



2026-2027 FAMILY/STUDENT HANDBOOK

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National Association for College Admission Counseling
Christian Brothers' District Chief Administrators' Association

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Introduction and Governance

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.



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. The curriculum also includes 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 people 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 comprehensive 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.

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 accorded or made available to students at the School. The School does not discriminate based on race, religion, color, gender/sex, racial or ethnic origin, or sexual orientation in its educational policies, admission policies, financial assistance programs, and athletic or other School-administered programs.

Students are enrolled at Christian Brothers based on 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.

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.

Family and Student Obligations

The contents of the Christian Brothers High School 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 Handbook collectively includes each parent as well as legal guardians.

Submitting registration and enrollment materials for a student at Christian Brothers is deemed an agreement on the part of the student and his/her parents/legal guardians to comply with all policies, rules, guidelines, procedures, and regulations of the School as outlined in this 2026-2027 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).

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 oversees the 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 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 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 the 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.

Academic Policies

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, or another accredited institution with prior approval. Students transferring to Christian Brothers must also make up any “F” grades earned at their previous school.

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 way the student will remediate the “F” grade will be at the sole discretion of the Assistant Principal.

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	1 semester
	Senior Literature electives or AP English Literature and Composition	2 semesters

¹Can be waived by successfully completing AP English Language during Junior Year

Mathematics: 6 semesters

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

Media, Visual, and Performing Arts: 2 semesters

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

Freshman/ Sophomore	Fitness for Life (yearlong course) ²	2 semesters
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²policies relating to waiving 5 P.E. credits (1 semester) can be found in the following section titled "Policies relating to credits."

Religion: 8 semesters

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

Science: 4 semesters

Freshman	1 Integrated Science and 1 Life or Physical Science OR	2 semesters
Sophomore	1 Life Science and 1 Physical Science	2 semesters
Junior/ Senior	UC and CSU Eligibility recommends three years of science	

Social Studies: 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 ³	1 semester

³Civics requirements can be met with AP American Government & Politics for 2 semesters

World Languages: 4 semesters

Freshman	French I, Spanish I, or ASL I. ⁴	2 semesters
Sophomore	Level II of the same language	2 semesters

⁴For students enrolled in Academic Resource Center (ARC), World Language is recommended to begin during Sophomore Year

Policies relating to credits:

- Courses are worth 5 credits per semester
- A full-time student will earn 35 credits per semester, and 70 per year.
- Graduates earn a minimum total of 270 credits
- Prerequisites involving a specific grade requirement must be earned in both the fall and spring semesters of the prior class.
- 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 may 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 CB requirement of 10 credits of P.E. Students in the classes of 2027, and 2028 may have 5 credits waived if they complete 2 seasons of any Christian Brothers sport or successfully complete the 4-Year MVPA program, or 6-semester Engineering program. [Note: The Engineering program has since been expanded to 4 years.]
Students in the Classes of 2029 and 2030 may waive the 2nd semester of P.E. graduation requirement by completing 2 seasons of the same sport prior to the start of their Senior year.

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)	Adequate comprehension of core content, regular attendance.	2	3
“D” (60-69)	Minimum performance to receive credit for courses, limited understanding of core content, does not meet competency to be recommended for college. Attendance may affect grades.	1	1
“F” (0-59)	Fails to meet minimum competency of core content. Attendance may affect grades.	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” Outstanding	The student consistently demonstrates respect to all people, is courteous, demonstrates good digital citizenship and follows the Responsible Use Policy for Technology, adheres to academic policies, including academic integrity, and is focused on the class.
“S” Satisfactory	The student is respectful to all and does the following most of the time: demonstrates courtesy, adheres to the Responsible Use Policy for Technology, adheres to academic policies, including academic integrity, and maintains focus during class.

“N” Needs Improvement	The student is not consistently respectful of others, is courteous some of the time, is talkative at inappropriate times, adheres to the Responsible Use Policy for Technology, and/or academic policies only periodically, and is often unfocused during class.
“U” Unsatisfactory	The student demonstrates unacceptable behavior regularly during class, is disrespectful of others, is regularly talkative at inappropriate times, does not adhere to the Responsible Use Policy for Technology, and/or academic policies, and is unfocused during class.

Students receive a citizenship grade for all classes 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 students 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.

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.

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 for 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 at 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.

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.

Ineligibility:

Athletic Ineligibility:

Students failing to achieve a non-weighted 2.0 GPA on a quarter or semester report card will be disqualified from participation in all athletic programs. The student remains ineligible for the duration of the following quarter and may not regain eligibility until the next official grading period. More stringent eligibility requirements may apply in other circumstances, such as being a Team Captain or a lower classman playing on Varsity. Please consult the Athletics Handbook for more details.

