apple Classroom is a required iPad app that helps teachers guide learning, share work and manage student devices. Via this app, teachers can launch a specific app, website, picture file or textbook page, as well as send and receive documents. Teachers can also see which apps students are working in, mute student devices and view an iPad screen. Teachers can only view what is on the student screen at the time the teacher is viewing their iPad; they are unable to view the content of the iPad.

#### **Student/Parent Responsibilities**

##### **Recommended Security Measures**

Students are responsible for securing their iPad at all times. CBHS recommends the following security measures:

- Keep iPad with student or locked in locker at all times, including during after school activities and sports.
- Store and utilize iPad in protective case.
- Make student iPad, and/or iPad case, clearly identifiable from a distance and clearly marked with the student's name
- Password-protect device and do NOT share the password.
- Keep Apple ID and password private.
- Enable the "Find my iPad" feature found in "Settings" of the iPad.
- Immediately report lost or missing iPad to the Deans' Office.
- Optional warranty program through Apple or a third-party vendor.
- Optional insurance protection through Apple or a third-party vendor.
- Add devices to family homeowner's or renter's insurance.

### ***Device Capacity, Sound, and Personal Streaming***

**Academic content takes precedence over personal files and apps.** In the case of memory space conflict, personal files/apps must be removed.

Overuse of streaming may impede the network capability and students may be asked to curb iPad use occasionally at lunch times to allow for classroom use of the network.

Sound must be used in a respectful and responsible manner at school. Earphones may be worn outside of class time and with teacher permission in class.

### **School Responsibilities**

The school will:

- Provide internet access to staff and students for the purpose of study, research, service, and other activities, which must be used in the conduct of official school business or in furtherance of the mission and purpose of Christian Brothers High School.
- Provide a Learning Management System (Schoology) that will help students access and post assignments and class information, receive school-wide announcements, calendar events, and provide a streamlined method of communication for students, teachers, administrators, and staff.
- Assist students experiencing difficulty with connecting their devices to campus wireless, and basic support for general iPad use.
- Partner with families to manage use of iPad to encourage greater academic success including setting up restrictions, limiting applications, and assisting with more direct supervision of the device.

### **iPad Temporary Replacement Program**

1. If a student's device is lost, stolen, or broken, that student should obtain an *iPad Loaner Request Form* available in the Front Office, the Main Office, and/or the iPad Helpdesk.
2. If a student's device is lost or stolen on campus, this issue should be reported directly to the Deans' Office.
3. Once the iPad loaner form is completed, including a parent's signature, the student should bring the completed form to the iPad Helpdesk to receive a loaner iPad for up to two weeks. If a loaner iPad is to be issued for more than two weeks, permission must be received from the Deans' Office and the Business Office before issuance of the loaner iPad.

4. If a loaner iPad is not returned by the specified return date, or is returned in a damaged state, the parent(s) will be responsible for reimbursing the school for the full replacement cost of the iPad.

### **CBHS Campus-Wide Technology**

#### **Electronic Devices and Portable Devices**

Other electronic and portable devices, such as cell phones and iPods, are allowed on campus. These devices may be used as long as they do not interfere or cause distraction. Cell phones may be used outside of class time. Cell phones may *not* be used in the classroom, unless authorized by a teacher. Students who violate this rule may have their device confiscated and disciplinary action may be taken. Cell phones may also not be used as personal hot spots to circumvent the school's web filters. Many cell phones function as mini computers. As such, ***they are subject to all terms and conditions that apply to other technology devices on campus.*** **Christian Brothers High School reserves the right to inspect the contents of any electronic device brought on campus.**

#### **Network Vandalism**

Vandalism or intentional modification of system settings on school-owned devices will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators, in collaboration with school administrators, will deem what is inappropriate use and their decision is final. The system administrators may close an account at any time. The administration, faculty and staff may request the system administrator to deny, revoke, or suspend specific user privileges. The Deans of Students will deal with violations of the rules and code of ethics described above. Violators are subject to loss of computer privileges, suspension, or dismissal.

#### **Online Academic Dishonesty**

- CBHS does not allow the distribution of unauthorized test or exam information via cell phone, iPad, etc., taking online tests for others, or hacking into CBHS personnel computers or grading programs.
- Submission of another's work found on the Internet is online cheating whether the product is a document, an oral or visual presentation, or another type of media.
- Using the work of others found online without citing the resource is plagiarism.
- CBHS may use *Turnitin.com* or other sites as resources to check at random for plagiarism.
- Students cannot copy text or pictures from the Internet and submit them as personal work. Students must properly cite any Internet resources used.

#### **Camera Use Policy**

Students must use good judgment and follow the predefined CBHS rules of conduct when using cameras. Cameras must not be used to take discriminatory, harassing, violent, threatening or obscene photographs or videos, nor are they to be used to embarrass anyone in any way. Any use of cameras in restrooms or locker rooms, regardless of intent, will be treated as a serious violation. Cameras and microphones may be used in the classroom only with express permission by the teacher.

#### **Strictly Prohibited Student Use**

**CBHS reserves the right to make final decisions regarding use that is unacceptable, even if the precise type of use is not defined here. CBHS reserves the right to inspect the contents of *any* electronic devices brought on campus. The following are strictly prohibited:**

- Inappropriate use of any device that disrupts or distracts classroom activity and learning.
- Unauthorized recording of CBHS faculty and staff.

- Sending, accessing, uploading, downloading, or distributing profane, threatening, pornographic, obscene, violent, harassing, discriminatory or sexually explicit material.
- Cyber bullying/harassment: distributing content that attempts to be harmful or cruel to another student or individual through offensive electronic communication. Serious incidents, including “sexting” or threats, or intentionally embarrassing students, teachers or staff, will be turned over to law enforcement authorities.
- Establishing of personal websites or participation in blogs or social networking sites containing material or connections to material contrary to the teaching, mission, and philosophy of CBHS or that amount to bullying, or that include harassing, discriminatory, obscene, threatening or violent content.
- Use of unauthorized chat rooms, message boards or sites selling student work.
- Spamming or sending mass emails or emails that violate school policy.
- Use of anonymous or false communications.
- Unauthorized distribution of personal information over the internet.
- Gaining access to another student’s email/LMS account or iPad data without authorization.
- Use of school’s internet for financial or commercial gain or for any illegal activity.
- **Attempting to bypass CBHS web filtering software by proxy software, any virtual private network (VPN), or any other method.**
- Attempting to gain unauthorized access to system programs or computer equipment.
- Use of the school’s name or logos, or use that negatively impacts the school’s reputation.

### **Policy Enforcement**

Christian Brothers High School reserves the right to discipline students for violation of this Responsible Use Policy in accordance with the disciplinary consequences outlined in the “Rules of Conduct.” Violations are subject to a full range of consequences including: detention, behavioral contract, suspension, and dismissal.

**Right to Amend:** Christian Brothers High School reserves the right to amend these policies and procedures as required.

## **REGULATIONS AND PROCEDURES**

All students at all times, whether inside or outside of school, are expected to conduct themselves as representatives of Christian Brothers High School. When a family enrolls their student at CBHS, it is expected that they are committed to and supportive of our disciplinary philosophy. All students, regardless of age, are required to comply with the rules and regulations found in this *Handbook*. The function of the Deans’ office is to provide for the safety of the students and to protect the integrity of the school and its good name.

**ATTENDANCE:** All students are to be present at school daily and to be prompt in arriving for each class.

- ***Absence Policy***

When a student is absent from school, **parents are required to call the Attendance Office (733-3625) before 9:30 a.m. on each day the student is absent.** If a parent does not contact the school, the absence is considered unexcused until a parent contacts the Attendance Office to clear the absence. Upon returning to school, the student is required to obtain a re-admit slip from the Attendance Office before returning to class. Students returning from appointments must also report to the Attendance Office, present verification and receive a re-admit slip.

- ***Excused Absences***

Absences are excused for the following reasons:

1. ***Illness, medical/dental appointments***
2. ***Religious obligations, funerals etc.***
3. ***CBHS related activities (see section on school-related absences, page 10)***

Students who have missed coursework due to excused absences are to follow the guidelines established and published by their teachers.

**4. Pre-planned personal absences when paperwork is filed with Deans Office**

If a student knows that he/she will not be in school for personal reasons, he/she must complete the Pre-Planned Absence form at least **3 school days** prior to the absence. The form requires the signatures of the student's teachers, a parent/guardian, and a Dean of Students. The form also highlights the school absence policy and establishes a timeline for all make up work to be completed with each teacher. Please note that if a student does not adhere to the agreed upon makeup work schedule, the teacher's late work policy will be enforced. Parents are encouraged to avoid pre-planned absences, especially for students with struggling or failing grades. Classes missed for pre-planned absences count as non-school related absences. (See Attendance and Academic Credit, p.10)

- **Prolonged Absences/Students in Crisis**

If a student is expected to be absent for a prolonged period due to illness, surgery, etc. the parent/guardian must contact the student's counselor as well as the Attendance Office.

- **Unexcused Absences**

Absences which do not meet the above requirements (items 1-4) are considered unexcused absences. Full credit for make up work is given only for excused absences. ***Any missed coursework due to an unexcused absence is considered late. Late coursework due to an unexcused absence will be reduced by a minimum of 15% of the graded score earned on that work (in-class activity, tests, quizzes, projects, assignments, homework, etc.).***

If students are suspended from school for disciplinary reasons, their absences are unexcused and subject to the above academic consequences.

- **Early Dismissal Policy**

Every effort should be made to make appointments **outside** of the school day. If an appointment must be made during school time the student is to present a note to the Attendance Office at the start of the school day requesting dismissal for the appointment. The note should contain:

- Student First and Last Name
- Reason for absences(s)
- Current date
- Parent Signature
- Date(s) of absence(s)
- Contact telephone number

Students may not leave campus without parental permission.

**ATTENDANCE REQUIREMENTS FOR ATHLETIC, CURRICULAR AND CO-CURRICULAR ACTIVITIES:** To be eligible to participate in interscholastic athletic practices and contests, and/or co-curricular activities on school days, a student must have attended *at least one-half of the class periods* for that day, unless approved by the Deans of Students.

**COLLEGE VISITATIONS:** Seniors and juniors are permitted two school days each year to visit colleges. These two college visit days are not considered absences if the student clears these visits **prior to their absence** with the College Counselor. Upon returning to school, a completed "College Visit Evaluation" form must also be filed with the College Counselor. This procedure applies to each campus visit.

**TARDY POLICY:** Students are expected to be in their *classroom* when the bell rings. Students who are less than fifteen (15) minutes late **to the first Set of the day** should report directly to class. Students who are more than fifteen (15) minutes late to the first Set of the day, should report to the Attendance Office before going to class. For all other Sets, once attendance is taken, students may be sent to the Attendance Office to be

admitted into class. If a student has missed half of any given Set, the tardy may be considered an absence for that class. Students are still required to go to that class; if they fail to do so they will be considered truant and consequences will apply.

**Students will be allowed three (3) tardies per semester; any tardy after that will result in detention.** Students who reach 6 tardies to their first set class and/or 10 tardies total in one semester will serve a 3-hour Saturday detention. Students who reach 15 tardies in one semester will serve one day of in-house suspension for their 15<sup>th</sup> tardy. If the reason for a tardy is due to a verified medical condition, the student will not be disciplined.

**TRUANCY POLICY:** Christian Brothers High School will not incur the liability associated with truancy. Truancy is defined as leaving school grounds and/or cutting one or more classes without permission even if the student does not leave campus. **Once students arrive on campus property they may not leave even if there is a ‘late start’ that day.** Truancy is an unexcused absence and will result in the notification of parents and possible detention, suspension, or dismissal. A typical consequence for truancy is three days of after school detention for every class missed.

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## PERSONAL APPEARANCE

**REGULAR DRESS CODE:** Christian Brothers High School believes that student appearance has an impact on attitude and behavior. It is the responsibility of parents to see that their student leaves home properly dressed and groomed for school and school-sponsored events. Students are expected to adhere to the dress code throughout the school day and at school-sponsored events.

**The general expectation is that students observe the standards of modesty, moderation, and good taste.** All clothes must fit appropriately concealing undergarments and midriffs at all times. Clothing should not be revealing at the neckline or anywhere else that would be considered inappropriate for a school setting. Clothing should be neither oversized or baggy nor undersized or form-fitting.

See the following chart on the Dress Code for the rubric on appropriate daily dress code. CB logo wear in a variety of sizes and styles is available on campus in the Student Store.

<b>YES!</b>	<b>NO!</b>
<p><b>The following items do comply with the CB dress code:</b></p> <ul style="list-style-type: none"> <li>• <b>Shirts</b> Students must wear official school-issued shirts including: CB polo's and CB t-shirts, CB athletic spirit wear and t-shirts representing recognized CB clubs and programs. CB clothing may be purchased either in the CB student store, or through recognized and approved CB clubs and programs. CB shirts may not be cut or altered in any way.</li> <li>• <b>Long pants, walking shorts, or capris</b> All pants must fit properly around the natural waist, have pockets, and have seams down the side of the leg. Shorts may not be excessively short; shorts must be longer than mid-thigh.</li> <li>• <b>Sweatshirts and jackets</b> CB sweatshirts, CB fleece style sweaters, CB jackets as well as college sweatshirts are allowed. (Non-CB coats and jackets are allowed to be worn outdoors, but must be removed to reveal CB attire during class time.) Official school-issued shirts are required under sweatshirts and jackets.</li> <li>• <b>Shoes</b> Shoes must be worn at all time and must enclose the foot completely (heel and toe).</li> </ul>	<p><b>The following items do not comply with CB dress code:</b></p> <ul style="list-style-type: none"> <li>• Any non-CB issued shirt is not allowed, including flannel shirts and shirts representing any other school.</li> <li>• Excessively tight-fitting pants, leggings, jeggings, yoga pants, low rise/hip huggers, or excessively loose pants may not be worn.</li> <li>• Blue and black denim jeans and jackets are not permitted.</li> <li>• Athletic wind/sweat pants, workout pants, joggers, athletic style shorts, board shorts, cut-off shorts, and pajama pants may not be worn.</li> <li>• Sweatshirts, sweaters, and jackets representing an outside club, school, organization, company, or professional team are not allowed. Plain colored sweaters, sweatshirts, or "hoodies" are not allowed.</li> <li>• Skirts and dresses are not allowed.</li> <li>• Any clothing containing objectionable words or symbols are not allowed.</li> <li>• Visible body piercing and any visible tattoos are not allowed.</li> <li>• No sandals, flip flops, slippers, open-backed shoes, military-style boots, or shoes with cleats are permitted. No open-toe shoes may be worn.</li> <li>• Any other items deemed inappropriate by the Deans of Students.</li> </ul>

***ADDITIONAL DRESS CODE REGULATIONS...***

➤ ***Hair***

- Distracting hairstyles are inappropriate for the school setting. Hair shall generally be of a natural color. Judgment in this area will be left to the discretion of the Deans of Students.
- Boys are expected to be clean-shaven with the exception of moustaches which must be neat and trimmed. No beards, goatees, or sideburns below the ears are allowed. Not being clean-shaven is considered a violation of the dress code.\*

➤ ***Head Wear***

- Hats, beanies, visors and sweatshirt hoods are not to be worn on campus during the school day, including breaks and lunchtime. Sweatshirt hoods and CB beanies may be worn only during inclement weather, and must be removed when indoors.

➤ ***Jewelry***

- Reasonable, moderate, small jewelry is acceptable. Examples of unacceptable jewelry include piercings of the septum, eyelid, eyebrow, lip and cheek, as well as barbells and gauges.

➤ ***Make-Up***

- Excessive or distracting make-up is unacceptable.

\*Any exception to this policy will be handled on a case-by-case basis.

**Dress Code Violations:**

Teachers and administrators actively monitor and enforce student dress code. Students unable to correct a violation in the classroom will be sent to the Deans' Office where they will either be loaned school attire,

or their parent will be called to bring the proper attire to campus. Students not returning “loaner” items in the specified time frame will be subject to disciplinary action.

