



# CHRISTIAN BROTHERS

— SCHOOL —

## Student - Parent Handbook of Guidelines and Regulations 2022 – 2023

### MISSION STATEMENT

As a Catholic school in the Dominican and Lasallian charisms, the mission of Christian Brothers School is to continue the moral, intellectual, social, cultural, spiritual, emotional, and physical development of its students. Our goal is that each student acquires the self-discipline, academic skills, and moral aptitude necessary to continue his or her education in the most challenging of academic environments while effectively striving for the ultimate goal, which is eternal happiness.

Furthermore,

Christian Brothers School is a private Roman Catholic school in the Archdiocese of New Orleans for boys and girls, whose purpose is to continue the moral, intellectual, social, cultural, spiritual, emotional, and physical development of its students, both as individuals and as members of society honoring and respecting the dignity of others. This endeavor is carried on in an atmosphere imbued with the Gospel values, particularly those of mutual love and respect between and among teachers and pupils. Christian Brothers School is inspired by the Dominican and Lasallian charisms and conducted by the Brothers of the Christian Schools, together and by association with dedicated and qualified lay men and women. Our work in fostering a love for learning and a search for Truth is done in cooperation with parents, the primary educators of children. Our goal is that each student, upon completing the course of studies at Christian Brothers School, acquires the self-discipline, academic skills, and moral aptitude necessary to continue his or her education in the most challenging of academic environments while effectively striving for the ultimate goal, which is eternal happiness.

## **ADMISSION OF STUDENTS**

Christian Brothers School is open to boys and girls in grades Pre-Kindergarten through 7. The school does not discriminate on the basis of race, sex, creed, color, religion (except that only Roman Catholic Religion is taught as a subject), or national origin. All interested applicants must complete an Admissions Application, submit required documents of performance, and be screened for academic potential (by oral exam for grades PreK-2 and by written exam for grades 3-7) prior to being admitted to Christian Brothers School and on a designated date. Based on the results of this examination and a review of an applicant's most recent report cards, standardized test results and conduct record along with a pedagogical achievement evaluation, a decision on admission will be made by the administration. Severe physical limitations restrict the accommodations that we are able to offer our students. As a result, we cannot accommodate students whose needs include unusual physical, emotional, or academic support and attention (including but not limited to special education needs that are addressed in Public Schools as IDEA - P.L.105-17;20U.S.C.1400 - or 504 exceptionalities). Applicants must be cognizant that Christian Brothers School operates as a traditional academic institution. Applicants will be notified via the mail of a decision on acceptance. At times, notification may be phone call. Physical limitations also make it necessary to restrict the number of students accepted each school year.

Upon admission to Christian Brothers, one is required to provide the following documents to the school: a copy of the student's birth certificate, a final report card from the school year preceding entry to CBS if applicable, a current immunization record, and the registration fee (the entrance examination fee becomes the registration fee for students accepted into Christian Brothers School).

## **ACADEMICS**

Although CBS understands that each child is unique and while that uniqueness is celebrated, the following are expectations for all students:

- a caring and loving person who attempts to help others wherever possible
- a person whose schoolwork is priority
- someone who strives to be the best he/she can be and is prepared to meet the rigors and challenges of school and life
- a person who holds his/her moral and ethical convictions in the highest regard
- someone who embraces his/her faith and uniqueness as a child of God while respecting the faiths and differences of others
- someone who understands the difference between right and wrong and acts on that understanding
- someone who does the simple things—listens to others, shares his/her lunch, carries a friend's bag, brings home a classmate's books, apologizes for a mistake or a misunderstanding, says thank you to everyone
- a person who takes himself/herself seriously
- a person who doesn't take himself/herself too seriously

- a person who is well-mannered, poised, and respectful in all situations, particularly those of adversity
- someone who understands his/her responsibility to improve the world around him/her through civic-mindedness and the promotion of social justice

Since its inception, the school has been dedicated to providing the highest quality academic program possible. Each subject is at least one grade level advanced. Teachers challenge students with thought-provoking material and rigorous assignments in an attempt to help children reach their full potential as academic learners. CBS strives to stay abreast of the latest educational technology and curricular advances while also staying true to the traditional, time-tested methods the Brothers introduced many decades ago. CBS understands that somewhere in between yesterday and tomorrow is today—an environment where students can be challenged to learn in new ways and with new materials while also acknowledging the foundation that our previous educators have laid for us. Thus, the curriculum is grade-level accelerated in that students are appropriately challenged to master concepts which are more difficult than those typically encountered by students of similar ages.

### **AFTER SCHOOL CARE / DISMISSAL**

School representatives will not allow a child to be placed in a vehicle in carpool when it is obvious that per applicable laws the child is in need of a car seat and none is in the vehicle. Parents/guardians are solely responsible for ensuring child automobile restraints are age, weight and height appropriate, properly installed and are used in accordance with the law.

