



## **2024-2025 FAMILY/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  
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Capital Valley Conference  
Sac-Joaquin Section of the California Interscholastic Federation  
National Association for College Admission Counseling  
Christian Brothers' District Chief Administrators' Association

Revised July 3, 2024

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# FAMILY/STUDENT OBLIGATIONS

The contents of the Christian Brothers High School 2024-2025 Family/Student Handbook (“Handbook”) includes important obligations that parents and students are expected and must adhere to, as members of the Christian Brothers community. Christian Brothers will consider violation of the spirit, intent, or letter of its philosophy and the policies, rules, guidelines, procedures, and regulations in this Handbook to be a basis for various consequences as determined at the sole discretion of Christian Brothers (“CBHS,” “School” and/or “Christian Brothers”). The use of the term “parents” throughout this document is meant to collectively include each parent as well as legal guardians.

**Submitting registration and enrollment materials for a student at Christian Brothers is deemed an agreement on the student’s part, and on the part of his/her parents/legal guardians, to comply with all policies, rules, guidelines, procedures, and regulations of the School as outlined in this 2024-2025 *Family/Student Handbook*.** Parents/legal guardians and students agree that Christian Brothers has the right, as a private academic institution, to make rules that require specific conduct on the part of the parents/legal guardians and students. Parents/legal guardians and students agree to comply with all required conduct and to support CBHS’s philosophy and the policies, rules, guidelines, procedures, and regulations contained in this Handbook as well as any other Christian Brothers’ policies, rules, guidelines, procedures, and regulations. Parents/legal guardians and students intend to cooperate fully with Christian Brothers and its personnel as educational partners.

Christian Brothers reserves the right to amend or waive provisions of this Handbook when deemed appropriate by the President or Principal. Christian Brothers will give parents notification of amendments made to this Handbook. Christian Brothers expects all affected parties to comply with any such amendment as soon as Christian Brothers notifies the student body and parents of the amended change(s).

## STATEMENT OF ACCEPTANCE AND GOOD STANDING

Christian Brothers admits students of any race, religion, 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, religion, color, gender/sex, 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 on the basis of a yearly evaluation and acceptance. Christian Brothers reserves the right to dismiss students at any time for infractions of its philosophy and/or the policies, rules, guidelines, procedures, and regulations in this Handbook. Parents/legal guardians and students understand and agree that, whether such infractions occur on campus or off campus, conduct that violates CBHS philosophy and/or the policies, rules, guidelines, procedures, and regulations in this Handbook adversely impacts CBHS, its students, employees, or others within its community, 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 Chief Financial Officer.

The administration of Christian Brothers reserves the right to refuse registration or re-registration. When it is the opinion of the School administration that parents do not support Christian Brothers’ philosophy and the policies, rules, guidelines, procedures, and regulations contained in this Handbook, Christian Brothers reserves the right to terminate the student’s enrollment.

# CHRISTIAN BROTHERS HIGH SCHOOL

## MISSION STATEMENT

*Christian Brothers High School is a Lasallian Catholic 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.*



### FAITH IN THE PRESENCE OF GOD

Faith, Honor, Reverence, Sound Judgement,  
Spiritual Fortitude, Stewardship, Understanding



### QUALITY EDUCATION

Academic Knowledge, Creativity, Executive  
Functioning, Mental Health Awareness,  
Practical Life Skills, Self-Advocacy



### RESPECT FOR ALL PERSONS

Appreciation for Others and Self, Collaboration,  
Compassion, Critical Analysis, Dignity, Moral Reasoning  
Patience, Reflective Thinking, Respect



### INCLUSIVE COMMUNITY

Active Participation in Student Life,  
Community Focus, Effective Communication Skills,  
Empathy, Integrity, Relational Skills



### CONCERN FOR THE POOR AND SOCIAL JUSTICE

Advocacy, Courage, Leadership, Local and Global  
Mindset, Solidarity with the Poor and Marginalized

# **CHRISTIAN BROTHERS HIGH SCHOOL**

## **PHILOSOPHY**

As a Catholic school, Christian Brothers 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 Institute 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 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 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 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 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' ultimate purpose is to help its students become full participants in their education, acquire lifelong skills, and develop Christian character.

# ACADEMIC PROGRAM

## GRADUATION REQUIREMENTS:

Graduation requirements are established by the administration of Christian Brothers. Credits are received for full-time attendance each semester. A full-time student earns 35 credits per semester. A rising or current senior who has previously earned 210 credits may choose to take 30 credits per 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. A full-time freshman, sophomore, or junior will earn a total of 70 credits per year by taking seven courses each semester. Ordinarily, all students, including transfers, will have completed a minimum of 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.*

Summer school may be used to correct a credit deficiency. **With prior written approval by Christian Brothers Administration**, credits will be posted on a student’s transcript if the credits have been earned at an accredited academic institution.

### ***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 prior to remediating this grade regardless of the number of credits earned.

### ***Seniors have the following options for remediating a semester “F” Grade:***

1. Students may remediate a semester “F” grade by attending summer session at a Community College.
2. In extraordinary circumstances, students may remediate a semester “F” grade through an alternative arrangement if approved by the Assistant Principal. Whether the student has demonstrated “extraordinary circumstances” and the manner in which the student will remediate the “F” grade will be at the sole discretion of the Assistant Principal.

# GRADUATION REQUIREMENTS

## English: 8-9 semesters

|           |  |             |
|-----------|--|-------------|
| Freshman  | Freshman Literature and Composition                                  | 2 semesters |
| Sophomore | Sophomore Literature and Composition                                 | 2 semesters |
| Junior    | American Literature or AP English Language and Composition           | 2 semesters |
| Senior    | Mastering the Essay*   | 1 semester  |
|           | Senior Literature electives or AP English Literature and Composition | 2 semesters |

\*Can be waived by successfully completing AP English Language during Junior Year

## Social Science: 7 semesters

|           |                                |             |
|-----------|--------------------------------|-------------|
| Freshman  | World History and Geography I  | 2 semesters |
| Sophomore | World History and Geography II | 2 semesters |
| Junior    | U.S. History                   | 2 semesters |
| Senior    | Civics                         | 1 semester  |

## Religion: 8 semesters

|           |   |                          |
|-----------|---|--------------------------|
| Freshman  | Freshman Religious Studies  | 2 semesters              |
| Sophomore | Sophomore Religious Studies   | 2 semesters              |
| Junior    | Christian Morality  | 1 semester               |
|           | Social Justice  | 1 semester               |
| Senior    | Comparative Religion or Religion in America and one other Religion elective | 1 semester<br>1 semester |

## Mathematics: 6 semesters

|           |   |             |
|-----------|---|-------------|
| Freshman  | Courses are determined by students' ability | 6 semesters |
| Sophomore |   |             |
| Junior    |   |             |
| Senior    |   |             |

## Science: 4 semesters

|                   |  |             |
|-------------------|--|-------------|
| Freshman          | CSU eligibility: 1 Integrated Science and 1 Life or Physical Science | 2 semesters |
| Sophomore         | UC eligibility: 1 Life Science and 1 Physical Science                | 2 semesters |
| Junior/<br>Senior | UC and CSU Eligibility recommends three years of science             |             |

## World Languages: 4 semesters

|           |                                |             |
|-----------|--------------------------------|-------------|
| Freshman  | French I, Spanish I, or ASL I. | 2 semesters |
| Sophomore | Level II of the same language  | 2 semesters |

**Media, Visual, and Performing Arts: 2 semesters**

|                        |  |             |
|------------------------|--|-------------|
| Freshman/<br>Sophomore | A yearlong class or two one-semester courses from the same discipline (ie. Visual Arts, Music, Theater, or Interdisciplinary Arts) | 2 semesters |
|------------------------|--|-------------|

**Physical Education: 2 semesters**

|                        |                                    |             |
|------------------------|------------------------------------|-------------|
| Freshman/<br>Sophomore | Fitness for Life (yearlong course) | 2 semesters |
|------------------------|------------------------------------|-------------|

Policies relating to credits:

- Courses are worth 5 credits per semester.
- A full-time student who earns at least a 70% in each course will earn 35 credits per semester, and 70 per year.
- Graduates earn a minimum total of 270 credits.
- Any “F” grade receives no credit and consequently, the course must be remediated. Summer school may be used to correct a credit deficiency.
- If a student earns an “F” grade in the fall semester of a yearlong course in Math or World Language, but subsequently earns a “C” or better in the spring semester of that same course, the Fall grade will retroactively be changed to a “D.”
- With prior written approval by Christian Brothers Administration, credits will be posted on a student’s transcript if the credits have been earned at an accredited institution.

Physical Education Requirements: All students are required to meet the CBHS requirement of 10 credits of P.E. Students may have 5 credits waived if they complete 2 seasons of any Christian Brothers sport or successfully complete the 4-Year MVPA program, or a 4-year Engineering program.



# ACADEMIC COURSEWORK

**College Prep Coursework:** The College Prep coursework is a robust, four-year curriculum that prepares students for entrance to a four-year college or university. All incoming students meet qualifications for our rigorous college prep program. CBHS graduation requirements ensure that students are college ready.

**Accelerated College Prep Coursework:** The Christian Brothers Accelerated College Prep coursework 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.

One option for students enrolled in 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 Program qualifications and standards for each graduating class are as follows:

- Enrolling in the prescribed courses each year and achieving 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. The prescribed courseload is outlined in more detail in the Course Catalog.

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 display 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.

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) and will incur the cost of returning an unused exam. 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 pre-registration process to consider the most appropriate course of study.

**Specialty Academic Programs:** For information regarding shorter course pathways and 3-year and 4-year programs, such as the Engineering Program, Physical Education Program, and Music, Visual, and Performing Arts (MVPA) Program, please see the Course Catalog for more details.

**Academic Resource Center (ARC):** For students who need academic support, CBHS has an Academic Resource Center. This is not a program; it is a place and an elective class option. The Academic Resource Center is the academic portion of a quartet of student support services that also includes academic counseling, health and wellness counseling, and pastoral care. All students, grades 9-12, who need consistent and systematic assistance with core academic content, homework organization and

prioritization, and study skills may be enrolled in a one-semester ARC class. The class may be repeated for credit. These classes are designed for small groups and aim to meet the individual needs of each student.

Christian Brothers' Academic Resource Center (ARC) is designed to help meet the various learning needs and academic challenges within the student body. The goal of ARC is to ensure that students have access to the resources and support they need to be successful within the School's college-preparatory curriculum. Working with students to develop their academic skills and to expand their capacities for self-advocacy, the ARC furthers CBHS's mission of academic inclusion using new methods adapted to the needs of today's learners. Drop-in services are available for students who have a diagnosed and documented learning difference on file with the School. Students may access the ARC for assistance with classroom accommodations, testing, and homework.

**Courses taken outside of Christian Brothers:** Most courses taken outside of Christian Brothers will not be added to a student's Christian Brothers transcript and will have no effect on students' GPA at Christian Brothers High School. Course work during the summer must be taken at Christian Brothers unless approved in writing by the Assistant Principal and relevant Academic Department Chair before starting the course. Because courses are outside of the Christian Brothers curriculum, the School is not responsible for monitoring the progress of student courses and each student is expected to monitor their progress accordingly. All graduation requirements must be met through coursework completed at CBHS. CBHS will accept applicable coursework completed by transfer students prior to attending CBHS.

Online coursework is considered only for remediation purposes and not for advancing forward within the sequence of coursework in a given subject area. CBHS reserves the right to recommend, not recommend, or decline, these requests if it deems the quality of the course to be below acceptable quality for our college-prep curriculum. If a course is taken, students may be asked to take a skills assessment exam upon the completion of the course to show that the necessary skills were learned to move into the next course. Upon completion of the course, it is the student's responsibility to send an official transcript containing the grade(s) and credits to the CBHS registrar.

**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, including any NCAA considerations.

**Class Change Requests:** Students who wish to make changes to their schedule should begin with a conversation with their counselor. During summer break, students must complete a Class Change Request Form available on the [Counseling Department page](#) of the Christian Brothers' website. Changes made during the academic school year require a fully completed course transfer form (pink form) available from the student's counselor. Course changes may be made before the end of the fourth week of the Fall Semester but may be subject to a processing fee. Class schedule changes may be initiated by a student's teacher or counselor on their behalf.

**Changes in course placement level (e.g., Accelerated College Prep to College Prep):**

A fully completed pink Course Transfer form is required. It is Christian Brothers' 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 through the first week of Spring semester. All course changes require the student to meet with their academic counselor and complete the course transfer form.

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

## SCHOOL GRADING POLICY

| Academic Grade | Description   | Grade Pt. Value | Weighted Grade Pt. Value (Honors & AP) |
|----------------|---|-----------------|--|
| “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                                      |

Certain non-academic courses, such as Teaching Assistant and Study Hall, are graded on a Pass/Fail basis, with a “P” or “F” displayed on a report card and transcript.

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 course. 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.

| Citizenship Grade        | Description  |
|--------------------------|--|
| “O”<br>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”<br>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”<br>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”<br>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 at each quarter and semester grading period. All courses use these standards; the teacher will provide and explain the criteria to the students at the beginning of the course. 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 [Acceptable and Responsible Use Policy for Technology](#) found in this Handbook.

**Grade Point Average (GPA) Calculation:** The GPAs displayed on a student's official transcript shall serve as the official calculation for record-keeping purposes. A student's total GPA is calculated by finding the sum of the grade points multiplied by the credit value of the class. The total is then divided by the number of credits attempted. Courses that use Pass/Fail grades, such as Teaching Assistant (T.A.), Study Hall, and ARC, are excluded from the GPA calculation.

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

- **Highest Honors and Honors awards**  
Christian Brothers encourages students to develop and maintain high academic standards. "Highest Honors" are awarded to students who maintain a semester GPA of 4.00 or above. "Honors" are awarded to students who maintain a semester between 3.50 and 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 Fall semester of 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 a student's first seven semesters' 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 8 times per semester (due to any non-school-related absence) from any class, the School reserves the right to award NO CREDIT for that class for that semester. Students must retake, in a timely manner, all courses for which they receive "No Credit" to graduate. If a student is absent for half or more of any given class period, the student will be considered absent. This rule includes all absences (excused or unexcused) except for those that are "school-related."