Co-Curricular Ineligibility:

Students failing to achieve a non-weighted 2.0 GPA at a quarter or semester report card will be disqualified from participation in co-curricular activities. Examples include but are not limited to: club leadership roles; Theatrical productions; school-sponsored trips such as Ven-A-Ver, Kairos, or STN; and other student leadership roles within the LSLO or ASB. The student remains ineligible for participation until their grades are remediated. Individual activities may have more stringent eligibility requirements, such as no "F" grades in addition to the GPA requirement.

"F", "D", and Incomplete Grade(s) and "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 way 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 is not 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.

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 way 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 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.

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 on 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 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. Each student should be able to proudly state 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 whole from the classroom to use or to give to others.
- copying information from a source without proper reference or attribution; and
- misrepresenting as one's own, either in whole or in part, papers from other students, publications, or the internet, including use of artificial intelligence.

Students will be disciplined 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 PowerSchool gradebooks 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.

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 the 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. *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.

Scholar Program. Graduating as a Scholar is one of Christian Brothers High School’s highest distinctions. Scholar status is evidence to colleges that a student has taken the school’s most rigorous college preparatory curriculum in all subjects, is committed to achieving further excellence, and possesses personal integrity. Scholars develop their strengths and augment their passion for learning through a variety of opportunities both inside and outside of the classroom. The Scholar Path Program field trips are carefully designed to provide enriching educational experiences that deepen students' learning beyond the classroom.

Requirements of the Scholar Path Program *Students must qualify for the program with Freshman year classes.* Freshmen who successfully complete the required freshman year curriculum and 1) earn a grade point average of 3.7 or better the second semester and 2) have earned a cumulative GPA for the year of 3.7 or better and 3) exhibit personal integrity are invited to become Scholars at the beginning of the Sophomore year. To maintain Scholar status, students must at all times exhibit personal integrity and earn a **GPA of at least 3.85 each**

semester of Sophomore, Junior and Senior year, and continue on the Scholar Path Program Curriculum:

Sophomore Year

Honors Chem/Honors Physics/AP Comp Sci
Honors Geometry/Honors Algebra 2/or Higher
Honors Sophomore Literature & Composition
AP World History
Honors level language (when one is offered)

Junior Year

AP English Language and Composition
Two additional AP courses or an AP course and one Honors course

Senior Year

Four AP courses or three AP and one Honors course or Dual Enrollment course

All levels of Scholars also have opportunities to participate in leadership training and team building throughout their 3-year Scholar experience.

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. ***Exam fees will be recorded at the start of the school year, and refunds will not be processed after the drop deadline- 2 weeks after the start of the school year.*** 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.

Attendance and Student Support

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 compromises the quality of the education the student is receiving. Therefore, regular attendance is crucial to a Christian Brothers education.

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 before 10:00 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.

Excused Absences:

Absences are excused for the following reasons:

1. Illness (an illness for more than three consecutive days of school requires a doctor's 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 have 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 Attendance Office. The form requires the signatures of the students' teachers, a parent/legal guardian, and the student's grade level counselor. 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 due to an illness, surgery, or any other matter, the parents must contact the student counselor as well as the Attendance Office to plan for the absence and completion of necessary work. These requests will be handled on a case-by-case basis depending on the circumstances.

Student Health Concerns: Students whose absence from School is due to a contagious disease (e.g. chicken pox, influenza, hepatitis, pink eye, mononucleosis, strep throat, 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 a licensed physician has professionally addressed the student's life, health, and safety issues.

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 eight 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 late for their 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 lunch detention.
- Students with six (6) to nine (9) tardies per quarter will result in an after-school detention for each additional tardy.
- Students who reach ten (10) tardies total in one quarter will serve a three (3)-hour 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 three or more consecutive days, medical documentation may be required)
2. Medical/dental appointments (medical documentation or parent communication must be provided)
3. Religious obligations, funerals, etc., verified by parent communication.
4. CBHS related activities (see section on school-related absences)

Early Dismissal Policy for Student Appointments: Christian Brothers High School operates as a closed campus. Students may not leave campus during school hours without parental permission and an early dismissal slip. Early dismissals are not granted for a student to leave for lunch. 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 of 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.

Falcon Flex: On weeks that follow a traditional schedule, Thursdays end with a Falcon Flex period. This period is rooted in our core principles of Inclusive Community and Quality Education. Educational opportunities will include time for academic makeup, enrichment, tutoring, and office hours with students' classroom teachers. Opportunities to build community will include regular club meeting times, service opportunities, intramural activities, and more. We encourage students to take advantage of the plethora of things offered during Falcon Flex. For safety, campus remains closed during Falcon Flex.

Sick Room Policy:

1. Students feeling unwell must notify the front office staff.
2. The front office staff will accompany the student to the sick room, contact the student's guardian, and mark the student's attendance.
3. Students who are 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. Phones and iPads must be turned off and put away.