After School Care is offered after each school day unless otherwise noted.

#### *Canal Street Campus:*

Students report to the cafeteria at dismissal to be registered for the afternoon. **Any student not picked up by 3:20 p.m. on Monday through Thursday and by 2:20 p.m. on Friday will be registered in After School Care with the appropriate fees charged.** During this period, students will be directed to a designated area by grade level (either the cafeteria or a classroom next to the cafeteria on the first floor of the annex building). Students will complete homework assignments and/or participate in age-appropriate activities. A snack, issued through the cafeteria, is included in the after school care fee. **A late fee will be charged for students picked up after 5:30 p.m. Late fees are \$5.00 if picked up between 5:30 p.m. and 5:45 p.m. Beyond 5:45 p.m., the charge is an extra \$1.00 per minute thereafter. The late fee is payable at time of pick up.** Students may be checked out by seeing the after school care supervisor in the cafeteria or designated classroom. After school care fees are payable on day of service. Discount rates are available for payments in advance. The rates are \$10.00 per day or \$150.00 per month.

#### *City Park Campus:*

Students report to the cafeteria at dismissal to be registered for the afternoon. **Any student not picked up by 3:30 p.m. on Monday through Thursday and by 2:30 p.m. on Friday will be registered in After School Care with the appropriate fees charged.** During this period, students are to work on assignments. Since this is a Brothers' home, parents are asked to pick up students no later than 5:30 each afternoon. **A late fee will be charged for students picked up after 5:30 p.m. Late fees are \$5.00 if picked up between 5:30 p.m. and 5:45 p.m. Beyond 5:45 p.m., the charge is an extra \$1.00 per minute thereafter. The late fee is payable at time of pick up.** Students may be checked out by seeing the after school care supervisor in the cafeteria. After school care fees are payable on day of service. Discount rates are available for payments in advance. The rates are \$10.00 per day or \$150.00 per month.

### **ASSIGNMENTS AND HOMEWORK**

Homework is a standard part of the educational process at Christian Brothers. These written, reading and/or study assignments are to be done on time and as directed. Written work is to be done neatly. Parents may assist in the homework process by providing an assigned time and working area - preferably quiet, well lighted, and equipped with convenient reference works. It is wise for parents to

know the nature of the assignments and to check that they are completely and properly done.

*Grades PK-K:*

A student should spend an average of twenty minutes on homework assignments nightly. Time varies among students and daily assignments. If a child is spending much more or less time than the average on homework assignments, parents must contact the teacher for guidance in this area. As previously noted, homework is factored into a student's quarterly assessment at the discretion of the teacher.

*Grades 1-4:*

A student should spend an average of one hour on homework assignments nightly. Time varies among students and daily assignments. If a child is spending much more or less time than the average on homework assignments, parents must contact the teacher for guidance in this area. As previously noted, homework is factored into a student's quarterly average at the discretion of the teacher.

*Grades 5-7:*

A student should spend an average of two hours on homework assignments nightly. Time varies among students and daily assignments. If a child is spending much more or less time than the average on homework assignments, parents must contact the teacher for guidance in this area. As previously noted, homework is factored into a student's quarterly average at the discretion of the teacher.

**HOMWORK VIOLATION NOTICE**

Homework Violation Notices are issued to students in order to inform parents of incomplete homework. Punishment may or may not be assigned when a Homework Violation Notice is issued. ***The following applies to students in grades 3-7 only:*** If a student receives 5 Homework Violation Notices within an academic quarter, he/she will be issued a detention by the principal. Thereafter, the student will receive a detention for every 5 Homework Violation Notices he/she receives within that academic quarter. If a student receives 10 Homework Violation Notices within an academic quarter, he/she will be ineligible for participation in extracurricular activity for the remainder of that quarter. Please know that the administration will keep record of the number of Homework Violation Notices issued to each student.

**AT-HOME LEARNING**

The Christian Brothers School program is rooted in personal relationships and carried out through traditional in-person instruction. However, civil circumstances may sometimes require At-Home Learning. The following general guidelines shall be in place when at-home learning is necessary.

- Given that instruction continues during at-home learning periods, tuition obligations do not change.
- Primary communication between teachers, parents and students during At-Home Learning (as in the traditional setting) will be via CANVAS.
- Student expectations include, but are not limited to, the following:
  - authentic, personal effort
  - honesty and integrity on assignments, especially on assessments
  - engagement and participation in daily lessons as determined by the At-Home schedule comprising of daily classes via Google Meet, opportunities for testing, and opportunities for small group tutoring.
- To the extent possible under government guidelines attempt to include small group opportunities for students to meet with teachers and classmates in a limited capacity.