In addition to the above, if a student is not compliant with the dress code, he/she would likely face the following consequences:

**1<sup>st</sup> offense – lunch detention**

**2<sup>nd</sup> offense – after school detention**

**3<sup>rd</sup> offense – three days of after school detention and parent notification**

**4<sup>th</sup> offense – four days of after school detention and parent notification**

**5<sup>th</sup> offense and beyond – three-hour Saturday detention, suspension and/or behavior contract**

Dress Code offenses may result in students being sent home or serving a day of in-house suspension at the discretion of the Deans. These are considered “unexcused absences” and will affect credit received for that day.

**MODIFIED DRESS CODES:** All “Modified” Dress Code attire must observe CBHS Dress Code standards of modesty, moderation, and good taste. The success of these Modified Dress Code Days depends upon the exercise of good judgment on the part of students, as well as, support from parents/guardians. The school reserves the right to determine whether or not a student has complied with the specific attire guidelines. Student attire on these Modified Dress Code Days will be enforced by teachers and subject to disciplinary actions by the Deans of Students.

➤ ***Liturgy Attire Days***

Students are required to dress specifically for school liturgies and prayer services. The purpose of these “Liturgy Attire Days” is to show reverence and solidarity when gathering together as a unified CBHS community for faith celebrations. All students (boys and girls) are required to wear the following on designated “Liturgy Dress Days”:

- **Appropriately sized CB logo wear polo shirts must be worn.** NO T-shirts, sweaters, sweatshirts, or any other type of top other than a CB sweatshirt or CB jacket.
- **Appropriately-sized dress pants, capris, slacks or Dockers-type khaki slacks must be worn.** NO shorts or skirts.

➤ ***Jeans Days***

Occasionally, Jeans Days may be granted by the administration as a school privilege. All clothes should be neat, clean and free of rips or tears. Students will be allowed to wear jean pants/shorts/capris. Shorts should be no shorter than 2 inches above the knee. All other dress codes rules apply. **Logo wear must still be worn; no other tops/jackets/hats may be worn on these special days.** More specialized “theme” days may be granted (e.g., Spirit Day) that would allow for further modifications.

➤ ***“Game Day” Attire***

To promote school spirit at CB, our student-athletes are encouraged to wear “Game Day Attire” on the day of competition and on Fridays preceding Saturday games. For Game Day Attire during the school day student-athletes may wear:

- Game jerseys that have sleeves with dress code pants, walking shorts, or capris.
- Team polo shirts designating sport representation with dress code pants, walking shorts, or capris.
- No warm-up pants may be worn, but warm-up jackets and sweat shirts that comply with regular dress code requirements.
- All “Game Day Attire” must observe CB dress code standards of modesty, moderation, and good taste. The above dress code is in place during school and at the competition when not in the game uniform.

➤ ***Professional Dress Attire Days***

On occasion students may be assigned professional dress by a teacher as part of an assignment, performance or other event. The following general guidelines are to be followed and monitored by the assigning teacher.

***Women – Slacks, Khakis, or Skirts, blouse style top, and dress shoes or “flats”***

- Solid color appropriately fitting dress slacks or khakis may be worn. Students may wear solid color professional **knee length** skirts.
- Appropriately fitting blouses or sweaters may be worn.
- Dress shoes should hold a shine and have no more than a 2” heel.
- No sweatshirts or jean jackets of any kind, including zip-up are considered professional attire.

***Men – Slacks or Khakis with shirt, tie, and dress shoes***

- Solid color appropriately fitting dress slacks or khakis may be worn.
- Dress shirts should be neat and tucked in.
- Ties should be conservative, without inappropriate writing or pictures.
- Dress shoes should hold a shine.
- No sweatshirts or jean jackets of any kind, including zip-up. Approved CB dress sweaters may be worn with the appropriate above described shirts.

***The Deans of Students reserve the right to make final decisions regarding student grooming and appearance.***

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## **STUDENT CONDUCT**

**HONOR CODE OF REVERENCE, RESPECT, RESPONSIBILITY:** Christian Brothers High School students demonstrate reverence to God, respect the dignity of others, and willingly accept full responsibility for their actions as members of our Catholic, Lasallian community. The hallmark of a CBHS student is conduct that:

- Collaborates in maintaining a welcoming, safe, clean, and orderly campus.
- Presents themselves, in word and action, as young men and women of solid character and integrity at all times.
- Preserves a prayerful atmosphere during faith celebrations that honors the solemnity of liturgies/prayer services, the presiders, and the congregants.
- Participates in school activities, assemblies and rallies, with respect, fair play and good sportsmanship appropriate for the event. (Students are expected to distinguish between the spirited atmosphere of a rally and the formal nature of an assembly.)
- Treats the entire school community with kindness, courtesy, and a helping-hand.
- Politely cooperates with the authority of administration, faculty, staff, or security officers of Christian Brothers High school.
- Exhibits concern for the health, safety, and well-being of all members of the community.
- Maintains a healthy and drug/alcohol-free environment. This requires a partnership between parents, family members, and the school to ensure student health and safety.

**RULES OF CONDUCT:** Students whose conduct whether inside or outside of Christian Brothers High School is detrimental to the common good or reputation of the school are subject to disciplinary action. The following offenses may result in detention, suspension and/or dismissal:

1. **INAPPROPRIATE BEHAVIOR:** Violations of the generally expected conduct and school rules/procedures in any location on campus, i.e. in class, at practice, after school, etc. are considered inappropriate behavior. Behavior that repeatedly interferes with learning of others, bullying, insubordination, gambling, swearing, fighting, vulgarity, etc. are some examples of such inappropriate behavior.

2. **ACADEMIC/PERSONAL INTEGRITY:** All forms of academic dishonesty or the enabling of others to commit any form of academic dishonesty are prohibited. All incidents where a student's actions or statements compromise the expected integrity needed to be a Christian Brothers student are unacceptable. Misleading statements, forging school documents or notes, interruption of normal school business or procedures are likewise unacceptable. (See Academic Dishonesty policy on p.13).
3. **TRUANCY:** Leaving the school grounds or absence from class without permission constitutes truancy. Refusal to attend class as a requirement of enrollment at Christian Brothers High School as well as infractions to the Closed Campus policy are likewise considered truancy and will be treated accordingly.
4. **HARASSMENT:** Any form of harassment (see Harassment Policy on p. 26).
5. **UNLAWFUL ACTS:** Any unlawful act that results in an arrest for a felony or a misdemeanor by any law enforcement agency as long as a student is enrolled or is an applicant to Christian Brothers High School violates the expected conduct.
6. **DANGEROUS BEHAVIOR:** Extreme rough play or reckless behavior which endangers self or others is prohibited. Further prohibited dangerous behavior includes reckless and or unsafe driving practices on and/or off campus, possession of any explosive or incendiary device on campus or at any school-sponsored activity, assault with, possession of, or brandishing of a weapon or lethal instrument or "look-alikes" on campus or at any school-sponsored activity.
7. **INAPPROPRIATE USE OF TECHNOLOGY:** Establishing personal web sites, participating in "blogs" or posting to social networking sites (Facebook, Twitter, etc.) containing material or connections to material contrary to the mission and philosophy of Christian Brothers High School is considered inappropriate use of technology. Use of the school's name or logos, or use that negatively impacts the school's reputation is strictly prohibited. Cyber bullying, "sexting", passing on inappropriate content, etc. is also considered inappropriate use of technology. All students are expected to follow the CBHS Responsible Use Policy found on p. 14 of this Handbook.
8. **SUBSTANCE USE:** Using, possessing, participating in any form of distribution of any controlled substances (including alcohol, marijuana, cigarettes, electronic cigarettes/vaporizers, prescription medicine, performance-enhancing drugs and/or all mind or mood altering substances) constitutes substance use. Students attending, organizing, hosting and/or remaining at parties where any of the above substances are present or accessible to students will be subject to disciplinary action.
9. **ABUSE OF PROPERTY:** Abuse of property includes but is not limited to any of the following: stealing or enabling others to steal, being in possession of stolen property, any form of vandalism, prank or destruction of property, on or off campus.
10. **DETRIMENTAL AFFILIATIONS:** Individuals, groups and/or gangs that are detrimental to the positive, Catholic atmosphere of Christian Brothers High School will not be tolerated. Students who join, promote, or recruit others to join such groups will be subject to suspension and/or dismissal. No student on school property or at a school activity shall display articles/evidence of membership or affiliation in such groups.
11. **SERIOUS MISCONDUCT:** Other forms of conduct seriously inconsistent with Christian Brothers' expectations or standards of students conduct or seriously contrary to the reasonable, peaceful order of the school community are subject to disciplinary action.

Note: Any of the above items may prompt the school to notify the proper authorities.

Family members who contribute to any of these violations put the student at risk for disciplinary action. Any adult who trades, sells, gives away, or offers to trade, sell, or give away alcohol, marijuana, cigarettes, electronic cigarettes/vaporizers, prescription medicine, performance-enhancing drugs and/or all mind or mood altering substances will result in notification of the proper authorities and may compromise the partnership between the family and the school.

Any of the failures listed above could be severe enough that **even one offense could merit immediate dismissal**. Short of dismissal, the Deans may impose sanctions including, but not limited to, behavioral contracts, suspension, and referral for outside professional assessment.

**SEARCHES:** The school administration, with reasonable suspicion, has the right to conduct a search of a student and the physical plant and grounds of the school. This includes lockers, book bags, cellular telephones and personal technology devices, and automobiles on or off campus. A search of a student's person would occur with a same-sex supervisor and a same-sex witness whenever possible.

The administration reserves the right to search any student's locker without notice when the general good of the school community is in question and/or at the discretion of the Deans of Students or the Principal.

Christian Brothers High School reserves the right to employ professional detection services to further protect the community. This service may perform random searches of the school and student bags and belongings per arrangements made directly with the company. This service is used by the other Catholic high schools in the Sacramento area and is done to help promote a healthy and safe environment for the community.

**REQUIRED TESTING FOR SUBSTANCE ABUSE:** Students enrolled at Christian Brothers may be required to be tested for use of a controlled substance and/or mood altering substance. Parents will be notified. A student will not be allowed to return to school if his/her parent(s) refuse to allow the student to be tested.

Any tampering of the collections sample will be considered a positive test. Students with a positive test result will be subject to the school's disciplinary policies. All fees associated with drug testing will be the responsibility of the parents(s)/guardian(s).

**SOCIAL MEDIA POLICY:** This policy applies to all students of CBHS in their use of the internet, social media, and electronic communications, regardless of whether that use is through devices and resources of CBHS or any other devices or resources.

***Adhere to CBHS Policies and Regulations:*** To the extent student internet, social media, and electronic communications use affects other CBHS students or employees, CBHS families, or their participation in the CBHS community through work, education, or otherwise, you are required to follow CBHS rules, including but not limited to the provisions of this Policy, CBHS's Honor Code of Reverence, Respect, and Responsibility, CBHS's Code of Conduct, and CBHS's Harassment Policy. If a student engages in any use of the internet, social media, or electronic communications that creates a substantial disruption at CBHS or materially interferes with CBHS activities, that reasonably leads CBHS to foresee such disruption or interference, or which interferes with the rights of students, employees, or CBHS families, CBHS may take steps to address the disruption, including disciplinary action against the student. This includes, but is not limited to, any statements, comments, photographs, images, videos, or audio recordings that are posted online or distributed via social media. Distribution or posting of potentially embarrassing or mean-spirited electronic communications can cause the target or subject severe emotional and psychological harm and damages the sense of community that CBHS strives to maintain.

***Students Must Not Engage in Unlawful Conduct, Including Threats:*** Students cannot post statements, photographs, video, or audio that reasonably could be viewed as violating the law, such as unlawful threatening conduct. Examples of unlawful threatening conduct includes posting material that would make a reasonable person afraid for his or her safety or the safety of his or her family.

***Students Must Not Engage in Bullying of Fellow Students:*** Students are prohibited from engaging in conduct that violates CBHS's Code of Conduct, including bullying. Bullying of students of any age in the school environment can cause them severe psychological and personal harm and can serve as an obstacle to their success in school.

***Students Must Not Make Inaccurate or Defamatory Statements:*** Students shall not communicate any information or rumors that they know to be false about their fellow students, faculty, employees of CBHS, or anyone. Students must strive for accuracy in any communication, be it a blog entry, post, or comment. If a student makes a mistake, he or she shall correct the information, or retract it promptly.

***Students Must Not Infringe Others' Rights or Privacy:*** Students shall not disclose information that may violate student, CBHS family, or employee rights. For example, students shall not disclose another individual's social security number, medical information, or financial information in a manner that violates that person's privacy rights.

As a recommendation, if a student would like to keep his or her personal life separate from his or her school life, he or she should use privacy settings to restrict personal information on public sites. Also, students should consider whom they invite or accept to join their social network, as those individuals will have access to the student's profile, photographs, etc. Students must understand that even if they have private settings, those whom students invite into their network can easily, print, save, cut, paste, modify, or publish anything they post. Also, as a general matter, students should consider that their online reputation may follow them into their future academic, personal, and professional life, including the college admissions process. Material can be archived on the Internet even after it is removed, and search engines can turn up posts many years after they are created. For all these reasons, it is best to use discretion and judgment in on-line posting and activity.

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## HARASSMENT POLICY

Christian Brothers High School of Sacramento is a Catholic community. We are committed to providing an environment that is free from harassment in any form. Harassment of any staff member or student by any staff member or student is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Staff members or 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 or an environment which is unwelcome, hostile or intimidating. Harassment may pertain to, but is not limited to, matters of the individual's age, race, creed, color, national origin, physical appearance, disability, gender or sexual orientation. Harassment can occur any time during school or during school-related activities or on non-school time. It includes, but is not limited to, any or all of the following:

***Verbal Harassment:*** Derogatory comments and jokes; threatening words spoken to another person.

***Physical Harassment:*** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

***Visual Harassment:*** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures.

**Sexual Harassment:** 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:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status or progress;
- Submission to or rejection of such conduct by a staff member is used as the basis of decisions affecting the individual's employment;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or of creating an intimidating, hostile, or offensive environment.

It is the responsibility of CBHS to:

- Communicate this policy to all administrators, ensuring that they understand the policy and its importance;
- Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
- Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
- Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the responsibility of employees and students to:

- Conduct themselves in a manner conducive to fostering a Catholic/Christian community;
- Avoid any activity that may be considered discriminatory, intimidating, or harassing;
- Consider immediately informing anyone harassing him or her that the behavior is offensive and/or unwelcome;
- Report all incidents of discrimination or harassment to the appropriate school authorities immediately.

**Complaint Filing and Reporting:** Alleged incidents of harassment of a student by a student or by an employee are to be reported directly to the Deans of Students, a CBHS Counselor or the Principal. After receiving a report of harassment of a student, CBHS may request clarification or conduct an initial inquiry and review, and if the conduct alleges a violation of this policy, CBHS will conduct an investigation.

**Interim Measures:** CBHS may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of an investigation. This may include suspension of the accused student pending and/or during an investigation or other appropriate interim measures. The necessity and scope of any interim measures will be determined in the sole discretion of CBHS

**Investigation Process:** An investigation of alleged harassment of a student may be conducted by designated CBHS personnel or by an outside investigator, in the sole discretion of CBHS.

Students and parents are expected and required to cooperate in any investigation as needed. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the Deans of Students or Principal, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law. Any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to disciplinary or other corrective action.

After an investigation is completed, CBHS will determine what if any action to be take, and, if called for, take appropriate disciplinary or other corrective action. The type of disciplinary or other corrective action will be determined in the sole discretion of CBHS. Following an investigation, the person filing the claim will be informed in general terms of the outcome of the investigation.

**Confidentiality:** Reports of harassment will be kept confidential, except as needed to conduct an investigation, take interim measures, notify parents and students alleged to be involved, take safety measures, take corrective action, conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings, as otherwise required by law, or to contact law enforcement.