Attendance Requirements for Athletics, 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 Visits: 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. The student must file a completed "Request to Visit a College Campus" form with the College Counselor at least one week prior to their departure with the required signatures. This procedure applies to each campus visit. Failure to file the "Request to Visit a College Campus" 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 detention, **suspension, or dismissal**. *A typical consequence for truancy is three days of afterschool detention for every class missed.*

If a student is absent more than eight 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, VENAVER
- Field Trips and Christian Brothers athletic events
- On-campus interviews with college representatives up to a maximum of five per year
- Juniors and seniors are permitted two 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, VENAVER immersion program, Sophomore/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 eight times per semester from any class (non-school-related), 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 letter from their doctor to their grade level counselor 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 later 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 the 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 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 assistance from the student's counselor or email the teacher directly to obtain information about missed work.

Student Support

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 use/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 sessions.
- Tutoring information and referrals including the Peer Tutoring Program.
- Monitoring 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.
- SST Interventions Meetings (early academic intervention for at-risk students).
- Standardized testing: information, administration, and interpretation of: PSAT 8/9, PSAT, 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 are available for college planning, decision-making, and application processes.
- Administration of the national ACT, and SAT on campus 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.
- 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 services that are available to them, including Scoir, the Christian Brothers' individualized college and career planning website.

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) approximately two (2) to three (3) times per year to share information pertaining to college planning, available resources, upcoming events, pre-registration advising, and to provide answers to any other 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
- SST Intervention Meetings
- Individualized Scoir introduction, including college planning, student learning-style inventories, and career assessment tools.
- Coffee w/ the College Counselors Sessions (by grade level)

Sophomores

- PSAT (Preliminary SAT)
- Small Group Interpretation of PSAT results
- Group Academic Planning Sessions; pre-registration assistance.
- Academic Planning Evening for parents, guardians, and students
- College-Bound Athlete Evening for Parents
- Individualized Scoir web-based college planning/Strengths Explorer, and Activities Resume
- SST Intervention Meetings
- Coffee w/ the College Counselors Sessions (by grade level)

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 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. SST Intervention Meetings

Seniors

- Summer College Application Workshops
- College Essay Drafts (editing, revisions, and consultations)
- Weekly College Application Workshops each fall and Community College Application Workshops each spring.
- 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
- On-going college planning support and guidance
- Two excused College Visit days
- Coffee w/ the College Counselors Sessions (by grade level)

Resources for Parents and Students: Students and parents should frequently access the School's web site 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, an individualized career and 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 about 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 students and parents on their students' behalf, teachers, or third parties concerned. 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 a 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 disciplinary 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 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 Professional Assessment: Upon request from students, parents, or administrators, or because 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 of chemical dependency or other serious health problems
- Drug testing
- Other special needs as requested.
- Danger to self-assessment

Academic Resource Center: The Academic Resource Center is a comprehensive, structured learning environment that includes the Learning Commons for quiet individual study, a Testing Center for students with formal accommodations, a Guided Study Hall classroom, and a Literacy and Learning Strategies classroom. This Resource Center is a space that reflects our Lasallian mission, specifically supporting the whole student through quality education in an inclusive environment.

- **Learning Commons:** The Learning Commons is a supervised quiet study space for independent study, reading, homework, and academic productivity.
- **Testing Center:** Ensures equitable access to assessments for students with formal accommodation-based testing support in a controlled environment.
- **Guided Study Hall:** The Guided Study Hall is a support class where students earn 5 credits per semester and receive a pass/fail grade. The class differs from a standard study hall by emphasizing structured academic support with built-in accountability and organizational strategies. Support includes weekly grade checks, tracking missing assignments, dedicated independent work time, and one-on-one accountability. This class is designed for students who generally understand course content but need additional support with organization, planning, and time management. Students require an invitation to enroll in this course.
- **Literacy & Learning Strategies:** Literacy & Learning Strategies is an A–G elective class where structured, skill-building intervention helps students develop the foundational academic skills needed for success in college-preparatory coursework. The course focuses

on how students learn, while recognizing and embracing the diverse ways in which they do so. The emphasis is on growth, confidence, and increasing independence. It is not a homework-help class or a study hall; instead, it provides direct instruction and guided practice in the core skills that support learning across all academic disciplines. The class is designed to support diverse learners who demonstrate measurable gaps in reading, writing, academic language, and/or executive functioning skills that may interfere with learning. Students will receive a grade and require an invitation to enroll.

Courses taken outside of Christian Brothers: Courses taken at external institutions will not be included on a Christian Brothers transcript and will not impact a student's grade point average. The sole exception to this policy is when a student must remediate a failing grade and Christian Brothers is unable to provide the necessary in-person summer school courses.

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. 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. 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. Upon completion of the course, it is the student's responsibility to send an official transcript containing the grade(s) and credits to the Assistant Principal and relevant Academic Department Chair.

All graduation requirements must be met through coursework completed at CBHS. CBHS will accept applicable coursework completed by transfer students prior to attending CBHS.

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 consider 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 second 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, in consultation with the student and family. Class change requests based upon preference for a particular teacher will not be considered.

Code of Conduct and Behavior Expectations

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 students' health and safety.