## ATTENDANCE

A student is required to attend school for a minimum of 160 days to be considered for promotion (LA Dept. of Education - Bulletin 741). Therefore, a student with twenty or more absences (excused or unexcused) may be retained. In the event of an absence, the parent/guardian is required to phone the school and notify the secretary of the absence before 8:30 AM. If the student has been absent for 3 or more consecutive days or had a communicable disease, then a doctor's certificate / note is necessary to be readmitted to class.

The school day begins with homeroom at 8:00 AM. Therefore, any student arriving after 8:00 is tardy. When a student is tardy, the student is to report to the school office to receive an admit slip from the secretary. Any student arriving after 8:10 must be signed in by a parent. Excessive tardiness hinders a student's ability to be successful in the classroom; therefore, parents should see that their children are in school on time each day. Further, tardiness has an adverse effect on the learning environment for all students in the class as the teacher's attention is re-directed from the full class to the tardy student who needs assistance in getting caught up for the day. Therefore, excessive tardiness is deserving of disciplinary action. Accordingly, a student will be assigned a disciplinary consequence after he/she has been tardy for the 10<sup>th</sup> time during a school year. Thereafter, a consequence will be assigned for every 5<sup>th</sup> tardy for the remainder of the school year.

### *Canal Street Campus:*

Supervision begins at 7:00 each morning in the auditorium. Students arriving between 7:00 and 7:40 are to report directly to the auditorium. At 7:40, students are sent to their homeroom classroom. Therefore, students arriving between 7:40 and 8:00 are to report directly to homeroom. Exceptions will be made for students having permission to meet with a teacher in the morning. Such meetings should be, first and foremost, for academic support.

Should a student need to leave school earlier than the regular dismissal time, he/she is to present a note from his parent to that effect in the morning during homeroom. The secretary will then issue the child an early withdrawal slip which the student will present to the teacher whose class he/she is leaving. This slip will then be returned to the office secretary before leaving the campus as the student is being signed out. The parent must accompany the student to the school office to have the student readmitted to class.

The absences and tardies are reported to the office by the homeroom teacher.

### *City Park Campus:*

Supervision begins at 7:00 each morning in the cafeteria. Students arriving between 7:00 and 7:40 are to report directly to the cafeteria. At 7:40, students are sent to their homeroom classroom. Therefore, students arriving between 7:40 and 8:00 are to report directly to homeroom. Exceptions will be made for students having permission to meet with a teacher in the morning. Such meetings should be, first and foremost, for academic support.

Should a student need to leave school earlier than the regular dismissal time, he/she is to present a note from his parent to that effect in the morning during homeroom. The secretary will then issue him/her an early withdrawal slip which the student will present to the teacher whose class he is leaving. This slip will then be returned to the office secretary before leaving the campus as the student is being signed out. The parent must accompany the student to the school office to have the student readmitted to class.

The absences and tardies are reported to the office by the homeroom teacher.

**Make-Up Work:** If the absence is foreseen, the student/parents must notify the school and a make-up schedule will be arranged beforehand. If the absence is excused, the returning student and his teachers will arrange a make-up schedule convenient to all concerned. No provision is made for work missed when the absence is unexcused.

### **AWARDS (End Of Year)**

*PreK - K:*

**PROMOTION CERTIFICATES** are presented to students who are promoted to the next grade level.

*Grades 1-4:*

**HONOR CERTIFICATES** are presented to students who have maintained a 94% average in a given subject for the year.

**THE SPECIAL ACADEMIC AWARD** is given to the first three students in each homeroom with the highest academic average for the school year.

**THE SISTER RUTH ANGELETTE AWARD** is given to one female student in each homeroom who, in the opinion of the faculty and administration, exhibits outstanding scholarship, effort, and character in and out of the classroom.

**THE BROTHER AMEDY ESQUIBEL AWARD** is given to one male student in each homeroom who, in the opinion of the faculty and administration, exhibits outstanding scholarship, effort, and character in and out of the classroom.

**THE VERITAS AWARD** is presented to the fourth grade student who is returning to CBS for fifth grade and, in the opinion of the faculty and administration, best exhibits an integration of prayer, faith, study, community, service, and joy/zest for life.

*Grades 5-7:*

**HONOR CERTIFICATES** are presented to students who have maintained a 94% average in a given subject for the year.

**THE SPECIAL ACADEMIC AWARD** is given to the first three students in each homeroom with the highest academic average for the school year.

**THE CHRISTIAN BROTHERS SCHOLASTIC AWARD** is given to the graduating seventh grade male and female who has the highest academic average for three years of middle school at Christian Brothers.