School-related absences include:

- Retreats: Kairos, Grade Level, VEN-A-VER
- Field Trips and Christian Brothers athletic events
- On-campus interviews with college representatives up to a maximum of 5 per year
- Juniors and seniors are permitted 2 school days to visit colleges per school year
- Activities/functions associated with a student's elected office or a course
- Counseling sessions
- Summons from administrative or attendance staff

In a single semester, students may attend no more than two (2) of the following events: Kairos Retreat, Grade level retreats, VEN-A-VER immersion program, Junior/Senior Scholars trip, and the Student Television Network (STN) Convention.

Students who have exceeded 8 (eight) non-school related absences in a semester must submit a written petition requesting credit. These students are invited to document these circumstances with the Assistant Principal. The petition will be evaluated by the administration, teachers, and counselor. This petition for credit may only be awarded once 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. If a student is absent more than twelve times per semester from any class (school-related or not), the School reserves the right to award NO CREDIT for that class for that semester. A written petition requesting credit may be submitted as described above.

**Absences for Concussions:** Students who receive a concussion may only return to campus with permission from a health care provider. A student must submit a Return to School: Concussion form to the Assistant Principal before returning to campus. For more information about concussions and additional concussion policy please see page 57 of the Handbook.

**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 that students must accomplish outside of the school day. Homework is not limited solely to written work; it also includes reading, studying, preparation for examinations, and projects. Students must complete written homework 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 unless they request and receive permission from the Assistant Principal to make up their final exam at a later date to be determined in the sole discretion of the Assistant Principal. Upon correction of the final exam, the final grade will be entered into the student's transcript. Grades of "Incomplete" must be remediated within the timeline provided by the teacher and Assistant Principal. If the "Incomplete" is not remediated, the missing exam will be given a score of 0 and the "Incomplete" will be changed to the grade earned.

**MAKE-UP WORK FOR ABSENCES:** Students must make up any work missed due to an absence or tardy. Work assigned during "excused" absences (as defined by the attendance policy) will be due within a reasonable time period determined by the teacher. Teachers will work with students to extend deadlines, reschedule tests, etc. but will have final discretion on the extended and rescheduled dates. Students and parents may refer to individual teachers' syllabi for specific policies.

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 may be reduced according to the discretion of the teacher, usually per department policy.***

*Classroom and homework assignments are the sole responsibility of the student.* Teachers post homework assignments online prior to the day they are due. If a student has an extended illness lasting three or more days, parents may request the assistance of the student's counselor or email the teacher(s) directly to obtain information about 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. Students who earn less than a 2.00 semester GPA or who receive an "F" (irrespective of GPA) are automatically on academic probation. Placement on academic probation is determined each semester. Upper division students (juniors and seniors) with less than a 2.00 cumulative GPA at the start of either their junior or senior years will be on academic probation effective the beginning of the fall semester. Students on academic probation for (2) two consecutive semesters or (3) three non-consecutive semesters may be subject to dismissal from Christian Brothers.

**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”, AND INCOMPLETE GRADE(S)):**

***“F” Grades (Non-Seniors):***

Any freshman, sophomore, or junior who receives three (3) semester “F” (failing) grades 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 prior to remediating this grade as set forth below.

***Non-Senior students have the following options for remediating a semester “F”:***

1. Students may remediate a semester “F” by attending summer school at Christian Brothers.
2. Students may remediate a semester “F” by attending summer school at a high school other than Christian Brothers (if prior approval is given by the Assistant Principal).
3. In extraordinary circumstances, students may remediate a semester “F” through an alternative arrangement if approved in advance by the Assistant Principal. Whether the student has demonstrated “extraordinary circumstances” and the manner in which the student will remediate the “F” grade will be in the sole discretion of the Assistant Principal.

Students and parents should be aware of the following grading policies:

1. Failing grades remain on student transcripts even if remediated; however, the remediated grade replaces the “F” grade in calculating the high school GPA. (This isn’t necessarily true for college).
2. 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 due to more than 10 credits of “F” grades are ineligible to return to Christian Brothers.

For courses in the Mathematics and World Languages departments, if a student earns an “F” grade for the fall semester, it will become a “D” if the student received a spring semester grade of “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 prior to remediating this grade regardless of the number of credits earned.

***Seniors have the following options for remediating a semester “F” Grade:***

1. Students may remediate a semester “F” grade by attending summer session at a Community College.
2. In extraordinary circumstances, students may remediate a semester “F” grade through an alternative arrangement if approved by the Assistant Principal. Whether the student has demonstrated “extraordinary circumstances” and the manner in which the student will remediate the “F” grade will be at the sole discretion of 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. Further, a “D” grade is not an acceptable grade for entrance to a four-year college. Students have the following options for remediating a “D” grade:

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

Courses taken at a Community College will not be reflected on the Christian Brothers transcript but can be presented to colleges via the Community College's transcript. Assuming prior approval from Christian Brothers administration, the course taken at the Community College will allow either remediation or acceleration through the Christian Brothers curriculum articulation.

***Incomplete Grades:***

If a student earns a grade of "Incomplete" in a course, the teacher and Assistant Principal will provide the student with a written contract for a course's completion. The teacher recommends the requirements for completion of work in a course and these recommended requirements must be approved by the Assistant Principal. If the student fails to remediate an "Incomplete" grade, the grade becomes an "F" and is thus governed by rules concerning "F" grades

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

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.

**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 and maintained. 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
- removing a test or quiz in part or in whole from the classroom to use or to give to others
- copying information from a source without proper reference or attribution
- misrepresenting as one's own, either in whole or in part, papers from other students, publications, or the internet, including use of artificial intelligence

Students who violate this policy will be subject to discipline on a case-by-case basis depending on the severity of the violation, whether there are any prior violations, and other factors, as determined by the Dean of Students and the teacher(s) involved. Disciplinary measures include but are not limited to imposition of a grade of zero on a particular assignment; a requirement that the student redo an assignment or retake a test; imposition of an "F" grade on the assignment, project, or test; imposition of a lower overall grade in the class; and detention, suspension, or dismissal. The Dean of Student's Office records and tracks all incidents of academic dishonesty. While a student may not be subject to suspension or dismissal for one instance of academic dishonesty, repeated violations constitute cause for serious consequences including suspension and/or 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 are expected to respond within one school day. 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 CBHS. Teachers update their online *PowerTeacher* grade book at least every two weeks so parents can track patterns of student achievement, every three weeks for English Teachers. 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 they assign the work. Students and parents may check *Schoology* for homework assignments for each class.



# ATTENDANCE

All students are to be present and accounted for in school daily, and to be prompt in arriving for each class on time.

## ***Absence Policy***

When a student is absent from School, parents are required to contact the Attendance Office at 916-733-3625 or [attendancebox@cbhs-sacramento.org](mailto:attendancebox@cbhs-sacramento.org) before 10 a.m. on each day the student is absent. If a parent does not contact the School, Christian Brothers considers the absence 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.

COVID 19- If a student tests positive for COVID-19, they are expected to follow the guidelines outlined by the California Department of Public Health. The most recent guidance can be found here: [Considerations when a Child has Symptoms of Illness in Child Care or School.](#)

## ***Excused Absences***

Absences are excused for the following reasons:

1. Illness (an illness for more than 3 consecutive days of school requires a doctors note to be provided to the Attendance Office)
2. Medical/dental appointments (medical documentation must be provided to the Attendance Office)
3. Religious obligations, funerals, etc.
4. CBHS related activities (see section on school-related absences)
5. Approved pre-planned personal absences (see below)

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

***Pre-Planned Absence Form:*** 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 one week prior to the absence and return to the Assistant Principal's Office. The form requires the signatures of the student's teachers, a parent/legal 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. The teacher will enforce his/her late work policy if a student does not adhere to the agreed upon makeup work schedule. Christian Brothers encourages parents to avoid pre-planned absences, especially for students with struggling academic performance or failing grades. Classes missed for pre-planned absences count as non-school related absences (See Attendance and Academic Credit).

## ***Prolonged Absences/Students in Crisis***

If a student is expected to be absent for a prolonged period of time due to an illness, surgery, or any other matter, the parents must contact the student's counselor as well as the Attendance Office to make arrangements for the absence and completion of necessary work. These requests will be handled on a case-by-case basis depending on the circumstances.

## ***Unexcused Absences***

Christian Brothers considers absences which do not meet the above requirements for excused absences (items 1-4) to be unexcused absences.

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

## ***Excessive Unexcused Absences Policy***

Students who accumulate 8 or more unexcused absences in any set may be required to abide by an attendance contract.

### ***Tardy Policy***

Students are expected to be in their classroom when the bell rings. Students who are less than five (5) minutes late to the first set of the day should report directly to class. Please note that being late for class results in a tardy regardless of whether it is excused or not. Students who are more than five (5) minutes late to the first set of the day should report to the Attendance Office before going to class. For all other sets, once the teacher takes attendance, teachers may send students to the Attendance Office to be admitted into class. If a student has missed half of any given set, Christian Brothers may consider the missed half of any given set as 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 four (4) tardies per quarter, and the fifth tardy will result in a lunch detention.
- Students with six (6) to nine (9) tardies per quarter will result in lunch detention.
- Students who reach ten (10) tardies total in one quarter will serve a three (3)-hour Saturday detention. Additionally, a family meeting will be held with academic administrators to discuss an attendance and/or behavior contract.

### ***Excused Tardies***

Tardies are excused for the following reasons:

1. Illness verified by parent phone call (if a student is tardy due to illness for 3 or more consecutive days, medical documentation may be required)
2. Medical/dental appointments (medical documentation must be provided)
3. Religious obligations, funerals, etc.
4. CBHS related activities (see section on school-related absences)

### ***Early Dismissal Policy for Student Appointments***

Students may not leave campus during school hours without parental permission and an early dismissal slip. Parents should make every effort to make appointments outside of the school day. If an appointment must be made during school hours, please contact the Attendance Office by 10:00 a.m. with the reason for the dismissal and the time of dismissal or the student may present a note to the Attendance Office at the start of the school day requesting dismissal for the appointment. The note must contain the following information:

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

### ***Liturgy Attendance***

While we are true to our Catholic traditions, our Liturgies and prayer services are designed to be an inclusive and welcoming place for all. Therefore, attendance at all school Liturgies and prayer services is required. We recognize that there may be families whose faith and beliefs may not align with our traditions. Any family wishing to discuss the nature of these services and how they align with our Lasallian beliefs should schedule a meeting with the Dean's Office.

### ***Sick Room Policy***

1. Students are not allowed to enter this area. If you are feeling unwell, please notify the staff in the front office.
2. The front office staff will accompany the student to the sick room, contact the student's guardian, and mark the student's attendance to SR.

3. Students not well enough to attend class should be picked up by a parent/guardian and taken home.
4. Surveillance cameras are used to monitor the sick room.

THIS IS A QUIET SPACE. Phones and iPads must be turned OFF and put away.

### **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 Dean of Students.

**COLLEGE VISITATIONS:** Seniors and juniors are permitted (2) two school days each year to visit colleges. These (2) two college visit days are not considered absences if the student obtains approval for these visits from the College Counselor prior to their absence. Upon returning to school, the student must file a completed "College Visit Evaluation" form with the College Counselor. This procedure applies to each campus visit. Failure to file the "College Visit Evaluation" form will result in Christian Brothers deeming that student's absence an "unexcused" absence subject to the academic consequences described above for unexcused absences.

**TRUANCY POLICY:** 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 afterschool detention for every class missed.*

# **STUDENT CONDUCT**

## **HONOR CODE OF REVERENCE, RESPECT, RESPONSIBILITY:**

Christian Brothers 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:

1. Collaborates in maintaining a welcoming, safe, clean, and orderly campus.
2. Always presents themselves, in word and action, as young men and women of solid character and integrity.
3. Preserves a prayerful atmosphere during faith celebrations that honors the solemnity of liturgies/prayer services, the presiders, and the congregants.
4. 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.)
5. Treats the entire school community with kindness, courtesy, and a helping-hand.
6. Politely cooperates with the authority of administration, faculty, staff, and security officers of Christian Brothers.
7. Exhibits concern for the health, safety, and well-being of all members of the community.
8. 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.

## **STUDENT CONDUCT REGULATIONS AND PROCEDURES'**

All students at all times, whether inside or outside of School, are expected to conduct themselves as representatives of Christian Brothers. When a family enrolls their student at CBHS, Christian Brothers expects that they are committed to and supportive of our disciplinary philosophy. All students, regardless of age, must comply with the policies, rules, guidelines, procedures, and regulations found in this Handbook. The function of the Dean of Students' Office is to carry out these procedures, provide for the safety of the students, and to protect the integrity of the School and its good name.

**RULES OF CONDUCT:** Students whose conduct, whether inside or outside of Christian Brothers, 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:

**INAPPROPRIATE BEHAVIOR:** Violations of the generally expected conduct and School philosophy, policies, rules, guidelines, procedures, and regulations in this Handbook, in any location on campus, i.e., in class, at practice, after school, etc. or off campus conduct that has an impact on Christian Brothers, its student, employees, or others within its community, are considered inappropriate behavior. This includes, but is not limited to, behavior that repeatedly interferes with learning of others, bullying, insubordination, gambling, profanity, fighting, and vulgarity.

**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 as well as infractions to the Closed Campus policy are likewise considered truancy and will be treated accordingly under the Attendance Policy.

**HARASSMENT:** Any form of harassment (see Harassment Policy).

**UNLAWFUL ACTS:** Any unlawful act that results in an arrest for a felony or a misdemeanor by any law enforcement agency, if a student is enrolled or is an applicant to Christian Brothers, violates the expected conduct.

**DANGEROUS BEHAVIOR:** Extreme rough play or reckless behavior which endangers the self or others is prohibited. Further prohibited dangerous behavior includes, but is not limited to, reckless and or unsafe driving practices on campus or in connection with any school sponsored activity, 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.

**INAPPROPRIATE USE OF TECHNOLOGY:** As set forth in the Acceptable and Responsible Use Policy for Technology, inappropriate use of technology includes, but is not limited to, establishing personal web sites, participating in “blogs” or posting to social networking sites containing material or connections to material contrary to the mission and philosophy of Christian Brothers, cyber bullying, “sexting,” passing on inappropriate content, and similar conduct. Christian Brothers strictly prohibits student use of the School’s name or logos or use that negatively impacts the School’s reputation. All students must follow the CBHS Responsible Use Policy found in this Handbook.