Regulations and Procedures

All students always, 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.

Discipline Procedures and Definitions Christian Brothers reserves the right to discipline students at any time for violations of the Honor Code, 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.

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

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 or violation of cell phone policy
- Profanity
- Public displays of affection
- Failing to report to detention as assigned
- Possession of minor contraband (i.e. water gun)
- Dishonesty
- Other inappropriate behavior

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

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, ongoing, or severe Level 1 infractions.
- Truancy/cutting class.
- Inappropriate use of technology
- Verbal altercation
- 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, three-hour evening detention, Saturday Detention or Suspension.

Level 3 Infractions: Level 3 infractions are major violations of behavior expectations and always result in suspension and may result in a recommendation for dismissal. 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 or related paraphernalia in any form.
- Possessing weapons of any kind (guns, knives, pepper spray, or mace)
- Property damage or vandalism,
- 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
- Assault
- Sexual harassment or assault
- Terroristic threat
- Repeated, ongoing, or severe Level 1 or 2 infractions.
- 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 complete report, written or verbal, to the Dean of Students. After the Dean of Students investigates the incident, he/she will determine the appropriate consequence.

Definitions of Infractions:

Selected infractions are explained here.

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.

Tuancy: 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.

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 oneself 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 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 Abuse: 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.

Consequences:

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 with 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.

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 Dean of Students’ Office within the first 10 minutes of lunch for detention may result in further lunchtime detention 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 send an email notification to parents about their students 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 assigned Saturday detention may be suspended. If the reason for tardies is due to a verifiable medical condition, the student will not be disciplined.

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 on 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 5 school days minimum.

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 our 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.

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 the Principal or designee has granted prior approval. 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.

Additional School Procedures:

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. Breathalyzers and the services of security dogs to detect drugs, alcohol, or other contraband items may be used. In the case of a report 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.

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, staff member or any student by any faculty, 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. Students found to have filed false or frivolous charges will face 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 students, employees, or others within its Community. Harassment includes, but is not limited to, any or all 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 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, 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 and/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 on 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, 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 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 discipline or other corrective action. The type of

disciplinary or other corrective action will be determined in the sole discretion of CBHS on a case-by-case basis. 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.

Acceptable and Responsible Technology Use

Christian Brothers is committed to channeling students' interest in technology toward becoming effective 21st-century communicators, thinkers, and problem-solvers. Students are expected to develop skills in communication, media literacy, collaboration, creativity, and self-directed learning, and to use technology on campus in support of these goals.

This policy outlines the principles guiding appropriate use of school technology resources. Any use that conflicts with the school's mission may result in disciplinary action, including but not limited to violations described here. These guidelines apply schoolwide, and teachers may establish additional expectations for technology use in their classrooms.

While on campus, students may use technology (both personally owned and School-owned devices) too:

- Access Schoology, our Learning Management System or LMS
- Access PowerSchool, our Student Information System or SIS 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. This will not excuse the student from completing assignments or fully engaging in-class activities.

Apple Classroom: Apple Classroom is an app that helps teachers guide learning, share work, and manage student devices. Students must allow teacher connections on their iPads. Using the Apple Classroom 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's 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 use 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 connecting their devices to campus wi-fi, 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 offering resources that outline how to set up restrictions, limit applications, and provide 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.

Personal Device School Day Policy:

Student phones, smartwatches and smartglasses must be **powered off, stored away and inaccessible** for the entire school day, from the morning bell at 8:30 a.m. (9:50 a.m. on Tuesdays) until the final bell at 2:40 p.m. (1:45 p.m. on Falcon Flex Thursdays).

For this policy, a smartwatch is any wearable device capable of sending or receiving messages, accessing the internet, making calls, recording audio or video or otherwise functioning as an extension of a smartphone.

Headphones, earbuds, or other listening devices may be used with iPads (not phones) only at a teacher's direction in class. Although listening devices may be used with iPads during passing periods, breaks, and lunch, students are encouraged to engage with friends during these non-class times.

Student iPads continue to be used as instructional tools in the classroom under teacher supervision, consistent with current practice. The use of VPNs, hot spots, and cellular connected iPads to circumvent school-wide restrictions is prohibited.

Students who need to use their phone for urgent or emergency reasons may do so only in the Front Office or Counseling Office with permission from a school administrator or counselor.

Failure to follow this policy will result in progressive consequences. If a faculty or staff member observes a student using or accessing a phone, smartwatch or other unauthorized device during the school day, the adult will speak to the student directly about the violation of policy and the device will be brought to the Front Office by the student or collected by one of the Deans. The device will be secured and transferred to the Deans' Office where it can be retrieved after the final bell of the school day.

First violation: The device may be retrieved from the Deans' Office, and a verbal reminder of the policy is given. The first violation is documented. Parents are contacted.

Second violation: The device may be retrieved from the Deans' Office, and a lunch detention is assigned. The second violation is documented. Parents are contacted.