**THE PROVINCIAL'S LASALLIAN AWARD** is presented to the graduating seventh grade male and female who, in the opinion of the faculty and administration, has exhibited an outstanding balance of a faith-filled life of prayer, commitment to academic excellence, advancement of an inclusive community, respect for others, concern for the poor in the person of a Christian lady or gentleman.

**EXTRACURRICULAR ACTIVITY AWARDS** are presented to a deserving seventh grade male and female who, in the opinion of the faculty and administration, exhibited outstanding participation in each of the following areas: academics, arts, athletics, service.

### **BIKE RIDING**

CBS students are not permitted to ride bikes to/from school each day.

## **BULLYING**

Any student who feels he/she is being bullied (physically, verbally, emotionally, via technological media, or in any way) may bring the matter to the attention of any school official but must also bring it to the attention of the principal.

## **BUILDINGS**

In accordance with AHERA, Asbestos Hazardous Emergency Response Act, a Management Plan has been prepared and approved by the State Department of Environmental Quality, DEQ. This management plan is available for your review in the principal's office during school hours. Please make an appointment should you wish to review the plan. If you desire a copy of the plan, it will be made available to you at the cost of \$25.00 (which covers the cost of reproduction).

## **CANVAS**

The primary means of digital communication between the student and teacher as well as between the parent and teacher will be through the CANVAS learning management system. All students will be given an account in the CANVAS system. Parents are required to sign up for an observer's account in CANVAS. Course information including but not limited to weekly lesson plans, announcements, grades, etc. will be communicated via CANVAS.

## **CELL PHONES (and Contacting Students During the School Day)**

### *Grades PK-4:*

Students are not permitted to bring cell phones to school unless specified by the teacher for an academic activity.

### *Grades 5-7:*

Students are permitted to possess cell phones while on campus. However, the cell phone is to remain in the OFF mode and not to be used by the student before 3:30 any school day. Furthermore, no student will be permitted to take pictures of any kind using his/her cell phone while at CBS or during a CBS activity. Violation of these rules will result in forfeiture of the cell phone (until the parent of the student retrieves the cell phone from the school office). Additional consequences may be administered for active use of the cell phone during prohibited times. A second violation will result in forfeiture of the right to possess a cell phone at school for the balance of the school year (and additional appropriate disciplinary consequences as determined by the principal).

A school official has the right to search the contents of a student's cell phone. Since CBS is a private, Catholic school, a student does not have the expectation of privacy regarding his/her cell phone on the school campus or at a school-sponsored event. The right to search will be exercised when a school official believes he/she has reasonable cause to suspect that a search will reveal content detrimental to the Dominican and Lasallian, Catholic living/learning environment of Christian Brothers School.

**Parents are not to contact their children via cell phone calls or text messages during the school day. For the safety of the students and the preservation of the learning environment, communication with students during the school day must be directed through the school office. Students are subject to disciplinary action for violation of this policy.**

## **CHEATING**

Cheating at CBS means the getting of reward or something of value for ability by dishonest means. Cheating refers to an immoral way of achieving a goal, such as cheating on an exam. Cheating is a serious transgression. When a student is caught cheating, the teacher will administer an appropriate consequence (upon consultation with the principal) then notify parents. The student will receive a failing mark for the material upon which he/she was cheating.

## **COUNSELING AND SOCIAL WORK SERVICES**

School Counseling and Social Work services are provided for all students on a short term, solution-focused basis. Services may include but are not limited to individual sessions, small group sessions, classroom lessons, crisis intervention, and consultation. Parent contact is made when warranted. Referrals to outside therapists may be made.

## **DAILY SCHEDULES (See school website for detailed schedule.)**

Non-Catholic students are required to attend all religious observances since these observances are an integral part of the living/learning environment of the school.

## **DISCIPLINE**

The purpose of discipline is to create and maintain a favorable academic atmosphere as well as facilitate the learning process. Such an atmosphere nurtures courtesy, honesty, industry, reverence, kindness, helpfulness, cooperation, and respect for the rights and property of others. Hopefully, this approach will provide opportunities to develop self-discipline that comes as students assume responsibility for their actions.

Since allowing individuals to live with the natural and/or reasonable consequences of their actions is the essence of an effective discipline system, Dominican/Lasallian consequences at CBS are characterized by the following:

- 1) They will be directly related to the unacceptable behavior;
- 2) They will not be cruel and/or unusual (The decision of the principal is final.)
- 3) They are to consist chiefly of the withdrawal of freedoms related to the offense(s) that negatively impacted the learning environment of the school or to consist chiefly of an assignment of a task to teach a lesson related to the offense(s) and its negative impact on the learning environment of the school.