**No Retaliation:** CBHS prohibits any retaliation against individuals who make a complaint under this policy. Any individual who believes he or she is being retaliated against should contact the Deans of Students, President, Principal, or Counselor immediately. Individuals who violate the no-retaliation policy shall be subject to appropriate disciplinary or other corrective action, as determined within the sole discretion of CBHS.

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## DISCIPLINARY CONSEQUENCES

Christian Brothers High School reserves the right to discipline students at any time for violations of the Rules of Conduct whether on campus or off campus, or other reasons that affect the welfare of the individual student, the school community, or the school's reputation. CBHS is not required to follow progressive discipline and a student may be disciplined on the first instance, as may be appropriate given the nature of the misconduct.

**DETENTION: There are four basic forms of "Detention" at Christian Brothers High School.**

➤ ***Teacher's Detention***

Teachers may choose to hold detention for students in their rooms at break, lunch or after school as a means of correcting behavior or to deal with academic issues. Should a student not attend this type detention they may be referred to the Deans' office for further consequences.

➤ ***Lunchtime Detention***

Minor academic or behavior issues and 1<sup>st</sup> offense dress code violations result in lunchtime detention. Students are required to perform campus clean-up in the cafeteria, on the lawn or on school grounds. Lunch detention is **the last ten minutes of the lunch period**. Failure to report for duty may result in further multiple lunchtime detentions and/or after-school detention.

➤ ***After School Detention***

Student behavior and multiple tardies may result in after school detention which begins 10 minutes after the last school bell Monday through Thursday and lasts approximately 30 minutes. Any conflicts with attendance to detention need to be approved by the Deans prior to the start of detention. A one-day grace period is allowed to arrange rides, co-curricular or other after-school activities and responsibilities. Missed detentions will be noted and addressed with additional detention days. The Deans' Office may assign tasks to students for the school community; otherwise students must remain in the detention room. The Deans' Office will use an email notification to parents about their student's after school detention.

➤ ***Saturday Detention***

Student behavior, repeated dress code violations, repeatedly missing after school detention and/or accumulation of 10 tardies in a semester may result in Saturday Detention. This detention will be held from 9am to Noon on pre-determined Saturdays (one per quarter). Students serving Saturday detention will assist with campus maintenance and other tasks assigned by the Deans' of Students. Students who miss an assigned Saturday detention may be suspended. If the reason for tardies is due to a verifiable medical condition, the student will not be disciplined.

**BEHAVIORAL CONTRACTS AND DISCIPLINARY PROBATION:** Students violating the Rules of Conduct may be placed on a behavioral contract and are then considered on Disciplinary Probation. The Deans of Students will determine the length of probation, and a probationary contract may restrict participation in or attendance at school-related activities. The contract will also set forth expected outcomes and terms to which the student must adhere during the probationary period.

**SUSPENSION:** A student may be suspended from school for violating the Rules of Conduct on or off campus.

The student's parents will be notified of all suspensions. Suspensions will last from one to five school days and will be served at home or on-campus at the discretion of the Deans. Records of suspension(s) will be kept in the student's disciplinary file. Suspension is considered an "unexcused absence." Suspensions will be followed by a minimum **one week restriction from all co-curricular activities** including and not limited to sports teams, clubs, performing arts, school dances, retreats, etc.

**DISMISSAL:** A student may be dismissed immediately from school for any serious offense that is a violation of the Rules of Conduct and/or in conflict with the Honor Code of Christian Brothers High School. Dismissal is at the discretion of the Principal in consultation with the Deans of Students and will be noted on the student's transcripts and reported accordingly. The option to withdraw prior to dismissal may be granted. Whenever there are grounds for dismissal, the Deans of Students, on behalf of the Principal, shall provide to the student and his/her parents a written "Notice of Intent to Dismiss". The student and his/her parents may appeal a dismissal by requesting a meeting with the Principal.

Dismissed students are prohibited from entering and remaining on the CBHS campus at any time unless prior approval has been granted by the Principal or designee.

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## ADDITIONAL POLICIES AND INFORMATION

**STUDENT IDENTIFICATION:** It is imperative that students carry their student body card at all times and surrender it upon the request of any Christian Brothers staff member. Each student must have a student body card in his/her possession at all times while on campus or at athletic contests and co-curricular activities. Student body cards are also used to check out books from the library and to purchase dance tickets. Student identification is required for entry to all Catholic high school dances, including Christian Brothers High School dances. *A student will not be allowed into any dance without his/her student body card.*

At any time students may have their student body privileges restricted or revoked. Any student who loses his/her student body card must purchase a replacement card from the Deans of Students for \$10.

**PREGNANCY:** Acknowledging that human life at all stages, including the human fetus, is a sacred gift from God, and recognizing that abortion is never an alternative at any stage of pregnancy, pregnant students deserve and need the full support of the administration, teachers, and other students. Ordinarily, the expectant mother will be allowed to remain in school. This is not to condone pregnancy outside of marriage, but is meant to underscore the sacred gift of life of the unborn child and to extend love and compassion to those involved.

If attendance in the classroom is judged not to be in the best interests of the student or the school community, other arrangements will be made. The school will continue to assist the student through graduation, including the ceremony itself and other related activities. Counseling will be required of these students.

Any student who publicizes or advocates an abortion either planned or already obtained will be dismissed. This policy pertains to the boy or girl directly involved or to any student spreading rumors about a supposed abortion.

**STUDENT RESIDENCE:** The school expects its students to reside with parent(s) or approved guardian(s) while enrolled. In the event that a student is temporarily not residing at home, parents are required to notify the Attendance Office of the name and telephone number of the adult responsible for the student.

**LEGAL CUSTODY ISSUES:** Christian Brothers High School abides by the provisions of California Law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, **it is the custodial**

**parent's responsibility to provide the school with a court-certified copy of the custody section of the divorce decree.** Never married parents should also have custody documents on file, as needed. This information will help officials in determining when, if ever, the child and/or his/her records can be released to or withheld from the non-custodial parent.

**STUDENT ARRIVAL AND DEPARTURE:** Students are **not** to arrive on campus prior to 7:00 a.m. unless they are participating in a supervised activity (general campus opens at 7:15 a.m.). Students are to be picked up promptly at the conclusion of the school day unless they are remaining on campus for a supervised activity. After school hours, unsupervised classrooms, hallways and stairwells are out of bounds.

When dropping students off or waiting to pick them up in front of the campus, **pull cars as far forward and to the right as possible.** Do not double park or stop behind cars in the marked parking spaces. A traffic lane must be kept open. *After 4:00 p.m. for student safety, the front gate is locked and students should be picked up from the student parking lot near the Jack Witry Field House in the back of campus.*

**CLOSED CAMPUS:** For the safety of students, Christian Brothers High School maintains a closed campus. **Once students arrive at school, they may not leave the school grounds without specific permission from the Deans of Students. This includes any "late start days" or "special schedule days".** Upon arrival, students are to go immediately to the campus proper (classrooms, lockers, cafeteria), and are not to remain in the parking lot. Students leaving campus during the school day without approval will be deemed truant and subject to disciplinary action. **All visitors must obtain a guest pass from the Front Office upon arriving on campus.**

**BOUNDARIES:** The areas listed below are considered out-of-bounds during the school day unless going to and from class, or otherwise stated by a teacher or administrator:

1. All parking lots throughout the school day
2. Any of the fields east of the fire lane
3. Ron Limeberger '53 Gymnasium and locker rooms, Witry Field House (unsupervised)
4. Area in front of school, beyond the gates
5. Student vehicles parked off school grounds
6. Areas deemed unsafe or inappropriate

Prit Market and Special Food Mart on Martin Luther King, Jr. Boulevard and Oak Park Market on 12th Avenue are off limits at all times.

**TRANSPORTATION TO/FROM SCHOOL:** Parking lots designated for student use are on the south end of campus and in front of Brother Bertram Hall. A limited number of student drivers will have access to use the parking lot east of the Limeberger Gym and Witry Field House. The lot on Martin Luther King, Jr. Blvd. in front of the main school building and on the north end of campus next to the STEM wing are not for student use. Loitering is not permitted in any parking lot. The school is not responsible for damage or theft. **Bicycle** parking is located in the racks between the STEM wing and the school administration wing. Skateboards may not be ridden on campus and must be stored during the school day. For parking of motorcycles and scooters, students should see the Deans of Students.

**VEHICLE REGISTRATION AND STUDENT PARKING:** Parking on campus is a privilege. All vehicles must be registered with the Deans of Students. Students and families are strongly encouraged to car pool to help relieve the stress on the limited number of parking spaces. The cost of a parking pass is \$25 per year. Lost/stolen permits may be replaced for an additional \$10 fee. Once registered, each student will receive a parking permit that is to be displayed from the rear view mirror. Temporary daily permits will be issued by the Deans Office. Students using parking areas accept full responsibility for their vehicles, including those which must be left overnight, and are advised to take appropriate precautions to protect their property from theft and vandalism.

Street parking is available on either side of Martin Luther King Jr., Blvd. directly in front of the campus property. ***Students are strongly discouraged from parking on side streets or into the surrounding neighborhood.***

Parking lot violations include: 1) Failure to display the required valid parking permits, 2) Parking in designated handicap spaces, 3) Parking in a no parking zone, 4) Parking in a fire lane, 5) Blocking entrances to buildings or driveways, 6) Unauthorized parking in a reserved parking area, 7) Blocking access to trash/recycling receptacles, 8) Improperly parked vehicles or 9) Other misuse of student parking lot.

Students demonstrating excessive speed, careless driving, or continuous disregard for parking safety regulations may have their parking privileges revoked, and/or face disciplinary consequences through the Deans Office.

**STUDENT WORK PERMITS:** Christian Brothers High School issues work permits through the Registrar's Office for students under age 18 who have part-time jobs. Once the student obtains a promise of employment, he/she will obtain a *Request for Work Permit Form* to be completed and signed by the student, employer, and parent, and returned to the school. Upon review and verification, the Registrar will issue the Permit to Employ and Work to the student who will provide a copy to his/her employer.

**CAFETERIA AND FOOD SERVICE:** Food service is provided by the Sodexo Corporation in the school cafeteria. Students are expected to cooperate with all staff and faculty to maintain a clean and orderly cafeteria environment. During the morning break, a variety of snacks, beverages, and breakfast meals are served. Lunches feature a daily special and a number of standard items (sandwiches, salads, pizza, etc.). Vending machines are available to students before school, during breaks and at lunches only. Students who use them do so at their own financial risk. Pre-paid SoGo Cash Cards for all items sold in the cafeteria are available and are encouraged. More information about these cards is available on the cafeteria page of the school website.

**LITTERING:** A clean and safe environment is the responsibility of all. Respect for self, others, and the school environment dictates that students dispose of trash in the appropriate trash and recycling containers.

**OUTSIDE DELIVERIES:** Deliveries of outside food (pizza, drinks, etc.), balloons, flowers, or other "special deliveries" are **not permitted**.

**FOOD AND DRINKS:** Chewing gum is not allowed on campus at any time. Generally food and drinks are not allowed during class time in the classrooms (except for special classroom curricular events) or in the Virgil & Faye Petrocchi Learning Commons.

**LUNCHTIME:** Loitering is prohibited in all classroom and administrative hallways during lunch. **Due to the implementation of the split lunch system, students should not to go to their lockers while lunch is in progress. Locker privileges for first lunch students are the first 5 minutes of lunch. Locker privileges for second lunch students are the last 5 minutes of lunch.** It is the responsibility of each student to respect the classes in session during lunch. Students may use the student store, restrooms, and Learning Commons during their lunch period.

**LOCKERS:** Christian Brothers High School provides courtesy lockers for each student. The school will not be responsible for any loss, theft, or damage to books or other personal property, and the administration reserves the right to investigate any student locker. Students assume responsibility for the defacement or damage to the lockers and will be billed for any charges related to defacement or damage. Improperly functioning lockers should be reported to the Deans of Students. **For security purposes, the school requires that students purchase a lock only through the Student Store.** Non-school locks will be removed and the locker will be secured with an approved school lock. Students will have to come to the Deans Office to obtain the new combination and pay for the new lock. **No locker changes are to be made without permission from the Deans of Students.** Failure to comply could result in a suspension of locker privileges. Students are required

to clear out their lockers by the last day of school. After the last day of school, anything remaining will become the property of Christian Brothers and may be given away.

**RESTROOMS:** The following sets of restrooms are available for students' use during the school day: 100/200 classroom wing, 300/400 classroom wing, upstairs and downstairs in the STEM wing, and between 801/802 of the George Cunningham '40 Performing Arts Center. Restrooms in the Locker Rooms are only for the use of students during P.E. classes and approved team sport activities. Restrooms in the Limeberger Gym, Witry Field House and Cunningham Center are only for use during designated school events or activities.

**TEXTBOOKS:** Textbooks may be purchased through our official Classbook.com online bookstore or any other vendor offering the exact ISBN number. **The student's name should be placed prominently in several places in each textbook as soon as it is purchased** to help prevent loss or theft of books. The school's "Lost and Found" is located in the Main Office. Students may keep their books, sell them back through the Classbook.com buy back program, or donate them at the end of the school year.

The school will not assume responsibility for lost or stolen textbooks, calculators, or supplies. Students should always be careful to keep their property within sight and not leave belongings unattended.

**STUDENT HEALTH CONCERNS:** Students whose absence from school is due to a contagious disease (e.g., chicken pox, influenza, hepatitis, pink eye, mononucleosis, strep throat, etc.) will be asked to present a physician's release before being allowed to return to school. In certain instances students who are experiencing mental health issues will be required by the school to present medical clearance for attendance to assure that life, health, and safety issues have been addressed.

**PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS:** Parents are asked to identify which prescription and over-the-counter medications their child is taking through the Appryse medical information system. Parents must update this information through the Appryse website whenever the type or dosage of their child's prescription and/or over-the-counter medications changes. The school also presumes that students found in the possession of over-the-counter medications have their parents' permission to carry and monitor their own over-the-counter medication.

As a matter of student safety, prescription medications must be brought to the Attendance Office where the parent/guardian will complete a *Release for Medication in School* form, one for each medication. All medication must be in the original container and must have a current prescription label attached. CB staff will secure the medication and administer it to the student according to the directions printed on the label and any special instructions from the parent/guardian. Students are allowed to carry medication for life-threatening attacks (i.e. asthma inhaler, epi-pen, etc.) A student found in possession of prescription and/or over-the-counter medications which have not been reported by parents will be subject to disciplinary action.

**IMAGE USE POLICY:** There are occasions when school officials or news media officials are on campus to interview, photograph and/or videotape students for print and broadcast stories as well as for display on the CBHS website. If you would like to withhold authorization for your son/daughter to appear in school publications and displays or media news reports, please contact the CBHS Director of Admissions and Communications at 733-3695.

**ROLE OF SECURITY:** It is the expectation of CBHS that while on campus or involved with a school event that all students follow the instructions or directions made by the security staff as is expected with any other staff member. Smartguard Security Company has several responsibilities that include but are not limited to:

- Act to promote general safety for those on campus
- Contribute to the general positive environment of the school
- Protect CBHS property and community members from outside threats

- Protect CBHS community from actions within the community deemed unsafe or not in keeping with a healthy environment

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### ***LASALLIAN STUDENT LIFE OFFICE***

The foundation of the Lasallian educational mission is the spiritual development of students, rooted in the Catholic tradition. The Lasallian Student Life Program at Christian Brothers High School unifies and promotes the faith, service and community aspects of our school, providing a dynamic and diverse opportunity for student participation. This program meets CB's need for a vital and viable student life experience through which students develop leadership skills, are empowered to take pride and ownership of their school, and sponsor programs that meet their needs. This model manifests the Lasallian core principles, helping students to know, articulate and live the mission of our school.

**The Lasallian Student Life Office of Christian Brothers consists** of three integral components in a single program: **faith, service, and community**. Together, program directors of **Campus Ministry, Christian Service, and Student Activities** work collaboratively with students to organize, promote and present multiple student events and experiences throughout the year. The Lasallian Student Life Program is directed from the Student Life Center (room 106).