**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-altering 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.

**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.

**DETRIMENTAL AFFILIATIONS:** Christian Brothers will not tolerate student affiliation with individuals, groups and/or gangs that are detrimental to the positive Catholic atmosphere of Christian Brothers. 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.

**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.

The School may notify the appropriate authorities for any of the above offenses. Family members who contribute to any of these violations put the student at risk for disciplinary action. Parents who are found to be trading, selling, giving away, or otherwise distributing or offering to trade, sell, or give away, or otherwise distribute alcohol, marijuana, cigarettes, electronic cigarettes/vaporizers, prescription medicine, performance-enhancing drugs and/or all mind-altering or mood- altering substances may result in the dismissal of the parent’s student from Christian Brothers.

Any of the failures listed above could be severe enough that even one offense could merit immediate dismissal. Short of dismissal, the Dean of Students may impose any of the disciplinary consequences listed in this policy.

# CHRISTIAN BROTHERS DRESS CODE

## Philosophy & Purpose

The CBHS Dress Code exists to create and maintain a community experience where students feel a sense of belonging in a safe and equitable environment. Students are encouraged to take pride in being a clearly identifiable member of the Christian Brothers community.

The primary responsibility for a student's attire resides with students and parent(s), guardian(s), or caregiver(s). The School is responsible for setting an atmosphere conducive to learning and seeing that student attire does not interfere with the health or safety of, nor contribute to a disrespectful, hostile, or intimidating atmosphere, for any member of the School community.

The CBHS Dress Code is in place in order to:

- Maintain a safe learning environment in classes where protective or supportive/protective clothing is needed, such as chemistry/biology, physical education, etc.
- Ensure that all students are treated equitably regardless of sex, gender identity, gender expression, sexual orientation, race, ethnicity, body type/size, religion, and personal style.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, gang affiliations, sexualization, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence, or the use of alcohol or drugs.

## Expected Behavior

Basic Principle: Clothes must be worn in a way such that a person's genitals, buttocks, shoulders, stomach, abdomen, breasts, and chests are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this requirement.

### **Students must wear (which meets the basic principle above):**

#### **2024-2025 (Year 1)**

- **Top** (t-shirt, long sleeve t-shirt, sweatshirt, jacket)
  - Students must wear official school-issued tops including: CBHS polo shirts and CBHS t-shirts, CBHS athletic spirit wear and T-shirts representing recognized CBHS clubs, CBHS sponsored events and programs.
  - Students may purchase CBHS clothing either in the CBHS student store, or through recognized and approved CBHS clubs and programs. CBHS shirts may not be cut or altered in any way.
- **Bottom** (pants, shorts)
  - Grey, black, or tan/khaki solid color pants or shorts are required.
  - Shorts may not be excessively short and must have a minimum 7" inseam. Shorts that meet guidelines can be purchased through the school-approved vendor.
  - Skirts, sweats, leggings, short shorts, and athletic bottoms are not permitted.
    - Note: solid-color, opaque leggings & compression pants are permitted for PE and athletic activities *only* and are not permitted in the classroom. PE and Athletic coaches will work to ensure students can meet the needs of their respective activities while also adhering to school-time, classroom Dress Code expectations.
- **Shoes & Footwear**
  - Students must always wear shoes/footwear and shoes must enclose the foot completely (heel and toe).
  - Sandals, flip flops, slides, crocs, slippers, Yeezy style foam runners are not permitted.

#### **2025-2026 (Year 2)**

- **Top**

- 9<sup>th</sup> – 11<sup>th</sup> Grades (Classes of 2027-2029) must wear appropriately sized CBHS logo polo shirt every day. 12<sup>th</sup> Graders (Class of 2026) can wear any kind of official school-issued tops that have CBHS lettering or logos including club T-shirts.
- **Bottom (pants, shorts)**
  - Grey, black, or tan/khaki solid color pants or shorts are required.
  - Shorts may not be excessively short and must have a minimum 7” inseam. Shorts that meet guidelines can be purchased through the school-approved vendor.
  - Skirts, sweats, leggings, short shorts, and athletic bottoms are not permitted.
  - Note: solid-color, opaque leggings & compression pants are permitted for PE and athletic activities *only* and are not permitted in the classroom. PE and Athletic coaches will work to ensure students can meet the needs of their respective activities while also adhering to school-time, classroom Dress Code expectations.
- **Shoes & Footwear**
  - Students must always wear shoes/footwear and shoes must enclose the foot completely (heel and toe).
  - Sandals, flip flops, slides, crocs, slippers, Yeezy style foam runners are not permitted.

### 2026-2027 (Year 3)

- **Top**
  - Appropriately sized CBHS logo wear polo shirts are to be worn by all students every day.
- **Bottom (pants, shorts)**
  - Grey, black, or tan/khaki solid color pants or shorts are required.
  - Shorts may not be excessively short and must have a minimum 7” inseam. Shorts that meet guidelines can be purchased through the school-approved vendor.
  - Skirts, sweats, leggings, short shorts, and athletic bottoms are not permitted.
  - Note: solid-color, opaque leggings & compression pants are permitted for PE and athletic activities *only* and are not permitted in the classroom. PE and Athletic coaches will work to ensure students can meet the needs of their respective activities while also adhering to school-time, classroom Dress Code expectations.
- **Shoes & Footwear**
  - Students must wear shoes/footwear at all times and shoes must enclose the foot completely (heel and toe).
  - Sandals, flip flops, slides, crocs, slippers, Yeezy style foam runners are not permitted

### Students may wear (as long as it meets the basic principles above):

- CBHS sweatshirts, CBHS fleece style sweaters, CBHS jackets, or other CBHS-issued outerwear.
- Students may wear accredited college or university sweatshirts. College t-shirts, long-sleeves, and jackets are not permitted.
- Non-CBHS coats and jackets when students are outdoors and entering the School, but students must remove these items during class time. Official school-issued tops are required under sweatshirts and jackets.
- CBHS hats. CBHS hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. CBHS hats, and sweatshirt hoods must be removed indoors, and inside of the classroom.

### Students may not wear:

- Sandals, flip flops, slides, crocs, slippers, shoes that do not fully cover heel, shoes with cleats, Yeezy style foam runners, or other open-toe shoes.
- Articles of clothing that have rips, tears, frays, holes, etc.
- Jeans, athletic bottoms, leggings/compression pants (allowed in PE and Athletics only), pajamas, loungewear, or sleepwear. This includes sweatpants, flannel pants, onesies, and related articles of clothing.
- Shorts that do not meet the minimum 7” inseam requirement.
- Crop tops, tank tops, shirts that show midriff, or spaghetti strap shirts.

- Articles of clothing that promote hate speech, racist language, violence, sexual imagery or associations.
- Images or language depicting drugs, alcohol or any banned or illegal substance or activity.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible undergarments (visible waistbands or straps on undergarments worn underneath other opaque clothing are not a violation).
- Accessories that could be dangerous or considered as a weapon.
- Any item that obscures the face or ears including sunglasses (except as a religious observance or as medically necessary or as appropriate on a school trip).

## **ADDITIONAL DRESS CODE REGULATIONS:**

### **Hair**

Hair shall be a natural hair color (Hair will not be pink, green, purple, blue or any combination thereof if not a natural hair color.) Hair must not cover the eyes.

### **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.

### **Masks**

Masking is not currently required by [California Department of Public Health face mask guidance](#). Students may wear a mask to protect themselves and others from COVID-19. CBHS has been consistent in following the guidelines set forth by the Sacramento Public Health Department and these rules are subject to change according to public health orders.

### **Dress Code Violations:**

Teachers and administrators actively monitor and enforce the student dress code. Teachers will send students unable to correct a dress code violation in the classroom to the Dean of Students' Office. The Dean of Students' Office, when possible, will loan the student proper school attire or call their parent 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, if a student does not comply with the dress code, the student will face the following consequences, unless the Dean of Students determines otherwise:

- 1<sup>st</sup> offense – Warning and Parent Notification
- 2<sup>nd</sup> offense – Warning and Parent Notification
- 3<sup>rd</sup> offense – Parent Notification Lunch Detention
- 4<sup>th</sup> offense – Parent Notification and After School Detention
- 5<sup>th</sup> offense and beyond – Parent Notification and three-hour Saturday detention, may lead to 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 Dean of Students. Absences due to dress code violations are considered "unexcused absences" and students will be subject to the same consequences for other unexcused absences as described in the absence policy.

### **MODIFIED DRESS CODES**

From time to time, CBHS may institute "Modified" Dress Code days, which are described below. 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 students exercise of good judgment, as well as support from parents. The School reserves the right to determine whether or not a student has complied with the specific attire guidelines. Teachers will enforce student attire on these Modified Dress Code Days and students will be subject to disciplinary actions by the Dean of Students for violations.



### **Liturgy Attire Days**

Students are required to dress in a specific way 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 (male and female) must wear the following on designated “Liturgy Dress Days”:

- Appropriately sized Christian Brothers logo wear polo shirts. NO T-shirts, sweaters, sweatshirts, or any other type of top other than a Christian Brothers sweatshirt or Christian Brothers jacket.
- Appropriately sized dress pants, capris, slacks or Dockers-type khaki slacks must be worn.
- No shorts or skirts may be worn on Liturgy Attire Days.

### **Jeans Days**

Occasionally, the administration may grant Jeans Days as a school privilege. On jeans days, all clothes should be neat, clean, and free of rips or tears. The administration will allow students to wear jean pants/shorts/capris. Shorts should be no shorter than mid-thigh. All other dress code 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 Christian Brothers, 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 bottoms.
- Team polo shirts designating sport representation with dress code bottoms. Students may not wear warm-up pants but may wear warm-up jackets and sweatshirts that comply with regular dress code requirements.
- Cheerleaders can wear cheer uniform tops with undershirts and shell bottoms (no skirts).

All “Game Day Attire” must observe Christian Brothers 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, teachers may assign students professional dress/attire as part of an assignment, performance, or other event. Students must follow, and the assigning teacher must monitor, the following general guidelines for professional dress attire days.

Women:

- Slacks or Khakis, blouse style top, and dress shoes or “flats.”
- Students may wear solid color appropriately fitting dress slacks or khakis. Students may wear solid color professional knee length skirts.
- Students may wear appropriately fitting blouses or sweaters.
- Dress shoes should hold a shine and have no more than a 2-inch heel.
- No sweatshirts or jean jackets of any kind, including zip-up are considered professional attire.
- Students may wear approved CBHS dress sweaters with the appropriate above-described shirts.

Men:

- Slacks or Khakis with shirt, tie, and dress shoes.
- Students may wear solid color appropriately fitting dress slacks or khakis.
- Dress shirts should be neat and tucked in.
- Ties should be conservative, without inappropriate writing or pictures.
- Dress shoes should hold a shine.
- Students may wear approved CBHS dress sweaters with the appropriate above-described shirts.

The Dean of Students’ Office reserves the right to make final decisions regarding student grooming and appearance.

# DISCIPLINE

Christian Brothers 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. The levels of discipline for certain offenses are stated below. CBHS is not required to follow progressive discipline and may apply the level of discipline it deems appropriate in each individual case as determined at the School's sole discretion.

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

## **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 fail to attend this type of detention he/she may be referred to the Dean of Students' Office for further consequences.

## **Lunchtime Detention**

Minor academic or behavior issues and third offense dress code violations will result in lunchtime detention. Lunch detention is the last 25 minutes of the lunch period. Failure to report to the Deans of Students' Office within the first 10 minutes of lunch for detention may result in further lunchtime detentions 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 Friday and lasts approximately 45 minutes. If a student is unable to attend an imposed after school detention due to a scheduling conflict, he/she must obtain prior approval to delay after school detention from the Dean of Students. The Dean of Students will impose additional detention days if a student misses after school detention without prior approval. The Dean of Students' Office may assign tasks to students for the School community for after school detention. Otherwise, students must remain in the detention room. The Dean of Students' Office will use an email notification to parents about their student's after school detention.

## **Saturday Detention**

Student behavior, including Level 1 or 2 infractions described below, repeated dress code violations, repeatedly missing after school detention or accumulation of ten (10) tardies in a quarter may result in Saturday Detention. This detention will be held from 9:00 A.M. to 12:00 P.M. on pre-determined Saturdays (one per quarter). Students serving Saturday detention will assist with campus maintenance and other tasks assigned by the Dean 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**

Christian Brothers may place students violating the Rules of Conduct on a behavioral contract and the students are then considered on Disciplinary Probation. The Dean of Students will determine the length of probation, and the terms of the probationary contract. Terms may restrict the student's participation in or attendance at school-related activities. The behavioral contract will also set forth expected outcomes and terms to which the student must adhere during the Disciplinary Probationary period.

**SUSPENSION:** Christian Brothers may suspend a student from school for violating the Rules of Conduct on or off campus. Christian Brothers will notify the student's parents of all suspensions. Suspensions will last from one to five school days and students will serve the suspension at home or on-campus at the discretion of the Dean of Students. Christian Brothers will maintain records of suspension(s) in the student's disciplinary file. As set forth in the Attendance Policy, days a student serves a suspension are considered "unexcused absences." 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. Day 1 of the suspension from co-curricular begins the first day of suspension and runs for 7 days minimum.

**DISMISSAL:** Christian Brothers may dismiss a student 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. Christian Brothers may impose dismissal for a Level 3 offense; Christian Brothers may impose dismissal for other offenses as well, based on the individual circumstances and severity, including if the offenses are repeated. Dismissal is at the discretion of the Principal in consultation with the Dean of Students and will be noted on the student's transcripts and reported accordingly. The Principal may offer the student the option to withdraw prior to dismissal, but the decision to offer withdrawal rests solely with the Principal and Dean of Students. Under certain circumstances, the option to withdraw will not be offered to students. Whenever there are grounds for dismissal, the Dean 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 parent/guardian may submit an appeal in writing to 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. Under certain circumstances, students who have withdrawn from CBHS may also be prohibited from entering and remaining on the CBHS campus. The decisions are made according to the sole discretion of the Principal and Dean of Students.