### **General School Rules:**

*In accordance with stated philosophy of the school, which emphasizes deep respect for the dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are required to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and other factors that the students' sense of appropriateness will indicate to them. The school administration, in accordance with the school's stated philosophy and applicable laws, will determine the appropriate disciplinary measures to be taken concerning any violation of school rules.*

1. All students must fully understand that any member of the school administration, faculty and staff has the right and duty to correct misconduct.
2. Any student leaving school grounds must have permission from the school office prior to leaving.
3. Fighting, teasing, or taunting of other students is forbidden. Fighting is defined as: two or more persons involved in exchange of blows (and assault is not determined).



*Self Defense: The doctrine of self defense – namely – the right of an individual to respond to force with force, only so long as it is necessary to protect oneself; when the danger is past, resorting to violence is no longer sanctioned. Thus, the school only recognizes self protection, not retaliation.*

*However, since the school always has a responsible adult on duty and/or available whenever the students are under the supervision of the school, CBS believes the opportunity for a student to resort to the doctrine of self defense to protect himself/herself will be for all practical purposes nonexistent.*

4. All students shall show respect for the administration, faculty, staff, and fellow students.
5. Stealing, deliberate defiance of school authority, cheating, deliberate destruction of property, the use of obscene language, and other forms of misconduct will not be tolerated.
6. Violations of the dress code will not be tolerated.
7. It is preferred that students not use the school telephone. However, school personnel may grant students permission to use the school telephone should circumstances warrant.
8. Prescription and Over-the-Counter drugs will be kept in the office and administered according to the directives of the attending physician. A medication form is to be completed and kept on file in the school office requesting school personnel to administer medication. Ordinarily, no student is allowed to have medicine of any type on his/her person.
9. Students are to adhere to the Policy on the Acceptable Use of Technology and honor the Student Pledge for iPad Use. In addition, students must keep all books covered and are responsible for their care. Lost or damaged books must be paid for.
10. The possession of knives, guns or any instrumentality in the manner used which causes or may cause bodily harm to anyone is forbidden.
11. Misuse/abuse of the restroom as determined by the principal will not be tolerated.
12. Students will not mar/deface school property, their own or others' books and possessions, walls, bulletin boards, desks, furniture, etc. Students will be held financially accountable for violations of this rule and for any damage caused as a result of inappropriate behavior.
13. Students will not run in the building or breezeway. Also, shouting and loud talking must be avoided, particularly in the breezeway and in the labs.
14. Students are not to eat and drink in the classrooms, hallways or stairwells without permission from the administration. Such permission may be granted on rare occasions. However, chewing gum is never permitted on campus.
15. The use of profane language, vulgar gestures, and verbal harassment is forbidden.
16. Playing near the City Park campus pond is forbidden. A student may be disciplined for falling into the pond should school personnel believe the action resulted from a violation of a rule. A student who intentionally jumps in the pond or pollutes it will be disciplined.
17. The possession of electronic devices is not allowed unless special permission has been granted to the student by school personnel. See *Cell Phones and iPads* below.
18. No items (i.e. school bags, accordion folders, pen cases, etc.) may be used for curricular or extracurricular activities which advertise or depict anything to be distracting - as determined by the principal - or refer to other schools and/or organizations of any type.

19. Conduct, in and out of school, as determined by the administration to be detrimental to the living/learning environment of the school, as well as to the Dominican and Lasallian Catholic reputation of the school, or the teachings of the Catholic church is never permitted. Such conduct includes, but is not limited to, appropriate behavior on the internet (i.e. Facebook, Instagram, etc.).
20. The school has the right to restrict the use of the school logo.

### **CLASSROOM RULES**

Generally, each class will have rules, rewards, and consequences which are applicable to that classroom. The students and parents must become familiar with the classroom plan as soon as the first day of school. Basic rules may include: follow directions the first time they are given - keep hands, feet, and objects to yourself - have all necessary materials for class. Rewards may include: a positive note sent home - a positive phone call - certificates - special prizes. These rewards may be for an individual or for an entire class.

### **CONSEQUENCES**

The following consequences are generally in place at the classroom level:

**First infraction** - verbal warning and counseling of the student.

**Second infraction** – option to record the incident on a Misconduct Notice or Courtesy Code Infraction Notice which is to be signed by parent and teacher (appropriate punish work may also be assigned) **OR** a detention is assigned to the student. Depending on the circumstances of the misconduct, a detention may be issued even if a student has not been previously warned or counseled regarding the misbehavior. The decision of the principal and president is final.

**Third infraction** - parents are contacted by telephone as soon as possible by the teacher **AND/OR** the student is referred to the principal.

**Serious Infractions:** In the case of a serious infraction, a student may be sent directly to the principal. Examples of such serious infractions include but are not limited to: severe disrespect - truancy - fighting - cheating - theft - vandalism - inappropriate language - willful disobedience - possession, distribution, or use of alcohol, prescriptive or non-prescriptive drugs, or tobacco - carrying dangerous or otherwise forbidden objects.

