



**CHRISTIAN BROTHERS HIGH SCHOOL**  

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**COLLEGE PREPARATORY**

**2011-2012**

**PARENT/STUDENT HANDBOOK**

**7-PERIOD Day ROTATIONS**  
(see Calendar/Daily Bulletin for Sets  
(A-G))

**Monday Homeroom Schedule**  
**45-Minute Classes**

A Set	8:00 - 8:45
B Set	8:50 - 9:35
Homeroom	9:40 - 9:55
Break	9:55 - 10:10
3 <sup>rd</sup> Set	10:15 - 11:00
4 <sup>th</sup> Set	11:05 - 11:50
LD Lunch	11:55 - 12:25
Early E Set	11:55 - 12:40
UD Lunch	12:40 - 1:15
Late E Set	12:30 - 1:15
6 <sup>th</sup> Set	1:20 - 2:05
7 <sup>th</sup> Set	2:10 - 2:55

**\*KBFT Schedule**

**45-Minute Classes**

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

**Falcon Flex Schedule**  
**3 Block Periods**

School Meetings	7:45 - 8:55
B Set/announcements	9:00 - 10:30
Break	10:30 - 10:40
2 <sup>nd</sup> Set	10:45 - 12:10
Lunch	12:10 - 12:55
3 <sup>rd</sup> Set	1:00 - 2:25
Falcon Flex Period	2:30 - 3:00

**Liturgy/Assembly Days**  
**3 Block Periods**

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

**4 Block Periods**

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

**TROUBLESHOOTERS**  
**WHOM TO CALL**

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

**(Call in to report absences)**

Student Store	733-3645
Business Office	733-3644
Campus Ministry	733-3626
Deans of Students	733-3625
Guidance Services	733-3680
Guidance FAX	733-3665
Counselors:	

- Mr. Kirk Purdy, Director 733-3686  
Class of 2015 (A-M)
- Ms. Blaire Moskat  
Class of 2014 733-3613
- Mr. John Riley-Portal  
Class of 2013 733-3678
- Mr. Armando Diaz  
Class of 2012 733-3692
- Ms. Melissa McClellan  
Class of 2015 (N-Z) 733-3679
- Mr. Kent Morrison  
Wellness Counselor 733-3688

President's Office	733-3603
Principal's Office	733-3674
Christian Service	733-3653
Student Activities	733-3628
Visual/Performing Arts	733-3617

**Internet Address:**

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

**School Main Office Hours:**

7:30 a.m. - 4:00 p.m. - when school is in session

7:30 a.m. - 3:00 p.m. - during the summer months

**Study Hall Hours in the Library:** Monday through Thursday 3:00 p.m. - 5:00 p.m.

The **Library** is also open at 7:00 a.m. each day.

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

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

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**CHRISTIAN BROTHERS HIGH SCHOOL**

4315 Martin Luther King, Jr. Boulevard

Sacramento, California 95820-2727

(916) 733-3600

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



Accredited by:

Western Association of Schools and Colleges  
Western Catholic Education Association

Affiliated with:

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

## NOTICE OF IMPLIED INTENT

The contents of the *2011-2012 Parent/Student Handbook* are to be accepted by parents and students as essential parts of the contract between them and Christian Brothers High School. Violation of the spirit, intent, or letter of the philosophy and rules will be considered just cause for administrative action. The use of the term *parents* throughout this document is meant to include single parents and legal guardians. Any references to the "Dean" or the "Deans of Students" in this document always include by definition the Deans of Students and their designees.

The registration of a student at Christian Brothers High School is deemed an agreement on his/her part, and on the part of his/her parents, to comply with all policies, rules, and regulations of the school, as outlined in this *Handbook*. Students and parents must sign the *2011-2012 Parent/Student Handbook Partnership Agreement* form which states:

*We, the undersigned, have read the contents of the 2011-2012 Parent/Student Handbook. Furthermore, we agree to support the policies and procedures contained therein, and we intend to cooperate fully with Christian Brothers High School and its personnel as educational partners. Any waivers of legal rights contained in the Handbook are freely granted.*

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

### STATEMENT OF ACCEPTANCE AND GOOD STANDING

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

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

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

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

### CHILD ABUSE AND NEGLECT REPORTING ACT COMPLIANCE

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

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# CHRISTIAN BROTHERS HIGH SCHOOL

## MISSION STATEMENT

*Christian Brothers High School is a college preparatory Catholic school in the Lasallian tradition devoted to the intellectual and personal maturity of each student.*

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

### Learning for College

Christian Brothers’ students will:

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

### Learning for Life

Christian Brothers’ students will:

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

### Serving God

Christian Brothers’ students will:

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

### Serving Others

Christian Brothers’ students will:

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

# CHRISTIAN BROTHERS HIGH SCHOOL

## PHILOSOPHY

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

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

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

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

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

Updated June 23, 2011

## ACADEMIC PROGRAM

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

**GRADUATION REQUIREMENTS BY DEPARTMENT:**

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

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

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

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

**LANGUAGE: 4 semesters\***

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

\*Colleges encourage 6-8 semesters of language

**MATHEMATICS: 6 semesters\***

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

\*Colleges encourage 8 semesters of math

**RELIGION: 8 semesters**

Freshman	Freshman Religion	2 sem
Sophomore	Hebrew Scripture/ Christian Scripture	1 sem 1 sem
	Christian Morality Church History	1 sem 1 sem
Senior	2 elective religion classes	2 sem

**SCIENCE: 4 semesters\***

Freshman	Advanced Physical Science or Accelerated Biology placement determined by English and Math placement	2 sem
Sophomore Junior Senior	At least one additional Science course	2 sem

\*Colleges encourage 8 semesters of science

**SOCIAL STUDIES: 7 semesters**

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

**VISUAL & PERFORMING ARTS: 2 semesters**

Freshman/ Sophomore	Intro. to Art or a Performing Art Class (instrumental or vocal )	2 sem
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**PHYSICAL EDUCATION: see below**

Non-VPA Students	P.E. and Health Education P.E. elective course	2 sem 1 sem
VPA Students	Health and Fitness P.E. electives – case by case	1 sem

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

- Students enrolled in the same Visual and Performing Arts program, (art, instrumental, or choral), for four years at Christian Brothers may be exempt from 10 of the 15 credits required in Physical Education. A five-credit “Health and Fitness” course taken at Christian Brothers High School is required of all Visual and Performing Arts students.
- *Visual and Performing Arts students who do not maintain full seven-period academic schedules will be enrolled in additional Physical Education courses.*
- *Students enrolled in fewer than four years of Visual and Performing Arts are required to fulfill the P.E. requirement of 15 credits for as many credits as scheduling permits. Each student’s case will be reviewed on an individual basis.*



## ACADEMIC PROGRAMS

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

**STUDENTS ACHIEVING GREATER EDUCATIONAL SUCCESS PROGRAM (SAGES):** SAGES is an intensive one-year, support-based program offered during 9<sup>th</sup> grade. It is designed to meet the individual academic needs of students who fall below the minimum requirements for admission to Christian Brothers. This program offers both Reading Lab and Study Skills components which focus on rigorous remediation of language arts and reading skills and development of time management, note-taking, and classroom preparation respectively. The scope and sequence of the curriculum within the SAGES program places particular emphasis on English and Social Studies. The program begins in the summer with a five-week probationary session which candidates must pass prior to full matriculation in the fall semester of the ninth grade. Requisite for acceptance into this program are strong letters of recommendation from 8<sup>th</sup> grade teachers who identify particular merit in the candidate's character, work ethic, and potential to succeed within a college-prep curriculum. Also, as parents are the primary educators of their children, this program has expectations of both student and parent.

**FUNDAMENTAL COLLEGE PREP SUPPORT PROGRAM:** Fundamental College Prep is a two-year, support-based program offered during freshman and sophomore years. The program is uniquely designed to meet the individual academic needs of students who meet the minimum requirements for admission to Christian Brothers but are in need of remediation in language arts and reading skills, specifically in the core subjects of English and Social Studies. It also has a Study Skills component predicated on developing the skills of time management, note-taking, and active reading. The program begins in the summer with a five-week probationary session which candidates must pass prior to full matriculation in the fall semester of the ninth grade. Requisite for acceptance into this program are strong letters of recommendation from 8<sup>th</sup> grade teachers who identify particular merit in the candidate's character, work ethic, and potential to succeed within a college-prep curriculum.

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

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

A component of the Accelerated College Prep curriculum is the **Scholar Program**. The program offers students both the opportunity to be part of a community of highly motivated young men and women, and to enhance their admissions possibilities to highly selective colleges/universities. Students who have taken five accelerated courses and maintained a cumulative GPA of 3.5 at the end of their freshman year are eligible for this program. To continue in the Scholar Program, students must maintain a cumulative GPA of 3.5 for the next three years. They must enroll in five accelerated (honors/AP) courses as sophomores, and three honors/AP courses as juniors and seniors.

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

Since the culmination of these courses is the advanced placement examinations given in May, *Christian Brothers requires all students enrolled in an advanced placement course to sit for the advanced placement examination in that subject.* Students who fail to take the advanced placement examination(s) will have the AP designation dropped from their transcript for the course and will be given an "Incomplete" grade for related coursework (see pg. 9 for Incomplete policy). The College Board charges a fee for each advanced placement examination taken. The costs of the exams are over and above normal tuition and fees.

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

**NON-CHRISTIAN BROTHERS COURSE WORK:** Course work taken during the summer session must be approved in writing by the Assistant Principal prior to the start of the course. **Approval will only be granted for courses taken on site at accredited institutions.** Online courses will be considered on an individual basis with pre-approval by the Assistant Principal. Christian Brothers will post summer session credits on a student's transcript only if the credits have been earned at an accredited academic institution and prior written approval has been received from the Assistant Principal. No home school, independent study, or P/F grades will be posted on a student's transcript. Upon completion of the course, it is the student's responsibility to have an official transcript containing the grade(s) and credits sent to Christian Brothers High School. Approved evening college concurrent enrollment, (taken for enrichment and approved by the Assistant Principal), will be given equivalent credit value toward graduation (3 units = 10 credits). Grades are weighted.

*Course work completed prior to freshman year will not be included on the transcript without prior approval of the Assistant Principal.*

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

**CLASS CHANGE REQUESTS:** Students who wish to make changes to their schedule should begin with a conversation with their counselor. All student schedule changes must be approved by the Assistant Principal. Students must request class changes in writing.

- Prior to August 1, 2011, a \$10 fee will be charged per schedule change.
- After August 1, 2011, a \$20 fee will be charged per schedule change. The fee will be waived only if the change is necessary because of an incorrect placement.
- The deadline for **these course changes** is 3:00 p.m. on Friday, August 12, 2011.
- Changes made after August 12 require a fully completed course transfer form (pink form) which is available from your counselor.
- No class transfers will be made after 8:00 a.m. on Monday, August 22, 2011.

After the first week of each semester, class schedule changes may only be initiated by a student's teacher or counselor on his/her behalf. Changes in course placement level (e.g. Accelerated World History to 'B' level World History) must be completed by September 22, 2011. A fully completed pink course transfer form is still required. It is Christian Brothers expectation that students complete their scheduled classes with their assigned teachers. Under special circumstances schedule changes for the second semester will be made during the week of semester examinations in December. A \$20 fee will be charged per schedule change in December. Changes made after December 20 require a fully completed course transfer form (pink form) which is available from your counselor. No class transfers will be made after 8:00 a.m. on Wednesday, January 11, 2012.

**SCHOOL GRADING POLICY:**

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

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

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

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

- **“Highest Honors, Honors”**  
Christian Brothers High School encourages students to develop and maintain high academic standards. “Highest Honors” are awarded to students who maintain a semester 3.75 GPA or above. “Honors” are awarded to students who maintain a semester 3.50 to 3.74 GPA.
- **Awards for Academic Honors**  
Awards for academic honors are based upon students’ cumulative total weighted grade point average.

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

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

School-related absences include:

1. Retreats
2. Field Trips and approved athletic events
3. On-campus interviews with college representatives up to a maximum of 5

4. Juniors and seniors are permitted 2 school days to visit colleges
5. Activities/functions associated with a student's elected office or a course
6. Counseling sessions
7. Summons from administrative or attendance staff

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

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

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

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

**MAKE-UP WORK FOR ABSENCES:** Students are expected to make up any work missed due to an absence or tardy. Work assigned during "excused" absences will be due on the day of the student's return. Teachers are under no obligation to extend deadlines, reschedule tests or other assessments, or re-teach material missed.

Absences which are not excused due to illness or school-related activities (SRA's) are considered "unexcused." This includes student absences for vacations, or other non-emergency absences, which extend beyond designated school holidays and vacation periods. Full credit for make up work is given only for excused absences. ***Any missed coursework due to an unexcused absence is considered late. Late coursework due to an unexcused absence will be reduced by 15% to 30% of the graded score earned on that work (in-class activity, tests, quizzes, projects, assignments, homework, etc.).*** The amount of credit given is determined by each teacher within these stated boundaries. Special coursework and group projects may be further reduced by the teacher with the approval of the Assistant Principal.

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

*Classroom and homework assignments are the sole responsibility of the student.* All students should obtain the telephone numbers of other reliable students in each of their classes whom they can contact for missed assignments due to absences. For extended illnesses lasting three days or more days, parents may request the Attendance Office's assistance to gather information regarding missed work.

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

**"F" Grades:**

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

1. Students may remediate a semester 'F' by attending summer school at Christian Brothers High School.
2. Students may remediate a semester 'F' by attending summer session at a Community College.

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

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

- Failing grades remain on student transcripts even if remediated; however, the remediated grade replaces the F grade in calculating the GPA.
- Students are permitted to remediate no more than 10 credits in any one summer. Students in need of remediating more than 10 credits over a single summer are ineligible to return to Christian Brothers High School.
- On-line course credit is not accepted by Christian Brothers High School without prior permission by the Assistant Principal.

For Mathematics and Foreign Languages, an 'F' grade received for the fall semester will change to a 'D' if the spring grade is a 'C' or better, and a 'C' or better grade is earned on a comprehensive examination covering all the major material taught in both semesters.

#### ***Senior "F" Grades:***

Seniors receiving an "F" grade at the conclusion of either semester of a course receive no credit for this semester and they are ineligible to graduate from Christian Brothers High School prior to remediating this grade regardless of the number of credits earned. The student may be permitted to take part in the graduation ceremonies but **will not** receive a diploma until the course is successfully completed. Students have the following options for remediating a semester F:

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

#### ***Remediating 'D' Grades:***

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

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

#### ***Incomplete Grades:***

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

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

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

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

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

Violators of this policy will be disciplined on a case-by-case basis depending on the severity of the violation, prior violations, and other factors, as determined by the Deans of Students and the teacher(s) involved. Disciplinary measures include, but are not limited to, receiving a zero on a particular assignment, redoing an assignment or retaking a test, receiving a failing grade on the assignment, project, or test; receiving a lower overall grade in the class; detention, suspension, or dismissal. Students engaging in acts of academic dishonesty may be required to take a special Academic Integrity mini-course.