### **STUDENT ACTIVITIES PROGRAM**

***Student Activities Mission Statement:*** Christian Brothers High School supports an extensive co-curricular activity program designed to provide the students with opportunities for self-expression, leadership, and service which will complement their academic work.

***CATHOLIC HIGH SCHOOL OPEN DANCES:*** The four (4) Catholic high schools (Christian Brothers, Cristo Rey, Jesuit, and St. Francis) hold age appropriate dances throughout the school year. All four schools have accepted a common set of expectations and practices to help provide the best possible environment for healthy social interaction between the schools. All Catholic High Schools ask that students use good judgment by dressing and behaving in a respectful manner.

#### **GENERAL GUIDELINES**

- Dance time: 7:30 – 10:30 p.m. No admittance after 8:30 p.m. and no dismissal before 10:00 p.m.
- Cost is \$10.00 and each student may only buy one wrist band.
- Students may not arrive or depart in rented vehicles, limousines, buses, or RV's.
- Absolutely no admittance without a current student ID (Student Body Card).
- To enter the dance students will pass through a dress code check, an ID check, and a wrist band check.
- Students remaining 45 minutes after the end of the dance may be sent home by taxi at the family's expense.
- Bags, purses will be inspected at the door. There will be a coat check.
- Testing for controlled substance use will be administered randomly.
- Schools may use the services of security dogs to detect drugs, alcohol, or contraband items.
- Student Body Cards will be confiscated for inappropriate behavior or dress. Cards will be held in the Deans' Office and consequences and sanctions for violations will be determined by the Deans.

**DRESS CODE:** Students wearing the following items will **not** be admitted to the dance or may be asked to leave:

- Skirts, dresses, & shorts that are too short. The length must come within two inches of the knee.  
Note: leggings do not change the length rule.

- Tops that expose the stomach, back or chest: halter or backless, tube or strapless, one shoulder, crop tops or those with straps less than 1” wide.
- Clothing with references to alcohol, sex, drugs, racist or sexist sayings.
- Clothing that sags, bags, or is low-cut that exposes undergarments or excessive skin.
- Clothing that is excessively tight.
- Any manner of hand decorated apparel.
- Glow, strobe, flashing, or light accessories of any kind.
- Removal of clothing revealing any of the above.
- Appropriate dress is determined by host school staff. If a specific dress code is required for a dance, it will be announced in advance.

**BEHAVIOR CODE:** Students exhibiting the following may be asked to leave:

- Straddling or wrapping legs around another person.
- Inappropriate physical contact, lap dancing.
- Lying or sitting on tables or floors.
- Removal of clothing revealing a dress code violation.
- Possession or use of alcohol, drugs, or other contraband items.
- “Moshing”, front-to-back dancing, grinding, sandwiching, freaking, break or circle dancing or other types of dancing that are lewd or potentially dangerous.

THE HOST SCHOOL’S FACULTY AND STAFF HAVE THE FINAL SAY CONCERNING APPROPRIATE STUDENT DRESS AND/OR BEHAVIOR.

**Bring ID—Wear Bracelet— Be in Dress Code—Have Fun!**

**CB SPECIAL EVENT STUDENT DANCES:** Christian Brothers hosts at least three “special event” student date dances each year: Homecoming Dance, Sadie Hawkins Dance, and Upper Division Ball. All Catholic high school students may be invited to attend these dances with a Christian Brothers date. If a Christian Brothers student wishes to bring a student from a non-Catholic high school to one of these dances, he or she is required to submit a non-Catholic high school contract to the Student Activities Directors by the stated deadline for pre-approval. The limit is one guest per Christian Brothers High School student. Guests must enter with their host student. Dances at Christian Brothers High School are high-school-age-appropriate events. All students and guests must fulfill the following requirements:

- May not arrive or depart in rented vehicles, limousines, buses, or RV’s to **any dance**.
- Be currently enrolled in high school (9th – 12th grade). Freshmen cannot attend dances with seniors. Freshmen cannot attend Upper Division Ball.
- Be a student in good standing, verified by the school administration.
- Have a current and valid student identification card from his/her high school.
- As a courtesy, Christian Brothers will allow graduates from the four local Catholic high schools (CBHS, Cristo Rey, Jesuit, St. Francis) *from the previous year’s graduating class only* to attend. These graduates must submit a dance contract which includes verification from the school’s administration that they were in good standing upon graduation by the stated guest contract deadline. Guests may be no older than 20 years of age. These guests must also provide valid photo identification that includes their date of birth.

**Homecoming and Winter Dances:** Dress code is dress-to-theme or casual.

**Upper Division Ball:** UD Ball dress code is formal and is the only “special event” dance to which dresses may be worn.

**CBHS Formal Dance Dress Code** - CBHS asks that students use thoughtful judgment by dressing in a respectful, neat manner. **Formal means conservative, formal attire.**

- Everyone is to wear dress shoes (absolutely no tennis shoes –it does not matter how expensive or “shiny” they are). A second pair of dancing shoes will be allowed.
- Boys are to wear a tuxedo or suit and tie.
- Girls will wear a formal dress. Halter, strapless and spaghetti strap dresses are allowed. Dresses should be below the knee, slits can not be open more than 3” above the knee. Dresses are to be modest, in good taste and appropriate for body type. Absolutely no short tight dresses are appropriate for a formal dance. Appropriate under garments for the type of dress are to be worn. Dresses with low backs must not go below the middle of the back. Students out of dress code will be sent home after their parents have been notified.

**Students wearing the following will not be admitted to the dance:**

- Skirt or dresses above the knee. This is a FORMAL DANCE.
- Midriff bearing clothing or sheer/see-through cloth unless it is lined. No denim.
- Skin tight skirts or dresses.
- No plunging neckline—front or back. The front of the dress must be as high as the armpits.
- Clothing that can be inferred to refer to alcohol, sex, drugs, racist or sexist comments.
- Exposed undergarments.
- Hand-decorated clothing (tops with slogans painted/printed onto the garment).
- Glow accessories.
- Flip-flops, tennis shoes.

Once a student is admitted and his/her apparel “regresses” to reveal any of the above, that student will be excused from the dance upon parent notification.

Students who fail to comply with the above rules or other school regulations may be subject to:

1. Confiscation of student body card and further disciplinary action.
2. Removal from the dance, notification of parent.

**The following BEHAVIOR CODE is expected to be followed for ALL CBHS DANCES:**

Students must follow the directives of the adult prefects and security personnel during a dance. The following rules will be in effect at all dances:

1. The school has a right to conduct random breathalyzer tests at dances, upon admittance and at any time during the dance. Detection Canines may be used to survey cars and bags for contraband. Further onsite testing for controlled substances may be called for as well as other forms of tests deemed necessary by the school.
2. Anyone found to be in possession of or under the influence of controlled substances will be turned over to the Deans of Students or the Student Activities Directors. That student will be removed from the dance immediately, required to be tested for controlled substances and/or take a breathalyzer test, and his/her parent will be called. (*See RULES OF CONDUCT, #8.*) Law enforcement may be notified.
3. Once a student has been admitted to a dance, he/she may only step out for fresh air. Students will not be allowed to go to their automobiles, lockers, or to the parking lots.
4. Students exhibiting the following may face appropriate consequences.
  - Straddling or wrapping legs around another person.
  - Inappropriate physical contact, lap dancing.
  - Lying or sitting on tables or floors.
  - Removal of clothing revealing a dress code violation.

- Possession or use of alcohol, drugs, tobacco, electronic cigarettes/vaporizers or other contraband.
- “Moshing”, front-to-back dancing, grinding, sandwiching, freaking, break or circle dancing, or other types of dancing that are lewd or potentially dangerous.

5. Appropriate behavior is determined by school staff. First warning may include confiscation of student body card and temporary removal from the dance. If unacceptable behavior continues, students will be removed from the dance and their parents may be notified.

6. Any student who is disrespectful or uncooperative with one of the prefects will be removed from the dance and his/her parents will be notified immediately.

Students who fail to comply with the above rules or other school regulations will be subject to immediate removal from the dance, notification of parents, confiscation of student body card, and further disciplinary action (including not being allowed to attend future dances).

CHRISTIAN BROTHERS FACULTY AND STAFF HAVE THE FINAL SAY CONCERNING APPROPRIATE STUDENT DRESS AND/OR BEHAVIOR.

### **CO-CURRICULAR ACTIVITIES:**

We are an inclusive community. To promote the dignity and worth of each member of the Christian Brothers community, the Student Council is committed to supporting clubs and activities that represent the diverse ethnic and cultural composition of the school’s community. Clubs and organizations provide many opportunities for student participation. For a list of CB clubs, non-club organizations, and other student activities and events, please refer to the Christian Brothers website.

The Student Council acts as a legislative and deliberative body elected by the students to support the ideals set forth in the Five Core Principles of a Lasallian school. See the CB website for a list of 2017-18 Student Council Officers.

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## **CAMPUS MINISTRY PROGRAM**

***Campus Ministry Mission Statement:*** The Campus Ministry Program develops an environment where spiritual growth and vocational discernment are encouraged, awakened, and nurtured for the students, faculty, staff, and parents of Christian Brothers High School through liturgies, prayer, and a four-year retreat program, all of which invite a deeper love and understanding of self, others, and God. Campus Ministry strives to afford students with numerous opportunities for involvement in the spiritual leadership of Christian Brothers High School and also personal experiences of retreat, prayer, and worship.

### ***Worship***

Several times during the school year the Christian Brothers High School community gathers for prayer and worship.

- The school-wide liturgies and prayer services are centered on a particular Catholic Church feast day or theme. These liturgies typically begin at 9:45 a.m. and are held in the Limeberger gym. Parents and family members are always welcome to join the CBHS community at these liturgies. All students are required to attend, listen attentively, and behave respectfully and reverently throughout the event. Additionally, students are encouraged to be active participants by sharing in prayer responses, music, and singing.
- Four liturgies, one per grade level, are celebrated each year for the families of Christian Brothers to gather together in worship. They are held on Sundays at 9:30 a.m. in the Limeberger gym and are followed by a continental breakfast in the cafeteria.

- The dates for all liturgies are in the school calendar and posted on the school web site.

### ***Campus Ministry Student Team***

The Campus Ministry Student Team is comprised of faith-filled individuals who have an interest in helping to build and strengthen the prayer and worship life of the CB community. This team holds the responsibility of planning and preparing all school wide prayer services and liturgies as well as weekly PA prayer. This team is open to students of all grade levels via an application process. Team members demonstrate a strong commitment to their faith and are open to sharing their gifts in the areas of leadership, planning, creativity, art, technology, public speaking, writing, and music with this team and our greater CB community.

### **Student Retreats**

Retreats are an integral component to a Lasallian education and the promotion of the holistic development of our students as individuals created in the image of God. It is critical for our students to have an opportunity to gather with classmates while learning more about God, themselves, and others. Christian Brothers offers a comprehensive 4-year retreat program as well as an annual Parent-Teen Mini Retreat.

#### **Freshman Retreat**

“Becoming” is a one-day, mandatory retreat for the entire freshman class. On the retreat, freshmen look at their own goodness and explore who they are becoming as they begin high school. In addition, participants explore their connection to the worldwide Lasallian community, as well as their new identity as members of the CBHS family. The Senior Retreat Leadership Team, along with the Director of Campus Ministry, give talks and lead small group discussions and activities. The retreat is held locally, off-site during a regular school day and runs from 8:30am to 2:30pm. Parents are responsible for transportation to/from the retreat.

#### **Sophomore Retreat**

“Quest” is a one-day, mandatory retreat for the entire sophomore class with a focus on Values and Choices. This retreat challenges students to thoughtfully and prayerfully reflect on their personal values and how these values, in turn, influence the important choices they will make. This retreat also supports the efforts to further build community amongst the sophomore class. The retreat is led by Director of Campus Ministry and members of the Senior Retreat Leadership Team. The retreat is held off campus locally and is held within the hours of the school day. Parents are responsible for transportation to/from the retreat.

#### **Junior Retreat**

“Journey” is an optional overnight retreat that is offered 3-4 times during the school year. This provides students options for which retreat date will work best within his/her schedule. This retreat focuses on the life and faith journey of the individual. Students experience time together with classmates and in small group. The Jr. Retreat is a wonderful precursor to the Senior Kairos retreat. The retreat is held off campus locally and is one night overnight. The retreat is led by Director of Campus Ministry and members of the Senior Retreat Leadership Team. There is a fee for this retreat, which goes toward expenses of transportation, housing, meals, and retreat materials.

#### **Senior Kairos Retreat**

Kairos is the Greek word for the word “God’s time” as opposed to chronos which is clock time. This retreat is a four-day, three-night experience where students are guided through reflection on their lives, given time to connect with others, and will explore more deeply their relationships with family, friends, and God. The Kairos retreat has been described by participants as one of the most meaningful parts of the CB experience. The Kairos retreat is offered 5 times throughout the year (including a Jr. Summer Kairos that takes place at the conclusion of Junior year) to accommodate student schedules. The retreat is led by a retreat director and a team of dedicated adult staff and student leaders. There is a fee for this retreat, which goes toward expenses of transportation, housing, meals, and retreat materials.

### **Parent Teen Mini Retreat**

Once a year, Campus Ministry hosts a mini-retreat for students of all grade levels and their parents. This is an awesome opportunity to spend quality time together to work on developing family relationships and strengthening communication. The retreat is held in the evening on campus.

The dates for all retreats are in the school calendar and posted on the school web site.

### ***Student Retreat Leadership Team (SRLT)***

Seniors are invited to apply to serve as student leaders for the Frosh, Sophomore, and Junior Retreats. SRLT members are trained in retreat ministry and are given opportunities to develop important leadership skills such as planning, communication, facilitation, and teamwork. Members of the SRLT attend their own retreat in the summer prior to the start of school. This team works under the supervision of and in collaboration with the Director of Campus Ministry. Students on this team are expected to conduct themselves both on and off campus in ways that are responsible and reflective of a Christian Leader. SRLT members and their parents will be required to sign a covenant that outlines very clearly the expectations for team members.

SRLT members attend a training retreat held in the summer leading up to their Senior year to prepare them with necessary skills and abilities to lead retreats for the coming school year. Areas of focus include: Christian Leadership, Communication, Teamwork, Planning, and Personal Faith and Mission.

### ***Special Events***

Lasallian Student Life Office assists the Vocations Team in promoting vocations each year. This includes prayers and activities focused on recognizing that all of us are called to vocations in our lives, and that these can include religious life, married life, single life, parenthood, and careers, especially in service to others. Lasallian Student Life Office also assists the Vocations Team in sponsoring the **First Friday Vocation Awareness Day** each month of the school year.

Further details regarding the Campus Ministry Office can be found on the school web site.

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## **CHRISTIAN SERVICE PROGRAM**

“You are called like the apostles to make God known to others.”  
(St. John Baptist de La Salle, Med 78.2 – Feast of St Andrew, Apostle)

***Christian Service Mission Statement:*** *Enter to Learn Leave to Serve.* The Christian Service Program is rooted in the foundation of the Catholic Social Teachings (CST) and the Lasallian Core Principles. Through our programs of community almsgiving, club and team outreach, Christian Service-Learning curriculum, and Ven-a-Ver, our students will develop critical and creative thinking skills in their faith through action. Providing our students the opportunity to serve others is a defining attribute of our Lasallian education.

**Christian Service origins** are in scripture, and its teaching is founded on the life and words of Jesus Christ and what Jesus revealed to us about Himself. We are called to reach out and build relationships of love and justice for others. This is embodied by our founder St. John Baptist de La Salle, shared through his core beliefs (*Faith in the Presence of God, Concern for the Poor and Social Justice, Quality Education, Respect for All Persons and Inclusive Community*). The commitment to Christian Service is at the heart of who we are and what we believe.