### **Formal Behavioral Referrals to the Principal Resulting from Infractions:**

**First Referral** - Full day in-school suspension

**Second Referral** - Full day in-school suspension

**Third Referral** - One day out-of-school suspension

**Fourth Referral** - Dismissal from Christian Brothers School

**All formal referrals to the principal are documented. Parents will be notified of all formal referrals. The decision of the principal and president is final!**

### **HOMEWORK VIOLATION NOTICE**

As previously noted.

### **MISCONDUCT NOTICES**

Misconduct Notices are issued to students in order to inform parents of misconduct. Punishwork may or may not be assigned when a Misconduct Notice is issued. ***The following applies to the City Park campus only:*** If a student receives 5 Misconduct Notices within an academic quarter, he will be issued a detention by the principal. Thereafter, the student will receive a detention for every 5 Misconduct Notices he receives within that academic quarter. If a student receives 10 Misconduct Notices within an academic quarter, he will be ineligible for participation in extracurricular activity for the remainder of that quarter. Please know that the administration will keep record of the number of Misconduct Notices issued to each student.

### **COURTESY CODE INFRACTION NOTICES**

Courtesy Code Infraction Notices are issued to students in grades 1-4 only in order to inform parents of misconduct. Punishwork may or may not be assigned when a Courtesy Code Infraction Notice is issued. If a student receives 5 Courtesy Code Infraction Notices within an academic semester, he/she will be issued a detention by the principal. Thereafter, the student will receive a detention for every 5 Courtesy Code Infraction Notices he/she receives within that academic semester. Please know that the administration will keep record of the number of Courtesy Code Infraction Notices issued to each student.

### **DETENTIONS**

Detentions may be issued for misconduct, for the accumulation of Homework Violation Notices, or for the accumulation of Courtesy Code Infractions (Grades 1 – 4 only). Detentions for Canal Street campus students are held on scheduled Thursday afternoons from 3:20 – 4:30. Detentions for City Park campus students are held on scheduled Saturday mornings from 9:00 - 11:00 unless otherwise designated. The date of a detention is assigned at the discretion of the teacher. A Detention Notice will be sent home with the student notifying the parent of the reason for the detention and the date of the detention. The Detention Notice is to be signed and returned to the teacher issuing the detention the next school day. In turn, the teacher is to notify the principal of all detentions issued. Please know that the principal will keep record of the number of detentions issued to each student throughout the school year. If a conflict with the scheduled detentions date exists, a parent must discuss the matter with the principal. Activities during detention may include, but are not limited to, academic exercises and/or reasonable maintenance tasks. Should a student receive 3 detentions, he/she will receive a formal disciplinary warning which will be noted in his student file. Thereafter, every second detention will result in a suspension according to the referral plan (as previously noted in *Consequences*).

### **IN-SCHOOL SUSPENSIONS**

Suspensions are assigned by the principal and president. In-school suspensions begin at 8:10 and are served under the supervision of a faculty or staff member. The student remains isolated for the duration of the suspension and will work on assignments provided by the teachers for that school day. The student is responsible for work missed as a result of the suspension. A student will be allowed to make up a quiz or test given during the suspension. However, an academic penalty at the discretion of the teacher is implemented in classes missed. The severity of the academic penalty will be linked to the negative impact the absence from the class has on the student's mastery of the subject matter in question. A suspension *may* also cause a student to be ineligible for participation in extracurricular activities. (See extracurricular activities)

### **OUT-OF-SCHOOL SUSPENSIONS**

A student will be marked absent on the day of an out-of-school suspension. He/She will be responsible for all classwork and homework for the day. Any quizzes or tests that are missed will be recorded as a 60. It is not necessary for a student to serve an in-school suspension before being assigned an out-of-school suspension. Such a decision is to be made by the principal depending on the severity of the infraction. A suspension *may* also cause a student to be ineligible for participation in extracurricular activities. (See extracurricular activities)

### **DISMISSAL FROM SCHOOL (EXPULSION)**

Certain severe behavioral infractions may dictate that the student be dismissed from the school permanently. It is not necessary that a student be suspended before being dismissed from school. Illustrative but not exclusive examples are: the possession of knives, guns or any instrumentality in the manner used which causes or may cause bodily harm; possession, distribution or use of illegal drugs or alcohol; blatant and overt disrespect, as determined by the principal and president, of a teacher or the school; significant misbehavior, in the opinion of the principal and president, which negatively impacts the reputation of Christian Brothers School; egregious acts that are violate the school's mission statement.