**GRADUATION AWARDS:** Graduation awards for academic honors are based upon the cumulative total weighted grade point average at the end of the seventh semester senior year (except Valedictorian which will be calculated at the end of the third quarter of senior year). Academic Honor Roll and Highest Honors are calculated using the *seventh semester* cumulative weighted grade point average.

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

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

**COMMUNICATION – MONTACTING TEACHERS:** Parents may contact teachers through the school's voicemail and e-mail systems. Teachers are required to check voicemail and e-mail each school day and have 24-36 hours to respond. If parents are dissatisfied with a teacher's response, they should contact the department chair. Absent satisfaction at that level, parents should contact one of the assistant principals.

**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 Internet about their grades, attendance, and performance. Such access is made possible by the *PowerSchool* Parent Portal which requires a login password supplied by the school. Teachers update their online *PowerTeacher* grade book at least every two weeks so parents can see "almost real-time" evaluations of student achievement.

The school also issues frequent, formal academic reports to help monitor a student's progress in learning. Such formal reports are provided two times each semester: quarter and semester grades.

#### **STUDENT WORK PERMITS**

Beginning with the 2011-12 school year, Christian Brothers High School will issue 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.

#### **TECHNOLOGY GUIDELINES FOR STUDENT USE:**

##### ***Overview and Purpose:***

Christian Brothers High School (CBHS) provides all students the accessibility to technology, including the use of school hardware, software, and information via the Internet from many types of global sources for academic purposes. With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. There are reasonable restrictions, filters and monitoring in place for the safety of the network and the students using CBHS software and hardware. However, these precautions do not in

any way diminish each user's responsibility to act ethically and in a manner fully consistent with the philosophy and values of CBHS. Failure of any technological protection measure, violation of copyright, user mistake, or negligence is not the responsibility of CBHS. All users of the CBHS network will hold the school harmless for any damage or cost incurred. CBHS reserves the right to prioritize use and access to these resources and the right to access and read e-mail and any other files transmitted through or stored on the school's equipment.

***Personal Safety:***

Others view and electronically monitor student actions on the Internet. The student should not submit name, home address, telephone number or any personal information about themselves, other students, teachers, or CBHS personnel without appropriate CBHS personnel and/or parent permission. Students should not complete questionnaires or subscription forms for themselves or others as they may infringe on privacy. Students will not use the network to engage in any illegal act. Transmission of any material in violation of any national or state regulation is prohibited.

***Unauthorized Access:***

Students may not use CBHS facilities or equipment without the presence or permission of appropriate CBHS personnel. Students will protect the privacy of others by not trying to learn their passwords. Students will not copy, change, read, or use files from another user without prior permission from that user. Students will not attempt to gain unauthorized access to system programs or computer equipment. Students will not use computers systems to disturb or harass other computer users or use inappropriate language in any communications. Students will honor the school's procedures for the storage of information. Students will save files on their own storage devices or save files to their personal email accounts. Authorized school personnel may delete any file from the system in order to protect the integrity of the network or space limitations.

***Network and Equipment Use:***

Network and Internet use must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with appropriate rules of the network or resource. No user at CBHS will use the network for financial gain, political agenda, personal business, commercial activities or advertisement.

Students will use all equipment/material in a responsible manner to help avoid undue expenses and to ensure availability to others. While working on the computers, student will keep the work area clean and will not eat or drink while using school computers. Students will not "download" or "upload" and/or install files, programs or games without prior permission of the instructor. Student will print material from CBHS equipment with permission of appropriate CBHS personnel. Students will avoid excessive printing.

***Network Vandalism:***

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

***Online Communities and Communication:***

Students will only access sites or e-mail addresses that are appropriate for use in school. This applies to use of CBHS facilities during and outside class time. Students who establish personal web sites or participate in "blogs" or social networking sites containing material or connections to material contrary to the teaching, mission, and philosophy of CBHS may be suspended or dismissed. Spam is the distribution of unsolicited messages to an individual or group of individuals, and students should not engage in this activity. Audio or video recording of student, group or CBHS personnel is only acceptable with permission.

***Inappropriate Materials and/or Language:***

Students will not pursue or distribute offensive material such as pornography, vulgar jokes or immoral statements via email or other network avenues. Students will not access, or display offensive messages, language or pictures. Should a user accidentally access an inappropriate site, he or she should turn off the monitor (screen) and notify the nearest faculty/staff member.

***Use of Student Image and Student Work:***

School personnel may publish student images, names and work **unless** parents of the students contact CBHS in writing to prohibit release.

***Cyber bullying, Harassment and Discriminatory Attacks:***

Cyber bullying, harassment and discriminatory attacks, defined as willful and repeated harm inflicted on other persons through electronic media, are serious offenses to school policy. Any student who sends provocative material/pictures/images of adults or minors, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, the Internet, or other electronic devices may be subject to serious disciplinary consequences up to and including dismissal. Serious incidents, including "sexting" or threats, may be turned over to law enforcement authorities.

***Online Academic Dishonesty:***

CBHS will not allow the distribution of answers via cell phone or computer, taking online tests for others, hacking into CBHS personnel computers or grading programs. Using resources without proper citation, building upon an idea found on the Internet, submitting someone else's work as your own are all examples of online cheating. Submission of another's work found on the Internet is online cheating whether the product is a document, an oral or visual presentation, or another type of media. Using the work of others found online without citing the resource is online plagiarism. Students must follow the etiquette of citation and request for permission of the copyright owner. CBHS may use Turnitin.com as a resource to check at random for online plagiarism. Respect copyright laws and trademarks. Students cannot use information or images from the Internet without giving credit to the person who owns the site. Students cannot copy text or pictures from the Internet and submit them as personal work. Students must properly cite any Internet resources used. Students recognize that copyright laws protect software; therefore, they will not make unauthorized copies of software and will not give, lend, or sell copies of software to others. Students will not bring software application or CD-ROMs from home to use on school equipment without proof of licensor and prior approval of appropriate school personnel.

***Disclaimer:***

Teachers will make discretionary decisions that may impact laptops, computers, written documents, calculators, personal notes, audio and video files, and electronic data in the interest of a viable learning environment and for legitimate pedagogical purposes. Nothing in this policy is intended to preclude the supervised use of the system while under the directions of a teacher or other approved user acting in conformity with school procedure.

**By signing the 2011-2012 PARENT/STUDENT HANDBOOK Partnership Statement, parents grant permission for their child to use CBHS computers and Internet access and agree to abide by the rules, policies and guidelines stated in this Handbook.**

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## REGULATIONS AND PROCEDURES

**Note:** Any references to the "Dean" or the "Deans of Students" in this document always include, by definition, the Deans of Students and their designees.

Regardless of age, all students at Christian Brothers High School are required to comply with the rules and regulations found in this *Handbook*. The function of the Deans' office is to provide for the safety of the students and to protect the integrity of the school and its good name. The Deans' office may confiscate items that are inappropriate.



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

**LEGAL CUSTODY ISSUES:** Christian Brothers abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Christian Brothers will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the custody section of the divorce decree. Never married parents should also have custody documents on file, as needed. This information will help officials in determining when, if ever, the child and/or his/her records can be released to the non-custodial parent.

**ATTENDANCE:** All students are to be present at school daily, to be on time for school each day, and to be prompt in arriving for scheduled classes. Promptness and regular attendance at school are essential for academic success.

- ***Absence Policy***

When a student is absent from school, **parents are required to call the Attendance Office (733-3625) before 9:30 a.m. on each day the student is absent.** This number is equipped with voice mail so that parents may leave messages at any time. If a parent does not contact the school, the absence is considered unexcused until a parent contacts the Attendance Office to clear the absence. Upon returning to school, the student is required to obtain a re-admit slip from the Attendance Office before returning to class. If it is expected that a student will be absent for a prolonged period due to illness, the parent(s) must immediately contact the Attendance Office to explain the situation, and follow up with written documentation. A physician's written verification/clearance attesting to the medical situation is required.

- ***Excused Absences***

Absences are excused for the following reasons:

1. ***Illness, medical/dental appointments***
2. ***Religious obligations***
3. ***CBHS related activities (see section on school-related absences, page 8-9.)***

Students who have missed work due to excused absences are to follow the guidelines established and published by their teachers. These guidelines are available in each teacher's "folder" on the school's web site.

- ***Unexcused Absences***

Unexcused absences include student absences for vacations, or other non-emergency absences, which extend beyond designated school holidays and vacation periods. Full credit for make up work is given only for excused absences. ***Any missed coursework due to an unexcused absence is considered late. Late coursework due to an unexcused absence will be reduced by 15% to 30% of the graded score earned on that work (in-class activity, tests, quizzes, projects, assignments, homework, etc.).*** The amount of credit given credit given is determined by each teacher within these stated boundaries. Special coursework and group projects may be further reduced by the teacher with the approval of the Assistant Principal.

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

- ***Early Dismissal Policy***

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

The note should contain:

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

Students must present notes for early dismissal to the Attendance Office before the start of the school day. If the student is being picked up from campus by another person, the note should state the name of that person. Students may not leave campus without parental permission.

**ATTENDANCE REQUIREMENTS FOR ATHLETIC, CURRICULAR AND CO-CURRICULAR ACTIVITIES:** In order to be eligible to participate in interscholastic athletic practices and/or co-curricular activities on school days, a student must have attended *more than one-half of the class periods* for that day.

**COLLEGE VISITATIONS:** Seniors and juniors are permitted two school days to visit colleges although they are encouraged to visit colleges during Christmas and Easter vacations and on other school holidays. Students must clear these visits beforehand through the Director of Guidance. Students are responsible for all work missed while absent. The "Request to Visit a College Campus" form is available in Brother Edward Hall and must be approved by the Director of Guidance in *advance* of each visit so that the absence is excused. If the absence is not cleared in advance, the Deans of Students will consider the absence "unexcused" with its attendant consequences. Upon returning to school, a completed "College Visit Evaluation" form must also be filed with the Director of Guidance. This procedure applies to each campus visit.

**TARDY POLICY:** Students are expected to be in their *classroom* when the bell rings. Similarly, students are to be on time for all scheduled school events. Students who are less than fifteen (15) minutes late **to the first set of the day** should report directly to class. Students, who are more than fifteen (15) minutes late to the first set of the day, should report to the Attendance Office before going to class. For all other sets, once attendance is taken, students will be sent to the Attendance office to be admitted into class. If a student is more than **15 minutes** late for any given set, the tardy may be considered an unexcused absence for that class. Students are still required to go to that class; if they fail to do so they will be considered truant from that class.

**Students will be allowed two (2) tardies per semester; any tardy after that will result in detention.** Students who are returning from appointments must report to the Attendance Office and present verification before they receive an admit slip.

**TRUANCY POLICY:** Christian Brothers High School will not incur the liability associated with truancy. *Truancy* is defined as leaving school grounds and/or cutting one or more classes without permission even if the student does not leave campus. **Once students arrive on campus property they may not leave even if there is a 'late start' that day.** Truancy is considered to be a far more serious offense than an unexcused absence. Therefore, truancy will result in the immediate notification of parents, and possible detention, suspension, or dismissal.

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

**PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS:** Prescription and over-the-counter medications present particular difficulties in this day and age. Parents are required to identify which prescription and over-the-counter medications their child is taking on the "Parent/Guardian Reported Health Information 2011-2012 Form" which is submitted with registration materials for the school year. Parents must update this information whenever the type or dosage of their child's prescription and/or over-the-counter medications changes. The school also presumes that students found in possession of over-the-counter medications have their parents' permission to carry and monitor their own over-the-counter medication.

As a matter of student safety, prescription medications must be brought to the Deans' office where they will be secured and given to the student according to the directions printed on the label. Students are allowed to carry medication for life-threatening attacks, however. (Asthma, for example, is one such condition that may give no warning and which may require the immediate use of an inhaler.) A student found in possession of prescription and/or over-the-counter medications which have not been reported by parents will be subject to disciplinary action.

**MESSAGES FOR STUDENTS:** In order to minimize classroom interruptions, the office does not take messages for students except under the following conditions: **family emergency, unexpected medical or dental appointments, or serious transportation problems.** Delayed pick-ups do not qualify as serious transportation problems.

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## PERSONAL APPEARANCE

**REGULAR DRESS CODE:** Christian Brothers High School believes that a student's appearance has an impact on attitude and behavior. Respect for oneself, one's peers, and the whole school community is evidenced by dressing appropriately for the proper time and place.

**It is the responsibility of parents to see that their student leaves home properly dressed and groomed for school and school-sponsored events.** Students are expected to adhere to the dress code throughout the school day and at school-sponsored events; they are to be clean, and to exercise good hygiene in their personal grooming for themselves and the benefit of all.

**The general expectation is that students observe the standards of modesty, moderation, and good taste.** Objectionable items will be confiscated. Extraordinary attire that disrupts due order and decorum within the classroom is prohibited. Any article of clothing or accessory which features an inappropriate picture, symbol, or slogan may not be worn. See the chart on the Dress Code for a simple rubric on appropriate school dress.

**All clothes must fit appropriately.** Clothing shall be sufficient to conceal undergarments and midriffs **at all times!** Clothing should not be revealing at the neckline or anywhere else that would be considered inappropriate for a school setting. **Clothing should be neither oversized or baggy nor undersized or form-fitting.**

**All CB logo wear should be worn with the logo visible at all times.** CB logo wear may not be altered or worn in a manner for which it was not intended. Alterations to the dress code (knotting, pinning, cutting, tying, or resizing garments) are considered serious violations and will be dealt with accordingly.

CB logo wear in a variety of sizes and styles for young men and women is available on campus in the Student Store. Students, especially graduating seniors, are encouraged to donate gently used CB clothing to our Clothes Closet for CB students in need.