### LEVELS OF DISCIPLINE:

**Level 1 Infractions: Level 1 infractions are minor violations of behavior expectations that disrupt the learning environment. Level 1 infractions include but are not limited to the following:**

- Tardiness
- Dress code violation(s)
- Class disturbance(s)
- Misuse of electronic devices
- Profanity
- Other inappropriate behavior

Level 1 infractions should be handled by the teacher. For Level 1 infractions, teachers may assign the student Teacher Detention or refer the student to the Dean of Students' Office where the student may be assigned Lunch Detention or After School Detention.

**Level 2 Infractions: Level 2 infractions are serious violations of behavior expectations that include but are not limited to the following:**

- Academic dishonesty
- Disrespect to faculty/staff
- Excessive profanity
- Disrupting school or classroom activities
- Repeated or ongoing Level 1 infractions
- Play fighting, dangerous behavior
- Truancy/cutting class
- Inappropriate use of technology
- Verbal altercation or intention to fight
- Incitements: Actions that encourage others to act in a way that goes against the policies stipulated in this Handbook.

Teachers and administrators should report students who commit Level 2 infractions to the Dean of Students' Office. After the assigned Dean of Students investigates the incident, he/she will determine appropriate consequences. For Level 2 infractions, consequences include but are not limited to Detention, Saturday Detention or Suspension.

**Level 3 Infractions: Level 3 infractions are major violations of behavior expectations and almost always result in suspension and may result in expulsion. Level 3 violations include, but are not limited to the following:**

- Fighting and/or causing physical injury
- Use, possession, or distribution of alcohol, drugs, or tobacco in any form
- Possessing weapons of any kind (guns, knives, pepper spray, or mace)

- Property damage, vandalism, or theft
- Theft, robbery, or extortion
- Harassment/Bullying (subject to Level 1, 2 and or 3 consequences, as determined by the Dean of Students)
- Threatening harm to a student, teacher, staff member, or school administrator
- Detrimental affiliation, repeated use of symbols, writing, or paraphernalia
- Hate Incidents wherein a student conducts themselves in a way that is motivated by bigotry or hatred directed at an element of the CBHS community. This includes but is not limited to hate speech, displays of offensive materials and the distribution of hate materials in public spaces or through social media.

Teachers and administrators should immediately report or take students who commit Level 3 infractions to the Dean of Students' Office for disciplinary action. The teacher or administrator must provide a completed report, written or verbal. After the Dean of Students investigates the incident, he/she will determine the appropriate consequence.

Student disciplinary issues are private matters. CBHS does not disclose student disciplinary procedures or outcomes with other CBHS families.

### **Restorative Practices:**

While consequences serve in holding students accountable, we believe the most important element of discipline is teaching the lesson. To that end, we may use Restorative Practices in various responses to discipline on campus. Restorative practices promote belonging over exclusion (i.e., out of school suspension), and encourage meaningful personal accountability.

Restorative Practices often use small groups following disciplinary issues to talk with students involved about the causes of the issues, and identify positive solutions to repair the harm done to the community through responses such as mediation, educational programs, community service, conflict resolution, etc. These sessions are typically facilitated by a counselor, or a member of the staff or faculty as deemed appropriate. Participants in group circles may include peers, student leaders, parents, faculty, staff, administrators, or other community stakeholders.

### **Desired Outcomes of Restorative Practices:**

- Focus on the belief that those affected by harm can work together to repair it and that this collaboration leads to true accountability.
- Look toward restoring a sense of harmony and well-being for all those affected by a hurtful act rather than only assigning blame & dispensing punishment.
- Provide families, schools, and communities a way to promote accountability while at the same time breaking the cycle of retribution.
- Supports belief in the resilience of students and their capability to solve problems.

**SEARCHES:** Lockers and desks are the property of Christian Brothers and subject to search at any time. Students do not have any expectation of privacy in the use or storage of belongings in their lockers and desks. Christian Brothers reserves the right to inspect any lockers, desks, or any school property on the physical plant and grounds of the School. Christian Brothers may also search student book bags, backpacks, purses, clothing, cellular telephones and personal technology devices, automobiles, and other property on campus or at off campus school activities, if the School has reasonable suspicion that a student has violated any school rules. In the case of reports that a student has engaged in conduct which threatens the safety of the School and its students, Christian Brothers may confiscate a student's personal property and turn it over to law enforcement. Christian Brothers reserves the right to employ professional detection services to further protect the community. 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:** Possession and/or use of illegal drugs and/or alcohol on campus or attending school or class, including school activities on or off campus, under the influence of illegal drugs or alcohol is prohibited and will result in immediate discipline up to dismissal. Illegal drugs include prescription drugs without a valid prescription and the use of prescription drugs not in

compliance with a valid prescription. Illegal drugs also include marijuana and any other cannabis product which may not be possessed, used, or cultivated in or near schools.

If the School has reasonable cause to believe that a student is under the influence of drugs or alcohol, it may require that student to submit to a drug and/or alcohol screening test. "Reasonable suspicion" shall mean a belief based upon facts gathered from the totality of the circumstances that would cause a reasonable faculty member, administrator, or other employee to suspect that the student is under the influence of drugs or alcohol. Christian Brothers will notify parents of the drug and/or alcohol screening test. A failure of the parents to permit the student to be tested or, if tested, for the School to receive information regarding whether the student passed or failed a drug and/or alcohol screening test may be treated as a failure to comply with a drug and/or alcohol testing requirement. 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.

# TECHNOLOGY

## *A Human and Christian Education for the 21st Century*

### **ACCEPTABLE AND RESPONSIBLE USE** **POLICY**

Christian Brothers is committed to harnessing our students' energy and enthusiasm for technology and directing it toward learning to thrive as 21st-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 of technology in their classrooms.

While on campus, students may 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, and assignments in a paperless environment.
- Conduct research.
- Create and convey content that illustrates an understanding of course material.
- Communicate appropriately with classmates, teachers, counselors, and administrators.

#### *iPad 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 parents are responsible for managing iPad capacity, content, and settings.

##### School Use

Students must use iPads 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 by their teacher.

If a student does not have the iPad in class or if the iPad battery is not charged, the student is still responsible for completing all course work due that day. The absence of a charged iPad will not excuse the student from completing assignments or fully engaging in-class activities.

##### Apple Classroom

Apple Classroom is a required iPad app that helps teachers guide learning, share work, and manage student devices. Students must allow teacher connections on their iPads. 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 while selected; they are unable to view the content of the iPad.

##### Student/Parent Responsibilities

##### ***Recommended Security Measure:***

Students are responsible for always securing their iPad. CBHS recommends the following security measures:

- At all times keep the iPad with students or secured in their locker, including during after-school activities and sports.
- Store and utilize the iPad in a protective case.
- Make student's iPad, and/or iPad case, clearly identifiable from a distance and clearly marked with the student's name.
- Password-protect the iPad and do NOT share the password.
- Keep Apple ID and password private.
- Enable the "Find my iPad" feature found in the "Settings" of the iPad.
- Immediately report lost or missing iPad to the Dean of Students' Office.
- Obtain an optional warranty program through Apple or a third-party vendor.
- Obtain 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, students must remove personal files/apps. Overuse of streaming may impede the network capability, and teachers or administration may ask students to curb iPad use occasionally to allow for classroom use of the network. Students must use sound on their iPads in a respectful and responsible manner at School. Students may wear **headphones/earphones** for iPad use, but only outside of class time or in class with teacher permission.

School Responsibilities for Technology

The School will:

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

iPad Loaner Program

If a student's device is lost, stolen, or broken, that student should obtain an iPad Loaner Request Form available in the IT Office.

1. If a student suspects their device is stolen on campus, the student should report the issue directly to the Dean of Students' Office.
2. Once the student and parents complete the iPad loaner form, including a parent signature(s), the student should bring the completed form to the IT Office to receive a loaner iPad.
3. The School will issue the loaner iPad for up to two weeks upon receipt of the properly completed request form. The IT Office will notify the student of the date the iPad must be returned. The School may issue a loaner iPad for more than two weeks, with permission from the Dean of Students' Office and the Business Office.
4. If a student does not return the loaner iPad by the specified date, or it is damaged, the parents must reimburse the full replacement cost of the iPad as agreed to on the loaner request form.

Electronic Devices and Portable Devices

Other electronic and portable devices, such as mobile cell/smart phones, Apple Watches, smart watches, iPods, are allowed on campus. Students may use these devices if they do not interfere or cause distraction and are used consistent with Christian Brothers policies, rules, guidelines, procedures, and regulations. Students may use mobile cell phones only outside of class time. Students who violate this rule may have their devices confiscated and the School may take disciplinary action. Students may not use mobile cell phones as personal hot spots to circumvent the School's web filters. Many mobile cell phones function as mini computers. As such, mobile cell phones are subject to all terms and conditions that apply to other technology devices on campus.

### Social Media and Digital Identity

Students' behavior on social media, such as Instagram, Facebook, Reddit, Snap Chat, TikTok, Discord, Twitch and similar apps, can have serious consequences for Student Life at CBHS. It is the responsibility of each student at CBHS to uphold standards of Digital Citizenship that is in accord with the Student Conduct Policy described in this Handbook. Christian Brothers asks all students to think carefully before they post content on these platforms and consider the harmful impacts of certain behavior, especially that which can be defined as bullying, harassment, hate speech or disseminating illicit or profane content. Creating accounts in the Christian Brothers' name is strictly prohibited and subject to consequences determined by the Dean of Students.

### Network Vandalism

Vandalism or intentional modification of system settings on school-owned devices, equipment, and hardware by a student will result in the School's cancellation of student privileges on the School's network and/or school disciplinary action. The School reserves the right to seek financial restitution from parents and students 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 Dean of Students will address violations of the policies, rules, guidelines, procedures, regulations, and code of ethics described above and assess disciplinary action. Violators are subject to loss of computer privileges, suspension, dismissal, or other disciplinary action the Dean of Students determine is appropriate.

### Online Academic Dishonesty: Plagiarism, Use Artificial Intelligence (AI), etc.

- **The use of ChatGPT, PhotoMath, EasyMath and all AI services are prohibited unless explicitly permitted and assigned by the teacher for an assignment.**
- Without proper authorization, CBHS does not allow the distribution of tests, exams, quizzes, and/or assessment information via **mobile** cell phones, iPads, and/or electronic devices to be used for taking online tests for others or hacking into CBHS computers or grading programs.
- Submission of another's work found on the Internet is 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 various resources** to make random checks for plagiarism.
- Students may not copy text or pictures from the Internet and submit them as personal work. Students must properly cite any resources used.
- The use of technology resources is subject to the Academic Integrity policy contained in this Handbook.

### Camera Use Policy

Students must use good judgment and follow the predefined CBHS rules of conduct **when using image/video/audio recording devices on campus or at school activities, including cameras on phones and other electronic devices.** Students must not take videos of students without their permission on campus. If the pictures, video, or audio recording are deemed to be discriminatory, harassing, violent, threatening, or obscene, or that otherwise violate Christian Brothers policies, rules, guidelines, procedures, and regulations and code of ethics, disciplinary action may occur. If students use cameras to take **photos, video, or audio recordings** that embarrass anyone in any way, shape, or form, further disciplinary action may occur. Any use of cameras and **audio recording devices** in restrooms or locker rooms, regardless of intent, is a serious



violation of this policy and the School's Standards of Conduct. Students may use cameras and microphones (for video production) in the classroom only with the permission of the teacher.

### Strictly Prohibited Student Use of Technology

**CBHS reserves the right to make final decisions regarding use that is unacceptable, even if the precise type of use is not identified below. Christian Brothers strictly prohibits the following technology uses:**

- Inappropriate use of any device that disrupts or distracts classroom activity and learning.
- Recording of Christian Brothers faculty and staff without the consent and/or permission of the teacher or staff member.
- Sending, accessing, uploading, downloading, or distributing profane, threatening, pornographic, obscene, violent, harassing, discriminatory or sexually explicit material.
- Cyberbullying/harassment: distributing content that attempts to be harmful or cruel to another student or individual through offensive electronic communication. Christian Brothers in its sole discretion may turn over serious incidents of this type, including "sexting" or threats, to law enforcement.
- Establishment 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, that amount to bullying, or that includes 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 policies, rules, guidelines, procedures, regulations, and code of ethics.
- 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, a virtual private network (VPN), or any other circumvention 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.
- Any other use that violates School policies, rules, guidelines, procedures, regulations, and code of ethics.

### Technology Policy Enforcement

Christian Brothers 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, but not limited to detention, behavioral contract, suspension, and/or dismissal.

**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, students are required to follow CBHS policies, regulations, and 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 create 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 a student posts online or distributes via social media. Distribution or posting of

embarrassing or mean-spirited electronic communications can adversely impact the target or subject and 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 include 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 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/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/she should use privacy settings to restrict personal information on public sites. In addition, 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 privacy settings, individuals they 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 online posting and activity.

# HARASSMENT POLICY

Christian Brothers of Sacramento is a Lasallian Catholic community. We are committed to providing an environment that is free from harassment in any form. Harassment of any faculty or staff member or any student by any faculty or staff member or any 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. Faculty, staff members or students found to have filed false or frivolous charges may also be subject to disciplinary action, which for students includes disciplinary action up to and including dismissal.

**Harassment** occurs when an individual is subjected to treatment or an environment that is unwelcome, hostile or intimidating based on the individual's actual or perceived age, race, religious creed, color, national origin, physical appearance, mental or physical disability, gender, military and veteran status, marital status, gender expression, sexual orientation, or any other basis protected by federal, state, or local law. Harassment can occur any time during school or during school-related activities or on non-school time, if it has an impact on Christian Brothers, its student, employees, or others within its community. 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, epithets, slurs, stereotypes, insults, or labels based on an individual's protected classification(s), threats of physical harm or statements designed to intimidate, abuse, or humiliate another, whether communicated verbally, in writing, electronically, or in posters, cartoons, drawings, or gestures. This may include comments on appearance, including dress or physical features, or dress consistent with gender identification, or stories and jokes, focusing on race, national origin, religion, gender, or other protected classifications identified in this policy.

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

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

**Sexual Harassment:** Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- Sexually harassing conduct can occur between students of the same or different sex or gender.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal or written conduct, including by notes, letters, e-mails, text messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pestering for dates, making threats, spreading rumors about or rating others as to sexual activity or performance.

- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, gender, gender identity, or gender expression.

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 harassment.
- 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 whether by another student, employee, or other member of the Christian Brothers community are to be reported directly to the Dean of Students, a Christian Brothers counselor, or the Principal, orally or in writing. After receiving a report of harassment of a student, Christian Brothers may request clarification or conduct an initial inquiry and review. If the reported conduct alleges a violation of this policy, Christian Brothers will investigate. While CBHS does not limit the time frame for reporting, immediate reporting is helpful. The longer the time that has passed between the alleged misconduct and the report could impact the ability of CBHS to thoroughly investigate or consider a wide range of corrective actions. The Anonymous Alerts system allows for reporting of harassment; however, if the choice is made to remain anonymous, it may severely impact the ability to investigate the matter in a timely and effective matter.

**Interim Measures:** Christian Brothers may provide appropriate interim support and reasonable protective measures based on the particular applicable circumstances, if and as needed 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 Christian Brothers.

**Investigation Process:** An investigation of alleged harassment of a student may be conducted by designated Christian Brothers personnel or by an outside investigator, in the sole discretion of Christian Brothers. Christian Brothers reserves the right to interview students during this process before alerting the student's parents. Parents/guardians of any students interviewed will be informed of the interviews and the process following on a need to know basis.

Students and parents are expected and required to cooperate in any investigation as needed. Any individual who is interviewed during an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the Dean 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 action, if any, will be taken; and, if called for, CBHS will 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 investigate, 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:** Christian Brothers prohibits any retaliation against individuals who make a complaint in good faith or participates in the complaint or investigation process under this policy. Any individual who believes he/she is being retaliated against should contact the Dean of Students, President, Principal, or Counselor immediately. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation towards an individual, because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination. Individuals who violate the no-retaliation policy shall be subject to appropriate disciplinary or other corrective action, as determined within the sole discretion of Christian Brothers.

## **ADDITIONAL POLICIES AND INFORMATION**

**ANONYMOUS ALERTS®:** This Student anti-bullying and safety reporting mobile app helps combat bullying and other negative activities by empowering students to come forward to help themselves and other students. Students or parents can anonymously submit alerts about suspicious activity, safety threats, bullying, alcohol or drug use, depression, harassment, family issues, campus safety concerns and self-harm issues to CBHS administrators and/or counselors. Students can establish anonymous 2-way communications with a school official about an incident. The Anonymous Alerts® mobile app is available for free to download from the Apple Store, Google Play store, and the Chrome store. The activation code is “christianbhs”.

**STUDENT IDENTIFICATION:** Each student must always have a student body card in his/her possession while on campus or at athletic contests and co-curricular activities. It is imperative that students always carry their student body card and provide it upon the request of any Christian Brothers faculty or staff member. Students will also use student body cards to purchase dance tickets. Student identification is required for entry to all Catholic Open High School Dances, including Christian Brothers dances. A student will not be allowed into any dance without his/her student body card.

At any time, Christian Brothers may restrict or revoke students’ student body privileges. Any student who loses his/her student body card must purchase a replacement card from the Dean of Students for \$10.00 dollars.

**STUDENT RESIDENCE:** The School expects its students to reside with parents or authorized guardian while enrolled in Christian Brothers. If 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 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 a student’s academic records, other pupil records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given or a limitation on the information given, it is the custodial parent’s responsibility to provide the School with a court-certified copy of the applicable court order.

**ACCESS TO SCHOOL CAMPUS, PROPERTY, AND EVENTS:** Christian Brothers reserves the right to prohibit individuals, including parents, from entering the school campus or other school property, or to prohibit individuals from attending or participating in school sponsored events/activities that occur off campus, when the presence or actions of such individual(s) poses a threat to the health, safety, well-being, or security of Christian Brothers, its employees, students, their community members, or property, interferes with the educational program, work or learning of the School’s faculty, staff, or students, or is otherwise necessary as determined by Christian Brothers administration. All decisions to prohibit an individual, whether on a permanent or temporary basis, will be made by the President or Principal, in his or her discretion.

**STUDENT WORK PERMITS:** Christian Brothers 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 Epicurean Group 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, the cafeteria serves a variety of snacks, beverages, and breakfast meals. Lunches feature a variety of healthy and seasonal meal options such as main dishes, sandwiches, salads, etc. Students may purchase meals on campus by creating a free MySchoolBucks account and securely adding money to their meal account online or with the mobile

app. When creating an account, add your student(s) using their school's name and student ID number. Funds may be added using a credit card, debit card, or electronic check. Note: For each transaction, you will be charged a program fee. If you need assistance with MySchoolBucks, you can find helpful how-to videos and answers to commonly asked questions by visiting [MySchoolBucks.com](https://www.myschoolbucks.com) or contacting them directly at (530) 613-6691.

**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 (e.g., pizzas, drinks, fast food, 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 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 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 search any student locker if deemed necessary. Students assume responsibility for all items stored within the locker. For any defacement or damage to the lockers, students will be billed for any charges related to defacement or damage. Improperly functioning lockers should be reported to the Dean 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 Dean of Students Office to obtain the new combination and pay for the new lock. No locker changes are to be made without first obtaining permission from the Dean of Students' Office. 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 in the locker will become the property of Christian Brothers. CBHS reserves the legal right to donate, give away or destroy items left in the lockers at the end of the school year.

**RESTROOMS:** The following sets of restrooms are generally available for students' use during the school day: 100/200 classroom wing, 300/400 classroom wing, upstairs and downstairs in the STEM wing. 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:** Students may purchase textbooks through Christian Brothers' official online bookstore, [mbsdirect.net](https://www.mbsdirect.net), or any other vendor offering the exact ISBN number. Each student should place his/her name 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 Dean's Hallway in the Main Office. Upon completion of classes, students may keep their books, sell them back through the [mbsdirect.net](https://www.mbsdirect.net) buy-back program, or donate them at the end of the school year.

The School does not assume responsibility for lost or stolen textbooks, calculators, or supplies. Students should always be mindful of their property and take care 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., COVID-19, chicken pox, influenza, hepatitis, pink eye, mononucleosis, strep throat, or any other

medical illness) 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 to return to School to make sure that the student's life, health, and safety issues have been professionally addressed by a licensed physician.

**PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS:** Parents must identify which prescription and over-the-counter medications their child is taking through the FinalForms medical information system. Parents must update this information through the FinalForms website whenever the type or dosage of their child's prescription and/or over-the-counter medications changes.

As a matter of student safety, parents must bring prescription medications to the Attendance Office where the parent 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. Christian Brothers 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. Students may carry medication for life-threatening attacks (i.e., asthma inhaler, epi-pen, etc.) with them on campus.

**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 school activities. Counseling will be required of these students.

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

**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 and District of San Francisco New Orleans website and social media accounts. 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 916-733-3695.

#### **MEDIA, VISUAL & PERFORMING ARTS:**

Openings for special activities are limited to currently enrolled students in good standing. Students participating, cast in or selected for Art and Talent shows, Choral and Instrumental concerts or Theater and Media productions are at the discretion of the adult leader, instructor, director, or moderator. The adult leader (Instructor, Moderator, Director) shall determine who participates and in what capacity, based on relevant criteria and at their own discretion. In some cases, outside Judges will be tasked with making selections for shows. These decisions will be based on standards of CBHS, relevant criteria and at their own discretion.

Whenever a student has a question about their selection in an MVPA co-curricular activity, the student should go to their respective adult leader for an answer. If the question remains unanswered, the student can request a meeting with the MVPA Department Chair. After these initial two meetings, if a student still needs assistance, a parent/guardian may contact the Department Chair.

**ROLE OF SECURITY:** While on campus or involved with a school event, it is the expectation of Christian Brothers 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. The private 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 community members and property from outside threats.
- Pets/Animals: No dogs or other pets are allowed on campus at any time. This includes emotional support, companion and/or therapy animals, except for guide dogs, signal dogs and/or service animals. Service animals that are specifically trained to aid a disabled person are welcome.

## **TRANSPORTATION**

**STUDENT ARRIVAL AND DEPARTURE:** Students are not to arrive on campus prior to 7:30 a.m. unless they are participating in a supervised activity (general campus opens at 7:30 a.m.). Students must leave campus or 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.

**Pick up and drop off is in the front of the school only.** Parents who choose to pick up and drop off students in the student parking lot create unnecessary traffic for students and CBHS vehicles attempting to enter or leave campus before and after school. When dropping students off or waiting to pick them up in front of the campus, parents must pull cars as far forward and to the right as possible. Parents may not double park or stop behind cars in the marked parking spaces. A traffic lane must always be kept open. After 5:00 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.

**TRANSPORTATION TO/FROM SCHOOL:** Parking lots designated for student use are on the south end of campus and in front of Brother Bertram Hall. 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.

Bicycle parking is located in the racks between the STEM wing and the school administration wing. Students may not ride skateboards on campus, and they must be stored during the school day. For the parking of motorcycles, motorized bicycles and scooters, students should see the Dean of Students.

**VEHICLE REGISTRATION AND STUDENT PARKING REGISTRATION:** Parking on campus is a privilege. Students must register any vehicles they plan to park in Christian Brothers parking lots with the Dean's Office. Students and families are encouraged to carpool to help relieve the stress on the limited number of parking spaces. The cost of a parking pass is \$25.00 per year. Students may replace lost/stolen permits for an additional \$10.00 fee. Once registered, each student will receive a parking permit that is to be displayed from the vehicle's rear-view mirror. 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. Christian Brothers is not responsible for damage or theft to any vehicle parked in school parking lots, or the contents of vehicles parked there. Parking lot violations may be given in the following cases : 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.

### **Parking Violation Steps**

1<sup>st</sup> Violation – Warning

2<sup>nd</sup> Violation – Called up to office for conversation with Dean of Students

3<sup>rd</sup> Violation \$50 Fine

4<sup>th</sup> Violation Car towed at student expense

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

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 in the surrounding neighborhood.

### 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. 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:

- Student participation in field trips is contingent upon approval from the student's teachers. All teachers of students participating in field trips must sign the Teacher Permission Form and approve the student's participation on the field trip. An administrator or teacher can refuse a student the opportunity to participate in an academic field trip for academic, attendance, and/or behavioral reasons. "D" and "F" grades may indicate participation is in jeopardy. The teacher's revocation of his or her permission for a student to participate can occur at any time up to the departure of the students on the field trip. If a teacher revokes permission for a student to participate on an academic field trip, the teacher sponsoring the field trip will provide the student with an academic assignment that relates to the subject matter of the field trip 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 declines 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. Parents should contact the Human Resources Director for the necessary information and forms.
- Parents driving students on field trips must provide an official California Department of Motor Vehicles (DMV) driving record to the Christian Brothers' Human Resources Director. This driving record is obtained by the parents/guardians at the California Department of Motor Vehicles.
- 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' students. Christian Brothers does not sponsor these trips. They 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, Christian Brothers is in no way affiliated with those entities. Christian Brothers allows representatives of these travel organizations to distribute literature and hold informational meetings on Christian Brothers 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 Christian Brothers sponsored events, and Christian Brothers neither encourages nor discourages its students' participation in such programs.

Students and their families should be aware that Christian Brothers retains no control over its students while they are participating in these events and does not purport to ensure their safety or well-being or take any responsibility for students while they attend such trips. While Christian Brothers employees may act as chaperones or otherwise be involved in the trip, they do so as individuals, not employees, agents, or representatives of Christian Brothers. Christian Brothers cannot and does not make any promises regarding the quality of the services its students will receive from the organizations that plan and promote these trips and is not 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 to the student at School. Please see this Handbook for specific areas of

unacceptable behavior. Specifically, the Student Conduct section of this Handbook states: “Students whose conduct whether inside or outside of Christian Brothers is detrimental to the common good or reputation of the school are subject to disciplinary action.”

Students and their families should thoroughly consider all 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 Christian Brothers’ 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; and 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.

### **CLOSED CAMPUS POLICY**

For the safety of students, Christian Brothers maintains a closed campus. Once students arrive at school, they may not leave the school grounds without specific permission from the Dean 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 may not remain in the parking lot without office permission. 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 for students during the school day unless going to and from class, or otherwise stated by a teacher or an administrator:

- All parking lots
- Any of the fields east of the fire lane
- Ron Limeberger ’53 Gymnasium and locker rooms, Jack Witry Field House (unsupervised)
- Area in front of school, beyond the gates
- Student vehicles parked off school grounds
- 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 always off limits to CBHS students during CBHS school hours.

# LASALLIAN STUDENT LIFE OFFICE (LSLO)

## LSLO MISSION STATEMENT

*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 unifies and promotes the faith, service, and community aspects of our school, providing a dynamic and diverse opportunity for student participation. This program meets Christian Brothers' 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 Christian Brothers Lasallian Student Life Office consists of three integral components in a single program: faith, service, and community. Together, the Lasallian Student Life Office works collaboratively with students to organize, promote, and present multiple student events and experiences throughout the year. Students will be given an authentic experience of spiritual growth, service to the community, and participation in the communal and fraternal life of the School. The LSLO is in Room 106.

The LSLO works to create a positive and meaningful Christ-centered student life at CBHS through the experience of works of faith, charity, and community. The LSLO develops an environment of spiritual growth, and a personal relationship with Christ, and works to promote a communal life through the experience of their ministry and worship, immersion into acts of service, and community.

The LSLO also provides an environment where spiritual growth and vocational discernment are encouraged and nurtured for students, faculty, staff, and families. As a part of the Christian Brothers community, students, faculty, staff, and parents, will be invited to a deeper union and understanding of self, others, and God through liturgies, prayer, and retreats. Mass is offered weekly, and families are invited to attend with their students. Whenever possible the wider community is invited to share in the liturgical and faith experiences offered at Christian Brothers. Daily prayer is offered at the beginning of the day and at the start of class. Christian Brothers offers a robust and comprehensive four-year retreat program and affords students with numerous opportunities for involvement in spiritual leadership through Student Retreat Leadership Team (SRLT).

The LSLO provides opportunities for Christian Service that are rooted in scripture and founded on the life of Christ. We teach students to understand service through His example by building foundational relationships for the sake of love and justice for others based on the foundation of Catholic Social Teaching. Students will develop their faith through experiences that spark creativity and critical thinking; through programs such as VENAVER, a faith-based immersion opportunity; service clubs; team outreach; Lasallian Youth; and, being part of the Social Action Leadership Team (SALT).