### **EMERGENCIES (AFFECTING THE SCHOOL COMMUNITY)**

A major crisis is one that affects a large number of people and may occur at any time or place. Crisis may be defined as any event that disrupts and brings the regular or ongoing schedule of activities to a standstill. There are any number of events which may bring on a crisis for a school. The variables that constitute any crisis could be numerous. Therefore, it is imperative that advanced planning should be preventative and provide solid tactics for handling a crisis situation. Such planning seeks to limit the possibilities of injuries and protect the lives and safety of students and staff.

**It is imperative that parents understand that they should NOT attempt to contact their children during an emergency, especially during a lock-down and via iPad texting. Such an action compromises the safety of all involved in the emergency. In the case of a school emergency, the school will contact parents via a phone and/or email blast with the latest information as soon as it is safe and appropriate for an administrator to do so.**

**Bomb Threats:** Immediately after being informed of a possible bomb threat, the principal or his designee will assemble the school's administrative team to determine whether or not to evacuate the building and notify the police. There is no set formula for making the correct decision. If the threat is perceived to be real (considering the source of the information and the believability of the source) and the decision is to evacuate, the alarm (same as used for fire drills) will be sounded and all will respond as in a fire drill. Communicating a false bomb threat is a felony under LA law B L.S.A.-R.S.14:54.6. All decisions regarding bomb threats will be made by the school's administrative team.

**Fire Drills:** All students must become familiar with the fire exit for the classrooms he/she uses. Should the fire alarm sound, the teacher shall lead or direct the students through the designated fire exit as quickly and quietly as possible. The class shall assemble in a pre-arranged area outside of and away from the building. At that time, the teacher is to take roll. A student is not to return to the building at any time. If lost, he/she should attempt to find a teacher or emergency services worker as soon as possible so that he/she may be accounted for.

**Floods and Hurricanes:** In these cases, Christian Brothers School will close when the Orleans Parish

Parochial Schools close. This usually coincides with the closing of the Orleans Parish Public Schools. Please do not call the school office and tie up the phone lines. Instead, be encouraged to check the school website, watch television, or listen to the radio for relevant information. The official listening posts for the Office of Catholic Schools are WWL-AM 870, WWL-TV, WDSU-TV, FOX-TV, ABC-TV.

**Intruder (Unauthorized With or Without a Weapon) / Lock Down:** Staff will be alerted by the principal or his designee via a special code repeated over the public address system twice. Upon broadcast of the code, staff will attempt to move all students indoors locking them in when possible. They will remain in the classroom until the crisis has ended signified by another special code to be broadcast over the public address system at the appropriate time.

**Tornado Drills:** The principal or his designee will verbally announce a tornado drill over the public address system to be followed by a ringing of the school bell. Upon hearing the signal, students are to move quickly, but orderly, to a designated area indoors. Teachers shall supervise the movement and close all doors and windows where students are assembled. Students shall be as close to an interior wall and as far from windows as possible. Furthermore, students should crouch down and shield their faces and heads from debris. Students who are outside at the start of the drill shall move inside and to the nearest designated area if possible.

**Evacuation:** Should it become necessary, students may be re-located away from campus. Please be attentive to media reports should an evacuation ever become necessary.

### **EVALUATIONS (Academic, Behavioral, Emotional, Social, etc.)**

In the spirit of a cooperative relationship between home and school, student evaluation reports of any kind related to the education of the student, including but not limited to academic evaluations, behavioral evaluations, and social-emotional evaluations, are to be shared with the school. Failure to disclose the results of such evaluations to the school could jeopardize the student's enrollment at Christian Brothers School.

### **EXAMS**

Exams will be given at the end of each semester to sixth and seventh graders. Exams may be given at the end of the first quarter and third quarter to sixth and seventh graders (at the discretion of the teacher.) Exams typically cover material presented during the most recent grading period; however, in some cases, the content may deal with material that was introduced in a previous grading period.

A student is eligible to be exempt from exams given at the end of the fourth quarter if he/she has at least a 94 for each of the first three quarters and has at least a 94 in that subject at the time of the exam. The principal, upon consultation with the classroom teacher, has the final decision regarding exemption. Exemptions will not be granted to any student for the exams administered at any other time during the school year.

### **EXTRACURRICULAR ACTIVITIES**

CBS will attempt to offer the following extracurricular activities to its students on one or both campuses.