<b>YES!</b>	<b>NO!</b>
<p>The following items <u>are appropriate</u> to comply with the Christian Brothers dress code:</p> <ul style="list-style-type: none"> <li> <b>CB “Upper” wear</b>            Students may wear any official school-issued clothing including: CB polos, CB t-shirts (including Bookstore, Booster Club, recognized CB clubs, and CB athletic Spirit wear). CB clothing may be purchased either: 1) in the CB Bookstore, 2) through the CB Booster Club or 3) through recognized and approved CB clubs. Bookstore and Booster Club have information available through the CB webpage. These are the only outlets recognized to sell CB approved dress code wear.         </li> </ul> <p><b>Well-maintained “regular/relaxed fit” long pants, walking shorts, or capris.</b> All pants must be clean and neat, and must fit properly. Students shall not wear pants that, when fastened, sag or fit below the “natural” waist. All pants must fit around the waist and be properly fastened at all times. Shorts should be long enough to come to the top of the knee.</p> <ul style="list-style-type: none"> <li> <b>CB sweatshirts, CB fleece style sweaters, CB jackets and College sweatshirts are allowed</b> (Note: <i>During inclement weather non-CB rain coats are allowed, but must be removed to reveal CB attire, during class time. Non-CB light weight jackets are not allowed</i>)         </li> <li> <b>Shoes must be worn at all times</b>            Casual shoes, leather shoes, topsiders/loafer type, canvas or athletic shoes which are safe and in good condition may be worn. Footwear must enclose the foot completely (heel and toe).         </li> </ul>	<p>The following items <u>are prohibited</u> at all times:</p> <ul style="list-style-type: none"> <li>Any torn, dirty, faded, or frayed clothing or clothing that is not hemmed, or has ragged hems.</li> <li>Plain t-shirts (of any color) are considered undergarments and should be worn only as undergarments; any t-shirt outside the approved logo wear, including college t-shirts, are also not allowed.</li> <li>Excessively tight-fitting pants or leggings, low rise/hip huggers, or excessively loose pants are not appropriate for school attire and may not be worn.</li> <li>Denim jeans of any kind or color are not permitted (unless a school-wide privilege has been granted).</li> <li>Athletic wind/sweat pants, workout pants, basketball-style shorts, board shorts, and pajama pants are not appropriate school attire and may not be worn at any time. Athletic shorts are not allowed.</li> <li>Sweatshirts, sweaters, denim jackets, and jackets representing an outside club, school, organization, company, or professional team are not allowed. Plain colored sweaters, sweatshirts, or “hoodies” or light weight jackets are not allowed.</li> <li>Skirts and dresses are not allowed as part of the daily dress code</li> <li>Any clothing containing objectionable words or symbols.</li> <li>Belts that hang down and hanging pocket chains.</li> <li>Visible body piercing and any visible tattoos, either temporary or permanent.</li> <li>No sandals, flip flops, slippers, open-backed shoes, military-style boots, or shoes with cleats are permitted. No open-toe shoes may be worn.</li> <li>Any other items deemed inappropriate by the Deans of Students.</li> </ul>

If a student is not compliant with the dress code, he/she would likely face the following consequences:

- 1<sup>st</sup> offense – lunch detention
- 2<sup>nd</sup> offense – after school detention
- 3<sup>rd</sup> offense – Referral which includes three days of after school detention and parent notification
- 4<sup>th</sup> offense – further discipline may include suspension and/or a behavioral contract

Dress Code offenses may result in students being sent home for the entire day at the discretion of the Deans. These will be considered “unexcused absences” (see unexcused absence policy on pg. 15), and could affect credit received for that day.

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

#### **> Hair**

- Hair must be clean, combed, and styled neatly.**  
 Distracting hairstyles are inappropriate and students will be asked to wear a hairstyle more appropriate for the school setting. Judgment in this area will be left to the discretion of the Deans of Students. Unnatural coloring, exaggerated highlighting, creative designs, streaking, bleaching, or dying are considered distracting and are inappropriate for school.

- **Boys are expected to be clean-shaven with the exception of moustaches which must be neat and trimmed.** No beards, goatees, or sideburns below the ears will be allowed. Boys who are not otherwise clean-shaven will be asked to shave and will be charged a fee for the disposable razor. They will also be assigned detention.

➤ **Head Gear**

- **Hats, caps, visors, headbands, ear warmers, sweatshirt hoods and head scarves are not allowed to be worn indoors during the school day, including breaks and lunchtime.** Sunglasses may be worn only at breaks and lunchtime.

➤ **Jewelry**

- **Reasonable, moderate, small**  
Excessive jewelry is not allowed. Jewelry that interferes with classroom performance and behavior is not allowed. Earrings and pierced earrings may be worn. Any earrings that hang below the jaw line are strongly discouraged for safety reasons. Large chains, dog collars, and similar extreme styles are not acceptable. Body piercing is not allowed other than as described above. Students may not wear or display belly rings, tongue piercing, nose piercing, eyebrow or any piercing other than ear piercing. Violations of this policy will result in the confiscation of the jewelry and the items must be picked up by the parents. A second offense will result in possible further disciplinary action as seen fit by the school.

➤ **Make-Up**

- **In moderation**  
Excessive or distracting make-up is unacceptable. Students will be asked to remove the offensive make-up. They will also be assigned detention.

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

Student attire on these Modified Dress Code Days will be enforced by teachers and subject to disciplinary actions by the Deans of Students. **Students not in approved Modified Dress Code attire may be sent home as with any other dress code violation.**

➤ **Liturgic Attire Days**

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

- **Appropriately sized CB logo wear polo shirts must be worn.** NO T-shirts, sweaters, sweatshirts, or any other type of top other than a CB sweatshirt or CB jacket on cold days.
- **Appropriately-sized dress pants, capris, slacks or Dockers-type khaki slacks must be worn.** NO shorts or skirts.
- **Appropriate shoes.** Dress shoes are preferred; however, tennis shoes and/or athletic shoes are acceptable.

➤ **Professional Dress Attire Days**

To promote presenting oneself appropriately for college/job interviews, Christian Brothers’ students will be asked to *dress-up and out* of regular school dress code once per quarter by wearing “PROFESSIONAL DRESS ATTIRE” on designated days. When wearing *Professional Dress Attire*, all students are **required throughout the entire school day** to abide by the guidelines stated below.

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

- Solid color dress slacks or khakis, may be worn, but must fit appropriately.. Slacks must be free of rivets or outside “patch/cargo style” pockets. Students may wear solid color professional knee length skirts; likewise skirts should fit appropriately and conform to their body type.
- Collared blouses must be solid in color. Blouses must be loose fitting, ironed, modest, and appropriate for a professional setting. Blouses may not be sheer or show bare midriffs. Blouses may not display a graphic or logo of any kind.
- Dress shoes must be conservative and hold a shine with no more than a 2” heel (*note*: approximately the length of the thumb) or “dress flats”, applicable for a professional setting. No sandals, flip flops, slippers, open-toe or open-backed shoes, military-style boots, tennis shoes, or shoes with cleats are permitted.
- Makeup, jewelry, and accessories are to be in good taste.
- **No sweatshirts or jean jackets of any kind, including zip-up.** Approved CB dress sweaters may be worn with the appropriate above described tops.
- Hairstyles must be appropriate for a professional setting.

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

- Solid color dress slacks or khakis that fit appropriately. Slacks must be free of rivets or outside “patch/cargo style” pockets.
- Dress shirts must be solid in color. Shirts must be ironed and tucked in. Tops may not display a graphic or logo of any kind.
- Ties should be conservative, without inappropriate writing or pictures.
- Dress shoes must be conservative and hold a shine. No sandals, flip flops, slippers, open-backed shoes, military-style boots, tennis shoes, or shoes with cleats are permitted. No open-toe shoes may be worn.
- Standard dress socks must be worn with the shoes.
- **No sweatshirts or jean jackets of any kind, including zip-up.** Approved CB dress sweaters may be worn with the appropriate above described shirts.
- Hairstyles must be appropriate for a professional setting.

#### **➤ “Game Day” Attire**

To promote school spirit at CB, our student-athletes are encouraged to wear “Game Day Attire” on the day of competition and on Fridays preceding Saturday games. On these *Spirit-Attire* Dress Code Days student-athletes may wear:

- Game jerseys that have sleeves with dress code pants, walking shorts, or capris.
- Team polo shirts designating sport representation with dress code pants, walking shorts, or capris.
- Professional attire is not allowed on game day.
- No warm-up pants may be worn, but warm-up jackets and sweat shirts that comply with regular dress code requirements.

All “Game Day Attire” must observe CB dress code standards of modesty, moderation, and good taste. The above dress code is in place during school and at the competition when not in the game uniform.

#### **➤ Jeans Days**

Occasionally, Jeans Days may be granted by the administration as a school privilege. All clothes should be neat and clean. Students will be allowed to wear jean pants/shorts/capris. Shorts should be long enough to come to the top of the knee. All other dress codes rules apply. **Logo wear must still be worn; no other tops/jackets/hats may be worn on these special days.** On rare occasions a more specialized “theme” day may be granted (e.g., Spirit Day) that would allow for some modifications. These days will be announced.

Students who are inappropriately dressed on Jeans Days have clearly taken advantage of the privilege. It is likely that they will be sent home as with any other dress code violation as outlined above. Continued problems by students may result in the loss of these dress privileges for the students and/or the rest of the student body. ***The Deans of Students reserve the right to make final decisions regarding student grooming and appearance.***

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## STUDENT CONDUCT

**STUDENT ARRIVAL AND DEPARTURE:** Students are **not** to arrive on campus prior to 7:00 a.m. when the library opens unless they are participating in a supervised activity. Students are to be picked up promptly at the conclusion of the school day unless they are remaining on campus for a supervised activity. When dropping students off or waiting to pick them up, we ask that **parents pull cars as far forward and as far to the right as possible**. Please be courteous to other drivers and do not double park or stop behind cars in the marked parking spaces. A traffic lane must be kept open for safety reasons.

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

**OUTSIDE DELIVERIES:** Deliveries of outside food (pizza, drinks, etc), balloons, flowers, or other “special deliveries” by parents, other people, or businesses are not permitted.

**BOUNDARIES:** The areas listed below are considered out-of-bounds during the school day unless going to and from class, or otherwise stated by the Deans of Students. Access to these areas will be at the discretion of the administration.

1. All parking lots throughout the school day.
2. Any of the fields east of the fire lane.
3. Limeberger Gymnasium and locker rooms, Field House (unsupervised).
4. Area in front of school, beyond the gates.
5. No loitering at the entrance to and the hallways of Bertram Hall including the Chapel Hallway.
6. Student vehicles parked off school grounds.
7. Areas deemed unsafe or inappropriate.
8. The two markets on Martin Luther King, Jr. Boulevard—Prit Market and Special Food Mart—and Oak Park Market on 12th Avenue are off limits at all times.

**LUNCHTIME:** Loitering is prohibited in the upper hallways, administrative hallway, library hallway, Library Media Center, Technology Center, SMAT hallways and stairwells, SMAT quad and the “Mary Lawn” area between the north and south wings, walkways in front of classrooms and quad area, the chapel, and the corridors in Brother Bertram Hall during lunch. **Due to the implementation of the split lunch system, students should not to go to their lockers while lunch is in progress. Locker privileges for first lunch students are the first 5 minutes of lunch. Locker privileges for second lunch students are the last 5 minutes of lunch.** It is the responsibility of each student to respect the classes in session during lunch. Students may use the bookstore, restrooms, Tech Center, and library during their lunch period. **Food should be eaten in the cafeteria, in the immediate breezeway area around the cafeteria and on the main lawn.**

**ROLE OF SECURITY:** It is the expectation of CBHS that while on campus or involved with a school event that all students follow the instructions or directions made by the security staff as would be expected with any other staff member. Critical Environment Response Team (CERT) has several responsibilities that include but are not limited to:

- Act to promote general safety for those on campus
- Contribute to the general positive environment of the school
- Protect CBHS property and community members from outside threats
- Protect CBHS community from actions within the community deemed unsafe or not in keeping with a healthy environment

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

At any time students may have their student body privileges restricted or revoked. Any student who loses his/her student body card must purchase a replacement card from the Student Activities Director or the Deans' office.

**FOOD AND DRINKS:** Chewing gum is not allowed on campus at any time. Generally food and drinks are not allowed during class time in the classrooms (except for special classroom curricular events) or in the Library Media Center or the Technology Center.

**CELLULAR TELEPHONE USE AND PERSONAL TECHNOLOGICAL DEVICES:** Cellular phones and personal technology use is a restricted privilege offered to each student under specific conditions. These items may only be used prior to the start of school and after dismissal from school for the day. Any of these types of items that are seen, heard, or turned on during the day will be confiscated. These same items are not to be used in private areas at any time, such as locker room, bathrooms, or in a manner that is deemed inappropriate and violates the reasonable expectation of privacy afforded to all within the community.

***Protocol for cell phones/personal technology***

- The school assumes no responsibility for the loss of cell phones/personal technology.
- **Cell phones/personal technology must be kept in the "off" position from 8:00 a.m. to 3:00 p.m. All cell phones/personal technology must be kept in lockers or in backpacks and completely out of sight during the same hours.**
- If confiscated by faculty/staff while on campus
  - 1<sup>st</sup> offense – detention
  - 2<sup>nd</sup> offense – parent must pick up the device and three (3) days detention
  - 3<sup>rd</sup> offense – further discipline may include loss of the privilege.
  - 4<sup>th</sup> offense—results in a suspension and the student placed on a disciplinary contract
- No cell phones may be used for taking pictures
- No inappropriate messages or threatening of persons via the cell phone/personal technology are permitted. Other inappropriate use of cell phones/personal technology will be addressed accordingly.

**HONOR CODE OF REVERENCE, RESPECT, RESPONSIBILITY:** Christian Brothers High School students demonstrate reverence to God, respect the dignity of others, and willingly accept full responsibility for their actions as members of our Catholic, Lasallian community. In order to ensure the good order of the school, all students are expected to demonstrate conduct that:

- Collaborates in maintaining a welcoming, safe, clean, and orderly campus.
- Observes decorum, rules and procedures – within and beyond the classroom – that ensure an effective environment for learning.
- Presents themselves, in action and deed, as young men and women of solid character and integrity at all times
- Preserves a prayerful atmosphere during faith celebrations that honors the solemnity of liturgies/prayer services the presiders, and the congregations.
- Participates in school activities, assemblies and rallies, with respect, fair play and good sportsmanship



appropriate for the event. (Students are expected to distinguish between the spirited atmosphere of a rally and the formal nature of an assembly.)

- Treats others and the entire school community with kindness, courtesy, and a helping-hand.
- Politely cooperates with the authority of administration, faculty, staff, or security officers of Christian Brothers High school.
- Exhibits concern for the health, safety, and well-being of all members of the community. (Students attending, organizing, hosting and/or remaining at parties where alcohol or drugs are present or accessible to students may be subject to disciplinary action.)
- Maintains a healthy and drug/alcohol-free environment. This requires a partnership between parents, family members, and the school to ensure that student health and safety are not jeopardized by adult actions or permissive behavior. Any adult who trades, sells, gives away, or offers to trade, sell, or give away alcohol, controlled substances, performance-enhancing drugs, or other hazardous substances will result in notification of the proper authorities and may compromise the partnership between the family and the school.

Students whose conduct (whether inside or outside of Christian Brothers High School) is detrimental to the common good or reputation of the school are subject to disciplinary action, including, but not limited to, suspension and dismissal.