**Christian Service is a call to action.** The CB family invites each student to a full, active and conscious participation to “*Enter to Learn and Leave to Serve.*” Through programs of community almsgiving, club and team outreach, Christian Service-Learning curriculum, and Ven-a-Ver, our students will develop critical and creative thinking skills in their faith through action. The goals of these activities and programs are to engage

the students intellectually, emotionally, and spiritually, to promote a deeper understanding and commitment to the Lasallian mission and charism, and to advance the Catholic and Lasallian character of the communities and works through the lens of the Five Core Principles. It is an undertaking in the context of efforts to share faith in its entirety, and students are encouraged to experience the gospel call in all its dimensions.

***Christian Service Hours.*** Christian Service hours are not mandatory; however, each student is invited to a full, active and conscious participation and openness to grow to ***“Enter to Learn and Leave to Serve”*** through the Five Core Principles. If a student wishes to have service hours recorded on his/her transcript, a minimum of 100 hours must be completed by October of their senior year; they must record service hours on an on-going basis (yearly preferred) and not held until senior year for the transcript. Students are invited to explore Christian Service as early as freshmen year. ***All seniors must complete their service hours by April 17th. Any hours turned in after this date will not be included in the senior awards ceremony or the graduation program.***

All Christian Service hours must be connected to CB through student activities/clubs, local service clubs, local churches, or must be approved by the Christian Service Director. Students may submit a proposal site and serve there or select a site from of a list of pre-approved sites on our webpage. Students who are interested in accomplishing a minimum of 100 hours must submit a Service Plan through Google Form and Christian Service Reflection, through Schoology Group. Students must report to an adult who is not a relative. ***A maximum amount of hours for participation in service camps (e.g., Camp Pendola, etc.), KAIROS Retreat Team Leaders, Student Retreat Leaders, Student Ambassadors, Student Council/Activities, Recreational or School coaching, Student Athletic Trainers, or assisting at the CB Auction, is 75 hours.*** Students with questions should contact Ms. Grapé, Director of Christian Service ([ggrape@cbhs-sacramento.org](mailto:ggrape@cbhs-sacramento.org)).

Students must document their hours in a timely manner. They must be documented **within three months of completion** or the hours will not be approved. All incoming freshmen will be registered through their Religious Studies classes to learn how to input their service hours online. Service hours are entered on x2vol on an ongoing basis each year. **Students must have the appropriate supervisor electronically approve hours via x2vol or the hours will be denied.** Incoming freshmen service hours begin with their tenure at Christian Brothers. For a list of acceptable Christian Service hours, please see the Christian Service webpage.

***Almsgiving.*** During the seasons of Advent and Lent the Christian Brothers community joins together in solidarity to give aid to those in need. Our Advent Almsgiving is focused on local community needs. Lenten almsgiving is directed at national and international Lasallian schools. Each year the Lenten Almsgiving project supports our sister school in Ethiopia and the Sacramento Refugee Resettlement Program.

***Club and Team Outreach.*** Students have the opportunity to join Christian Service Student Team or Clubs or participate in community outreach to earn service hours. Students who participate in service through their club are expected to commit to their responsibilities throughout the school year. All Student Club services must be approved by the Director of Christian Service. Students who would prefer to participate in outreach can carry out such activities as: Oak Park Clean Up, Empty Bowls, Sacramento Food Bank, and St. Baldrick’s cancer awareness. For new non-profit organization please complete and submit a New Proposal Site form for approval to Ms. Grapé, Director of Christian Service at [ggrape@cbhs-sacramento.org](mailto:ggrape@cbhs-sacramento.org).

***Christian Service Learning:*** Christian Brothers High School has a mandatory Christian Service-Learning framework in place that allows students to experience Christian Service. Christian Service-Learning is a teaching method that links service activity to the student’s class curriculum. ***Participation in course-specific Christian Service-Learning activities is mandatory, not extracurricular.*** Because the participating class will build its curriculum around service, ***students will not be given service hours for their class service activity.*** Each teacher grades student participation through reflection on the class activity as well as testing on curricular based material. If a student has an *excused* absence on the day of the service-learning activity their teacher will give the student an alternative date that they *must* attend. If the student does not attend the Christian Service-

Learning activity, his/her teacher and the Director of Christian Service must approve any make-up service activity.

**Ven-a-Ver (Come and See):** Ven-a-Ver is a week-long direct service immersion program. This immersion program is offered only to juniors. Students interested in participating are interviewed spring semester of their sophomore year. There are three immersions during the school year and a limited number of students are chosen per immersion. Students who participate in Ven-a-Ver must attend mandatory meetings one day a week after school for seven weeks. Students must be flexible, positive in attitude, and be able to work on a team. The application process includes: Two teacher recommendations, group oral interviews, coach or director sign offs, and a parent sign-off/contract.

**Students must have a weighted 2.5 GPA or above to be considered for Ven-a-Ver.** Two weeks before departure students must have all of their teachers sign off. If a student is failing in his or her class they may not participate in the immersion and finances will not be refunded. Financial scholarships are available for those who meet the criteria. Students are given a maximum of 75 service hours for their participation in Ven-a-Ver. **All participants must have a valid CA ID/license or passport. Any student participating in an international immersion (e.g. Otro Lado) must have a physician's signature stating that the student has had a physical and is healthy and cleared for travel outside the country. If the participant does not have approval, he/she will not be able to attend. Written documentation of physical clearance is required three months or more before departure.**

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## SCHOOL SUPPORT OPPORTUNITIES

**LASALLIAN PARENT AMBASSADORS:** The **Lasallian Parent Ambassadors (LPA)** is a parent group that preserves the rich traditions of CBHS through volunteerism. This relationship keeps current and alumni parents connected to the school and builds deep and lasting friendships. The LPA members are eager to meet you and invite you to become ambassadors of smiles, hospitality and school information. We welcome new and prospective families at the Ice Cream Social, Open House, High School Placement Test, and Frosh Welcome Night. We offer additional volunteer opportunities at the Clothes Closet, school dances, blood drives, family Masses and Graduation day events. Join us to get involved and help make CB...*the place to be!*

**CBHS SCRIP PROGRAMS:** Visit the [Scrip Information](#) page (on the CB website under the Parents tab) to register and view detailed information about supporting Christian Brothers High School with your everyday shopping. Register online for *Shop with Scrip*, *Amazon Smile*, *Raley's/Bel Air* and *Save Mart* stores, or pick up a *Nugget Market* grocery store card in the Main Office.

**FALCON ATHLETIC VOLUNTEERS (FAV):** The **CB Falcon Athletic Volunteers** invite CB parents and families to become active volunteers to support CB athletics. Parents of CB athletes play a vital role in the athletic program and their participation is essential to the continued success of the CB sports program and its many related functions. Whatever your strength or talent, we have a place for you.

**FRIENDS OF THE ARTS:** The **Friends of the Arts (FOTA)** is a volunteer organization that gives parents and supporters an opportunity to support the Media, Visual and Performing Arts at Christian Brothers High School. Members can serve as volunteers for events, as donors, and/or provide assistance with the promotion of events throughout the school and the local community.

**ALUMNI ASSOCIATION:** The Christian Brothers High School **Alumni Association** is the vehicle for alums to stay connected to the school. All graduates of Christian Brothers, Bishop Armstrong and Bishop Manogue High Schools, and St. Joseph's Academy are considered alumni of Christian Brothers. Alumni support the school by raising funds for tuition assistance, special wish list projects and capital projects, and by volunteering their time and talents for key CB activities and events, including the annual Alumni Dinner and the Wine, Beer & Food Extravaganza.

**AMBASSADORS' CLUB:** Donors of \$1,876.00 or more annually are considered “Ambassadors” and are invited to a formal dinner with other benefactors.

**ANNUAL GIVING PROGRAM:** The **Annual Giving Program** provides vital operating support to help bridge the gap between tuition and the actual cost of a CBHS education. Gifts to the Annual Fund Program are unrestricted and tax deductible. These gifts support all aspects of the school including faculty compensation, athletics, arts, tuition assistance, retreats, and community service. The goal of this program is to have 100% participation from every family with a student at Christian Brothers.

Parents are invited and encouraged to sign up for these organizations and opportunities to become actively involved in the CB community by volunteering to support the many events and activities taking place on campus. Simply click on the ‘Getting Involved’ link under the Parents tab on the CB website to receive information on how to become a volunteer at Christian Brothers High School.

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## ATHLETIC DEPARTMENT

*INTEGRITY ♦ HONOR ♦ EXCELLENCE*

Christian Brothers High School is a member of the CIF Sac-Joaquin Section and participates in the Capital Athletic League. Christian Brothers participates in the following interscholastic sports:

### ***Women’s Athletic Program***

**Basketball:** Frosh, J.V., Varsity  
**Cheerleading:** Frosh, J.V., Varsity  
**Cross-Country:** J.V., Varsity  
**Diving:** Varsity  
**Golf:** Varsity  
**Lacrosse:** J.V., Varsity  
**Soccer:** J.V., Varsity  
**Softball:** J.V., Varsity  
**Swimming:** J.V., Varsity  
**Tennis:** Varsity  
**Track and Field:** J.V., Varsity  
**Volleyball:** Frosh, J.V., Varsity  
**Water Polo:** J.V., Varsity

### ***Men’s Athletic Program***

**Baseball:** Frosh, J.V., Varsity  
**Basketball:** Frosh, J.V., Varsity  
**Cross Country:** J.V., Varsity  
**Diving:** Varsity  
**Football:** Frosh, J.V., Varsity  
**Golf:** J.V., Varsity  
**Lacrosse:** J.V., Varsity  
**Soccer:** J.V., Varsity  
**Swimming:** J.V., Varsity  
**Tennis:** Varsity  
**Track and Field:** J.V., Varsity  
**Volleyball:** J.V., Varsity  
**Water Polo:** J.V., Varsity

Additionally, the Athletic Department provides opportunities for a sports medicine program (Student Athletic Trainers) and a Rugby club.

## ATHLETIC DEPARTMENT POLICIES FOR STUDENTS, PARENTS, AND FANS

### ➤ ***Philosophy:***

The Athletic Department at Christian Brothers High School believes that athletics and participation in our athletic program are educational activities that contribute to the physical, personal, social, and spiritual growth of our student-athletes and, therefore, develop student-athletes as Christian members of society. By supporting the philosophy of the school and participating in the achievement of its goals, the Athletic Department is an integral part of the entire school community.

➤ **Goals**

- To provide an athletic program where student-athletes develop physically, personally, socially, and spiritually in order to become better Christian men and women.
- To provide a quality athletic experience for all participants in the athletic program.
- To assist and encourage interested and qualified student-athletes to continue their athletic careers beyond high school.

➤ **Eligibility**

1. CIF eligibility requirements: Any student-athlete wishing to participate on a school team must have maintained an un-weighted grade point average (GPA) of 2.00 or better during the previous quarter's grading period. Please note that *PowerSchool* displays a weighted GPA. *Eligibility cannot be reinstated until the following quarter's grading period.* A student who is placed on academic probation at the end of the school year will remain on probation until the conclusion of the first grading period in the Fall of the next year.
2. CIF eligibility requirements: Any student-athlete wishing to participate on a school team must have maintained an un-weighted grade point average (GPA) of 2.00 or better during the previous quarter's grading period. Please note that *PowerSchool* displays a weighted GPA. *Eligibility cannot be reinstated until the following quarter's grading period.* A student who is placed on academic probation at the end of the school year will remain on probation until the conclusion of the first grading period in the Fall of the next year.
3. CIF Academic Hardship Waiver: Any student-athlete who falls below the academic standards of the CIF and the Capital Athletic League at the end of a grading period may petition for an athletic eligibility extension. Consideration may be granted only for considerable extenuating or unforeseen circumstances which prevented the student-athlete from meeting the requirements. Students not meeting eligibility requirements who wish to participate on an athletic team must petition the Principal for an eligibility extension, not to exceed one grading period, before beginning or continuing (if already in progress) the sport. The petition must be submitted in the form of a letter to the Principal's office. Once a petition is received, the Principal or the designated Assistant Principal, will hold a meeting with the Athletic Director and Counselor. Others may be invited at the principal's discretion. **An eligibility extension will normally be granted only once during a student's high school career.**
4. In addition to reviewing quarterly and semester grade reports, the Athletic Department will conduct grade checks of all athletes based on team rosters. Each school year, these checks will occur on the third Tuesday of September and the third Tuesday of February. Any student-athlete falling below a 2.0 GPA will be suspended effective the following Monday from all sport practice and contests for at least one week, until he/she meets minimum requirements. Suspended student-athletes must attend mandatory after-school study hall Monday – Thursday. Once a student-athlete acquires the minimum 2.0 GPA, and one week has passed, he/she will be immediately reinstated to his/her sport.
5. All new and returning student athletes trying out for a sport must have a current Appryse medical system enrollment and valid doctor's physical examination form on file before the first day of participation in that sport including preseason conditioning and/or try outs. A blank doctor's physical examination form can be downloaded from Appryse once the enrollment is submitted and approved. Note: This is the only physical form recognized by the Appryse system. Do not upload or fax any

other documents as they will not be attached to your records. According to California Interscholastic Federation rules, the student must have this physical prior to trying out, practicing for, or participating in interscholastic competition. Physicals are valid for one calendar year per CIF rules. It is strongly recommended that parents keep a copy of the completed form for their records.

6. Athletes must have their own insurance; supplemental insurance is available for a nominal fee. Forms will be distributed at the beginning of the season. Football is not covered under school insurance.
7. All student-athletes are permitted to participate in as many sports as they wish. No coach should advise a student-athlete not to participate in another sport. Concurrent participation in two school sports must have prior approval from the team coaches and the Athletic Director.
8. Any student-athlete wishing to try out late for a sport, (i.e., after the CIF listed starting date or after contests have started), may do so *only* if the sport program permits it; if he/she is able to present a legitimate reason for trying out late, (e.g., injury, participation in another sport, late transfer, no prior notification of the starting date, eligibility requirements); if there is sufficient equipment; and/or if there are positions available.
9. If a student-athlete is cut from a sport during the tryout period, he/she may participate in an alternate sport if approved by the head coach of that sport.
10. **A student-athlete who quits a sport or is dropped from one sport for disciplinary reasons will not be permitted to participate in a second sport until the first sport is completed (end of league play).** Appeals with special circumstances must be made to the Athletic Director.
11. **Residential Eligibility for Transfer Students:** All student-athletes who transfer to Christian Brothers from another school must fill out the appropriate CIF application before being considered for eligibility in sports. The *Transfer Eligibility Letter to Parents* and *CIF Parent/Student Transfer Paperwork* may be found at the Athletics Department website: <https://www.cbhs-sacramento.org/athletics/info-and-forms/>. CIF forms may also be downloaded from the section website: <http://www.cifsjs.org/>. Transfer students and their parents are encouraged to address their circumstances or concerns with the Athletic Director.

➤ ***Athletic Participation Expectations***

1. Student-athletes must be present for at least one-half day (over ½ the class periods) to be eligible to participate in after-school athletic practices or games. Student-athletes who are absent from school are not allowed to participate, be on campus or attend a team event on the same day unless approved by the Deans of Students.
2. Student-athletes participating in athletic events during the day or at night prior to a scheduled school day are expected to be in attendance the full school day following the event.
3. Student-athletes missing class due to an athletic event are responsible for all work missed. Student-athletes should notify teachers in advance of events whenever possible.
4. Teachers have the right to keep students in class if they are struggling academically or not keeping up with work.
5. Detentions are considered to be an unexcused tardy or absence for sports. Detentions on game days must be served on that day unless the Deans Office gives prior approval for a one-day delay.
6. All student-athletes are financially responsible for any items issued by the school. A replacement

charge will be billed to parents for articles that are lost, stolen, or damaged. Any lost, stolen, or damaged equipment should be reported to the coach immediately.