Further, the LSLO supports an extensive co-curricular activity program which will complement their academic work. This program is designed to provide students with opportunities for self-expression, bonding, leadership, and service through the Lasallian tradition, the practice of the Catholic faith and the [Lasallian Core Principles of Faith in the Presence of God, Concern for the Poor and Social Justice, Respect for all Persons, Quality Education, and Inclusive Community.](#) The Lasallian Student Life Office works in service to the faculty, staff, students, and families of our Christian Brothers Community united [together and by association to all Lasallian communities around the globe.](#)

## **FAITH: CAMPUS MINISTRY PROGRAM**

### **Worship**

Each month during the academic year, the Christian Brothers community gathers for prayer service or liturgy. The school-wide liturgies and prayer services are centered on a particular Catholic Church solemnity, holy day of obligation, or community theme. These liturgies typically begin at midmorning and are held in the Ron Limeberger '53 gym.

Parents/Guardians and family members are always welcome to join the Christian Brothers community at these prayer services or liturgies. All students are required to attend, listen attentively, and behave respectfully and reverently throughout the prayer experience. Additionally, students are encouraged to be active participants by sharing prayer responses, music, and singing.

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

### **Campus Ministry Student Team (God Squad)**

God Squad is comprised of faith-filled individuals and students of good will who have an interest in helping to build and strengthen the prayer and faith life of the Christian Brothers community.

This team is responsible for planning and preparing all school-wide prayer services and liturgies and daily school wide morning prayer under the supervision and guidance of the Director of the LSLO. This team is open to students of all grade levels and sign up to participate through Club Rush or personal recruitment. 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 Christian Brothers 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.

#### **Freshman Retreat**

“Live Jesus in Our Hearts Forever” 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 Christian Brothers family. The Senior Retreat Leadership Team (SRLT), along with the LSLO, give talks and lead small group discussions and activities. The retreat has the celebration of Eucharist. The retreat is held locally, off-site during a regular school day. Parents are responsible for transportation to/from the retreat. This retreat is held at the start of the academic year.

#### **Sophomore Retreat**

“Anchored” is a one-day, mandatory retreat for the entire sophomore class with a focus on the values and choices that anchor their lives. This retreat challenges students to reflect on their personal values thoughtfully and prayerfully 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 Senior Retreat Leadership Team (SRLT), along with the LSLO, give talks and lead small group discussions and activities. The retreat has the celebration of the Eucharist. The retreat is held off campus locally and within the school day. Parents are responsible for transportation to/from the retreat. Retreat opportunities will be scheduled throughout the year for students to sign up.

#### **Junior Retreat**

“Journey” is an optional overnight retreat that Christian Brothers offers three 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 groups. The Junior Retreat is a wonderful precursor to the Senior Kairos retreat. The retreat is

held off campus locally and is one night overnight. In the 2024-2025 academic year, the LSLO will host a one-day off campus retreat to accommodate for those interested in a retreat but may not feel comfortable in an overnight experience. This is an attempt to reach a larger audience of students. The Senior Retreat Leadership Team (SRLT), along with the LSLO, give talks and lead small group discussions and activities. The retreat has the celebration of Eucharist. There is a fee for this retreat, which goes toward expenses of transportation, housing, meals, and retreat materials. A junior must fully participate in a retreat in order to be eligible for SRLT in their senior year. The dates for all retreats are in the School calendar and posted on the School web site.

### **Senior Kairos Retreat**

Kairos is the Greek word for God's 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.

Kairos retreat has been described by participants as one of the most meaningful parts of the Christian Brothers experience. The Kairos retreat is offered 5 times throughout the year (including a Junior 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. The dates for all retreats are in the School calendar and posted on the School web site.

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

Juniors who have participated in a Junior Retreat are eligible to apply for the Senior Retreat Leadership Team in the winter of their junior year. Seniors are invited to apply to serve as student leaders for the Freshman, 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. This team works under the supervision of and in collaboration with the Director of the LSLO. Students on this team are expected to conduct themselves both on and off campus in ways that are responsible and reflective of gospel values or people of goodwill. 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. The training retreat prepares them with the necessary skills and abilities to lead retreats for the coming school year. Areas of focus include Leadership, Communication, Teamwork, Planning, and Personal Faith and Mission.

### **Special Events**

Lasallian Student Life Office assists the Vocation Team in promoting vocations each year with the Lasallian District of San Francisco New Orleans and the Diocese of Sacramento. 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.

Further details regarding the Campus Ministry events can be found on the School website or by contacting the Director of Lasallian Student Life.

### **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)

*Enter to Learn Leave to Serve.*

The Christian Service Program is rooted in the foundation of the Catholic Social Teachings and the Lasallian Core Principles (Faith in the Presence of God, Concern for the Poor and Social Justice, Quality Education, Respect for All Persons and Inclusive Community). Providing students with the opportunity to serve others is a defining attribute of Lasallian education.

Christian Service is a call to action. Christian Brothers invites each student to a full, active, and conscious participation to “Enter to Learn and Leave to Serve” through the Social Action Leadership Team (S.A.L.T),

community almsgiving throughout the year, student clubs with service-related activities, Service-Learning curriculum, and VENAVER faith-based immersion experiences. Students will develop critical and creative thinking skills through participation in the Christian Service Program. The goals of these activities and programs are to engage students intellectually, emotionally, and spiritually, to promote a deeper understanding and commitment to the Lasallian mission and charism, and to advance the Lasallian Catholic identity 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. Students are invited to explore Christian Service as early as freshman year.

All Christian Service hours must be connected to Christian Brothers through student activities/clubs, local service clubs, local churches or must be approved by the Assistant Director of the LSLO. Students may submit a proposal site and serve there or select a site from a list of pre-approved sites on MobileServe. Students must report to an adult who is not a relative. Participants in service camps (e.g., Camp ReCreation, Camp Pendola, etc.) or a VENAVER trip are eligible for a maximum number of 70 hours for a week. Students may also obtain hours via work with Student Ambassadors, ASB/LSLC Officers, Recreational or School coaching, Student Athletic Trainers, or assisting at the Christian Brothers Auction; however, students are limited to entering a combined 25 hours each year for these on campus leadership positions. Students are strongly encouraged to explore other service opportunities that are in the MobileServe service hours tracking system.

Students must document their hours in a timely manner. Hours must be documented within three months of completion, or the hours may not be approved. All incoming freshmen will be registered in MobileServe through their NEST classes and taught how to input service hours online. Students should enter service hours on MobileServe on an ongoing basis each year. Students must have the appropriate supervisor electronically approve hours via MobileServe or Christian Brothers will deny credit for the hours. Incoming freshmen service hours begin with their tenure at Christian Brothers. For a list of acceptable service hours, please log on to MobileServe.

### **Christian Service Awards**

Christian Brothers recognizes students who have demonstrated a commitment to service at their graduation with the Christian Service Awards. Graduating seniors who have completed and had the requisite service hours approved are eligible for the Christian Service Award at graduation. All hours must be submitted via MobileServe within 3 months of completion of service for consideration and approval. Additionally, all seniors must complete their service hours by the end of the 3<sup>rd</sup> quarter of their senior year. Any hours turned in after this date will not be included in the senior awards ceremony or the graduation program.

Because of changes in availability of service opportunities due to Covid, the number of required hours was modified in 2021. As we slowly move back closer to pre-Covid level requirements, current CBHS classes may have different requirements for Christian Service Awards. Please see below for award level recognitions based on hours:

#### **Class of 2025**

- 100 Hours: Christian Service Award
  - Recipients of the Christian Service Award will be listed in the graduation program and will receive a pin to wear with their gown at graduation ceremonies.
- 150-399 Hours: Brother Edward Service Award
  - Recipients of this award will be listed in the graduation program and will receive a pin to wear with their gown at graduation ceremonies.
- Over 400 Hours: Brother James Miller Award

## **Class of 2026**

- 100 Hours: Christian Service Award
  - Recipients of the Christian Service Award will be listed in the graduation program and will receive a pin to wear with their gown at graduation ceremonies.
- 200-399 Hours: Brother Edward Service Award
  - Recipients of this award will be listed in the graduation program and will receive a pin to wear with their gown at graduation ceremonies.
- Over 400 Hours: Brother James Miller Award

## **LSLO Donation Drives**

The LSLO sponsors opportunities throughout the year for the community to join in solidarity to aid those in need. A tentative monthly calendar of projects supported by the LSLO is below:

- August/September
  - Peanut Butter and Jelly drive for Growing Past Today to support unhoused Oak Ridge Elementary School students.
- October
  - A clothes and books drive in conjunction with student club Teens 4 Change, which works with St. John's Program supporting women and children in need.
- November
  - As part of their service-learning curriculum, freshmen plan the Canned Food Drive to support our neighbors in Oak Park. All donations go to Williams Memorial Church.
- December
  - A Christmas toy drive supports newly arrived refugee children working with World Relief in Sacramento.
- January
  - A coat and jacket drive supports Loaves & Fishes, who will distribute them to unhoused people in the Sacramento area.
- February
  - A laundry supplies drive will support Spring Forward, an event co-sponsored by CBHS and other local non-profits in support of unhoused students at Oak Ridge Elementary School.
- March
  - A basic need (cans/toiletries, etc.) drive will help support a community Freedged supported by local nonprofit Alchemist CDC
- April
  - A cleaning supplies and gas gift card drive will support Family Promise, a local interfaith network to support families who need basic services including shelter.
- May
  - As part of their service-learning curriculum, sophomores will help support World Relief by soliciting donations to build "Welcome Kits" for newly arrived refugee families to the Sacramento area.

## **Social Action Leadership Team:**

S.A.L.T. is a student servant leadership team on campus that invites students to serve as leaders to live out the Gospel message through the Concern for the Poor and Social Justice. S.A.L.T. promotes social action and connect service and charity while building community and having fun through service and fellowship. S.A.L.T. students work to plan, promote, and execute service opportunities for Christian Brothers students, and helps plan the LSLO monthly donation drives listed above. The group also actively supports our international Lasallian sisters and brothers, particularly our twin school St. John Baptist de La Salle in Addis Ababa, Ethiopia.



**Club and Team Outreach:**

The Christian Service Program approves and promotes student club outreach and activities that are service-related. Students can join the Social Action Leadership Team, participate in Service 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. The Assistant Director of LSLO (Service) must approve all student club services. Students who would prefer to participate in outreach can carry out such activities by participating in the following: working at the Loaves & Fishes dining room, food distribution in the area, working at the Sacramento Food Bank, and St. Baldrick's cancer awareness. For any new non-profit/organizations not on an approved list in MobileServe, please email Ms. Hanshew, Assistant Director of the LSLO at [ehanshew@cbhs-sacramento.org](mailto:ehanshew@cbhs-sacramento.org) for approval.

**Christian Service Learning:**

Christian Brothers 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 and 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 option to complete the service learning. If the student does not participate in the Christian Service-Learning activity, his/her teacher and the Assistant Director of the LSLO for Service must approve any make-up service activity.

**VENAVER (Come and See):**

VENAVER is a week-long direct service immersion program. This immersion program is offered to Juniors and Seniors. Students interested in participating submit applications and then go through an interview process. There are several immersions during the school year and a limited number of students are chosen per immersion. Students who participate in VENAVER must attend a series of mandatory meetings prior to the trip. 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 signoff/contract. Students must have a weighted 2.5 GPA or above to be considered for VENAVER. If a student is failing a class, they may not participate in the immersion and the finances will not be refunded. Financial scholarships are available for those who meet the criteria. Students may earn a maximum of 70 service hours for their participation in VENAVER. All participants over 18 must have a valid REAL CA ID/license or passport. All participants younger than 18 must have a student ID. Any student participating in an international immersion (e.g., Otro Lado) must have a passport, as well as 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.

## **COMMUNITY: THE LSLO Student Activities Programs**

Lasallian Student Life Council is comprised of both elected and appointed students of all grade levels. LSLC students are committed to providing leadership to their classmates and working to support the Five Core Lasallian Principles. LSLC students receive training, support, and recognition in an effort to develop their leadership skills and promote the Lasallian school culture. LSLC meets regularly and develops activities including Freshman Lock-in, school dances, Homecoming Week activities, spirit rallies, class level activities and much more. The LSLC is comprised of the Associated Student Body (ASB) Council and a Class Council at each grade level. A list of LSLC officers is available on the CBHS website.

**Co-Curricular Activities:** One of the Core Principles of Lasallian education is inclusive community. To promote the dignity and worth of each member of the Christian Brothers community, the Lasallian Student Life Office 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. A list of Christian Brothers clubs, non-club organizations, and other student activities and events, will be updated regularly on the CBHS website.

### **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 appropriately and behaving in a respectful manner.

### **GENERAL OPEN DANCE GUIDELINES**

- Dance time: 7:00 – 9:30 p.m. No admittance after 8:00 p.m. and no dismissal before 9:00 p.m.
- Typically, the cost is \$10.00, and each student may only buy one (1) admission.
- Students may not arrive or depart in rented vehicles, limousines, buses, or RV's.
- 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 an admission ticket check.
- Bags and purses may be inspected at the door.
- Schools may use breathalyzers and the services of security dogs to detect drugs, alcohol, or other contraband items.
- Student Body Cards will be confiscated for inappropriate behavior or dress. Cards will be held in the Dean of Students Office and consequences and sanctions for violations will be determined by the Dean where the student attends school.
- Students must always follow the directives of the adult prefects and security personnel.

### **OPEN DRESS CODE**

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

- Skirts, dresses, and shorts that are too short. The length must be no shorter than mid-thigh. 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-inch wide.
- Clothing with references to alcohol, sex, drugs, racist and/or sexist remarks.
- Clothing that sags, bags, or is low-cut so that that it 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, the host school will announce it in advance.

## **OPEN DANCE BEHAVIOR CODE**

Students exhibiting the following may be asked to leave:

- Straddling or wrapping legs around another person.
- Inappropriate physical contact, such as 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 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.**

**SPECIAL EVENT STUDENT DANCES:** Christian Brothers will host “special event” student/guest dances each year including the Homecoming Dance and Upper Division Ball. Catholic high school students may be invited to attend these dances with a Christian Brothers student-host.