**SANCTIONS FOR FAILURES OF GOOD ORDER:** Failures of good order are unacceptable and oftentimes create an unfavorable school environment. Failures of good order will result in facing disciplinary consequences. The following failures of good order are defined below; they are considered extremely serious and will be dealt with accordingly:

1. **INAPPROPRIATE BEHAVIOR:** Violations of the General Expected Conduct or classroom rules/procedures. Continued or repeated class behavior which interferes with learning of others (e.g. talking out of turn, throwing objects, unnecessary movement in classroom, etc.) Gambling of any type is unacceptable. Violation of a current behavioral contract, a repetitive or habitual series of behaviors that have gone unchanged.
2. **INSUBORDINATION:** Flagrant disobedience, conduct or rudeness towards any member of the administration, faculty, staff, or security officers. Failure to cooperate fully and truthfully with school officials and/or deliberate disruption of school activities.
3. **ACADEMIC/PERSONAL INTEGRITY:** All forms of academic dishonesty or the enabling of others to commit any form of academic dishonesty are prohibited. All incidents where a student's actions or statements compromise the expected integrity needed to be a Christian Brothers student are unacceptable. Misleading statements, forging school documents or notes, interruption of normal school business or procedures are likewise unacceptable.
4. **TRUANCY:** Leaving the school grounds or absence from class without permission. Excessive tardiness to class. Refusal to attend class as a requirement of enrollment at Christian Brothers High School as well as infractions to the Closed Campus policy are likewise considered truancy and will be treated accordingly.
5. **HARASSMENT/HAZING:** Verbal, visual or physical misconduct intended to degrade, ridicule, or demoralize others. Promoting conflict, intimidation or threatening others in person or via any other means (Notes, internet, e-mails, text/voice messages, third parties, etc.) Involvement in racist or sexist incidents and conduct or comments in any form which express negative attitudes, degradation, or hatred for a person or group based on race, ethnicity, gender, sexual orientation, religious beliefs, or other forms of prejudice or discrimination. Encouraging or taunting others into misconduct.
6. **SEXUAL HARASSMENT:** Making unwanted sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct or impediment of an unwanted nature, with the purpose of or effect of having negative impact on an individual's academic performance, or creating an intimidating, hostile, or offensive educational environment.

appropriate for the event. (Students are expected to distinguish between the spirited atmosphere of a rally and the formal nature of an assembly.)

- Treats others and the entire school community with kindness, courtesy, and a helping-hand.
- Politely cooperates with the authority of administration, faculty, staff, or security officers of Christian Brothers High school.
- Exhibits concern for the health, safety, and well-being of all members of the community. (Students attending, organizing, hosting and/or remaining at parties where alcohol or drugs are present or accessible to students may be subject to disciplinary action.)
- Maintains a healthy and drug/alcohol-free environment. This requires a partnership between parents, family members, and the school to ensure that student health and safety are not jeopardized by adult actions or permissive behavior. Any adult who trades, sells, gives away, or offers to trade, sell, or give away alcohol, controlled substances, performance-enhancing drugs, or other hazardous substances will result in notification of the proper authorities and may compromise the partnership between the family and the school.

Students whose conduct (whether inside or outside of Christian Brothers High School) is detrimental to the common good or reputation of the school are subject to disciplinary action, including, but not limited to, suspension and dismissal.

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1. **INAPPROPRIATE BEHAVIOR:** Violations of the General Expected Conduct or classroom rules/procedures. Continued or repeated class behavior which interferes with learning of others (e.g. talking out of turn, throwing objects, unnecessary movement in classroom, etc.) Gambling of any type is unacceptable. Violation of a current behavioral contract, a repetitive or habitual series of behaviors that have gone unchanged.
2. **INSUBORDINATION:** Flagrant disobedience, conduct or rudeness towards any member of the administration, faculty, staff, or security officers. Failure to cooperate fully and truthfully with school officials and/or deliberate disruption of school activities.
3. **ACADEMIC/PERSONAL INTEGRITY:** All forms of academic dishonesty or the enabling of others to commit any form of academic dishonesty are prohibited. All incidents where a student's actions or statements compromise the expected integrity needed to be a Christian Brothers student are unacceptable. Misleading statements, forging school documents or notes, interruption of normal school business or procedures are likewise unacceptable.
4. **TRUANCY:** Leaving the school grounds or absence from class without permission. Excessive tardiness to class. Refusal to attend class as a requirement of enrollment at Christian Brothers High School as well as infractions to the Closed Campus policy are likewise considered truancy and will be treated accordingly.
5. **HARASSMENT/HAZING:** Verbal, visual or physical misconduct intended to degrade, ridicule, or demoralize others. Promoting conflict, intimidation or threatening others in person or via any other means (Notes, internet, e-mails, text/voice messages, third parties, etc.) Involvement in racist or sexist incidents and conduct or comments in any form which express negative attitudes, degradation, or hatred for a person or group based on race, ethnicity, gender, sexual orientation, religious beliefs, or other forms of prejudice or discrimination. Encouraging or taunting others into misconduct.
6. **SEXUAL HARASSMENT:** Making unwanted sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct or impediment of an unwanted nature, with the purpose of or effect of having negative impact on an individual's academic performance, or creating an intimidating, hostile, or offensive educational environment.

7. **VULGARITY:** Language or behavior that is seriously immoral, profane, vulgar, or obscene. Outrageous, scandalous, or seriously disruptive behavior. Possession or distribution of indecent or profane books, pictures, music (i.e. tapes, records, CDs), postings, e-mails, and electronic means by which these type of items may be viewed or transferred, or other such objects.
8. **UNLAWFUL ACTS:** Any unlawful act that results in an arrest for a felony or a misdemeanor by any law enforcement agency as long as a student is enrolled or is an applicant to Christian Brothers High School.
9. **DANGEROUS BEHAVIOR:** Extreme rough play or reckless behavior which endangers self or others. Reckless and or unsafe driving practices on and/or off campus that endangers oneself or others. Possession of any explosive or incendiary device on campus or at any school-sponsored activity. Assault with, or possession of, or brandishing of, a weapon or lethal instrument or “look-alikes” on campus or at any school-sponsored activity.
10. **INAPPROPRIATE USE OF TECHNOLOGY:** Establishing personal web sites or participating in “blogs” or posting to social networking sites (Facebook, MySpace, etc.) containing material or connections to material contrary to the mission and philosophy of Christian Brothers High School. Unacceptable “uploading or downloading” or distribution of materials or software deemed inappropriate for school use. Use of the school’s name or logos, or ties to the school’s reputation is strictly prohibited. Cyber bullying, “sexting”, or issuing threats or passing on inappropriate content via any means that reflect negatively on the Christian Brothers community.
11. **ASSAULT/BATTERY:** Deliberate harmful or offensive touching of another. Instigating or participating in a fight, unless clearly in self-defense.
12. **SUBSTANCE ABUSE:** Using, “being under the influence of”, possessing, participating in any form of distribution (including, but not limited to, selling, giving away, trading, arranging the exchange of, or providing information to facilitate any form of exchange) of any controlled substances (including alcohol, cigarettes, and/or all mind or mood altering substances) are dangerous and serious infractions of school policy. Activities involving paraphernalia, “look-alikes” associated with controlled substances, performance-enhancing drugs, or other hazardous substances are not acceptable. Furthermore, any misuse or distribution of prescription medicine as well as misuse of over-the-counter medicines are considered infractions of school policy. Possession includes but is not limited to one’s person or personal property, automobiles, or school property, including lockers. Any organizing/hosting of gatherings (parties etc.) where any of above substances are present is likewise unacceptable.
13. **ABUSE OF PROPERTY:** Stealing or enabling others to steal or being in possession of stolen property. Vandalism or destruction of school/personal property.
14. **INAPPROPRIATE PERSONAL CONDUCT:** Inappropriate behavior including deep kissing, prolonged embracing, or any situation involving close and inappropriate physical contact.
15. **DETRIMENTAL AFFILIATIONS:** Groups and/or gangs that, in the judgment of the Administration, are detrimental to the positive, Catholic atmosphere of Christian Brothers High School will not be tolerated. Individuals or groups who promote attitudes and ideals that are contrary to Christian and democratic principles and practices will not be tolerated. Students who join, promote, or recruit others to join such groups will be subject to suspension and/or dismissal. No student on school property or at any school activity shall wear, possess, use, distribute, or display any clothing, jewelry, emblem, badge, symbol, sign, or other articles or evidence of membership or affiliation in such groups.
16. **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.

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

It is the school's expectation that family members that contribute to any of these violations put the student at risk for appropriate disciplinary actions. Any of the failures listed above could be severe enough that **even one offense could merit immediate dismissal**. Short of dismissal, the Dean may impose sanctions including, but not limited to, behavioral contracts, suspension, and referral for outside professional assessment.

**SEARCHES:** *'In loco parentis'*, the school is bound by and will act in compliance with law when circumstances indicate certain actions are necessary. In some cases, even the association with those who use, possess, or traffic in drugs and/or alcohol exposes one to criminal prosecution. Whether or not one agrees with laws in force, the school shall be obligated to inform legal authorities as required by law.

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

Christian Brothers High School is a private school. Because the school owns the lockers, the administration reserves the right to search any student's locker without notice when the general good of the school community is in question or at the discretion of the Deans of Students or the Principal.

**By signing the 2011-2012 Parent/Student Handbook Partnership Statement, parents grant permission for Christian Brothers High School to conduct searches described in this section.**

Christian Brothers High School reserves the right to employ professional detection services to further protect the community. One such service, Proactive K-9's Detection Services, will perform random searches of the school per arrangements made directly with the company. This service is used by the other Catholic high schools in the Sacramento area and is done to help promote a healthy and safe environment for the community.

**REQUIRED TESTING FOR SUBSTANCE ABUSE:** With reasonable cause, students enrolled at Christian Brothers may be required by the Principal (or designee), or the Deans of Students, to be tested for use of a controlled substance (including alcohol and drugs). Reasonable cause means that the Principal (or designee), or the Dean has a legitimate suspicion based on observable criteria that a student is under the influence of a controlled substance. Reasonable efforts will be made to notify parents in advance that the student needs to be tested. A student will not be allowed to return to school if his/her parent(s) refuse to allow the student to be tested. Once the parent(s)/guardian(s) are made aware of the need for a test, a test will be performed at CHBS prior to the end of the school day.

Breathalyzers will be administered to determine any alcohol usage. To test for any drug usage, the Wellness Counselor will administer a 6-panel drug screen. If the test is negative, the testing is complete. If the test is positive, the student (accompanied by the parents) will be required to be tested at Collection Plus, located at 2129 Hacienda Way Ste. H Sacramento, CA. 95825, NO exceptions. Any tampering of the collection sample will be considered a positive test.

Students with a positive test result of use of a controlled substance (including alcohol and drugs) will be subject to the school's disciplinary policies. All fees associated with drug testing will be the responsibility of the parent(s)/guardian(s).

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## DISCIPLINARY CONSEQUENCES

**DETENTION:** There are three (3) basic forms of "Detention" at Christian Brothers High School. Students are encouraged to take responsibility for their behavior and avoid detention of any kind. Staff members may issue detention at their discretion. Detention is designed to correct behavior. The accumulation of detentions, of any kind and/or the repetitive behavior that goes unchanged becomes a far more serious infraction and will be dealt with accordingly. Detention may be assigned for a number of reasons, including but not limited to:

- forgetting notes and documents
- “out of bounds” violations
- chewing gum
- eating or drinking in the classroom, the Library Media Center or the Technology Center

- being unprepared for class
- parking violations
- tardy
- disruptive behavior
- minor dress code infractions
- littering
- other similar behavioral issues

➤ ***In-Class Detention***

Teachers may choose to offer detention to a student in their rooms after school as a means of correcting behavior or to deal with academic issues. Should a student not attend this type detention they will be referred to the Deans’ office for further consequences.

➤ ***Lunchtime Detention***

A “lunch detention” though not as serious as “after school detention”, necessarily carries some consequences. Lunchtime Detention may be assigned for any number of reasons and is designed to give a measured consequence for student behavior. Ultimately students need to realize that they have control over the consequences for their behavior. As a result of the student’s behavior, the student will be required to perform some on campus clean-up (cleaning the cafeteria, scraping gum, cleaning the grounds, etc.). These clean-up details will occur **the last ten minutes of the lunch period**. Failure to report for duty will result in further multiple Lunchtime Detentions and/or after-school detention. If there is any doubt as to which punishment applies, the Deans of Students will make the final determination.

➤ ***After School Detention for Behavioral Infractions.*** Students who demonstrate inappropriate behavior inconsistent with general expected conduct are assigned after school detention. After school detention begins promptly 10 minutes after the last school bell in room 301 Monday through Thursday and lasts approximately 30-45 minutes. Detention Lists are posted about campus each day to serve as a reminder for the students to attend detention promptly.

General “After School” Detention guidelines:

- a. After school detention is not a study hall and is not excused for tutoring. Students are to remain quietly seated for the duration. Any conflicts with attendance in detention need to be approved by the Dean prior to Lunchtime for the student.
- b. No homework, personal technology, or cellular phones are allowed while serving detention.
- c. A one-day grace period is allowed to arrange rides, co-curricular or other after-school activities and responsibilities. Attendance will be taken at the beginning and end of each detention period. Multiple days of detention will be served consecutively with only one day of grace granted at the beginning.
- d. Missed detentions will be noted and count towards the student’s semester total. Typically any missed detention will add two (2) days of detention. Any students who are late to detention are considered unexcused; they may not serve that day and will receive two (2) additional days of detention. **No excused** detentions after the one grace day. If the parent takes the child from the detention room then the above additional days are added, and the student may face further discipline should the actions warrant. Detention will last at least 30 minutes but not longer than 45 minutes.
- e. If the student’s activities require an **early** dismissal (co-curricular events for travel requirements) then the detention will be rolled over to the next day. **“Home” events whose starting time conflicts with detention will not be granted the above consideration; the student will serve the detention that day.** If a student “cuts” detention for a co-curricular event the student may be considered truant and dealt with as any other truant.
- f. The Deans’ office may assign tasks to students for the school community; otherwise students must remain in the detention room.

In an effort to notify parents about *AFTER SCHOOL DETENTION*, the Deans’ office will use the Connect-ED System to notify parents of their student’s detention status.

If a student reaches 10 after school detentions (excluding those earned as a result of a suspension) during a semester, then the student may be suspended and placed on a behavioral contract.

**MISCONDUCT REFERRALS:** Students will receive misconduct referrals when their actions are serious enough that they disrupt the positive environment in or outside the classroom. Any administrator, teacher, or staff member may issue a misconduct referral. A written misconduct referral form will be sent to the Deans of Students with the student who is being referred. The student's discipline file will be reviewed, a minimum of three (3) days of detention will be assigned, and a call to the parents will be made. This behavior will be taken very seriously and other disciplinary sanctions (probation, suspension, or dismissal) may be in order. A student receiving a *third* misconduct referral during the school year will be subject to a day of suspension and, *for every misconduct referral thereafter*, an additional day of suspension will be added up to a total of three days of suspension. If the student still demonstrates behavior that merits misconduct referrals and has served a maximum three days of suspension, then a "Notice of Intent to Dismiss" will be issued.

**BEHAVIORAL CONTRACTS AND DISCIPLINARY PROBATION:** Students committing Failures of Good Order may be placed on a behavioral contract and are considered on Disciplinary Probation. The Deans of Students will determine the length of probation, and a probationary contract may restrict participation in or attendance at school-related activities. The contract will also set forth expected outcomes and terms to which the student must adhere during the probationary period. All suspensions automatically have a behavioral contract as part of the suspension.

**SUSPENSION:** A student may be suspended from school for any Failure of Good Order on or off campus. The student's parents will be notified of all suspensions. Suspensions may last from one (1) to five (5) school days. A meeting with the parent(s) and student will take place and a disciplinary contract will be signed and placed in the student's behavioral file. Suspension is to be taken seriously and records of suspension(s) will be kept in the student's disciplinary file. Suspension is considered an "unexcused absence." During suspension students are prohibited from participating in any school-related activities. Aggravated grounds for suspension can become grounds for dismissal.