7. All school equipment and uniforms must be returned in similar condition as it was when distributed within 1 week of the final contest. Student-athletes not meeting this deadline will be required to attend after school detention each day until all equipment and/or uniforms are returned or paid for. In the event the equipment or uniform is damaged or lost the student-athlete and parents take full responsibility for replacement costs.
8. Lockers are available for the purpose of storing athletic equipment. Student-athletes are required to purchase a lock through the Student Store or the male or female locker room coordinator, and combinations should remain confidential to ensure personal security.
9. Any student-athlete participating on an athletic team accepts all the rules of that team as explained by the coach(es). During school holidays and breaks, student-athletes are expected to attend all practices and games.
10. **Practices:** The usual policy is to practice every weekday except game day.
  - Head coaches are to determine and communicate, in advance, the practice schedules for their teams.
  - Saturday and most holidays practices are allowed with advance notice. No practices or meetings involving students are allowed on Sunday. Practice on major holidays must be cleared with the Athletic Department.
  - Practices may only be conducted with a coach present. Coaches will establish their own attendance policy for student-athletes.
11. During the high school season, no student-athlete can participate in the same sport with an outside organization.
12. The head coach for each team will determine the policy for allowing student-athletes to compete on a different non-school sports team during the high school season. The school's athletic program takes priority over all outside participation. Failure to abide by the coach's stated non-school participation policy can result in suspension or removal from the team.
13. **Student-Athletes moving up Classifications (Fr-JV-V):** Every effort will be made to have student-athletes compete at their appropriate level. The higher-level coach will use the following criteria when considering movement of an underclassman to the JV or varsity level:
  - The student-athlete fills an obvious need that cannot be met by at-level players.
  - The student-athlete will either start or play regularly through the entire season.
  - The student-athlete is superior in ability and maturity.
  - The student-athlete's parents are supportive of the move.

All decisions to move an underclassman will be determined by the Athletic Director in consultation with all coaches affected by the move, the Deans of Students and the student's grade level counselor. A completed and approved 'athletic level advancement' form and a signed 'advancement parent agreement' must be on file prior to a student moving up in classification.

14. Student-athletes wishing to participate on an athletic team must abide by the rules of fair play and proper sportsmanship as outlined in the California Interscholastic Federation's Sac-Joaquin Section Sportsmanship Resolution and the Sportsmanship Preamble. Furthermore, profanity, fighting, hazing or other conduct unbecoming of a student of Christian Brothers High School will not be tolerated at

any time. Such behavior may warrant sanctions by the head coach, the Athletic Director, the Deans of Students, or the Principal, and may include suspension, removal from the team, or dismissal from the school.

15. **Ejection:** Any student-athlete ejected from a game automatically receives a one-game suspension. Coaches will inform the Athletic Director immediately of any ejection and submit a written report to the Athletic Director within 24 hours of the incident. Repeated ejections will incur additional sanctions as deemed appropriate by CIF, league rules, and/or the school administration.
16. **Awards:** At the completion of each season and at the discretion of each head coach, certificates and/or letters and inserts will be presented to student-athletes participating on a sport team. Eligibility will be determined based on, but not limited to, participation, sportsmanship, contribution to the team, and commitment.

**Capital Athletic League (CAL) Scholar-Athlete Award Criteria:** Varsity team members are eligible for the award for each season for which they qualify. To qualify, the student-athlete must finish the season in good standing and must have a cumulative 3.50 (or above) weighted or unweighted grade point average, as well as a current 3.5 (or above) weighted or unweighted GPA at the completion of the grading period of the sport season in which they participated. Freshmen are not eligible as the student-athlete must have at least one year of grades, beginning with the ninth grade.

17. **Drug and Alcohol, Policies Are Consistent with School Policies:** If a coach becomes aware of any situation in which a student-athlete is involved with drugs or alcohol issues, the student-athlete will be referred to the Deans Office. Parents and student-athletes agree to build strength naturally through weight training and a healthy diet. Performance enhancing supplements are not permitted or acceptable to use under any circumstance.

*As a condition of membership in the CIF all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents, legal guardian/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Bylaw 524).*

*By signing and submitting the athletic participation forms in the Appryse system, both the participating student-athlete and the parents, legal guardian/caregiver agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. They also recognize that under CIF Bylaw 200.D there could be penalties for false or fraudulent information, and understand that the Christian Brothers High School policy regarding use of illegal drugs will be enforced for any violation of these rules.*

18. **Harassment Policies Are Consistent with School Policies:** If a coach becomes aware of any situation in which a student-athlete is involved with harassment issues, the student-athlete be referred to the Athletic Director and Deans of Students. Harassment occurs when an individual is subjected to treatment or an environment which is unwelcome, hostile or intimidating. Harassment can come in the form of hazing, bullying, verbal, written, and/or physical intimidation. For more information please refer to the Harassment Policy on page 26 of the Parent/Student Handbook. Student-athletes who are found to have engaged in harassment activities are subject to suspension and/or removal from an athletic team in addition to school consequences.
20. **Athletic Training Room Procedures:** The athletic trainer will only treat student-athletes who are injured while participating on a school team. Coaches will send for the athletic trainer or send the injured student-athlete to the athletic trainer for evaluation. Any student-athlete receiving care in the

athletic training room must sign in prior to treatment. The athletic trainer will inform the coach after the evaluation of restrictions or special attention needed for the student-athlete. Any student-athlete who is referred or who seeks care from a physician must be cleared by that physician before the student-athlete will be considered to be released for activity. Final clearance is the responsibility of Athletic Trainer.

21. The athletic training room will not be staffed on non-school days. The head coach will be responsible for all injury care in the absence of the athletic trainer.
22. **Concussion Protocols:** An athlete who is suspected of sustaining a concussion or head injury in an athletic activity shall be immediately removed from the activity for the remainder of the day, and shall not be permitted to return to the activity until he or she completes the following steps:
  - The athlete must be evaluated by a licensed health care provider, trained in the management of concussions, acting within the scope of his or her practice.
  - The athlete must receive written clearance to return to the activity from that licensed health care provider.
  - Once the athlete is symptom free for at least 24 hours at rest, the ImPACT Test will be administered. If the test shows deficits, the athlete must wait one week before retesting.
  - When the athlete shows a return to baseline on their ImPACT Test, they will complete the following Gradual Return to Play plan from the Acute Concussion Evaluation Care Plan:
    1. No physical activity
    2. Low levels of physical activity. This includes walking, light jogging, light stationary bike, light weightlifting (no squats or bench).
    3. Moderate levels of physical activity with body/head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting.
    4. Heavy non-contact physical activity. This includes sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills.
    5. Full contact in controlled practice.
    6. Full contact in game play.

The athlete will be progressed to the next step of the 'Gradual Return to Play' if they do not experience any symptoms at each level. If any symptoms return, all activity will be stopped until the athlete is symptom free for a minimum of 24 hours. They will start again at the previous step of the return to play plan.

**WHAT IS A CONCUSSION?** A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

#### **WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?**

**Signs Observed by Parents or Guardians** *If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:* • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows behavior or personality changes • Can't recall events prior to hit or fall • Can't recall events after hit or fall

**Symptoms Reported by Athlete** • Headache or “pressure” in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light • Sensitivity to noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Does not “feel right”

### **WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?**

- **Tell your coaches, athletic trainer and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.
- **Get a medical checkup.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

### **23. CIF Sudden Cardiac Arrest Information**

#### **What is sudden cardiac arrest?**

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure.

#### **What is an AED?**

An automated external defibrillator (AED) is the only way to save a sudden cardiac arrest victim. An AED is a portable, user-friendly device that automatically diagnoses potentially life-threatening heart rhythms and delivers an electric shock to restore normal rhythm. Anyone can operate an AED, regardless of training. Simple audio direction instructs the rescuer when to press a button to deliver the shock, while other AEDs provide an automatic shock if a fatal heart rhythm is detected. A rescuer cannot accidentally hurt a victim with an AED-quick action can only help. AEDs are designed to only shock victims whose hearts need to be restored to a healthy rhythm. Check with your school for locations of on-campus AEDs.

#### **How common is sudden cardiac arrest in the United States?**

As the leading cause of death in the U.S., there are more than 300,000 cardiac arrests outside hospitals each year, with nine out of 10 resulting in death. Thousands of sudden cardiac arrests occur among youth, as it is the #2 cause of death under 25 and the #1 killer of student athletes.

#### **Who is at risk for sudden cardiac arrest?**

SCA is more likely to occur during exercise or physical activity, so student-athletes are at greater risk. While a heart condition may have no warning signs, studies show that many young people do have symptoms but neglect to tell an adult. This may be because they are embarrassed, they do not want to jeopardize their playing time, they mistakenly think they're out of shape and need to train harder, or they simply ignore the symptoms, assuming they will "just go away." Additionally, some health history factors increase the risk of SCA.

#### **What should you do if your student-athlete is experiencing any of these symptoms?**

We need to let student-athletes know that if they experience any SCA-related symptoms it is crucial to alert an adult and get follow-up care as soon as possible with a primary care physician. If the athlete has any of the SCA risk factors, these should also be discussed with a doctor to

determine if further testing is needed. Wait for your doctor's feedback before returning to play, and alert your coach, trainer and school nurse about any diagnosed conditions.

### **The Cardiac Chain of Survival**

On average it takes EMS teams up to 12 minutes to arrive to a cardiac emergency. Every minute delay in attending to a sudden cardiac arrest victim decreases the chance of survival by 10%. Everyone should be prepared to take action in the first minutes of collapse.

### **Early Recognition of Sudden Cardiac Arrest**

Collapsed and unresponsive. Gasping, gurgling, snorting, moaning or labored breathing noises. Seizure-like activity.

### **Early Access to 9-1-1**

Confirm unresponsiveness. Call 9-1-1 and follow emergency dispatcher's instructions. Call any on-site Emergency Responders.

### **Early CPR**

Begin cardiopulmonary resuscitation (CPR) immediately. Hands-only CPR involves fast and continual two-inch chest compressions-about 100 per minute.

### **Recognize the Warning Signs & Risk Factors of Sudden Cardiac Arrest (SCA)**

Tell Your Coach and Consult Your Doctor if These Conditions are Present in Your Student-Athlete:

Potential Indicators That SCA May Occur

- Fainting or seizure, especially during or right after exercise
- Fainting repeatedly or with excitement or startle
- Excessive shortness of breath during exercise
- Racing or fluttering heart palpitations or irregular heartbeat
- Repeated dizziness or lightheadedness
- Chest pain or discomfort with exercise
- Excessive, unexpected fatigue during or after exercise

Factors That Increase the Risk of SCA

- Family history of known heart abnormalities or sudden death before age 50
- Specific family history of Long QT Syndrome, Brugada Syndrome, Hypertrophic Cardiomyopathy, or Arrhythmogenic Right Ventricular Dysplasia (ARVD)
- Family members with unexplained fainting, seizures, drowning or near drowning or car accidents
- Known structural heart abnormality, repaired or unrepaired
- Use of drugs, such as cocaine, inhalants, "recreational" drugs, excessive energy drinks or performance-enhancing supplements

### **What is CIF doing to help protect student-athletes?**

CIF amended its bylaws to include language that adds SCA training to coach certification and practice and game protocol that empowers coaches to remove from play a student-athlete who exhibits fainting-the number one warning sign of a potential heart condition. A student-athlete who has been removed from play after displaying signs or symptoms associated with SCA may not return to play until he or she is evaluated and cleared by a licensed health care provider. Parents, guardians and caregivers are urged to dialogue with student-athletes about their heart health and everyone associated with high school sports should be familiar with the cardiac chain of survival so they are prepared in the event of a cardiac emergency. I have reviewed and understand the symptoms and warning signs of SCA and the new CIF protocol to incorporate SCA prevention strategies into my student's sports program.

**For more information about Sudden Cardiac Arrest visit:**

California Interscholastic Federation	<a href="http://www.cifstate.org">http://www.cifstate.org</a>
Eric Paredes Save A Life Foundation	<a href="http://www.epsavealife.org">http://www.epsavealife.org</a>
CardiacWise (20-minute training video)	<a href="http://www.sportsafetyinternational.org">http://www.sportsafetyinternational.org</a>

24. **Game Day Attire during school day for Student-Athletes:** To promote school spirit at CB, our student-athletes are encouraged to wear “Game Day Attire” on the day of competition and on Fridays preceding Saturday games. For Game Day Attire during the school day student-athletes may wear:

- Game jerseys that have sleeves with dress code pants, walking shorts, or capris.
- Team polo shirts designating sport representation with dress code pants, walking shorts, or capris.
- No warm-up pants may be worn, but warm-up jackets and sweat shirts that comply with regular dress code requirements.
- All “Game Day Attire” must observe CB dress code standards of modesty, moderation, and good taste.

25. **Travel and Game Attire:**

- Students are expected to be in the following attire when they arrive at sites for competition as directed by the head coach:
  - Athletic game uniform
  - Professional Dress
  - Christian Brothers Travel Attire
- Students are expected to be in appropriate clothing for all practice sessions regardless of location. Attire should be of like fashion to what is worn in contests. Swim suits should be worn at pool facility only.

➤ ***Athletic Fees***

1. **Athletic Participation Fee:** Athletes participating in a sport will be charged a non-refundable athletic fee for each season of sport in which they participate. This fee helps offset costs associated with participation, (i.e. officials, uniforms, travel, facility rental, equipment, tournaments, strength and conditioning program etc.) This applies once a roster has been submitted and the student-athlete has participated in one contest. Even if a student-athlete quits or is removed from a team, he or she is financially responsible to pay this fee. This fee will be added to the tuition account.
2. **Spirit Packs:** With the approval of the Athletic Director, each sport may offer “spirit packs” to the members of their team. These packages usually include sport-specific logo wear which is designed for use in practice and contests. Packages may include mandatory and/or optional items. Spirit packs will be purchased online and delivered directly to the Athletic Department for distribution to student-athletes.
3. **Equipment and Uniforms:** Equipment and uniform costs vary from sport to sport. Christian Brothers makes every attempt possible to ensure our student-athletes have the best equipment available. There will be instances where certain sports require their student-athletes to purchase uniforms or a limited amount of equipment. Please see the head coach of the respective sport for more information.

➤ **Transportation**

The school’s interscholastic and other athletic programs consist of a variety of competitive sports teams, membership on a competitive sports team, participation in try-outs, games, tournaments, meets and matches, both at the School and at other locations, training, practice, fund raisers, and other related

activities and events. Participation in the School's athletic program may involve travel beyond the confines of the School campus and to various locations both within and outside California. This policy is applicable for all activities of the School athletic program throughout the entire academic year.

1. Transportation will be provided for all necessary travel for athletic contests except:
  - Varsity teams traveling to schools within the greater Sacramento area\*.
  - Any contest starting after 6:00 pm.
  - Transportation home from sub-varsity contests ending after 6:00 pm and within the greater Sacramento area.
  - Any contest on a non-school day or weekend.

\*If for any reason, buses are used within the greater Sacramento area, they will for drop off only and parents will be expected to plan for transporting their student home.

2. Parent(s)/guardian(s) are responsible for all athletic event transportation arrangements for their student with the exception of transportation provided by the School as outlined above. When School transportation is provided, student must travel to the event in the provided transportation, unless the parent/guardian notifies the coach in writing that they will be transporting the student. If the School provides travel associated with the event, the School will utilize chartered buses or employee-driven School-owned vehicles.
3. If the School is not providing transportation to and from an event, it is the responsibility of Student-Athlete and his/her parent(s)/guardian(s) to provide all necessary transportation. If no parent or guardian is able to provide transportation to/from an event in situations where the School is not providing transportation, parent(s)/guardian(s) must arrange for alternative transportation if Student-Athlete intends to participate in the event. The School assumes no responsibility for arranging alternative transportation.
4. In such situations, the Student-Athlete's parent or guardian may arrange for his or her student to obtain transportation from a private volunteer driver, including another student or another student's parent ("private volunteer driver"). A private volunteer driver is one who is not employed by the School, or if employed is acting outside of the scope of his or her employment, and who is not utilizing a School-owned vehicle. The School is not responsible for transportation by private volunteer drivers and assumes no liability for any accidents or injuries arising out of transportation provided by private volunteer drivers, as set forth below.
5. Private volunteer drivers providing transportation to athletic contests for students subject themselves to their own risk of liability and to use of their private insurance coverage. The School does not assume any liability to either the students who ride with private volunteer drivers or to private volunteer drivers for any accidents or injuries arising out of transportation provided by private volunteer drivers.