Third violation: Considered a Level 2 offense; The device may be retrieved from the Dean's Office and after school detention is assigned. The third violation is documented. A parent/guardian is required to pick up the device during school office hours and meet with one of the Deans of Students.

Subsequent violations: Implementation of a phone contract related to the use of personal devices.

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 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 that the Dean of Students determines is appropriate.

Online Academic Dishonesty: Plagiarism, Use of 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 through 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 AI generated work or another person's work 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-video recording devices on campus or at School activities, including cameras on phones and other electronic devices. Students must not take pictures or videos of students, faculty, or staff 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 or cause ridicule to anyone, 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 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 "Code 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 when using the internet, social media, and electronic communications, whether on school-provided or personal devices and resources.

Students must comply with all CBHS policies, regulations, and rules when their online activity affects students, employees, families, or participation in the school community. This includes, but is not limited to, this Policy, the Honor Code of Reverence, Respect, and Responsibility, the Code of Conduct, and the Harassment Policy.

CBHS may take disciplinary action if a student's online behavior causes substantial disruption to school activities or interferes with the rights of others. This includes the posting or distribution of statements, comments, images, videos, or audio that are harmful, disruptive, or inconsistent with the school's values. Online conduct that is embarrassing or mean-spirited can negatively impact individuals and the broader school community.

- **Students Must Not Engage in Unlawful Conduct, Including Threats:** Students cannot post statements, photographs, video, or audio that could be viewed 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.
- **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 Not Infringe on the Personal and Privacy Rights of Others:** Students shall not disclose information that may violate students, CBHS family, or employee rights. For example, students should not disclose another individual's social security number, medical information, or financial information in a manner that violates that person's privacy rights.

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 carefully consider whom they invite or agree 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.

Dress Code

The CBHS Dress Code exists to create and maintain 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 creating 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.

CBHS Dress Code is in place 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, harassment or discrimination.
- Prevent students from wearing 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.

Basic Principle and Requirements:

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

- **Top**
 - Appropriately sized CBHS logo polo shirts are to be worn by all students every day.
 - CBHS logo polo shirts are required under sweatshirts, hoodies, and jackets.
- **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, jeans, 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, Birkenstocks, Yeezy style foam runners, and slippers of any kind, including but not limited to Boston's and Ugg Tasman's are not permitted.

- **Outerwear:**
 - CBHS sweatshirts or hoodies, CBHS fleece style sweaters, CBHS jackets, or other CBHS-issued outerwear.
 - Accredited college or university sweatshirts or hoodies. College t-shirts, long-sleeves, and jackets are not permitted.
 - Solid colored non-CBHS coats and jackets (not sweatshirts or hoodies) may be worn.
 - Official School-issued polos are required under sweatshirts and jackets.
 - 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 hat and sweatshirt hoods must be removed indoors, and inside of the classroom.

Students may not wear:

- Jeans, athletic bottoms, leggings/compression pants (allowed in PE and Athletics only), pajamas, loungewear, etc. 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, political affiliation, or associations.
- Sandals, flip flops, slides, Crocs, Birkenstocks, Yeezy style foam runners, and slippers of any kind, including but not limited to Boston's and Ugg Tasman's are not permitted.
- Articles of clothing that have rips, tears, frays, holes, etc.
- 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 predominately a natural hair color. Any coloring or design that distracts from the learning environment is prohibited.

Jewelry: Reasonable, moderate, small jewelry is acceptable.

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 parents 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:

- First offense – Warning and Parent Notification
- Second offense – Warning and Parent Notification
- Third offense – Parent Notification Lunch Detention
- Fourth offense – Parent Notification and After-School Detention
- Fifth 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 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 as a unified CBHS community for faith celebrations. All students must wear the following on designated "Liturgy Dress Days":

- Appropriately sized Christian Brothers polo shirts. If a student is wearing outerwear, such as a sweatshirt or jacket, it must have a Christian Brothers logo.
- Appropriately sized dress pants, capris, slacks, or Dockers-type khaki slacks must be worn.
- No shorts may be worn on Liturgy Attire Days.

The Falcon Friday Dress Privilege: Falcon Friday Dress can be earned weekly by each grade level. Falcon Friday dress includes wearing any CB top (t-shirt, polo shirt, sweatshirt, etc.) and modified dress bottoms such as jeans, sweats, gym shorts, etc. Modified dress bottoms do NOT include short shorts, leggings, skirts or any pants with holes, rips, tears, etc.

“Game Day” Attire: With the coach’s approval, acceptable Game Day Attire for student/athletes (on game days only) is the team uniform/jersey top, team polo shirt, team sweater, or team t-shirt and *dress code approved bottoms*. Sport uniform bottoms are not permitted to be worn on campus during the school day. **Varsity** athletes are allowed to wear their travel sweat suits (top and bottom) on away game days only. *Regular dress code shoes* must be worn.