**Note: Some colleges request information regarding an applicant's disciplinary record (including sanctions, suspensions, and dismissals). Christian Brothers High School is obligated to report this information as requested.**

**DISMISSAL:** A student may be dismissed immediately from school for any serious offense that is a "failure of good order" and/or in conflict with the "Honor Code/General Expected Conduct" of Christian Brothers High School. Dismissal is at the discretion of the Principal in consultation with the Deans of Students and will be noted on the student's transcripts and reported accordingly.

- ***Dismissal Policy and Dismissal Review Board Procedures***  
The Dismissal Review Board may be convened for the following reasons: (1) to conduct a hearing and (2) to recommend to the Principal on the question of a student's dismissal from school.
- ***Notice of Intent to Dismiss***  
Whenever there are grounds for dismissal, the Deans of Students, on behalf of the Principal, shall provide to the student and his/her parents a written "Notice of Intent to Dismiss" which shall further advise the student of his/her option to a hearing before the Dismissal Review Board.
- ***Timing of the Hearing***  
Unless other arrangements are made, the hearing shall be held within five (5) working days following the "Notice of Intent to Dismiss."

- ***Dismissal Review Board***

The Dismissal Review Board shall consist of the following six (6) persons:

- Deans of Students (Non-Voting Chairs)
- Three (3) faculty members elected by faculty to a two-year term (voting members)
- The Principal, or his/her designee, attends *ex officio* (Non-Voting).

The student/family must provide a brief statement as to the rationale for this appeal to be heard. The Student may have one faculty member to act as an advocate. The parents/guardian may attend the board hearing; no other outside parties will be allowed in this process.

The voting members of the Dismissal Review Board shall meet in private. Recommendations of the Dismissal Review Board concerning the student's dismissal shall be determined by a confidential vote of the three board members. Following the vote, the board will present its vote and findings to the Principal or his/her designee.

- ***Disposition Following the Dismissal Review Board Hearing***

The Dismissal Review Board shall recommend only on the question of a student's dismissal from school. The Principal has the final authority to accept or reject the Review Board's recommendation, at her discretion. In the event the Principal or his/her designee reverses the dismissal, the Principal or his/her designee will refer the case to the Deans for the imposition of other disciplinary action. These disciplinary actions taken against a student for violation of school rules and regulations shall be made by the Deans in consultation with the Principal or his/her designee in accordance with school policies and procedures.

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## ADDITIONAL CONDUCT POLICIES

**REFERRAL FOR PROFESSIONAL ASSESSMENT:** Upon a request from students, parents, or administrators, or as a result of observation or discussion, a counselor or administrator may refer students and parents to outside professionals for the following:

- assessment for learning differences
- assessment for chemical dependency or other serious health problems
- drug testing
- individual, group or family counseling
- other special needs as requested

All testing/assessments will be done at *no* expense to the school; all drug testing must be done through Valley Toxicology, Inc. located at 9700 Business Park Drive, Suite 407, Sacramento, CA. (916-366-3113). If a parent refuses a referral that has been requested by the administration, the school may suspend a student or move for dismissal.

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

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

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

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## OTHER INFORMATION

**TRANSPORTATION TO/FROM SCHOOL:** Parking lots designated for student use are available on campus. Students are not to use spaces designated as “reserved.” These areas are specifically for faculty, staff and visitors. Any student parked in these areas is subject to a fine, towing, and loss of parking privileges. The lots in front of Brother Bertram Hall and next to the SMAT wing are not for student use. Loitering is not permitted in any parking lot. During the school day, the parking lot may be used as a thoroughfare for students going to Oak Ridge Elementary School, to the handball courts, or to the basketball courts. At no time is a student to be in or near any vehicle parked in the lot. The school is not responsible for damage or theft. Bicycle parking is located in the racks between the SMAT wing and the Main Office. For parking of motorcycles and scooters, students should see the Deans of Students.

**VEHICLE REGISTRATION:** Parking on campus is a privilege. All vehicles must be registered with the Deans of Students. **Students and families are strongly encouraged to create effective car pooling to help us relieve the stress on our limited number of parking spaces.** The cost of a parking pass is \$25 per year. Lost/stolen permits may be replaced for an additional \$25 fee. Once registered, each student will receive a parking permit that is to be displayed from the rear view mirror. Temporary Daily permits may be purchased for \$2 in the Deans’ Office.

Students using parking areas accept full responsibility for their vehicles and are advised to take appropriate precautions to protect their property from theft and vandalism. Street parking is available on either side of Martin Luther King Jr., Blvd. directly in front of the campus property. ***Students are strongly discouraged from parking on side streets or into the surrounding neighborhood.***

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

After a single warning, a CB parking ticket/fine may be levied (\$15), to help encourage compliance with safe parking lot procedures. If the previous two measures are ineffective then a “Final Warning Sticker” (highly visible sticker with strong adhesive attached to the outside window), will be issued. If there are further violations after these steps then the vehicle will be towed at the owner’s expense with any further infraction. Students are subject to all traffic and safety laws while on campus and are not exempt from citation by local authorities under their jurisdiction.

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

**CAFETERIA AND FOOD SERVICE:** Food service is provided through the cafeteria. Since the cafeteria service is a privilege, all students are expected to cooperate with faculty and staff to maintain a clean and orderly environment. Breakfast and other snacks are available prior to the beginning of the school day. During the morning break, a variety of snacks, beverages, and breakfast meals are served. The lunch program features a special dish each day plus a number of standard items that round out the menu. Information regarding the process for purchasing food will be provided at the beginning of the 2011-2 school year. There are also vending machines available to the students before school and during breaks and lunches only; however, students who use them do so at their own financial risk. CBHS does not sell sodas. Food is not to be eaten in the classrooms during class time (except for special classroom curricular events).



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

**TEXTBOOKS:** Textbooks are purchased through our official ESCO online bookstore. **The student's name should be placed prominently in several places in each textbook as soon as it is purchased** to help prevent loss or theft of books. It will also make it easier to return lost textbooks to the proper owner. The school's "Lost and Found" is located in the Attendance Office. Students may keep their books, sell them back through ESCO's buy back program, or donate them at the end of the school year.

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

**IMAGE USE POLICY:** There are occasions when school officials or news media officials are on campus to interview, photograph and/or videotape students for print and broadcast stories as well as for display on the CBHS website. If you would like to withhold authorization for your son/daughter to appear in school publications and displays or media news reports, please contact the CBHS Director of Communication at 733-3695 by September 1.

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## HARASSMENT POLICY

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

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Staff members or students found to have filed false or frivolous charges may also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or an environment which is unwelcome, hostile or intimidating. Harassment may pertain to, but is not limited to, matters of the individual's age, race, creed, color, national origin, physical appearance, disability, gender or sexual orientation. Harassment can occur any time during school or during school-related activities or on non-school time. It includes, but is not limited to, any or all of the following:

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

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

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

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

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

It is the responsibility of CBHS to:

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

It is the responsibility of employees and students to:

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

**Complaint Filing and Reporting:** Alleged incidents of discrimination or harassment by a student are to be reported directly to the Deans of Students for review, investigation and the necessary disciplinary action. Alleged incidents of discrimination or harassment by a school employee are to be reported directly to the President, Principal, Counselor, or a member of the School Leadership Team for review, investigation and the necessary disciplinary action.

**No Retaliation:** Christian Brothers High School of Sacramento prohibits any retaliation against individuals who make a complaint under this policy. Any individual who believes s(he) is being retaliated against should contact the President, Principal, Counselor, or a member of the School Leadership Team immediately. Individuals who violate the no-retaliation policy shall be subject to appropriate discipline.

Following an investigation, the person filing the claim will be informed in general terms of the outcome of the investigation.

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## STUDENT ACTIVITIES PROGRAM

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

**CATHOLIC HIGH SCHOOL 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.

**DRESS CODE: Students wearing the following will not be admitted:**

- Shorts, skirts, pants, and dresses that are too short or “low rise”(i.e. no more than three inches above the middle of the knee. Note: leggings do not change the length rule). Dresses should have an appropriate fit for the body type, NO skin-tight dresses.
- Tops that expose the stomach, back or chest: halter or backless, tube or strapless, one shoulder, crop tops or those with straps less than 1” wide
- Clothing that sags, bags, or is low-cut that exposes undergarments or excessive skin
- Clothing with references to alcohol, sex or drugs, racist or sexist sayings
- Any manner of hand decorated apparel
- Glow, strobe, flashing or light accessories of any kind are not allowed at any time
- Appropriate dress is determined by host school staff. If a specific dress code is required for a dance, it will be announced in advance

**BEHAVIOR CODE: Students (from any school) exhibiting the following are subject to immediate disciplinary action:**

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

**Other Dance Information:**

- Dance times are from 7:30-10:30 p.m.; no admittance after 8:30 p.m. and no dismissal before 10:00 p.m.
- Students may not arrive or depart in limousines, rental vehicles, buses, or RV’s.
- Students remaining 45 minutes after the end of the dance may be sent home by taxi at the family’s expense.
- The host school reserves the right to randomly test any student for controlled substances.
- Bags/purses may also be checked at the door.
- Schools may use the services of Proactive K9 to detect drugs, alcohol or contraband items

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

**CB SPECIAL EVENT DANCES:** Christian Brothers hosts at least three “special event” dances each year: Homecoming, Upper Division Ball, and the Sadie Hawkins Dance. All Catholic high school students are invited to attend these dances with a Christian Brothers date. If a Christian Brothers student wishes to bring a student from a non-Catholic high school to one of these dances, he or she is required to submit a non-Catholic high school contract to the Student Activities Director in a timely manner for pre-approval. The limit is one guest per Christian Brothers High School student. Guests must enter with their host student.

Dances at Christian Brothers High School are high-school-age-appropriate events. All guests must fulfill the following requirements:

- Be currently enrolled in high school.
- Be a student in good standing, verified by the school administration.
- Have a current and valid student identification card from his/her high school.
- As a courtesy, Christian Brothers will allow graduates from the other local Catholic high schools *from the previous year's graduating class only* to attend. These graduates must submit verification from the school's administration by the posted deadline that they were in good standing upon graduation.
- These guests must also provide valid photo identification that includes their date of birth.

**Semi-formal means conservative dress. Formal means conservative, formal attire.**

**Appropriate wear includes:**

- Girls may wear halter, strapless and spaghetti strap dresses as long as the dress is modest, in good taste and appropriate for the girl's body type
- For a semi-formal dance, boys are to wear a dress shirt, tie, dress slacks or Docker-style pants.
- For a formal dance, boys are to wear a suit and tie or a tuxedo.
- Everyone is to wear dress shoes (absolutely no tennis shoes).

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

- Skirt or dresses shorter than four inches above the knee.
- Skin-tight skirts or dresses.
- Midriff bearing clothing or sheer/see-through fabric.
- Denim.
- Plunging neckline—front or back. Dresses must be as high as your arm pits/shoulder blades front and back.
- Clothing that can be inferred to refer to alcohol, sex, drugs, racist, or sexist comments.
- Exposed undergarments.
- Hand-decorated clothing (tops with slogans painted/printed onto the garment)
- Glow accessories.
- Cargo pants.
- Flip-flops

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

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

1. The school has a right to conduct random breathalyzer tests at dances, upon admittance and at any time during the dance. Detection Canines may be used to survey cars and bags for contraband. Further onsite testing for controlled substances may be called for as well as other forms of tests deemed necessary by the school.
2. Anyone found to be in possession of or under the influence of controlled substances will be turned over to the Deans of Students or the Student Activities Director. That student will be removed from the dance immediately, required to be tested for controlled substances and/or take a breathalyzer test, and his/her parent will be called. (*please see: Failures of Good Order #12 SUBSTANCE ABUSE section*). Law enforcement may be notified.
3. Once a student has been admitted to a dance, he/she may only step out for fresh air. Students will not be allowed to go to their automobiles, lockers, or to the parking lots.

4. No smoking is permitted during the dance.
5. Students exhibiting the following may face appropriate consequences.
  - Straddling or wrapping legs around another person
  - Inappropriate physical contact, lap dancing
  - Lying or sitting on tables or floors
  - Removal of clothing revealing any of the above
  - Possession or use of alcohol, drugs, or other contraband
  - “Moshing”, front-to-back dancing, grinding, sandwiching, freaking or other types of dancing that are lewd or potentially dangerous
  - Break or circle dancing
6. Appropriate behavior is determined by school staff. First warning may include confiscation of student body card and temporary removal from the dance. If unacceptable behavior continues, students will be removed from the dance and their parents may be notified.
7. Any student who is disrespectful or uncooperative with one of the prefects will be removed from the dance and his/her parents will be notified immediately.

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

**STUDENT COUNCIL:** The Student Council acts as a legislative and deliberative body elected by the students to support the ideals set forth in the Constitution of Associated Students at Christian Brothers High School. The Student Council Officers for the 2011-2012 school year are:

***Associated Student Body Officers***

Rose Anne Holmes, Annie Hoekman-Veldstra,  
 Kent Morrison  
 Eilleen Le, *President*  
 Ryan Peabody, *Vice President*  
 Alleandro Trujillo-Blanco, *Secretary*  
 Jimmy Barnes, *Treasurer*  
 Josh Hammer, Richard Robey, *Rally Chairs*  
 Johnny Costa, Iris Perez, *Publicity/Historians*

***Senior Class Council***

Tom English, Marian Shackel  
 Meg Taylor, *President*  
 Nic Domek  
 Patrick Donovan  
 Christian Pusateri  
 Sydney Schornack  
 Sadie Strain  
 Liz Wilson

***Junior Class Council***

Annie Hoekman-Veldstra, Michael Hood  
 Dalila Arbizu  
 Tatijana Bowman  
 Maria Castro  
 Holly Galvin  
 Angel Hernandez  
 Jacob Roces

***Sophomore Class Council***

Bernie Eckel, Paul Havey  
 Agata Aks  
 Carley Coopwood  
 Laura Kalmanson  
 Megan Lee  
 Margaret Tabunda

Interviews for those interested in ***Freshman Class Council*** for the following year will be held in May. Invitations to apply will be sent to all incoming freshmen in April. The Freshman Class Council members for 2011-12 are:

***Freshman Class Council***

Lorie Frias, Stephanie Roybal

Antonia Eliopoulos	Emma O'Malley
Frank Huntington	Daniel Pearson
Daniel Lee	Sophie Sieving
Madeleine Nicolas	

To promote the dignity and worth of each member of the Christian Brothers community, the Student Council is committed to supporting clubs and activities that represent the diverse ethnic and cultural composition of the school's community. Clubs and organizations providing opportunities for student participation are:

**Clubs:** Anime/Manga, Asian Pacific Club, Big Brothers, BSU, Brothers Cycling, Car Club, Chess Club, Christian Service Corps, Communion and Liberation, Cooking Club, Dignity Club, Environmental Club, Falcon Force, French Club, German Club, Gourmet Club, GQ Club, Hip Hop Dance Club, Independent Film Club, International Thespian Society, Intramural Basketball, Kids for Kids, Lasallian Youth, Literary Arts Journal, Mathletes, MAYA, Muslim Student Union, Native People's Awareness, Open Mic Crew, Political Parties Club, Respect Life Club, Rugby Club, Science Olympiad, Speech and Debate, Wellspring.