If a Christian Brothers student wishes to bring a student from a non- Catholic high school to one of these dances, the student is required to submit a Dance Guest Pass Request Form to the Assistant Director of Lasallian Student Life – Activities by the stated deadline for pre-approval. The limit is one guest per Christian Brothers student. Guests must enter the dance with their host student. Dances at Christian Brothers 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 the student’s/guest’s high school.
- Students previously enrolled at CBHS who were dismissed or withdrew due to disciplinary action may not attend any CBHS dances.
- No guest may be older than 19 years of age. All guests must provide valid photo identification that includes their date of birth.
- Behavior Code applies to semi-formal and formal dances.
- Homecoming Dance dress code is semi-formal and Upper Division Ball dress code is formal.

**Semi Formal and Formal Dance Dress Code will be published well in advance of these special event dances by the Lasallian Student Life Office.**

The following BEHAVIOR CODE is expected at ALL CBHS DANCES:

- Students must follow the directives of the adult prefects and security personnel.
- The school may conduct breathalyzer tests at dances, upon admittance and at any time during the dance. Detection canines may be used.
- 

Anyone found to be in possession of or under the influence of controlled substances will be turned over to the Dean of Students. That student will be removed from the dance immediately, required to be tested for controlled substances and/or take a breathalyzer test, and the parents will be called. (See RULES OF CONDUCT, #8.) Law enforcement may be notified.

- Once a student has been admitted to a dance, the student/guest may not leave. Students are not allowed to go to vehicles, lockers, or the parking lot.
- Students dancing inappropriately may face appropriate consequences.
- School staff determines appropriate behavior at dances. 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 will be notified.

- Any student who is disrespectful or uncooperative with one of the prefects will be removed from the dance and the 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.

## COMMUNITY ENGAGEMENT OPPORTUNITIES

**LASALLIAN PARENT AMBASSADORS:** The Lasallian Parent Ambassadors (LPA) is a parent group that preserves the rich traditions of CBHS through volunteerism. The group helps build relationships among current and alumni families while supporting the School and building deep and lasting friendships. The LPA members are eager to meet you and invite you to become ambassadors of smiles, hospitality, school information, and community connectors. We welcome new and prospective families at several events including Open House, High School Placement Tests, and Freshman Welcome Night. We offer additional volunteer opportunities at the Clothes Closet, school dances, blood drives, family masses, graduation day, and community events. Everyone is welcome and we encourage you to participate to be a part of our amazing community!

**CBHS SCRIP PROGRAMS:** Families can raise money for CBHS through everyday shopping. Visit the [Scrip](#) page (on the Christian Brothers website under the Parents tab) to register and view detailed information about supporting Christian Brothers with your everyday shopping. Register online for RaiseRight or pick up a Nugget Market or Foods Co grocery store card in the Main Office.

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

**ALUMNI ENGAGEMENT COMMITTEE:** The Christian Brothers Alumni Engagement Committee is the vehicle for alums to stay connected to the School. Christian Brothers considers all graduates of Christian Brothers, Bishop Armstrong and Bishop Manogue High Schools, and St. Joseph's Academy 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 Christian Brothers activities and events, including the annual Alumni Dinner and the CB Extravaganza.

**AMBASSADORS' CLUB:** Christian Brothers considers donors who contribute \$1,876.00 or more annually to be "Ambassadors" and each year are invited to a formal recognition dinner with other benefactors.

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

Families are invited and encouraged to become involved in the Christian Brothers community through the various opportunities offered on campus. To become involved in volunteering simply click on the [Volunteerism](#) link under the Parents tab on the Christian Brothers website.

# COUNSELING SERVICES

Christian Brothers provides comprehensive and professional counseling services by well-qualified, highly trained Lasallian educators who specialize in school counseling. Services include personal, academic, college and career counseling. Examples of the services offered by the [Counseling Department](#) are as follows:

## Personal Counseling

- Individual counseling upon student or parent request or referral from a teacher, coach, or administrator.
- Parent conferences.
- Crisis intervention counseling.
- Academic stress or coping skills.
- Stressors and conflicts with peers.
- Family stressors.
- 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, parents and students acknowledge that students may choose to see a counselor and seek to have a private conversation for the purpose of addressing personal or 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 is required to disclose information obtained from the student to School Administration, law enforcement or public health officials.

## 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 a student's academic progress.
- Collaboration with families regarding any need for summer remediation or unit deficiencies toward graduation.
- Monitoring and support of students who qualify for specific academic accommodations due to diagnosed learning differences.
- STAR Interventions Meetings (early academic intervention for at-risk students).
- Standardized testing: information, administration, and interpretation of: PSAT 8/9, Pre-ACT, PSAT/NSMQT, ACT, SAT, and 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 the national ACT, and SAT on selected Saturdays in the 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).

### **Regular Meetings with Grade-Level Counselors**

Students may request an appointment at any time to see a counselor. In addition to these drop-in opportunities, all students will be seen by their counselor individually or in a small group setting for a pre-scheduled meeting at least once during the school year. In that meeting, the counselor will advise students of the counseling services that are available to them, including Scoir for college and career planning.

**Parent Counselor Partnership** Parents are encouraged throughout the four-years to share with counselors any events in the life of a student that may affect their learning. Keeping your counselor updated on issues that may affect your student's ability to succeed both academically and socially is an important way to assist the entire counseling department in supporting your student. Counselors send monthly emails to grade-level parents updating them on important issues, deadlines, or issues pertinent to their class. If an issue potentially involves the Wellness Program, please reach out to the wellness counselor(s). If you have any questions, your student's grade-level counselor can provide further information or provide support resources at any time.

### **Community Education**

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 PSAT 8/9 results
- Four-Year Academic Plan guidance; pre-registration assistance
- STAR Intervention Meetings
- Individualized Scoir introduction, including college planning, student learning-style inventories, and career assessment tools.

### **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 Scoir web-based college planning/Strengths Explorer, and Activities Resume
- STAR Intervention Meetings

### **Juniors**

- PSAT/NSMQT (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 (editing, revisions, and consultations)
- Small group college planning meetings
- Family College Planning Appointments
- Two excused College Visit days
- College Planning Summer Homework Packet
- Coffee w/ the College Counselors Sessions (by grade level)
- Summer College Boot Camp
- Individualized Scoir web-based college planning, personality profiles, and resume building. STAR Intervention Meetings

### **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 Scoir 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 parents can obtain answers to most college questions by going to the Counseling section on the Christian Brothers website. Christian Brothers updates the Counseling website periodically. In addition, students and parents should frequently access the document library and links to Scoir, Christian Brothers' individualized college planning website.

### **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 collaborate with students, the Peer Tutoring Club, and the ARC staff to assist in setting up these tutoring sessions and with follow-up as needed.

### **Applying to College**

Christian Brothers is obligated to answer all questions asked by colleges and universities on the "Secondary School Reports" in a truthful and complete manner. Please reach out to our [College Counselors](#) with any questions regarding the college admissions process.

## **WELLNESS COUNSELING**

Wellness is a state of being healthy. It is a proactive pursuit of continued growth and balance in seven essential areas: Spiritual, Physical, Intellectual, Academic, Emotional, Social, and Environmental. Wellness counseling involves assessing these areas and working towards creating or maintaining balance, thus allowing our students to be their best self.

Wellness Counseling is different than the counseling that students may receive from their grade-level counselor in that more time can be devoted to addressing specific emotional needs, or challenges that are interfering with their well-being. However, if the counseling need is significant and requires persistent (i.e. weekly) sessions a referral for a therapist in the community will be made. If, at any point, the Wellness Counselor is concerned for a student's ability to keep themselves safe, the Wellness Counselor will immediately contact the student's parent or caregiver to initiate a third-party assessment. The student will not be permitted to return to School until a mental health professional has determined that it is safe for the student to do so.

Some examples of situations that may lead a student to see a Wellness Counselor are:

- Challenges with peers
- Coping with difficult situations (such as the death of a family member or friend, divorce, illness, or other unexpected life events that can cause distress)
- Managing stress
- Coping with a diagnosed or undiagnosed mental illness
- Addressing unhealthy behaviors (such as eating issues, substance use, or self-harm)

Wellness Counseling can be initiated by the student, parent on their student's behalf, teacher, or concerned third party. Wellness Counseling is a therapeutic relationship that maintains the limits of confidentiality in accordance with California law.

IMMUNITY PROGRAM:



The Immunity Program was created to support students who, on their own accord, are seeking sobriety from substance use. The goal of the Immunity Program is to help the student achieve and maintain a healthy lifestyle and habits, without the threat of disciplinary action by Christian Brothers during this process. The student must sign an Immunity Contract, in which the terms of the immunity are clearly stated and specific to the individual student. As a measure to help the student meet their sobriety goal and assess their progress, participation in drug testing is expected throughout the student's enrollment at Christian Brothers once the Immunity Program is initiated.

Participation in the Immunity Program can be sought by any student who self-identifies as having a challenge with substance use. 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.

The Immunity Program can be offered to a student with known substance use behaviors by a Counselor, Administrator, or Dean. However, the Program and subsequent Immunity Contract must be entered into willingly by the student.

The Immunity Program must be accepted by the student for immunity to begin since there are responsibilities for which the student will be held accountable. Once immunity starts, the Wellness Counselor will assess the student's individual needs and will develop counseling plan tailored to the identified needs. The Wellness Counselor will attempt to include all appropriate family members throughout the immunity process.

While under immunity, Christian Brothers will offer students certain protective privileges and safeguards from specific school discipline actions, as outlined under the Immunity Contract.

The Wellness Counselor, in collaboration with the Dean's Office, will determine the specific safeguards offered to the student. While the student is working with the Wellness Counselor, the counselor will maintain a confidential relationship with the student in order to best support the student. However, there are limits to confidentiality as specified by California law.

Immunity may benefit those students who have "use-related" problems. Christian Brothers **will not** offer immunity 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.

#### 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
- Other special needs as requested
- Danger to self-assessment

# ATHLETIC DEPARTMENT

## INTEGRITY ♦ HONOR ♦ EXCELLENCE

Christian Brothers is a member of the CIF Sac-Joaquin Section and participates in the Capital Valley Conference. Christian Brothers participates in the following interscholastic sports:

| Women's Athletics                    | Men's Athletics                    |
|--------------------------------------|------------------------------------|
| • Basketball: Frosh, J.V., Varsity   | • Baseball: Frosh, J.V., Varsity   |
| • Cheerleading: Frosh, J.V., Varsity | • Basketball: Frosh, J.V., Varsity |
| • Cross-Country: J.V., Varsity       | • Cross-Country: J.V., Varsity     |
| • Diving: Varsity                    | • Diving: Varsity                  |
| • Flag Football: J.V., Varsity       | • Football: J.V., Varsity          |
| • Golf: Varsity                      | • Golf: J.V., Varsity              |
| • Lacrosse: J.V., Varsity            | • Lacrosse: J.V., Varsity          |
| • Soccer: J.V., Varsity              | • Soccer: J.V., Varsity            |
| • Softball: J.V., Varsity            | • Swimming: J.V., Varsity          |
| • Swimming: J.V., Varsity            | • Tennis: Varsity                  |
| • Tennis: Varsity                    | • Track & Field: J.V., Varsity     |
| • Track & Field: J.V., Varsity       | • Volleyball: J.V., Varsity        |
| • Volleyball: Frosh, J.V., Varsity   | • Water Polo: J.V., Varsity        |
| • Water Polo: J.V., Varsity          |                                    |

Additionally, the Athletic Department provides opportunities for a sports medicine club (Student Athletic Trainers). All CIF and club teams at Christian Brothers are comprised solely of currently enrolled students in good standing.

### **POLICIES & EXPECTATIONS FOR STUDENTS, PARENTS AND FANS**

#### Philosophy:

The Athletic Department at Christian Brothers 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

**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 semester of the next year.

**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 student must submit the petition 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 to the meeting at the Principal's discretion. An eligibility extension will normally be granted only once during a student's high school career.

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 fourth 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.

All new and returning student athletes trying out for a sport must have a current FinalForms medical system registration 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 FinalForms at the conclusion of the registration.

Note: This is the only physical examination form recognized by Christian Brothers. Students must submit a completed doctor's physical examination form to the coach or Athletic Department office before the starting date of tryouts and practices of all sports. 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.

All student-athletes are permitted to participate in as many sports as they wish. However, concurrent participation in two school sports during the same season requires prior approval from the head coaches of each team on which the student intends to play and the Athletic Director.

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; 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.

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.

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, and the Athletic Director will determine whether the student may participate in a second sport prior to the completion of the first sport in his/her sole discretion.

**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

- 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 Dean of Students.
- 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.
- 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. **Teachers have the right to keep students in class and not release them for athletic events if they are struggling academically or not keeping up with work.**
- Detentions are considered an unexcused tardy or absence for sports. Detentions on game days must be served on that day unless the Dean of Students' Office gives prior approval for a one-day delay.
- All student-athletes are financially responsible for any items issued by the School. Christian Brothers will bill a replacement charge to parents for articles that are lost, stolen, or damaged. Students should report any lost, stolen, or damaged equipment to the coach immediately.
- Students must return all school equipment and uniforms in similar condition as it was when distributed within 1 week of the final sports contest. Student-athletes not meeting this deadline will be required to attend after school detention each day until they return or pay for all equipment and/or uniforms. In the event the equipment or uniform is damaged or lost, the student-athlete and parents take full responsibility for replacement costs.
- Lockers are available for the purpose of storing athletic equipment.
- 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.

**Practices:** The usual policy is to practice every weekday except game day. Head coaches are to determine and communicate, in advance, the practice schedules and attendance policies for their teams. If practices are missed, the student's game playing time is at the coach's discretion.

Saturday and most holiday practices are allowed with advance notice. No meetings or practices 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.

During the high school season, no student-athlete may participate in the same sport with an outside organization (see CIF Constitution and Bylaws Article 60 for limited exceptions).

The head coach for each team will determine the policy for allowing student-athletes to compete in a different sport on a 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.

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.
- The requisite GPA is required.

The Athletic Director will make all decisions to move an underclassman in consultation with all coaches affected by the move, the Dean 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.