The coaches will communicate the specific expectations for each team’s game day school attire (jersey, polo, etc.). Please note that every athlete in the program must wear the same agreed upon, coach specified item of clothing on game day. The only exception is for a varsity travel sweatsuit. All “Game Day Attire” must observe Christian Brothers dress code standards of modesty, moderation, and good taste.

Professional Dress/Attire Days: On occasion, teachers may assign students professional dress/attire as part of an assignment, performance, or other event.

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

Co-Curriculars and Athletics

Lasallian Student Life (LSLO)

Christian Brothers Lasallian Student Life Office consists of three integral components in a single program: faith, service, and community. All adult employees of the Lasallian Student Life Office work 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. The LSLO works to promote a communal life through the experience of their ministry and worship, immersion into acts of service, and community.

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 twice a week in the Chapel of Saint Joseph, 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 students' 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*.

Campus Ministry Program

Faith Experience: 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 at 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 by checking in at the main office. All students are required to attend, listen attentively, and behave respectfully and reverently throughout the prayer experience. A variety of students from God Squad and the community are invited to be active participants by sharing reflections, prayer responses, and music.

The dates for all liturgies and prayer services 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 ups take place at Club Rush or through 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.

The student leadership of God Squad consists of three appointed members. These are commissioner roles, and they all have a seat on Student Council. One commissioner oversees liturgies and prayer services, another commissioner oversees retreats, and the third oversees the new founded Campus Ministry Media Team (CMMT) which take faith onto the digital platform. All three work cohesively to serve the entire campus ministry vision.

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 with options for which retreat date will work best within his/her schedule. This retreat focuses on the life and faithful 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. Since 2025, the LSLO has offered a one-day off campus retreat to accommodate 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 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 five 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 per week. Students may also obtain limited 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. Fostering pets does not count towards a student's total number of hours. 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 Christian Brothers students should activate their MobileServe [account](#) and regularly 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 are welcome to begin logging service hours for service they have completed starting the incoming summer of their Freshman year.

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 third 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.

Please see below for graduation award level recognitions based on hours:

- 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, as well a red and blue intertwined cord.
- Over 400 Hours: Brother James Miller 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, as well a double red and blue intertwined cord.

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 Canned Food Drive to support our neighbors in Oak Park. All donations go to Williams Memorial Church.
- December
 - A Christmas toy drive supports children in need in the Sacramento area. 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 Fridge 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 service 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. Students interested in being a part of S.A.L.T. are asked to complete an application at the start of the year, and work closely with the Assistant Director of Student Life for Service.

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 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 participating in the 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.

VEN-A-VER (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 eighteen must have a valid REAL CA ID/license or passport. All participants younger than eighteen must have a student ID. Any student participating in international immersion (e.g., Otro Lado) must have a passport, as well as a physician's signature stating that the student is in physical condition 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 (3) months or more before departure.

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 to develop their leadership skills and promote 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.

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.
- Students may only buy one (1) admission.
- Students may not arrive or depart in rented vehicles, limousines, buses, or RVs.
- 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 Dance 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.
- Host school staff determines appropriate dress. 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 RVs 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 dance events 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 cards, and further disciplinary action.

Media, Visual and 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.

Athletic Department

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 AthleticsMen's Athletics

Basketball	Frosh, J.V., Varsity	Baseball	Frosh, J.V., Varsity
Cheerleading	J.V., Varsity	Basketball	Frosh, J.V., Varsity
Cross-Country	J.V., Varsity	Cross-Country	J.V., Varsity
Diving	Varsity	Diving	Varsity
Golf	J.V., Varsity	Football	Frosh, J.V., Varsity
Lacrosse	J.V., Varsity	Golf	J.V., Varsity
Soccer	Frosh, J.V., Varsity	Lacrosse	J.V., Varsity
Softball	J.V., Varsity	Soccer	Frosh, 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	Frosh, 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 the Sports Medicine Program (Student Athletic Trainers). All CIF and the Sport Medicine Program at Christian Brothers are comprised solely of currently enrolled students in good standing.

Athletic Department Policies

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 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 that prevented the student athlete from meeting the requirements. Students who do not meet eligibility requirements who wish to participate in 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.

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 tryouts. 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 priority 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. 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 tragedy or absence from 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 who do not meet 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 in 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.

Practice: 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 in 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 Christian Brothers student 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 in 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/caregivers 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.

Sports Medicine

Athletic Training Room Procedures: The Certified Athletic Trainer (ATC) will only treat student athletes who are injured while participating with an in-season CB team. Coaches will notify the ATC(s) or send the injured student-athlete to the ATC(s) for evaluation. Coaches will need to notify ATC(s) if there are injuries that occur off campus (i.e. away games, practices, etc.). Any student-athlete receiving care in the athletic training room must sign in prior to treatment. The ATC(s) 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 or other healthcare professional (i.e. physical therapist, sports medicine physician, neurologist, etc.) must be cleared by that physician/healthcare professional before the student-athlete will be released for activity. Final clearance is the responsibility of the ATC(s).

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 ATC.