**Non-Club Organizations:** California Scholarship Federation, Cheerleading Squad, KBFT, Mascots, National Honor Society, Scholars, and Yearbook.

**Other Student Activities and Events:** Blood Drives, Dances, Elections, Faculty vs. Student competitions, Founder's Week Celebration, Freshman Lock-In, Lasallian District Leadership Camp, Student Government Leadership Camp, Multi-Cultural Week, Open Mic Nights, Powder Puff Football, Spirit Days, Spirit Rallies, Spirit Week and Homecoming Activities, and the Mother-Son / Father-Daughter Benefit Dance.

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## SCHOOL SUPPORT OPPORTUNITIES

(Events, meeting dates, and times are posted on the school calendar and updated on the CBHS website: [www.cbhs-sacramento.org](http://www.cbhs-sacramento.org))

**LASALLIAN PARENT CLUB:** The **LPC** is an active group of current and alumni parents committed to *supporting* the students' and parents' experience at CBHS by creating a *partnership* that encourages *participation* at Christian Brothers High School. The **LPC** is a source for school information and updates; helps build school community through parent events and meetings, and invites all to become *involved* to *find their place on campus*. Check out the school website for volunteer updates at [www.cbhs-sacramento.org](http://www.cbhs-sacramento.org). Click Parent Information and don't forget to fill out the parent volunteer form. .

**SCRIP PROGRAM:** Help support CBHS with your everyday shopping! **Scrip & Debit cards** are an easy way for schools to raise funds. You do your everyday shopping, and CBHS receives a percentage of the total of your purchases. Simply register with your grocery store and our scrip merchant-partners (visit our website for the list) and continue to do your shopping as always. The CBHS office staff is happy to help you register. For more information visit the CBHS website: [www.cbhs-sacramento.org](http://www.cbhs-sacramento.org).

**BOOSTER CLUB:** **CB Boosters Club** would like to extend an invitation to you and your family to become members and active volunteers for the support of CB athletics. If you are a parent of a current CB athlete you understand the importance of our role. For new parents, your participation is essential to the continuation of the CB sports program and its many related functions. Whatever your strength or talent, we have a place for you.

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

**ALUMNI ASSOCIATION:** The Christian Brothers High School **Alumni Association** is the vehicle for alums to stay connected to the school. All graduates of Christian Brothers, Bishop Armstrong and Bishop Manogue High Schools, and St. Joseph's Academy are considered alumni of Christian Brothers. Alumni support the school by raising funds for tuition assistance, special wish list projects, and capital projects.

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

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

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## **CAMPUS MINISTRY PROGRAM**

### ***Campus Ministry Mission Statement***

The foundation of the Lasallian educational mission is the spiritual development of students, rooted in the Catholic tradition. Campus Ministry develops an environment where spiritual growth and vocational discernment are encouraged, awakened, and nurtured for the students, faculty, staff, and parents of Christian Brothers High School through liturgies, prayer, and a four-year retreat program, all of which invite a deeper love and understanding of self, others, and God.

### ***Liturgies***

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

- ✓ The school-wide liturgies are centered on a particular Catholic Church feast day or theme. These liturgies begin at 9:30 A.M. and are held in the school gym. Parents and family members are always welcome to join the CBHS community at these liturgies. All students are required to attend.
- ✓ Four liturgies, one per grade level, are celebrated each year for the families of Christian Brothers to gather together in worship. They are held on Sundays at 9:30 A.M. in the gym and are followed by a continental breakfast in the cafeteria.
- ✓ The dates for all liturgies are in the school calendar and posted on the school web site.

### ***Student Retreats***

**Frosh Retreat:** The Frosh Retreat is a one-day retreat with the theme “Who Am I?.” The Frosh explore their connection to the worldwide Lasallian community, as well as their new identity as members of the CBHS family. The retreat is led by members of the Senior Retreat Leadership Team. This is a mandatory retreat that the entire Frosh class attends.

**Sophomore Retreats:** The Sophomore Retreat is a one-day retreat with the theme “Who Is Christ in My Life? What Are My Choices and Values?.” The retreat is led by members of the Senior Retreat Leadership Team. This is an optional retreat. Students sign up to attend one of the four dates offered for this retreat.

**Junior Retreats:** The Junior Retreat is an overnight retreat with the theme “What Is Christ’s Message for Me? Where Am I on My Life and Faith Journey?.” The retreat is led by members of the Senior Retreat Leadership Team. This is an optional retreat. Students sign up to attend one of the four dates offered for this retreat.

The **Junior Kairos Retreat** is held the week following the end of the school year. See the information below under “Senior Retreats” for a brief explanation of the Kairos Retreat. Students sign up to attend this retreat as their Senior Kairos Retreat.

**Senior Retreats:** The Senior Kairos Retreat is a four-day retreat focusing on the unconditional love of God for us as seen in the relationships and people He sends us in our lives. It is led by a group of student and adult leaders. This is an optional retreat. Students sign up to attend one of five dates for this retreat (one of those dates is the Junior Kairos Retreat mentioned above).

**Parent/Student Retreat:** The Parent/Student Retreat is a one-day retreat held on a Saturday in February. All parents and their CB student/s are welcome, regardless of grade level. It is an opportunity to enjoy a special day of faith sharing and communication among parents and their teenagers.

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

### ***Special Events***

Campus Ministry assists the Vocations Squad in presenting **Vocations Awareness Week** each year. This week 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. Campus Ministry also assists the Vocations Squad in sponsoring the **First Friday Vocation Awareness Day** each month of the school year.

Campus Ministry also presents **De La Salle Week** in May. It is a week of prayers and activities focused on our Founder, Saint John Baptist de La Salle, and the five core Lasallian principles:

- ❖ Faith in the Presence of God
- ❖ Respect for All Persons
- ❖ Quality Education
- ❖ Concern for the Poor and Social Justice
- ❖ Inclusive Community

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

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## **CHRISTIAN SERVICE PROGRAM**

*“Apostolic work with the poor is essential to our lives.” (Saint John Baptist de La Salle)*

### ***Enter to Learn Leave to Serve:***

The Christian Service program is rooted in both Catholic Social Teachings (CST) and Lasallian Core Principles. Faith in the Presence of God, Respect for all Persons, Inclusive Community, Quality Education, Concern for the Poor and Social Justice, and Faithful Stewardship are the vital elements that inspire students, parents, faculty, and staff and build the Christian Service program. Faith in action helps the Christian Brothers' community develop relationships with ourselves, others, and God.

### ***Community Almsgiving:***

During the seasons of Advent and Lent the Christian Brothers community joins together in the spirit of solidarity to give alms to the poor and vulnerable. Almsgiving reminds the Lasallian family of our responsibility to the larger human community and further deepens faith in God's creation.

### ***Club and Team Outreach:***

Students have the opportunity to join Christian Service clubs such as: Christian Service Corps, Big Brothers, Wellspring, Lasallian Youth, Dignity, Beads for Life, and Communion and Liberation. These groups engage students in direct and indirect service. Students may also participate in team outreach activities such as the Oak Park clean-up to meet the needs of our neighbors in the local area.

### ***Christian Service-Learning Curriculum:***

During their four year tenure, Christian Brother's students will learn direct, indirect, social change, and CST through their academic courses. Service-Learning is a teaching method that links a service activity to the curriculum. Service-Learning is not extra-curricular. While a framework is in place, teachers from other departments incorporate Service-Learning into their curriculum. Students engage in Christian Service-Learning projects throughout high school in a formalized way through the following disciplines:



Freshman Year: Religious Studies Courses  
Sophomore Year: Science Courses  
Junior Year: Social Studies Courses  
Senior Year: English Courses

***Venaver (come and see):***

Venaver is a five to seven day immersion experience for junior and seniors. Juniors and seniors have the opportunity to travel to Salinas, CA and New Orleans, LA to serve those in need. Living in simple accommodations, the students serve the disenfranchised, help build broken communities, and gain a stronger insight into a larger community outside of their own. Students may also participate in Displace Me, an overnight immersion experience on campus which addresses the issues of homeless youth.

The Christian Service Programs help students develop critical and creative thinking skills, build character, and move them toward developing civic responsibility. Providing students the opportunity to serve others is a defining attribute of a Lasallian education.

Students who volunteer their time outside of school are encouraged to document their volunteer service hours at the end of each semester. Student who complete 100 hours of volunteer service will have that added to their college transcript if desired. Seniors are eligible for awards at graduation to recognize the cumulative hours of service performed throughout their years at Christian Brothers. Volunteer service hours do not include Service-Learning.

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## ATHLETIC PROGRAM

INTEGRITY ♦ HONOR ♦ EXCELLENCE

Christian Brothers High School 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 Athletic Program: (29 teams)**

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

### **Men's Athletic Program: (30 teams)**

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

Additionally the athletic department provides opportunities for student athletic training.

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

### ➤ **Philosophy:**

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

### ➤ **Goals**

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

### ➤ **Eligibility**

1. Any student-athlete wishing to participate on a school team must have maintained an unweighted 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.*

2. The athletic department will do periodic grade checks of all athletes based on team rosters. Any student-athlete falling below a 2.0 or having an F in any class will be suspended from all sport practice and contests until they meet minimum requirements. Suspended student-athletes must attend mandatory study hall Monday – Thursday until 5:00pm. Once a student-athlete acquires the minimum 2.0 with no F's they will be immediately reinstated to their sport.
3. Student-athletes trying out for a sport must have a current "Athletic Consent and Release" form on file before the first day of participation in that sport including preseason conditioning. This form is available online and on campus. Physicals are valid for one school year from the summer prior to the start date of school until the last day of school; it is the responsibility of the student-athlete to schedule the physical prior to the first day of tryouts or conditioning. This form must have current medical coverage information and signed off by a licensed physician. The form can be given to the coach at the first practice/tryout or can be delivered to the school. It is strongly recommended that parents keep a copy of the completed form for their records.
4. Football is not covered under school insurance. Athletes must have their own insurance and supplemental insurance is available for a nominal fee. Forms will be distributed at the beginning of the season. Forms must be returned regardless if the athlete is going to use the insurance.
5. All student-athletes are permitted to participate in as many sports as they wish. No coach should advise a student-athlete not to participate in another sport. The Athletic Director and/or Principal have the right to sanction any coach advising a student-athlete not to participate in a sport. Concurrent participation in two school sports must have prior approval from both coaches with a completed dual-sport form on file with the athletic administration. The dual-sport form is available online.
6. Any student-athlete wishing to try out late for a sport, (i.e., after the CIF listed starting date or after contests have started), may do so *only* if the sport program permits it; if he/she is able to present a legitimate reason for trying out late, (e.g., injury, participation in another sport, late transfer, no prior notification of the starting date, eligibility requirements); if there is sufficient equipment; and/or if there are positions available.
7. **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.** Appeals with special circumstances must be made to the Athletic Director.
8. 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.
9. **Residential Eligibility for Transfer Students:** All student-athletes who transfer to Christian Brothers from another school must fill out the appropriate CIF application (forms 206, 510 and/or 207) for eligibility before being considered for eligibility in sports. At Christian Brothers High School the following policies apply:
  - Student-athletes who change residences from one area to another area must complete form 206. Forms can be picked up in the main office or with the athletic administrative assistant.
  - Student-athletes who do not move residences but transfer schools and want to participate in a sport must file a 'Pre-Enrollment Affidavit' (form 510) along with Form 207 with the Sac-Joaquin Section office. Forms can be picked up in the main office or with the athletic administrative assistant.

Questions about these rules should be addressed to the Athletic Director or the Assistant Athletic Director.

➤ *Athletic Participation Expectations*

1. Student-athletes must be present for at least one-half day (over ½ the class periods) to be eligible to participate in after-school athletic practices or games. Student-athletes who are absent from school are not allowed to participate, be on campus or attend a team event on the same day unless approved by the school administration.
2. Student-athletes participating in athletic events during the day or at night prior to a scheduled school day are expected to be in attendance the full school day following the event.
3. Student-athletes missing class due to an athletic event are responsible for all work missed. Student-athletes should notify teachers in advance of events whenever possible.
4. Teachers have the right to keep students in class if they are struggling academically or not keeping up with work.
5. Detentions are considered to be an unexcused tardy or absence for sports. Detentions on away game days must be served on that day unless the Deans' office gives prior approval for a one day delay. Detentions on home game days must be served on that day.
6. All student-athletes are financially responsible for any items issued by the school. A replacement charge will be billed to parents for articles that are lost, stolen, or damaged. Any lost, stolen, or damaged equipment should be reported to the coach immediately.
7. All school equipment and uniforms must be returned in similar condition as it was when distributed within 1 week of the final contest. Student-athletes will be required to attend after school detention until all equipment and/or uniforms are returned or paid for. In the event the equipment or uniform is damaged or lost the student-athlete and parents take full responsibility for replacement costs.
8. Lockers are available for the purpose of storing athletic equipment. Student-athletes are required to purchase a lock through the bookstore or the male or female locker room coordinator, and combinations should remain confidential to ensure personal security.
9. Any student-athlete participating on an athletic team accepts all the rules of that team as explained by the coach(es) prior to that sport's season.
10. The head coach for each team will determine the policy for allowing student-athletes to compete on a different non-school sports team during the high school season. The school's athletic program takes priority over all outside participation. Failure to abide by the coach's stated non-school participation policy can result in suspension or removal from the team.
11. During school holidays and breaks, student-athletes are expected to attend all practices and games.
12. During the high school season, no student-athlete can participate in the same sport with an outside organization. The only sport in which a student-athlete may participate on a similar non-school team during that sport's season of play, as mandated by CIF, is soccer.
13. Because the school does not sanction off-season teams, it will not be responsible for any activities students choose to pursue in the off-season.
14. **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.
15. Decisions to move an underclassman will involve all coaches affected by the move, along with teachers, counselors, the Deans of Students office along with the Athletic Director, before a move can take place. A completed and approved 'athletic level advancement' form and a signed 'advancement parent agreement' must be on file prior to a student moving up classifications.
  16. Student-athletes wishing to participate on an athletic team must abide by the rules of fair play and proper sportsmanship as outlined in the California Interscholastic Federation's Sac-Joaquin Section Sportsmanship Resolution and the Sportsmanship Preamble. Furthermore, profanity, fighting, or other conduct unbecoming of a member of Christian Brothers High School will not be tolerated at any time. Such behavior may warrant sanctions by the head coach, the Athletic Director, the Deans of Students, or the Principal, and may include suspension, removal from the team, or dismissal from the school.
  17. **Ejection:** Any student-athlete ejected from a game automatically receives a one-game suspension. Coaches will inform the Athletic Director immediately of any ejection and submit a written report to the Athletic Director within 24 hours of the incident. Repeated ejections will incur additional sanctions as deemed appropriate by CIF, league rules, and/or the school administration.
  18. **Grievance:** Any student-athlete with a grievance must first discuss the concern with the coach or the athletic student council representative for that sport. If no satisfactory resolution is reached, then the student-athlete is encouraged to discuss the matter with the Athletic Administration.
  19. **Awards:** At the completion of each season and at the discretion of each head coach, certificates and/or letters and inserts will be presented to student-athletes participating on a sport team. Eligibility will be determined based on, but not limited to, participation, sportsmanship, contribution to the team, and commitment.
  20. **Drug, Alcohol, and Harassment Policies Are Consistent with School Policies:** If a coach becomes aware of any situation in which their student-athletes are involved with drugs, alcohol, or harassment issues, they will be referred to the Deans of Students. Parents and student-athletes agree to build strength naturally through weight training and a healthy diet. Performance enhancing supplements are not permitted or acceptable to use under any circumstance.