➤ ***Official Dates***

Official dates for each season (Fall, Winter and Spring) are published on the Athletic Department web site <https://www.cbhs-sacramento.org/athletics/> .

➤ ***Collegiate Athletics***

There are many opportunities to pursue athletics at the collegiate level; NCAA, NAIA or NJCAA. If a student is interested in pursuing athletics after high school he or she should consult his or her counselor and head coach. For complete information about requirements visit the respective organizations' website: NCAA [www.ncaa.com](http://www.ncaa.com) , NAIA [www.naia.org](http://www.naia.org) or NJCAA [www.njcaa.org](http://www.njcaa.org) .

## ***CIF SAC-JOQUIN SECTION SPORTSMANSHIP RESOLUTION***

### ***Code of Ethics:***

It is the duty of all concerned with high school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by all players on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that an athletic contest is a game and not a matter of life and death for the player, coach, school, officials, fans, community, state, or nation.

### ***California Interscholastic Federation New Article 5 By-Law 522***

“Any student who physically assaults the person of a game or event official shall be banned from interscholastic athletics for the remainder of the student’s eligibility. A game or event official is defined as a referee, umpire or any other official assigned to interpret or enforce rules of competition at an event or contest. A student may, after a lapse of 18 calendar months from the date of the incident, apply for reinstatement of eligibility to the State Commissioner.”

### ***➤ Guidelines for Parents and Procedures for Communicating Concerns***

1. Good sportsmanship is expected from everyone at Christian Brothers. The coaches and players are expected to and are held accountable for representing Christian Brothers High School with dignity and integrity. The same high standards of behavior are expected from all adults and fans.
2. Not all players get the same playing time. The nature of athletics and high school competition means we try to put the best team on the court or field. It is the coach’s job to decide who the most qualified players are so the team has its best chance for success. Part of any player’s maturation process includes putting one’s personal desires aside for the betterment of the team.
3. Coaches are to be treated with the same respect accorded any other professional.
4. If you have a concern, express it at the appropriate time and place. If you have any concerns about your child’s coach or your child’s athletic participation on a team, please use the following procedure in order until you feel the issue is resolved:
  - **Have your child speak to his/her coach.** Sometimes the coach is unaware of your child’s concern or feelings. It is also important that we teach our students how to communicate effectively with adults in a mature manner.

- **Arrange an appointment to speak with your child’s coach.** Our coaches will respond to your request as quickly as possible.
  - **Arrange an appointment with the Athletic Director.** The athletic department will investigate the situation promptly.
  - **Arrange an appointment with the Principal** if you feel the issue still has not been resolved.
5. Playing time, game strategy, and play calling are not appropriate issues to discuss with the head coach, athletic director or principal.

➤ ***Guidelines for High School Fans***

High school athletics is also a place for learning. Following is a list of guidelines that all high school fans should follow, whether they are adults, students, or children.

1. Since the playing field is an extension of the classroom, *all student-athletes should be allowed to try and fail without judgment.* Since all humans are fallible, mistakes will happen. It is another part of the game and adds to the excitement and unpredictability of high school sports.
2. **Keep comments positive and supportive.** Criticism is easy, and it is destructive because it only points out faults and shortcomings.
3. **Respect a coach’s ability to teach.** Keep in mind that many factors influence game-time decisions. Some factors are obvious and others more subtle, but each leads to decisions that are made in the best interest of the team.
4. The school and the Athletic Department reserve the right to remove or refuse admission to persons who belittle, chide, berate, taunt, or bait any player, coach, or official. Profanity is never acceptable language no matter the reason. Even though an admission fee is charged for some high school contests, payment does not give license to the fans to “speak their minds.” This is high school and a proper perspective must be maintained.

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## COUNSELING SERVICES

Christian Brothers High School provides comprehensive, professional counseling services by well-qualified, highly-trained educators who specialize in school counseling. Services include personal, academic, college and career counseling.

### ➤ *Personal Counseling*

- Individual counseling upon student or parent request or referral from a teacher, coach, or administrator
- Parent conferences
- Crisis intervention counseling
- Substance abuse education, prevention, counseling and referrals
- Students with long-term counseling or assessment needs are referred to outside professionals.

Confidentiality: By **submitting registration and enrollment materials for a student at Christian Brothers High School**, parents and students acknowledge that students seeing a counselor at Christian Brothers High School for personal reasons have a private, confidential relationship (within the limits imposed by the law and this Parent/Student Handbook) with their counselor, in order to assist them in addressing personal and academic issues. However, if a counselor believes that matters disclosed by a student indicate that a student's health or safety is or could be in jeopardy, or that another person's health or safety is or could be in jeopardy, the counselor has the discretion to disclose confidential information obtained from the student with his/her supervisors (Administration) and/or responsible law enforcement or public health officials. A Christian Brothers High School counselor may also disclose confidential information obtained from a student in the circumstances recognized by Section 49602 of California's Education Code.

### ➤ *Academic Counseling*

- Parent Information Evening Programs
- Pre-registration advising, including course selection, requirements, and placement information regarding enrollment in advanced placement, honors, accelerated and college courses, and summer session
- Tutoring information and referrals including the Peer Tutoring Program
- Monitoring of academic progress
- Monitoring and support of students who qualify for **specific academic accommodations** due to diagnosed learning barriers
- Staffing program (early academic intervention for at-risk students)
- Standardized testing: information, administration and interpretation of: PSAT 8/9, Pre-ACT, PSAT, ACT, SAT, SAT Subject Tests, Advanced Placement exams.

### ➤ *College and Career Counseling*

- College and Financial Aid Information Parent-Student Evening Programs
- Campus visits by representatives of universities and colleges
- College Planning Handbook
- College application workshops
- Internet and print resources in the College Counseling Center
- Individual parent and student appointments available for college planning, decision-making, and application processes
- Administration of ACT, SAT, SAT Subject Tests on selected Saturdays in fall and spring
- Programs and referral resources for SAT and ACT Test Preparation
- Letters of recommendation for colleges/universities and scholarships
- Contact with university representatives
- Monthly Pizza with a Professional opportunities (for students)
- Quarterly Coffee with the College Counselor (for parents)

Students may request an appointment at any time to see a counselor. All students will be seen by their counselor individually or in a small group setting for a pre-scheduled meeting during the first semester of the school year. In that meeting, they will be made aware of the counseling services that are available to them, including Naviance/Family Connection for college and career planning.

Counselors visit classrooms (9-12 grades) two-three times per year to share information pertaining to college planning, available resources, upcoming events, pre-registration advising, and to provide answers to any other possible questions.

➤ ***Freshmen***

- Introduction to Counseling Services through small group and individual meetings with their counselor
- Frosh Parents Counseling Night
- PSAT 8/9
- Interpretation of PSAT8/9 results
- Four-Year Academic Plan guidance; pre-registration assistance
- Staffing Program (early academic intervention)
- Individualized *Family Connection* web-based college planning/Student Learning Styles Inventory, and Multiple Intelligences Advantage

➤ ***Sophomores***

- Pre-ACT (Preliminary ACT)
- Small Group Interpretation of Pre-ACT results
- Group Academic Planning Sessions; pre-registration assistance
- Academic Planning Evening for Parents
- College-Bound Athlete Evening for Parents
- Individualized *Family Connection* web-based college planning/Strengths Explorer, and Activities Resume
- Staffing Program

➤ ***Juniors***

- PSAT (Preliminary SAT)
- Small Group Interpretation of PSAT results
- Information Sessions with visiting College Representatives
- Two College Nights for Juniors and Parents
- College-Bound Athlete Evening for Parents and Students
- College Essay Drafts
- Small group college planning meetings
- Family College Planning Appointments
- Two excused College Visit days
- College Planning Summer Homework Packet
- Summer College Boot Camp
- Individualized *Family Connection* web-based college planning/Vocation Discernment Survey, Do What You Are Personality Profile, and Activities Resume
- Staffing Program

➤ ***Seniors***

- Summer College Application Workshops
- College Night for Seniors and Parents
- Financial Aid Night for Seniors and Parents
- Transition to College Evening for Students and Parents

- Information Sessions with visiting College Representatives
- Assistance with College and Scholarship Applications (Secondary School Reports, letters of recommendation, etc.)
- Individualized *Family Connection* web-based college planning/Senior Exit Survey
- On-going college planning support and guidance
- Two excused College Visit days

➤ **Resources for Parents and Students:** Students and parents should frequently access the school’s web site ([www.cbhs-sacramento.org](http://www.cbhs-sacramento.org)) for college planning information. The “**Counseling Center**” section contains a wealth of information and most college questions can be answered by going to the Counseling section of the CB website. The website is updated periodically. In addition, students and parents should frequently access the document library and links on Family Connection, CB’s individualized college planning website.

### APPLYING TO COLLEGE:

**Parents and students agree to waive any applicable FERPA (Family Education Rights and Privacy Act) rights in education records of students and (i) authorize Christian Brothers to send transcripts to colleges and universities; (ii) agree to release of all educational records requested by colleges and universities; (iii) authorize review of college applications on application recommendation forms, and (iv) permit consultation with other educational professionals regarding student performance.**

Christian Brothers is obligated to answer all questions asked by colleges and universities on the “Secondary School Reports” in a truthful and complete manner.

**By submitting registration and enrollment materials for a student at Christian Brothers High School, and recognizing the confidential nature of recommendations, Christian Brothers’ students and parents waive their right of access to the “Secondary School Report” forms.**

**PEER TUTORING PROGRAM:** Students may receive ongoing after-school tutoring and support by other Christian Brothers students who volunteer to serve in this manner. Tutors will receive community service hours for their dedication to the program and their fellow students. Grade-level counselors will assist in setting up these tutoring sessions and with follow-up.

**WELLNESS PROGRAM:** In the Lasallian tradition, Wellness services are aimed at fostering the growth and maturity of the students when they experience some of life’s obstacles. Students are encouraged to learn through situations and experiences leading them toward maturity, self-confidence, and a sense of responsibility and accountability for personal growth. They will be guided through this process to a deeper understanding of self and community.

Wellness refers to the “whole” individual and all that may influence the individual in an unhealthy direction. Addressing concerns with drug and alcohol use, sexual activity, poor self-image, stress, unhealthy habits and mental health are all aspects of wellness counseling. Counseling sessions are directed at helping students focus on creating a plan of action to work through and overcome the obstacles inhibiting them from further personal growth. The students are expected to put forth the efforts necessary to promote change, and are held accountable for their choices. *It needs to be clear that the main purpose of the Wellness Program is to provide structure and support to the individual and/or family.* The scope of the counseling process is limited due to the nature of the setting. Any student needing more than bi-monthly meetings after the initial phase of counseling will be referred to community resources and encouraged, if not required, to seek help outside of Christian Brothers.

**WELLNESS IMMUNITY CLAUSE:** Immunity may be sought by a student or any third party on behalf of a student who recognizes that he, she, or another student has any level of involvement with drugs, alcohol, and/or any mood-altering substance, including tobacco. Students are encouraged to seek help and/or immunity from the Wellness Counselor prior to an incident that would invoke school disciplinary policies and consequences.

Immunity will be offered to the student and the contractual relationship will be clearly defined; however immunity must be accepted by the student for immunity to begin since there are responsibilities for which the student will be held accountable to. Once immunity starts, an assessment of his/her individual needs will be conducted and counseling will be developed around the identified needs. Every effort will be made to include all appropriate family members throughout the Immunity process. *The goal of immunity is to help a student engage in a healthy lifestyle choices and habits.* As a measure to help the student make better choices, random drug testing will be performed throughout the student's enrollment at Christian Brothers. Immunity will help those who have "use-related" problems. Immunity will not be offered to anyone who is selling, distributing or transporting drugs, alcohol, mood-altering substances, and drug paraphernalia and/or "look-alikes" associated with mood-altering substances.

While under immunity students will be offered certain protective privileges, offering them safeguards from specific school discipline, as outlined under the Immunity contract. It will always be at the Wellness Counselor's discretion as to what safeguards will be offered to a student. While a student is working with the Wellness counselor a confidential relationship will be maintained based on implied mutual trust in order to best support the student. However, there are limits to confidentiality as specified by California State Law and FERPA (Family Educational Rights and Privacy Act). These limitations are defined under the Guidance section of the Parent Student handbook (on page 50).

**REFERRAL FOR PROFESSIONAL ASSESSMENT:**

Upon a request from students, parents, or administrators, or as a result of observation or discussion, a counselor or administrator may refer students and parents to outside professionals for specific purposes including the following:

- Assessment for learning differences
- Assessment for chemical dependency or other serious health problems
- Drug testing
- Individual, group or family counseling
- Other special needs as requested

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## SCHOOL GOVERNANCE

### *President / Principal Model*

The primary educational leadership structure of Christian Brothers High School includes both a President and a Principal.

The Chief Executive Officer of the school is the President, who is hired by the Board of Trustees to accomplish the adopted Ends Policies. The President has general supervision, direction, and control of the school, acting as the school's corporate and spiritual leader. The President hires and oversees the Principal, the Director of Advancement, the Director of Finance, the Director of Communications, the Director of Admissions, and the Director of Facilities. The President carries final responsibility for all aspects of school life.

The Principal is in charge of school operations. The Principal hires and supervises all faculty, staff, and administrative personnel associated with direct school operations. The Principal sets the tone and direction for the school by means of the policies, structure, and oversight exercised during the course of day-to-day operations. The Principal acts in accordance with the goals established by the President and is the final authority in matters of school operation.

### *Board of Trustees*

The governing authority of Christian Brothers High School is the Board of Trustees of Christian Brothers High School, Inc. The Board of Trustees exercises its governing authority by means of the Policy Governance Model, one that is based on clearly written policies and a priority for accomplishing the school's mission.

The purpose of the Board of Trustees, on behalf of the Lasallian Education Corporation (an independent corporation of the District of San Francisco New Orleans and the Brothers of the Christian Schools), is to see that Christian Brothers High School of Sacramento, Inc., (1) operates according to the Articles of Incorporation and the Bylaws of the School corporation; (2) achieves the Ends Policies – obtaining appropriate results for appropriate persons with appropriate priorities and costs; and (3) avoids involvement in unacceptable actions and situations as defined by the Executive Limitations Policies.

The Board of Trustees governs with an emphasis on outward vision rather than an internal preoccupation, encouragement of diversity of viewpoints, strategic leadership more than administrative detail, clear distinction of Board of Trustees and Chief Executive Officer roles, collective rather than individual decision, the future rather than the past or present, and proactively rather than reactively. The role of the Board of Trustees, as an informed agent of the school's ownership (the Brothers of the Christian Schools), is to (1) produce the link between the school corporation and the Lasallian Education Corporation; (2) produce written governing policies that address each category of organization decision: Ends Policies, the CEO's Executive Limitations, the Board of Trustee's own governance process, and the linkage between the Board of Trustees and the CEO; (3) monitor the CEO's performance vis-à-vis the school's mission and Executive Limitations; (4) evaluate its own performance vis-à-vis its governance process and Board-CEO linkage, and (5) determine the terms and conditions of the CEO's contract.

The policies that are adopted by the Board of Trustees are consistent with the school's purpose, philosophy, and mission. These become reflected in the school's Lasallian Educational Objectives (LEOs) and in educational structure and leadership of the school's ongoing operations.

The relationship between the Board of Trustees and the responsibilities of the professional staff occurs through the CEO. The Board's sole connection to the operation of the school, its achievements, and conduct is through the CEO, titled President.

The Board directly communicates to the school community through the CEO. The role of the Chair of the Board is to assure the integrity of the Board's process and to represent the Board to outside parties according to the Board's adopted policies. Indirectly, members of the Board, as members of the community, communicate through student, parent, and staff interactions at social events or community functions in line with the Board's adopted Board Policies. There are ongoing presentations to and from the Board on specific topics, involving the Board, students, faculty, administrative personnel, and representatives from the District of San Francisco New Orleans.