Concussion

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:

1. The athlete must be evaluated by a certified athletic trainer (ATC) or licensed health care provider (MD or DO) trained in the management of concussions, acting within the scope of his or her practice.
2. All athletes with a suspected concussion will be referred to their physician for further evaluation. Official diagnosis of a concussion will be determined by their physician. ATCs will notify class counselors so that the injury can be communicated to the students' teachers. Any classroom accommodations made by a physician will be forwarded to the athlete's counselor, to be passed along to the student's teachers.
3. The athlete must check in with the ATC(s) after school daily to complete symptom checks.
4. The athlete must receive written clearance to return to activity from the same physician that gave the initial diagnosis. **THIS DOES NOT MEAN THAT AN ATHLETE IS FULLY CLEARED TO PLAY.**
5. Once the athlete is cleared to begin the CIF Concussion Return-to-Play Protocol, it will be completed under the direct supervision of the ATC, or licensed health care provider (MD or DO) trained in the management of concussions.
6. The athlete will take a post-concussion ImPACT Test prior to any contact, and the results will be used to determine advancement in the concussion protocol.

Full return to sport REQUIRES for a documented release from the doctor and successful completion of the CIF Return-to-Play Protocol with the ATC(s).

<https://cifss.org/wp-content/uploads/2015/06/CIF-CONCUSSION-RETURN-TO-PLAY-PROTOCOL-4-21-15.pdf>

What is a concussion and how would I recognize one?

The 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 cannot 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 and/or Athletic Trainer 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 headaches, 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 of 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 a 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 recovers 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 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 concussion?

Signs Observed by Coaches, Teammates, and Parents

Looks dizzy. Looks spaced out. Confused about plays Forgets plays. Is unsure of game, score, or opponent. Moves clumsily or awkwardly. Answers questions slowly	Slurred speech Change in personality or behavior. Cannot recall events before or after the injury. Seizures or “has a fit.” Passes out
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What should I do if I have a concussion?

Tell your coaches, athletic trainer(s) 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 into the brain and other vital organs. SCA is NOT a heart attack. A heart attack is caused by 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 on-campus AEDs.

Locations of AEDs:

1. Deans Hallway
2. Bertram Hall – 1st floor living room bar area
3. STEM Wing – Middle of 2nd floor
4. Cafeteria
5. Athletic Training Office (or with Athletic Trainers during games)
6. John Witry Fieldhouse – In hallway next to Men's restroom
7. Ron Limeberger Gym – Hallway next to Athletic Training Room
8. Bollinger Stadium – In Pressbox #1
9. Varsity Baseball dugout (only during Fall & Spring seasons)
10. Softball dugouts (only during Spring season)
11. Theater

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 ten resulting in death. Thousands of sudden cardiac arrests occur among youth, as it is the number 2 cause of death under twenty-five and the number 1 killer of student athletes.

Who is at risk of 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 are out of shape and need to train harder, or they simply ignore the symptoms, assuming they will "just go away." Additionally, some historical health 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 at 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 irresponsiveness. 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 understood 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>

Heat Illness

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 sweat. Most of the commercial drinks now available contain these minerals, such as Gatorade, etc., but 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 104 degrees Fahrenheit.

Warning Symptoms:

- Minimal to no sweating
- Hot & dry skin
- Fast, shallow breathing
- Rapid, weak pulse
- Decrease in blood pressure
- Core body temp >104degrees
- Altered level of consciousness

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 101 and 104-degrees Fahrenheit.

Warning Symptoms

- Persistent muscle cramps
- Profuse sweating
- Pale skin
- Headache
- Stomach cramps
- Nausea/vomiting

- Rapid, weak pulse
- Dizziness

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 room 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 exercising, 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 twitching and cramps
- Sweating, thirst, fatigue
- Palpable muscle spasms

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: With the coach’s approval, acceptable Game Day Attire for student/athletes (on game days only) is the team uniform/jersey top, team polo shirt, team sweater, or team t-shirt and ***dress code approved bottoms***. Sport uniform bottoms are not permitted to be worn on campus during the school day. **Varsity** athletes are allowed to wear their travel sweat suits (top and bottom) on away game days only. ***Regular dress code shoes*** must be worn.

The coaches will communicate the specific expectations for each team’s game day school attire (jersey, polo, etc.). Please note that every athlete in the program must wear the same agreed upon, coach specified item of clothing on game day. The only exception is for a varsity travel sweatsuit. All “Game Day Attire” must observe Christian Brothers dress code standards of modesty, moderation, and good taste.

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 for paying 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 sports 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 tryouts, 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 students 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 students except for transportation provided by the School as outlined above. When School transportation is provided, the student must travel to the event in the transportation provided, 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 the student-athlete and his/her parents to provide all necessary transportation. If no parent can 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 , NAIA www.naia.org or NJCAA www.njcaa.org.

CIF SAC-JOAQUIN 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 eighteen calendar months from the date of the incident, apply for reinstatement of eligibility to the State Commissioners Election.