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

*By signing the 2011-12 Parent/Student Handbook Partnership Statement, both the participating student-athlete and the parents, legal guardian/caregiver hereby 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. We also recognize that under CIF Bylaw 200.D there could be penalties for false or fraudulent information. We also understand that the Christian Brothers High School policy regarding the use of illegal drugs will be enforced for any violation of these rules.*

21. **Training Room Procedures:** The athletic department trainer will only treat student-athletes who are injured while participating on a school team. Coaches will send for the trainer or send the injured student-athlete to the trainer for evaluation. Any student-athlete receiving care in the training room

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

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

22. **Concussion Protocols:** Any athlete suspected of sustaining a head injury must complete the following before being cleared to return to play:

- Athlete must be seen and cleared by a physician.
- Athletes in the following high impact sports as determined by the American Academy of Pediatrics are required to take part of the ImPACT program: M/W Basketball, Cheerleading, Diving, Football, W Lacrosse, M Rugby, M/W Soccer, M/W Water Polo and M/W Wrestling.
- Once the athlete is symptom free for at least 24 hours at rest, the ImPACT Test will be administered. If the test shows deficits, the athlete must wait one week before retesting.
- When the athlete shows a return to baseline on their ImPACT Test, they will complete the following **graduated return-to-play exercise program** that was recommended at the Prague Concussion Conference:

Day 1: Walking for 20-30 minutes at a rate of 2-1/2 miles per hour

Day 2: Jogging for 20-30 minutes

Day 3: Running for 20-30 minutes

Day 4: Performing sports specific practice drills

Day 5: Return to contact sports with clearance from the Athletic Trainer

If headaches or other symptoms occur during any step, the activity needs to be stopped. The athlete should then wait until symptom free and a minimum of 24 hours, and start at the previous level again.

23. **Game Day Attire during school day for Student-Athletes:** To promote school spirit at CB, our student-athletes are encouraged to wear "Game Day Attire" on the day of competition and on Friday preceding Saturday games. On these *Spirit-Attire* Dress Code Days student-athletes may wear:

- Game jerseys that have sleeves with dress code pants, walking shorts, or capris.
- Team polo shirts designating sport representation with dress code pants, walking shorts, or capris.
- Professional attire is not allowed on game day.
- No warm-up pants may be worn, but warm-up jackets and sweat shirts that comply with regular dress code requirements.

All "Game Day Attire" must observe CB dress code standards of modesty, moderation, and good taste. The above dress code is in place during the school day.

24. **Travel and Game Attire:** students are expected to be in the following attire when they arrive at sites for competition as directed by the head coach:

- Athletic game uniform
- Liturgy Attire
- Professional Dress
- Christian Brothers Travel Attire

➤ **Athletic Fees**

1. **Athletic Participation Fee:** Athletes participating in a sport will be charged a non-refundable athletic fee for each season of sport in which they participate. This fee helps offset costs associated with participation, (ie. officials, uniforms, travel, facility rental, equipment, tournaments, coach's salaries etc.) Once a roster has been submitted if a student-athlete quits or is removed from a team they are financially responsible to pay this fee. This fee will be added to the tuition account.
2. **Spirit Packs:** With the approval of the Athletic Director, each sport may offer "spirit packs" to the members of their team. These packages usually include sport-specific logo wear which is designed for use in practice and contests. Packages may include mandatory and/or optional items. If a student-athlete quits or is removed from a team they are financially responsible for everything they have ordered. A deposit of \$30 is required at the time the order is placed. The balance payment is due at the time the order is picked up.
3. **Equipment and Uniforms:** Equipment and uniform costs vary from sport to sport. Christian Brothers makes every attempt possible to ensure our student-athletes have the best equipment available. There will be instances where certain sports require their student-athletes to purchase uniforms or a limited amount of equipment. Please see the head coach of the respective sport for more information.

➤ **Transportation**

1. Transportation will not be provided for:
  - Varsity teams traveling to schools within 20 mile radius.
  - Any contest starting after 6pm
  - Any contest on a non-school day or weekend
2. When buses are used they will be drop only and parents will be expected to plan for transporting their child(ren) home.

Parents are responsible for all athletic event transportation arrangements for their student(s) with the exception of transportation provided by CBHS as outlined above.

➤ **Practice Policies**

1. All head coaches are to determine and announce, in advance, the practice schedules for their teams. Usual policy is to practice every weekday except game day. Saturday and most holidays practices are allowed with advance notice. *No practices or meetings involving students are allowed on Sunday. Practice on major holidays must be cleared with the athletic administration.*
2. Practices may only be conducted with a coach present. Coaches will establish their own attendance policy for student-athletes.

➤ **Official Dates for 2011 – 12:**

Beginning fall 2010 the CIF Sac-Joaquin Section adopted 'limited/dead periods' for all seasons of sport

**Limited Period:** practice allowed Monday – Friday for 1.5 hours per day or 8 hours per week.

**Dead Period:** Conditioning and weight training only.

The CIF Sac-Joaquin Section marks June 1 to July 16 as dark periods. Therefore all athletic activities during this time come under rules established by Christian Brothers High School. Programs can be offered during June and July and every effort will be made to minimize conflicts for student-athletes wishing to participate in multiple sports.

	<u>Season</u>	<u>Limited</u>	<u>Dead</u>
<b>Fall</b>	August 8, 2011	May 1 – 31, 2012	July 18 – Aug. 7; LC – Nov. 27, 2011
<b>Winter</b>	November 7, 2011	Sept. 19 – Oct. 16, 2011	Oct. 17 – Nov. 6, 2011; LC – Mar. 11, 2012
<b>Spring</b>	February 6, 2012	Sept. 5 – Oct. 2, 2011	Jan. 16 – Feb. 5; LC – May 31, 2012

(LC – last contest)

➤ *Collegiate Athletics*

There are many opportunities to pursue athletics at the collegiate level. Athletics is offered at Division 1, 2 and 3 level schools. There are many requirements for eligibility at Division 1 and 2 institutions. If a student is interested in pursuing athletics after high school he/she should consult a counselor and sign up with the NCAA Clearinghouse during the junior year. For complete information about requirements and other pertinent information go to the NCAA web site at [www.ncaa.com](http://www.ncaa.com) or visit the Christian Brothers Athletics website at [www.cbhs-sacramento.org](http://www.cbhs-sacramento.org).

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

***Code of Ethics:***

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

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



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

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

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

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

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

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

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

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## COUNSELING & GUIDANCE SERVICES

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

### ➤ *Personal Counseling*

- Individual counseling upon student or parent request or referral from a teacher, coach, or administrator
- Parent conferences and referral resources
- Crisis intervention counseling
- Substance abuse prevention, education, referrals and counseling
- Students with long-term counseling or assessment needs are referred to outside professionals.
- Confidentiality: By signing the 2011-12 Parent/Student Handbook Partnership Statement, parents and students acknowledge that students seeing a counselor at Christian Brothers High School for personal reasons have a private, confidential relationship (within the limits imposed by the law and this Parent/Student Handbook) with their counselor, in order to assist them in addressing personal and academic issues. However, if a counselor believes that matters disclosed by a student indicate that a student's health or safety is or could be in jeopardy, or that another person's health or safety is or could be in jeopardy, the counselor has the discretion to disclose confidential information obtained from the student with his/her supervisors (Director of Counseling and Guidance and/or Administration) and/or responsible law enforcement or public health officials. A Christian Brothers High School counselor may also disclose confidential information obtained from a student in the circumstances recognized by Section 49602 of California's Education Code.

### ➤ *Academic Counseling*

- Parent Information Evening Programs
- Pre-registration advising, including course selection, requirements, and placement information regarding enrollment in advanced placement, honors, accelerated and college courses, and summer session
- Tutoring information and referrals including the Peer Tutoring Program
- Monitoring of academic progress, including regular and interim progress reports
- Staffing program (early academic intervention)
- Referral to and monitoring of Title I services in conjunction with Mercy Education Resource Center for students who qualify for assessment and tutoring services
- Standardized testing: information, administration and interpretation of: PLAN, PSAT, ACT, SAT, SAT Subject Test, Advanced Placement exams.

### ➤ *College and Career Counseling*

- College Information and Financial Aid Parent-Student Evening Programs
- College Assemblies/Speakers
- Campus visits by representatives of universities and colleges
- College application workshops
- Internet, print, and video resources in the College Counseling Center
- Individual parent and student appointments available for college planning, decision-making, and application processes
- Administration and interpretation of the PLAN, PSAT, and AP exams
- Administration of ACT, SAT, SAT Subject Tests on selected Saturdays in fall and spring
- Letters of recommendation for colleges/universities and scholarships
- Contact with university representatives

All students will be seen by their counselor individually in a pre-scheduled meeting during the first semester of the school year so that they are made aware of the counseling services that are available to them, including Family Connection.

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

➤ **Freshmen**

- Introduction to Guidance Services
- Frosh Parents Guidance Night
- Four-Year Academic Plan guidance; pre-registration assistance
- Staffing Program (early academic intervention)
- Diagnostic/remedial services to qualifying students through Mercy Education Resource Center
- Individualized *Family Connection* web-based college planning/Student Learning Styles Inventory

➤ **Sophomores**

- PLAN Test (achievement test and career interest inventory)
- Small Group Interpretation of PLAN results
- Group Academic Planning Sessions; pre-registration assistance
- Academic Planning Evening for Parents
- College-Bound Athlete Evening for Parents
- Diagnostic/remedial services to qualifying students through Mercy Education Resource Center
- Individualized *Family Connection* web-based college planning/"Do What You Are" Personality Profile
- Staffing Program

➤ **Juniors**

- PSAT (Preliminary SAT)
- Small Group Interpretation of PSAT results
- Information Sessions with visiting College Representatives
- Two College Nights for Juniors and Parents
- College Essay Drafts
- College Planning Appointments
- Two excused College Visit days
- College Planning Summer Homework Packet
- Individualized *Family Connection* web-based college planning/Vocation Discernment Survey
- Diagnostic/remedial services to qualifying students through Mercy Education Resource Center
- Staffing Program

➤ **Seniors**

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

Counselors visit classrooms (9-12 grades) two-three times per year to share information pertaining to resources available, upcoming events, pre-registration advising, and to provide answers to questions. In addition, grade level counselors meet individually with each student during fall prescheduled appointments.

➤ **Resources for Parents and Students:** Students and parents should frequently access the school's web site ([www.cbhs-sacramento.org](http://www.cbhs-sacramento.org)) for college planning information. The "**Guidance/ College Center**" section contains a wealth of information, including the following, and many more subjects of interest related to college planning:

- General Guidance information
- Upcoming Guidance events
- Latest news
- Class Newsletters (Quarterly/Monthly)
- College representative visits
- Narrowing options for college
- Preparing for college timeline
- College entrance exam information
- College fairs
- Planning college visits
- College admission criteria
- Financial assistance and scholarship information
- Summer programs

Most college questions can be answered by going to the Guidance Section of the CB website. (The web site is updated weekly). In addition, students and parents should frequently access the *Family Connection*, CB's individualized college planning website.

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

**TIPS FOR APPLYING TO COLLEGE:** Students should plan on applying to no more than ten colleges, (six to eight are recommended). *When requesting required forms and/or letters of recommendation from a counselor or teacher, seniors are advised to allow a **minimum of two weeks** for completion.* Letters should be requested well before the college's deadline.

**Recognizing the confidential nature of recommendations, Christian Brothers students and parents waive their right of access to the "Secondary School Report" forms by signing the 2011-2012 Parent/Student Handbook Partnership Statement.**

Christian Brothers is legally obligated to answer all questions asked by colleges and universities on the "Secondary School Reports" in a truthful and complete manner. Some colleges request information regarding an applicant's disciplinary record (including sanctions, suspensions, and dismissals). Christian Brothers High School is obligated to report this information as requested.

**ADDITIONAL ACADEMIC SUPPORT:** Christian Brothers High School works with Mercy Education Resource Center to provide additional diagnostic/remedial services to qualifying students. Services may include educational testing and assessment, individualized tutoring and instruction, and counseling/therapy.

Students needing help with educational "gaps" who might benefit from further assessment or academic support are referred to Mercy Education who works in concert with the counselors and teachers at Christian Brothers. Our hope is to provide additional "scaffolding" or support for a student who is academically at-risk. Students who score below the fiftieth percentile (50%) on two nationally normed academic achievement exams (for example, the High School Placement Exam, the PLAN exam, the PSAT exam, or other educational testing) are identified as possible candidates for this program. While we understand that qualifying scores are only one snapshot of a student's performance, this data, along with grades and other factors, allows us to utilize funds made available by the federal government to meet the needs of all school children. This program is provided at no cost to parents. CBHS counselors work closely with parents and Mercy Education in developing a plan for academic success tailored to students' needs. In addition, Christian

Brothers provides *very limited* academic accommodations to students who may need extra classroom support. Parents may request a meeting with the student's counselor to discuss this option. Appropriate documentation and forms must be filed in order for students to receive these limited accommodations (see student's grade level counselor for details).

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

**WELLNESS PROGRAM:** In the Lasallian tradition, Wellness and Prevention services are aimed at fostering the growth and maturity of the students when they experience some of life's obstacles. Students are encouraged to learn through situations and experiences leading them toward maturity, self-confidence, and recognition of themselves as reflections of God. They will be guided through this process to a deeper understanding of self and community.

Wellness refers to the "whole" individual and all that may influence the individual in a negative direction. Addressing concerns with drug and alcohol use, sexual activity, poor self-image, stress, and unhealthy habits are all aspects of wellness counseling. Counseling sessions are directed at helping students understand what impedes them from becoming a better Christian person, and then focuses on creating a plan of action to work through and overcome the obstacles inhibiting them from further growth. The students are expected to put forth the effort to promote change, and are held accountable for their choices. They are taught and counseled to develop self-respect, a spiritual connectedness to self and others, and to define their own set of Christian values. *It needs to be clear that the main purpose of the Wellness Program is to provide structure and support to the individual and/or family.* The scope of the counseling process is limited due to the nature of the setting.

Any student needing more than bi-monthly meetings after the initial phase of counseling will be referred to community resources and encouraged, if not required, to seek help outside of Christian Brothers.