Results are monitored through Monitoring Reports submitted by the CEO according to a predetermined Board schedule.

## SCHOOL LEADERSHIP TEAM

**Mr. Lorcan P. Barnes**  
*President*  
**Ms. June McBride**  
*Director of Finance*  
**Mrs. Kristen McCarthy**  
*Director of Admissions & Communications*  
**Mrs. Nancy Smith-Fagan**  
*Director of Advancement*

**Mr. Chris Orr**  
*Principal*  
**Mr. David Desmond '94**  
*Assistant Principal*  
**Mrs. Michelle Williams**  
*Assistant Principal*  
**Mrs. Myra Makelim**  
*Director of Human Resources*

## ACADEMIC ADMINISTRATION

Mr. Chris Orr.....Principal  
Mr. David Desmond '94.....Assistant Principal  
Mrs. Michelle Williams.....Assistant Principal  
Mr. Michael McCarthy '80 and Mrs. Cecilia Powers.....Deans of Students

## ADMISSIONS

Mrs. Kristen McCarthy.....Director of Admissions and Communications  
Ms. Jana Morris '99.....Assistant Director of Admissions  
Ms. Eilleen Le '12.....Assistant Director of Communications  
Mrs. Kelly Harrington (Manogue '83).....Admissions Associate

## BUSINESS OFFICE

Ms. June McBride..... Director of Finance  
Ms. Myra Makelim..... Director of Human Resources  
Ms. Cathy DeVera.....Student Accounts Manager  
Mrs. Julie McNamara.....Accounting Manager  
Mr. Scott Turner '90.....IT Director  
Mr. Jesse Ball..... Systems Engineer  
Mr. Jeremiah Sheckler.....Systems Administrator  
Ms. Stephanie Hoekman.....Accounting Assistant

## PRESIDENT'S OFFICE

Mr. Lorcan Barnes.....President  
Ms. Corine Pekari..... Administrative Assistant to the President

## ADVANCEMENT OFFICE

Mrs. Nancy Smith-Fagan.....Director of Advancement  
Ms. Yolanda Torrecillas.....Director of Alumni Giving  
Mrs. Joanne McShane..... Director of Parent Engagement  
Ms. Joy Prevost.....Database Manager  
Ms. Francesca Lewis.....Capital Campaign Associate

## ADMINISTRATIVE OFFICES

Mrs. Donna Adam.....Administrative Assistant, Main Office  
Ms. Rona Gordon.....Administrative Assistant to the Principal  
Mrs. Traci McMullen (Manogue '83).....Administrative Assistant, Receptionist  
Ms. Susanne Pierson.....Deans' Office and Attendance Administrative Assistant  
Mrs. Becky Woods '02.....Registrar  
Mr. Geoff Douglas.....School Resources Coordinator  
Smartguard.....Campus Security

## ATHLETICS

Mr. Dale Milton .....	Athletic Director
Mr. Tyler Almond .....	Assistant Athletic Director
Mr. Jake Hunley '96 .....	Assistant Athletic Director
Mrs. Darcina Calista, Ms. Kolby Kuhn, and Ms. Jamie Ralph '12 .....	Athletic Trainers
Mrs. Gloria Bauer .....	Athletics Administrative Assistant

## LASALLIAN STUDENT LIFE OFFICE

Mrs. Jennifer Yearwood .....	Director of Campus Ministry
Ms. Gigi Grape' .....	Director of Christian Service/Assistant Director of Campus Ministry
Mrs. Rose Ann Holmes .....	Director of Student Activities
Ms. Stephanie Roybal .....	Assistant Director of Student Activities
Mrs. Moira Warmerdam .....	Administrative Assistant

## COUNSELING SERVICES

Ms. Melissa McClellan .....	Counseling Department Coordinator/Director of College Counseling
Mr. Armando Diaz '94 .....	Class of 2020 Counselor
Ms. Cynthia Grajeda .....	Counseling Administrative Assistant
Ms. Emily McDougall .....	Wellness Counselor
Mrs. April Melarkey .....	College Counselor
Mrs. Blaire Moskat .....	Class of 2022 Counselor
Mr. John-Riley-Portal .....	Class of 2021 Counselor
Mr. Kirk Purdy .....	Class of 2019 Counselor

## MEDIA, VISUAL AND PERFORMING ARTS

Mr. Christian Bohm .....	Choral Music Director
Mr. Travis Maslen .....	Instrumental Music Director

## BUILDINGS AND GROUNDS

Mr. Steven Barsanti '78 .....	Director of Facilities
Mr. Joe Sousa .....	Maintenance Supervisor
Mr. Delio Amaral .....	Maintenance Assistant
Mr. Joe Guilherme .....	Maintenance Assistant
Mr. Germano Nascimento .....	Groundskeeper
Mr. Vincent Schreiber .....	Maintenance Assistant
Mr. John Silva .....	Maintenance Assistant
Mr. Manuel Simas .....	Groundskeeper

## **FACULTY and ADMINISTRATION**

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*As of August 2018*

**Mrs. Carla Albright '04**  
*Instructor of Mathematics, Mathematics Department Co-Chair*

**Mr. Tyler Almond**  
*Physical Education Instructor, Assistant Athletic Director*

**Mr. Dave Anderson '07**  
*Instructor of English and Media Arts*

**Mr. Lorcan Barnes**  
*President*

**Mr. Steve Barsanti '78**  
*Director of Facilities*

**Mrs. Jill Bennett**  
*Instructor of Physical Education*

**Mr. Christian Bohm**  
*Instructor of Choral Music/Choir Director*

**Mr. Robert Boriskin**  
*Instructor of Fine Arts*

**Ms. Mary Bowers**  
*Instructor of English*

**Ms. Lisa Bronson**  
*Instructor of English*

**Mr. Kyle Brossard**  
*Instructor of Science and Engineering*

**Mrs. Nicole Brousseau**  
*Instructor of Science*

**Ms. Margaret Buggy**  
*Instructor of English, Foundational College Prep Program Director*

**Mrs. Darcina Calista**  
*Athletic Trainer*

**Mr. Tomas Capogreco '86**  
*Instructor of Spanish*

**Ms. Chrys Cassetta**  
*Instructor of English*

**Ms. Tracy Chadbourne**  
*Instructor of Spanish*

**Ms. Heather Christiansen '01**  
*Theatre Arts Instructor, Technical Director/House Manager*

**Mr. Jeff Cox**  
*Instructor of Mathematics*

**Mr. Danny Delgado '79**  
*Instructor of Science*

**Mr. David Desmond '94**  
*Assistant Principal*

**Mr. Armando Diaz '94**  
*Class of 2020 Counselor, Foundational College Prep Program Counselor*

**Mr. Bernie Eckel**  
*Instructor of Science*

**Mr. Julian Elorduy '03**  
*Instructor of Religious Studies*

**Mr. Tom English**  
*Instructor of Social Studies*

**Ms. Anna Fernandez**  
*Instructor of Spanish, World Language Department Chair*

**Ms. Cheryl Flaherty**  
*Instructor of Social Studies*

**Mrs. Lorie Frias**  
*Instructor of Mathematics*

**Patti Gallagher**  
*Instructor of French, International Student Program Director*

**Mr. Michael Grow**  
*Instructor of Mathematics and Science*

**Mr. Thomas Guro '03**  
*Instructor of Religious Studies*

**Ms. Erin Hanshew**  
*Instructor of Social Studies*

**Mr. Paul Havey '81**  
*Instructor of Religious Studies*

**Mr. Patrick Hayes**  
*Instructor of Religious Studies*

**Ms. Courtney Hendry**  
*Instructor of Mathematics*

**Mr. Brendan Hogan '95**  
*Instructor of Media Arts, Director of KBFT, Media Arts Department Chair*

**Mrs. Rose Ann Holmes**  
*Instructor of Mathematic & Social Studies, Director of Student Activities*

**Mr. Michael Hood**  
*Instructor of Social Studies, Social Studies Department Chair*

**Mr. Jake Hunley '96**  
*Instructor of Physical Education, Physical Education Department Chair, Assistant Athletic Director*

**Mr. Bill Iliff '76**  
*Instructor of Science*

**Mr. Michael Jackson**  
*Instructor of Theatre Arts, Theater Director*

**Ms. Holly Keller**  
*Instructor of Science*

**Ms. Loretta Kenney**  
*Instructor of English*

**Ms. Christine Kerr**  
*Instructor of Fine Arts*

**Ms. Kolby Kuhn**  
*Athletic Trainer*

**Mr. Vince Leporini**  
*Instructor of Social Studies*

**Mr. David Levasseur**  
*Instructor of Science, Science Department Chair*

**Mr. Steve Liu**  
*Instructor of Mandarin Chinese*

**Mrs. Jennifer Lystrup**  
*Instructor of Religious Studies*

**Mr. Travis Maslen**  
*Instructor of Performing Arts, Instrumental Music Director*

**Mr. Michael McCarthy '80**  
*Dean of Students*

**Mrs. Kristen McCarthy**  
*Director of Admissions and Communications*

**Ms. Melissa McClellan**  
*College Counseling Director, Counseling Department Coordinator*

**Ms. Emily McDougall**  
*Wellness Counselor*

**Mr. Findlay McIntosh**  
*Instructor of Fine Arts*

**Mrs. April Melarkey**  
*College Counselor*

**Mr. Dale Milton**  
*Athletic Director*

**Mrs. Blaire Moskat**  
*Class of 2022 Counselor*

**Mrs. Adriana Mundo**  
*Instructor of Spanish*

**Fr. Francis Murin**  
*Instruction of Religious Studies*

**Ms. Amy Neff**  
*Instructor of Social Studies*

**Mr. Christopher Orr**  
*Principal*

**Ms. April Peletta**  
*Instructor of English*

**Mrs. Cecilia Powers**  
*Dean of Students*

**Mr. Kirk Purdy**  
*Class of 2019 Counselor*

**Ms. Jamie Ralph '12**  
*Physical Education Instructor, Athletic Trainer*

**Mr. Larry Reel '91**  
*Instructor of Social Studies*

**Mr. Casey Reeve '04**  
*Instructor of Mathematics*

**Mr. John Riley-Portal**  
*Class of 2021 Counselor, Brother David Brennan Program Coordinator*

**Ms. Annette Romani**  
*Instructor of Mathematics*

**Ms. Stephanie Roybal**  
*Instructor of Social Studies, Student Activities Assistant Director, Lasallian Animator*

**Mrs. Kelly Safford**  
*Instructor of Mathematics*

**Ms. Natalia Schorn '00**  
*Instructor of English*

**Mr. Rolf Schumann**  
*Instructor of Mathematics*

**Mr. Kevin Scully**  
*Instructor of Science*

**Ms. Marian Shackel**  
*Instructor of English*

**Mr. O.J. Solander**  
*Instructor of English*

**Ms. Mary Alice Spinelli '99**  
*Instructor of Religious Studies, Religious Studies Department Chair*

**Mr. Ben Symkowick**  
*Instructor of Religious Studies and Social Studies*

**Mr. Chris Symkowick-Rose**  
*Instructor of Religious Studies*

**Mrs. Chris Thayer**  
*Instructor of Science and Engineering*

**Mrs. Diane Tolomeo**  
*Instructor of Spanish and French*

**Mrs. Annie Vanenburg**  
*Instructor of English*

**Ms. Kristen Vathis**  
*Instructor of Mathematics, Mathematics Department Co-Chair*

**Ms. Clarisa Veras**  
*Instructor of Spanish*

**Mrs. Doreen Virk**  
*Instructor of Science*

**Ms. Maureen Wanket**  
*Instructor of English, English Department Chair, Campus Ministry Team*

**Ms. Brittany Williams**  
*Educational Technology Specialist, Junior Class Moderator, Summer Technology Specialist*

**Ms. Gaw Vang Williams**  
*Vocal Jazz Instructor*

**Mrs. Michelle Williams**  
*Assistant Principal*

**Ms. Ellen Willow**  
*Instructor of Social Studies*

**Mrs. Jennifer Yearwood**  
*Director of Campus Ministry*

## 7-PERIOD Day ROTATIONS

(see Calendar/Daily Bulletin for Sets A-G)

### Mon/Tues/Fri Schedule-45-Minute Classes

A Set	8:00 – 8:45 a.m.
B Set	8:50 – 9:35 a.m.
KBFT	9:35 – 9:50 a.m.
Break	9:50 – 10:05 a.m.
3 <sup>rd</sup> Set	10:10 – 10:55 a.m.
4 <sup>th</sup> Set	11:00 – 11:45 a.m.
LD Lunch	11:45 – 12:20 p.m.
Early E	11:50 – 12:35 p.m.
UD Lunch	12:35 – 1:10 p.m.
Late E	12:25 – 1:10 p.m.
6 <sup>th</sup> Set	1:15 – 2:00 p.m.
7 <sup>th</sup> Set	2:05 – 2:50 p.m.

### Falcon Flex Schedule-3 Block Periods

Before-school Meetings	7:45 – 8:55 a.m.
B Set/announcements	9:00 – 10:30 a.m.
Break	10:30 – 10:45 a.m.
2 <sup>nd</sup> Set	10:50 – 12:15 p.m.
Lunch	12:15 – 12:55 p.m.
3 <sup>rd</sup> Set	1:00 – 2:25 p.m.
Falcon Flex Period	2:30 – 3:00 p.m.

### Liturgy/Assembly Days-3 Block Periods

B Set/announcements	8:00 – 9:25 a.m.
Break	9:25 – 9:40 a.m.
2 <sup>nd</sup> Set Liturgy/Assembly	9:45 – 11:15 a.m.
2 <sup>nd</sup> Set	11:20 – 12:40 p.m.
Lunch	12:40 – 1:20 p.m.
3 <sup>rd</sup> Set	1:30 – 2:50 p.m.

### 4 Block Periods

A Set/announcements	8:00 – 9:30 a.m.
Break	9:30 – 9:45 a.m.
2 <sup>nd</sup> Set	9:50 – 11:15 a.m.
Early 3 <sup>rd</sup> Set	11:25 – 12:50 p.m.
Early Lunch	11:15 – 11:45 p.m.
Late 3 <sup>rd</sup> Set	11:55 – 1:20 p.m.
Late Lunch	12:50 – 1:20 p.m.
4 <sup>th</sup> Set	1:30 – 2:55 p.m.

**Please note:** These schedules are the “standard” daily schedules and are subject to change. Please refer to the School Calendar and Daily Bulletin on the CB website for the most current daily information.

## IMPORTANT PHONE NUMBERS/CONTACTS

Main School Number	733-3600
Main School FAX	733-3657
Academic Registrar	733-3632
Admissions	733-3690
Athletics	733-3610
Attendance Office	733-3625

### **(Call in to report absences)**

Student Store	208-3246
Business Office	733-3644
Deans of Students	733-3625
Counseling Services	733-3680
Counseling FAX	733-3665

### Counselors:

- Mr. Armando Diaz  
Class of 2020 733-3692
- Ms. Melissa McClellan, College Counseling Director and Counseling Department Coordinator  
733-3679
- Ms. Emily McDougall, Wellness Counselor  
733-3688
- Ms. April Melarkey, College Counselor  
733-3658
- Ms. Blaire Moskat  
Class of 2022 733-3613
- Mr. Kirk Purdy  
Class of 2019 733-3686
- Mr. John Riley-Portal  
Class of 2021 733-3678

President’s Office	733-3603
Principal’s Office	733-3674
Christian Service	733-3653
Campus Ministry	733-5276
Student Activities	733-3628
Media/Visual/Performing Arts	733-5238

### Internet Address:

[www.cbhs-sacramento.org](http://www.cbhs-sacramento.org)

### School Front and Main Office Hours:

7:30 a.m. – 4:00 p.m. – when school is in session  
7:30 a.m. – 3:00 p.m. – during the summer months

**The Learning Commons** is open daily before school from 7:00 a.m. until classes begin, and after school until 5:00 p.m. It is also available during break and lunch every day for silent study, quiet group work, and computer access.

**\*KBFT – on-campus television broadcast**

## Lasallian Core Principles