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 will not be tolerated at any time. Such behavior may warrant sanctions by the head coach, the Athletic Director, the Dean of Students, or the Principal, and may include suspension, removal from the team, or dismissal from the School.

**Ejection:** Any student-athlete ejected from a game automatically receives a one-game or more 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.

**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 Valley Conference (CVC) & Falcon 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.

**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 coach will refer the student-athlete to the Dean of Students' Office. Parents and student-athletes agree to build strength naturally through weight training and a healthy diet. Performance enhancing drugs and/or 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/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 FinalForms system, both the participating student-athlete and the parents 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 policy regarding use of illegal drugs will be enforced for any violation of these rules.

**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 or bullying, the student-athlete will be referred to the Athletic Director and Dean of Students. For more information, please refer to the Harassment Policy of the Family/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.

**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 the Athletic Trainer.

The athletic training room will not be staffed on school holidays. The head coach will be responsible for all injury care in the absence of the athletic trainer.

**Concussion Protocols:** An athlete who is suspected of sustaining a concussion or head injury shall be immediately removed from activity for the remainder of the day, and shall not be permitted to return to the activity until he/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. Classroom accommodations will be forwarded to the athlete's teachers.

When the athlete is cleared to begin the CIF Concussion Return to Play Protocol, it will be completed under the direct supervision of the licensed health care provider.

The athlete will take the ImPACT Test prior to any contact, and the results will be used to determine advancement in the concussion protocol.

Full return to play requires a release from the doctor as well as completion of the Return to Play Protocol. [http://www.cifstate.org/sports-medicine/concussions/CIF\\_Concussion\\_Return\\_to\\_Play\\_Protocol.pdf](http://www.cifstate.org/sports-medicine/concussions/CIF_Concussion_Return_to_Play_Protocol.pdf)

## SPORTS MEDICINE

### **What is a concussion and how would I recognize one?**

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.

Most concussions get better with rest and over 90% of athletes fully recover. However, all concussions should be considered serious. If not recognized and managed the right way, they may result in problems including brain damage and even death.

Most concussions occur without being knocked out. Signs and symptoms of concussion (see below) may show up right after the injury or can take hours to appear. If your child reports any symptoms of concussion or if you notice some symptoms and signs, seek medical evaluation from the School's athletic trainer and a physician trained in the evaluation and management of concussion. If your child is vomiting, has a severe headache, or is having difficulty staying awake or answering simple questions, call 911 for immediate transport to the emergency department of your local hospital.

On the CIF website is a Graded Concussion Symptom Checklist. If your child fills this out after having had a concussion, it helps the physician, athletic trainer or coach understand how they are feeling and hopefully will show improvement over time. You may have your child fill out the checklist at the start of the season even before a concussion has occurred so that we can understand if some symptoms such as headache might be a part of their everyday life. This is a “baseline” so that we know what symptoms are normal and common for your child. Keep a copy for your records and turn in the original. If a concussion occurs, your child can fill out this checklist again. This Graded Symptom Checklist provides a list of symptoms to compare over time to follow your child's recovery from the concussion.

## **What can happen if my child keeps playing with concussion symptoms or returns too soon after getting a concussion?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. There is NO same day return to play for a youth with a suspected concussion. Youth athletes may take more time to recover from concussion and are more prone to long-term serious problems from a concussion. Even though a traditional brain scan (e.g., MRI or CT) may be “normal,” the brain has still been injured. Animal and human research studies show that a second blow before the brain has recovered can result in serious damage to the brain. If your athlete suffers another concussion before completely recovering from the first one, this can lead to prolonged recovery (weeks to months), or even to severe brain swelling (Second Impact Syndrome) with devastating consequences.

There is an increasing concern that head impact exposure and recurrent concussions may contribute to long-term neurological problems. One goal of concussion education is to prevent a premature return to play so that serious brain damage can be prevented.

## **What are the signs and symptoms of a concussion?**

Signs Observed by Coaches, Teammates, and Parents

|                                       |  |
|---------------------------------------|--|
| Looks dizzy                           | Slurred speech                                 |
| Looks spaced out                      | Shows a change in personality or way of acting |
| Confused about plays                  | Can't recall events before or after the injury |
| Forgets plays                         | Seizures or “has a fit”                        |
| Is unsure of game, score, or opponent | Any change in typical behavior or personality  |
| Moves clumsily or awkwardly           | Passes out                                     |
| Answers questions slowly              |  |

## **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.

## **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 and 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.

Locations of AEDs:

1. Deans Hallway
2. Ice Room inside Athletic Training Room
3. With Athletic Trainers or Athletic Training Office
4. Football field – locked up in Press Box. Athletic trainers have keys.
5. Theater – Can be obtained with H1 key.

### **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 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 act 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 SCA Conditions are Present in Your Student- Athlete.  
The potential indicators that SCA may occur include:
  - 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/she is evaluated and cleared by a licensed health care provider. Parents 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.

The parent(s) acknowledge that she/he/they have reviewed and understand the symptoms and warning signs of SCA and the new CIF protocol to incorporate SCA prevention strategies into the student-athlete's sports program.

For more information about Sudden Cardiac Arrest visit:

California Interscholastic Federation <http://www.cifstate.org>

Eric Paredes Save A Life Foundation <http://www.epsavealife.org>

CardiacWise (20-minute training video) <http://www.sportsafetyinternational.org>

### **Identification and Treatment of Heat Illness**

Exercise produces heat within the body and can increase the player's body temperature. Add to this a hot or humid day and any barriers to heat loss such as padding and equipment, the temperature of the player can become dangerously high.

Heat illness occurs when metabolically produced heat combines with that gained from the environment to exceed the heat and large sweat losses. Young athletes should be pre-screened at their pre-participation physical exam for medication/supplement use, cardiac disease, history of sickle cell trait, and previous heat injury. Athletes with any of these factors should be supervised closely during strenuous activities in a hot climate. Fatal heat stroke occurs most frequently among obese high school football middle linemen.

Much of one's body heat is eliminated by sweat. Once this water leaves the body, it must be replaced. Along with water loss, many other minerals are lost in the sweat. Most of the commercial drinks now available contain these minerals, such as Gatorade, etc., but just plain water is all that is really required because the athlete will replace the lost minerals with his/her normal diet.

**HEAT STROKE:** Dysfunction or shutdown of body systems due to elevated body temperature which cannot be controlled. This occurs with a body-core temperature greater than 107 degrees Fahrenheit.

Warning Symptoms:

- Dizziness
- Drowsiness, loss of consciousness
- Seizures
- Staggering, disorientation
- Behavioral/cognitive changes (confusion, irritability, aggressiveness, hysteria, and emotional instability)
- Weakness
- Hot and wet or dry skin
- Rapid heartbeat, low blood pressure
- Hyperventilation
- Vomiting, diarrhea

This is a **MEDICAL EMERGENCY**. Death may result if not treated properly and rapidly. Treatment: Stop exercise, call 911, remove from heat, remove clothing, immerse athlete in cold water for aggressive, rapid

cooling (if immersion is not possible, cool the athlete as described for heat exhaustion), monitor vital signs until paramedics arrive.

**HEAT EXHAUSTION:** Inability to continue exercise due to heat-induced symptoms. Occurs with an elevated body-core temperature between 97 and 104-degrees Fahrenheit. Warning Symptoms:

- Dizziness, lightheadedness, weakness
- Headache
- Nausea
- Diarrhea, urge to defecate
- Pallor, chills
- Profuse sweating
- Cool, clammy skin
- Hyperventilation
- Decreased urine output

Treatment: Stop exercise, move player to a cool place, remove excess clothing, give fluids if conscious, COOL BODY: fans, cold water, ice towels, or ice packs. Fluid replacement should occur as soon as possible. The athlete should be referred to a hospital emergency if recovery is not rapid. If in doubt, CALL 911. Athletes with heat exhaustion should be assessed by a physician as soon as possible in all cases.

**HEAT SYNCOPE:** Dizziness or fainting due to high temperatures. It often occurs after standing for long periods of time, immediately following cessation of activity, or rapidly standing after resting or sitting.

Warning Symptoms:

- Fatigue
- Tunnel vision
- Pale or sweaty skin
- Dizziness
- Lightheadedness, fainting

Treatment: Move the athlete to a cool, shaded area, elevate the legs and rehydrate. Remove excess clothing and cool the athlete with wet towels or ice bags.

**EXERTIONAL HYPONATREMIA:** A rare condition of bodily dysfunction due to inadequate sodium levels. This occurs because of the ingestion of too much water.

Warning Symptoms:

- Disorientation, altered consciousness, lethargy
- Headache
- Vomiting
- Swelling of hands and feet
- Seizures

Treatment: Stop exercise, call 911, monitor athlete until paramedics arrive. Athletes who may have hyponatremia should not be given fluids until a physician is consulted.

**HEAT CRAMPS:** Acute, painful, involuntary muscle contractions that occur during or after intense exercise sessions.

Warning Symptoms:

- Muscle cramps
- Sweating, thirst, fatigue

Treatment: Gently stretch the cramping muscle. Ice or gentle muscle massage may also help to stop the cramp. The athlete should drink fluids, especially with electrolytes, if possible. Salt tablets are still controversial. Athletes can use greater amounts of salt on their food by instinct and can get additional salt from sports drinks with electrolytes.

**GENERAL TREATMENT GUIDELINES:**

Adequate medical personnel should be on-site to handle any heat illnesses/emergencies. Equipment for treating heat illnesses (cooling equipment such as fans, ice, tub of cold water, thermometers, etc.) should be readily available for use in the event of a problem. Coaches and medical personnel should be aware of and familiar with procedures for handling any emergencies due to heat illness.

## GENERAL PREVENTION REMINDERS:

Heat illnesses can often be prevented through proper, adequate hydration and safe practice guidelines.

## GAME DAY ATTIRE:

Game Day Attire during school day for Student-Athletes: To promote school spirit at Christian Brothers, 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 sweatshirts that comply with regular dress code requirements may be worn.

All “Game Day Attire” must observe Christian Brothers dress code standards of modesty, moderation, and good taste.

## 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. Swimsuits should be worn at pool facility only.

## ATHLETIC FEES

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/she is financially responsible to pay this fee. This fee will be added to the tuition account.

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 that is designed for use in practice and contests. Packages may include mandatory and/or optional items. Spirit packs will be purchased online and mailed directly to the athlete’s home.

Equipment and Uniforms: Equipment and uniform costs vary from sport to sport. 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 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.

Transportation will be provided for all necessary travel for athletic contests except:

- Varsity teams traveling to schools within the greater Sacramento area. If buses are used within the greater Sacramento area, they will drop off the student only and parents will be expected to plan for transporting their student home.

- Any contest starting after 6:00 P.M. Transportation home from sub-varsity contests ending after 6:00 P.M. and within the greater Sacramento area.
- Any contest on a non-school day or weekend.

Parents 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(s) 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.

If the School is not providing transportation to and from an event, it is the responsibility of student-athlete and his/her parents to provide all necessary transportation. If no parent is able to provide transportation to/from an event in situations where the School is not providing transportation, parents must arrange for alternative transportation if the student-athlete intends to participate in the event. The School assumes no responsibility for arranging alternative transportation.

In such situations, the student-athlete's parent 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.

Private volunteer drivers providing transportation to athletic contests for students subject themselves to their own risk of liability. In the event of any accidents or injuries arising out of transportation, private volunteer drivers agree to use their private automobile 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/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.najia.org](http://www.najia.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:

- To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- To eliminate all possibilities which tend to destroy the best values of the game.
- To stress the values derived from playing the game fairly.
- To show cordial courtesy to visiting teams and officials.
- To establish a happy relationship between visitors and hosts.
- To respect the integrity and judgment of sports officials.
- To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- To encourage leadership, use of initiative, and good judgment by all players on the team.
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.

- 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 AND PROCEDUES FOR PARENTS IN COMMUNICATING CONCERNS:

Good sportsmanship is expected from everyone at Christian Brothers. The coaches and players are expected to and are held accountable for representing Christian Brothers with dignity and integrity. The same high standards of behavior are expected from all adults and fans.

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.

Coaches are to be treated with the same respect accorded any other professional.

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:

1. 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.
2. Arrange an appointment to speak with your child’s coach. Our coaches will respond to your request as quickly as possible.
3. Arrange an appointment with the Athletic Director.
4. Arrange an appointment with the Principal if you feel the issue still has not been resolved.

The head coach will determine the playing time, game strategy, and play calling. Playing time of the student, game strategy and play calling are not appropriate issues to discuss with the head coach, Athletic Director, Principal, or President.

#### GUIDELINES FOR HIGH SCHOOL FANS

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

- Attendance is a privilege, not a right.
- 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.
- Do not enter the playing surface/area/field/court at any time.
- Keep comments positive and supportive. Criticism is easy but can be destructive because it only points out faults and shortcomings. 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.
- Respect a coach’s ability to teach. Keep in mind that many factors influence game-time decisions. Some factors are obvious, and others are subtle, but each lead to decisions that are made in the best interest of the team.
- Be a Parent/Supporter at the game, not a Coach. Give coaches a 24-hour window after games before you speak with them about any comments and/or concerns.

- The School and the Athletic Department reserve the right to remove or refuse admission to persons who are not following the rules, policies, or guidelines before, during, and after events.
- If you are asked to leave, you must leave the property and wait off campus until the student is ready to be picked up.
- Clean up after yourself. Maintain the athletic fields, courts, and campus clean at all times.
- Pets/Animals: No dogs or other pets are allowed on campus at any time. This includes emotional support, companion and/or therapy animals except for guide dogs, signal dogs and/or service animals. Service animals that are specifically trained to aid a disabled person are welcome.

# SCHOOL GOVERNANCE

## President / Principal Model

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

The Chief Executive Officer (CEO) 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, and the Director of Admissions & Communications. 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 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 De La Salle Christian Brothers' District of San Francisco New Orleans) 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 CEO 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 De La Salle Christian Brothers, 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 policies, the Board of Trustee's own governance process policies, and the policies authorizing 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 policies; (4) evaluate its own performance vis-à-vis its governance process policies and Board-CEO linkage policies, 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.

The Board directly communicates to the school community through the CEO. The role of the Chair of the Board is to ensure 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, interact with students, parents and staff at social events or community functions in line with the Board's adopted policies. There are ongoing presentations to the Board on specific topics, involving 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.