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

Immunity will be offered to the student and the contractual relationship will be clearly defined; however immunity must be accepted by the student for immunity to begin since there are responsibilities for which the student will be held accountable. Once a student has sought immunity, an assessment of his/her individual needs will be conducted and counseling will be developed around the needs identified. The school, student, and parent(s)/guardian(s) will be involved in the entire immunity process. A contract will be formed outlining clear expectations and responsibilities of the student and family, and all involved will be held accountable during the process. *The goal of immunity is to help a student engage in a lifestyle of sobriety and make healthy life choices.* As a measure to help the student make better choices, random drug testing will be performed throughout the student's enrollment at Christian Brothers. Immunity will help those who have "use-related" problems. Immunity will not be offered to anyone who is selling, distributing or transporting drugs, alcohol, mood-altering substances, and drug paraphernalia and/or "look-alikes" associated with mood-altering substances.

Immunity is an intervention/education-based process aimed at helping any student resolve a problem involving drugs and/or alcohol. While under immunity students will be offered certain protective privileges, offering them safeguards from specific school discipline, as outlined under the Immunity contract. It will always be at the Wellness Counselor's discretion as to what safeguards will be offered to a student. While a student is working with the Wellness counselor a confidential relationship will be maintained based on implied mutual trust in order to best support the student. However, there are limits to confidentiality as specified by California State Law and FERPA (Family Educational Rights and Privacy Act). These

limitations are defined under the Guidance section of the Parent Student handbook (page 49). Immunity may be invoked in cases where credible referrals (not influenced by prior knowledge of an offense) are brought to the attention of the counselor or the Deans of Students.

**RANDOM DRUG TESTING AND TEST RESULTS:** Students agree to be randomly drug tested while working with the Wellness Counselor on struggles with substance use. Students who are referred to the Wellness program by the Deans of Students will also be randomly drug tested due to the nature of the referral.. Upon admission to the Wellness program, students and their parent(s) must sign a consent form agreeing to the procedures described in this section. Details of the types of drug testing and drug testing policy can be found on the school's website.

When a student is tested for the first time, they will be tested at Collection Plus., located at 2129 Hacienda Way Ste. H Sacramento, CA. 95825, unless the test cannot be administered in a 24-hour time frame. If there is not sufficient time to have the test performed at Collection Plus, the Wellness Counselor or a qualified CBHS staff member will administer the 6-panel drug screen with procedures that protect the student's privacy at Christian Brothers. If a student is required to be randomly tested they will be tested throughout his/her enrollment at CBHS. An employee of Collection Plus will notify the parent(s) in advance that the student needs to be tested. Once the parent(s)/guardian(s) are made aware of the need for a test, the CBHS family has 24 hours to have the student tested at Collection Plus. The student will not be allowed to return to class the following day until the test has been satisfactorily completed. Any tampering of the collection sample will be considered a positive test. Students with a positive test result may be subject to the school's disciplinary policies, as outlined in the parent student handbook. All fees associated with drug test will be the responsibility of the parent(s)/guardian(s).

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## SCHOOL GOVERNANCE

### *President / Principal Model*

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

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

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

### *Board of Trustees*

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

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

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

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

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

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

Results are monitored through monitoring reports submitted by the CEO according to a predetermined Board schedule and as requested by the Board.



**ADMINISTRATION**

**Mr. Lorcan P. Barnes**

*President*

**Mrs. Mary Hesser**

*Principal*

**Ms. June McBride**

*Director of Finance*

**Mr. Paul Rieschick**

*Director of Advancement*

**ACADEMIC ADMINISTRATION**

Mrs. Mary Hesser.....Principal  
Mr. Tom English..... Vice Principal  
Mr. Rolf Schumann..... Assistant Principal  
Mr. Chris Symkowick-Rose..... Assistant Principal  
Mr. Dave Levasseur and Mrs. Cecilia Powers.....Deans of Students

**ADMISSIONS**

Mr. Kenny Kirrene (CBHS '78).....Director of Admissions  
Mrs. Traci McMullen (Manogue '83)..... Assistant Director of Admissions  
Mrs. Kris Bird..... Admissions Administrative Assistant

**BUSINESS OFFICE**

Ms. June McBride..... Director of Finance  
Mrs. Peggy Bone..... Benefits Coordinator  
Ms. Vicky Campbell..... Student Account Coordinator  
Ms. Beverly Verneti..... Accounts Payable Bookkeeper  
Mr. Todd Miller..... Systems Support Manager  
Mr. Jesse Ball..... Computer Technician

**PRESIDENT'S OFFICE**

Mr. Lorcan Barnes.....President  
Mrs. Peggy Bone..... Administrative Assistant to the President  
Mrs. Kristen McCarthy.....Director of Communication

**ADVANCEMENT OFFICE**

Mr. Paul Rieschick..... Director of Advancement  
Mrs. Nancy Smith-Fagan ..... Assistant Director of Advancement  
Mrs. Karen Achondo (Manogue '80).....Database Coordinator

**ADMINISTRATIVE OFFICES**

Mrs. Donna Adam..... Administrative Assistant, Main Office  
Ms. Susanne Currie..... Student Store Manager and Facility Use Coordinator  
Ms. Rona Gordon..... Administrative Assistant to the Principal  
Ms. Janis Hoffart.....Deans' Office and Attendance Administrative Assistant  
Mrs. Janet Warren .....Registrar  
CERT (Critical Environment Response Team)..... Campus Security

## ATHLETICS

Mrs. Jill Bennett.....Athletic Director  
Mr. John Wiley.....Assistant Athletic Director  
Mrs. Darcina Calista.....Athletic Department Trainer  
Mrs. Gloria Bauer.....Athletic Department Administrative Assistant and Locker Room Coordinator

## CAMPUS MINISTRY

Mrs. Susannah Nelson.....Director of Campus Ministry  
Ms. Cheryl Flaherty.....Assistant Campus Minister

## CHRISTIAN SERVICE PROGRAM

Mrs. Jennifer Lystrup.....Christian Service Director

## GUIDANCE SERVICES

Mr. Kirk Purdy.....Guidance Director/Class of 2015 Counselor (A-M)  
Mrs. Blaire Moskat.....Class of 2014 Counselor  
Ms. Melissa McClellan.....College Counselor/Class of 2015 Counselor (N-Z)  
Mr. Armando Diaz (CBHS '94).....Class of 2012 Counselor  
Mr. John-Riley-Portal.....Class of 2013 Counselor  
Mr. Kent Morrison.....Wellness Counselor  
Mrs. Diane Heine (Manogue '71).....Guidance Department Administrative Assistant,  
Head Women's Volleyball Coach, and Wellspring Moderator

## STUDENT ACTIVITIES

Mrs. Rose Ann Holmes..... Director of Student Activities  
Mrs. Annie Hoekman-Veldstra.....Assistant Director of Student Activities

## VISUAL AND PERFORMING ARTS

Mr. Ronald Slabbinck..... Director of Visual and Performing Arts  
Mr. Findlay McIntosh..... Assistant Director of Visual and Performing Arts

## BUILDINGS AND GROUNDS

Mr. Steven Barsanti '78.....Director of Facilities  
Mr. Tom Franzoia '71..... Maintenance Supervisor  
Mr. Delio Amaral.....Custodian  
Mr. Germano Fernandes.....Custodian  
Mr. John Ferriera.....Custodian  
Mr. Fernando Freitas..... Custodian, Night Supervisor  
Mr. Joe Guilherme.....Maintenance Assistant  
Mr. Jose Laureano..... Custodian  
Mr. Germano Nascimento..... Groundskeeper/ Maintenance Assistant  
Mr. Manuel Simas.....Groundskeeper/ Maintenance Assistant

## **FACULTY and ADMINISTRATION**

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**Mr. Kristopher Anderson**

*Instructor of Social Studies and Assistant Football Coach*

**Mr. Steve Barsanti (CBHS '78)** *Director of Facilities, Instructor of Social Studies, Summer School Principal, and Head JV Golf Coach*

**Mr. Lorcan Barnes**

*President*

**Mrs. Jill Bennett**

*Athletic Director*

**Mr. Robert Boriskin**

*Instructor of Fine Art and Assistant Art Show Director*

**Ms. Mary Bowers**

*Instructor of English and Religious Studies, Campus Ministry Team Member, and Heart Beats/Respect Life Co-Moderator*

**Mrs. Nicole Brousseau**

*Instructor of Science*

**Mrs. Darcina Calista**

*Athletic Department Trainer, Instructor of Science, Locker Room Coordinator, and Blood Drive Coordinator*

**Mr. Tomas Capogreco (CBHS '86)**

*Foreign Language Department Chairperson, Instructor of Spanish, and Senior Video/Tower of Youth Moderator*

**Mr. Rene Cardenas**

*Instructor of Religious Studies, Campus Ministry Team member, and Intramurals Moderator*

**Ms. Chrys Cassetta**

*Instructor of English, Yearbook Instructor and Moderator, Asian Pacific Club Moderator, and Scholars Co-Moderator*

**Mr. Thom Cate**

*Instructor of Science*

**Ms. Tracy Chadbourne**

*Instructor of Spanish and Driver's Education*

**Ms. Natalia Chiapa (CBHS '00)**

*Instructor of English, Literary Arts Journal Moderator, Open Mic Co-Moderator, and Hip Hop Club Moderator*

**Mrs. Elizabeth Coyner**

*Instructor of Mathematics and Mathletes Moderator*

**Mr. Scott Coyner**

*Instructor of Mathematics, Head Women's Lacrosse Coach, and Vocations Team member*

**Mr. Danny Delgado (CBHS '79)**

*Instructor of Science, Head Cross Country Coach, STEMS Initiative Coordinator, and Wellspring Co-Moderator*

**Mr. Armando Diaz (CBHS '94)**

*Class of 2012 Counselor, Fundamental College Prep Program Director, and Salary and Benefits Committee member*

**Mr. Bernie Eckel**

*Instructor of Science and Mathematics, Head Wrestling Coach, and Sophomore Class Moderator*

**Mr. Tom English**

*Vice Principal of Curriculum and Instruction, Instructor of Social Studies, Senior Class Moderator, and Graduation Coordinator*

**Ms. Anna Fernandez**

*Instructor of Spanish*

**Ms. Cheryl Flaherty**

*Instructor of Social Studies, Assistant Campus Minister, Campus Ministry Team Member, and Assistant Women's Lacrosse Coach*

**Mr. Bobby Fresques**

*Instructor of Physical Education*

**Mrs. Lorie Frias**

*Instructor of Mathematics, Independent Film Club Moderator, and Freshman Class Moderator*

**Ms. Patti Gallagher**

*Instructor of French, French Club Moderator, Ed Tech/Mentor Program Coordinator, and Campus Ministry Team Member*

**Ms. Julie Greene**

*Religious Studies Department Chair, Instructor of Religious Studies and Vocations Team Member*

**Ms. Kirsten Harjes**

*Instructor of German and German Club Moderator*

**Mr. Paul Havey (CBHS '81)**

*Instructor of Religious Studies, Campus Ministry Team Member, Sophomore Class Moderator, and Kids for Kids Club Moderator.*

**Mrs. Mary Hesser**

*Principal and Vocations Team Coordinator*

**Ms. Hope Hilandera**

*Librarian*

**Ms. Annie Hoekman-Veldstra**

*Instructor of English, Assistant Student Activities Director, Junior Class Moderator, BSU Moderator, Cooking Club Moderator, and Assistant QSP Coordinator*

**Mr. Brendan Hogan (CBHS '95)**

*Instructor of Fine Arts, Director of KBFT (Brothers Falcon Television), Christian Service Team member, Salary and Benefits Team member, and Community Representative*

**Mrs. Rose Ann Holmes**

*Director of Student Activities, Instructor of Mathematics, Big Brothers Moderator, and QSP Coordinator*

**Mr. Michael Hood**

*Instructor of Social Studies, Junior Class Moderator, and Political Parties Club Moderator*

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

**Ms. Sarah Mungas**  
*Instructor of Mathematics, VPA Events Coordinator, and Assistant Musical Director*

**Mr. David Nelson**  
*Instructor of Religious Studies and Science, Sound Coordinator, Salary and Benefits Committee member, and Campus Ministry Team Member*

**Mrs. Susannah Nelson**  
*Director of Campus Ministry and Campus Ministry Team Leader*

**Mr. Sean O'Brien**  
*Instructor of English*

**Ms. Julie Peabody**  
*Mathematics Department Chair, Instructor of Mathematics, Math Invitational Coordinator, and Salary and Benefits Committee member*

**Dr. Holly Peterson**  
*Instructor of Religious Studies, Lasallian Youth Moderator, and Communion and Liberation Moderator*

**Mr. George Petrissans**  
*Physical Education Department Chairperson, Instructor of Social Studies and Physical Education, and Head Varsity Football Coach*

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

**Mr. Kirk Purdy**  
*Director of Guidance, Class of 2015 Counselor (A-M), and Head Men's Varsity Golf Coach*

**Mr. John Riley-Portal**  
*Class of 2013 Counselor, Christian Service Team Member, Dignity Club Moderator, and Brother David Brennan Program Coordinator*

**Ms. Stephanie Roybal**  
*Instructor of Social Studies, Vocations Team member, Open Mic Co-Moderator, Freshman Class Moderator, and Maya Club Moderator*

**Mrs. Kelly Safford**  
*Instructor of Mathematics and Environmental Club Moderator*

**Mr. Rolf Schumann**  
*Assistant Principal for Student Life, Instructor of Mathematics, and Head Freshman Football Coach*

**Ms. Marian Shackel**  
*Instructor of English, Senior Class Moderator, Assistant Graduation Coordinator, and Salary and Benefits Committee member*

**Mrs. Holly Slabbinck**  
*Instructor of Performing Arts and Choral Music Director*

**Mr. Ronald Slabbinck**  
*Visual & Performing Arts Director, Choral Music Director, and Instructor of Performing Arts and Musical Production*

**Ms. Mary Alice Spinelli (CBHS '99)**

*Religious Studies Instructor, Campus Ministry Team Member, Native People's Awareness Club Moderator, and Communion and Liberation Moderator*

**Ms. Bethany Stryker Westlake (CBHS '98)**

*Instructor of English and Assistant Swim Coach*

**Mr. Chris Symkowick-Rose**

*Assistant Principal for Curriculum and Instruction, Instructor of Religious Studies, Christian Service Team member, and Lasallian Youth Co-Moderator*

**Mrs. Diane Tolomeo**

*Instructor of Spanish and French and Gourmet Club Moderator*

**Mr. Kevin Van Den Bogert**

*Science Department Chairperson, Instructor of Science, Science Olympiad Co-Moderator, and GQ Club Moderator*

**Mrs. Doreen Virk**

*Instructor of Science*

**Mr. John Wiley**

*Assistant Athletic Director, Assistant Football Coach, and Instructor of Physical Education*

**Mr. Chuck Zannetti**

*Instructor of Religious Studies, Campus Ministry Team Member, and Muslim Student Union Moderator*

As of July 2011