Guidelines and Procedures 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 of 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 according to 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 in 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 people 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 are always clean.

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.

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, physical or digital, 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 to dance without his/her student body card. At any time, Christian Brothers may restrict or revoke students' student body privileges.

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: 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 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 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. 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: Christian Brothers is a closed campus. Students are not permitted to leave campus during lunch periods. Loitering is prohibited in all classrooms 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 during lunch are only permitted during passing period to maintain the learning environment during ongoing classes. 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 for 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 available for students' use during the School day: 100/200 classroom wing, 300/400 classroom wing, and upstairs 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 '53 Gym, Witry Field House, and Cunningham '50 Theatre are only for use during designated school events or activities.

Textbooks: Students may purchase textbooks through Christian Brothers' official online bookstore: <https://bnck-12.com/cbhs>. Required class vouchers, rental options, and alternative vendors are accessible through this bookstore link as well as the ISBN for the texts. 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 in the Dean's Hallway in the Main Office. Selling and donating used textbooks will be available 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.

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 change.

As a matter of student safety, parents must bring prescription medications to the Attendance Office where the parents 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 an abortion.

Image 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.

Role of Security: While on campus or involved with a School event, it is the expectation of Christian Brothers 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.
- Monitor the campus for 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. Traffic lanes must always be kept open. After 4:00 P.M., the front gate is locked for student safety, and students should be picked up from the student parking lot near the Jack Witry Field House at the back of campus.

Transportation to and 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 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 stress on the limited number of parking spaces. The cost of a parking pass is \$40.00 per year. Students may replace lost/stolen permits with an additional \$40.00 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.

All vehicles must be registered with the Dean's Office. The cost is \$40 per year. Lost/stolen permits may be replaced for an additional \$40 fee. Once registered, each student will receive a parking permit that must be displayed from the rear-view mirror whenever parked on campus. Because of limited space, parking permits are limited to one per household.

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 misuses of the student parking privilege and parking lot.

Parking Violation Steps

1st Violation – Warning

2nd Violation – Called up to office for conversation with Dean of Students

3rd Violation – Behavior consequence

4th Violation – Car towed at student expense and/or loss of parking privileges

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 in the field trip must read and sign the following: Consent to Participate in School Sponsored Activity; and 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 each area of study. 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 students' teachers. All teachers of students participating in field trips must sign the Teacher Permission Form and approve of 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 in 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 in 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 during 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 (2) 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 School administration. This includes any “late start days” or “special schedule days.” Upon arrival, students are to go immediately to the campus and may not remain in the parking lot. Students leaving campus during the School day without approval will be deemed truant and subject to disciplinary action. All visitors must obtain a guest pass from the Front Office upon arriving on campus.

Boundaries: The areas listed below are considered out-of-bounds for students during the School day unless going to and from class, or otherwise stated by a teacher or an administrator:

- All parking lots, unless student is granted a Car Pass from School administration.
- Any of the fields east of the fire lane
- Ron Limeberger ’53 Gymnasium, bathrooms, 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.

Community Engagement and Opportunities

The Falcon Faithful: CB's Falcon Faithful strengthens our school community by fostering a spirit of unity, collaboration, and belonging among families, faculty and staff, and school administration. Rooted in our shared values, the Falcon Faithful is committed to proactive engagement in support of our Lasallian Catholic mission. Falcon Faithful parents and guardians serve in an advisory capacity in collaboration with the school president, administration, and faculty and staff. Our goal is to create a shared space where open dialogue, mutual respect, and constructive partnership are encouraged. Through active listening and meaningful contributions, we aim to amplify the voices of parents and ensure their insights help inform decisions that impact the spiritual, academic, and social well-being of all students. By cultivating strong, trust-based relationships among all stakeholders, the Falcon Faithful aspires to be a unifying presence that supports the continued growth and excellence of our school. Volunteer opportunities for philanthropy, the arts, hospitality, athletics, and more can be found on [Volunteer Hub](#).

Building Bridges for Belonging: Building Bridges for Belonging is a parent community dedicated to connecting families, strengthening our Lasallian community, and fostering culture of inclusivity for all. We build community through our campus connection opportunities, community connection and peer partnership, and volunteer opportunities including welcome phone calls and welcoming new and prospective families at several events throughout the year. 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.

Alumni Board: The Christian Brothers Alumni Board 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, Career Pathways Day, Alumni Mentorship, and the CB Extravaganza.

Ambassador's 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.

Volunteerism: Family involvement is essential to our mission and the success of CB’s programs and events. We strongly encourage all families to volunteer for their time and talents throughout the year. Your participation helps ensure that activities run smoothly, enrich the student experience, and strengthen our school community. By contributing in meaningful ways, families play a vital role in supporting a vibrant, connected, and successful CB environment. To become involved in volunteering simply click on the ‘[Volunteerism](#)’ link under the Parents tab on the Christian Brothers website.