- |             |               |                 |                   |
|-------------|---------------|-----------------|-------------------|
| *Football   | *Tennis       | *Swimming       | *Lacrosse         |
| *Basketball | *Soccer       | *Cross Country  | *Volleyball       |
| *Baseball   | *Cabbage Ball | *Tchoukball     | *Kayak/Canoe Club |
| *Softball   | *Wrestling    | *Golf           | *Girls on the Run |
| *Dance Team | *Cheerleading | *Academic Games | *Academic Teams   |

*Robotics	*Sphero Club	*Chess Club	*Beta Club
*Art Club	*Band	*Music Lessons*Choir	
*Drama	*Scouting	*Altar Servers	*Intramurals
*Cycling Club			

All students are encouraged to participate in extracurricular activities to enhance their experience at CBS. Students who exhibit outstanding participation (as defined below) in extracurricular activities during their tenure at CBS shall be awarded a Falcon Spirit Jacket.

**Falcon Spirit Jackets** are awarded to CBS seventh graders who *satisfactorily* participate in a prescribed number and variety of extracurricular activities during the middle school grades at CBS. Jackets will be presented in December of a student's seventh grade year if all of the following criteria have been met:

- Student participates in at least one extracurricular activity in his/her first year of middle school.
- During each subsequent year of middle school, student participates in at least one extracurricular activity that he/she did NOT participate in any prior year of middle school.
- Student participates in a minimum of four different extracurricular activities if he/she attends CBS middle school for all three years, OR a minimum of three different extracurricular activities if he/she attends CBS middle school for only two years, OR a minimum of two different extracurricular activities if he/she attends CBS middle school for only one year.

**Eligibility:** The following standards are in place regarding participation in extracurricular activities.

- A student with an average below 78 on the quarterly report card is ineligible for participation until his/her average is 78 or higher as reflected on a subsequent mid-quarter or quarterly report. (The average being referred to here is the average of all subjects for the grading period)
- A student who has been suspended may be declared ineligible for participation for one month from the date of the suspension. The decision to declare the students ineligible rests with the administration upon review of the student's disciplinary record.
- A detention will not be rescheduled as a result of a conflict with an extracurricular activity.

### **CBS Athletic Policy**

**Introduction**

*Athletics are an important part of a comprehensive program offered at Christian Brothers School. Competitive athletics provide CBS student-athletes with valuable opportunities to work, grow, learn and have fun. Although participation in athletic programs is optional, most students choose to participate.*

**CBS Athletic Department Mission**

*CBS seeks to offer a variety of athletic activities for students in accord with the mission of the school particularly that of the development of the moral, intellectual, social, cultural, spiritual, emotional and physical being of students. The goal of the program is to provide a competitive and developmental athletic program fostering the ideals of teamwork, sportsmanship, work ethic, self-discipline, loyalty and leadership. Such personal traits are emphasized and vital to the success of the student and the CBS athletic program.*

### **Participation**

*Students are encouraged to participate in CBS athletic programs as a means by which to enhance their CBS experience. In fact, the athletic director will attempt to provide opportunities for students to participate in numerous athletic activities. Participation may be open to all students for some sports while others may have a limit to the number of students eligible to participate. When possible, intramural leagues will be formed in order to increase the opportunity for participation in athletics.*

#### ***Playing Time in Games***

*Intramural Teams: Members are insured a minimum amount of playing time which is dictated by the nature of the sport.*

*Roster Teams: Members are NOT guaranteed participation in every game. ONE of the goals of the roster teams is to field a competitive team and to maximize opportunities for success. Such a goal fosters championship spirit and develops school pride through athletic success.*

### **Eligibility**

*A student athlete is required to get a physical exam from his/her pediatrician before participating in any sport at CBS.*

*A student with an average below 78 on a quarterly report card is ineligible for participation until his/her average is 78 or higher as reflected on a subsequent mid-quarter or quarterly report. The average being referred to here is the average of all subjects for the grading period.*

*A student who has been suspended from school may be declared ineligible for participation for one month from the date of the suspension. The decision to declare the student ineligible rests with the administration upon review of the student's disciplinary record.*

*A student who does not comply with the policies of the athletic department may be declared ineligible for participation in athletic activities. This decision rests with the athletic director upon review of the student's athletic policies compliance record.*

*Some teams may require a 'tryout'. For these teams, the athletic director or coach appointed by the athletic director will evaluate a student for membership on a given team. Seventh graders who do NOT "try out" for a given sport in the 5<sup>th</sup> or 6<sup>th</sup> grade may not be eligible to "try out" for that sport for the first time as a 7<sup>th</sup> grader, unless that 7<sup>th</sup> grader is in his/her first year as a student at CBS.*

### **Commitment**

*Commitment is a valued and critical aspect of participation on CBS teams which cannot be compromised. The degree of commitment is dependent upon the sport and the team. It may vary from 1 day per week to as many as 5 days per week. Parents and students should thoroughly understand the degree of commitment for a particular team before deciding to participate on that team. The success of the CBS athletic program is dependent upon the commitment of its players. Therefore, the following guidelines are in place when a conflict arises causing a player to be absent from a practice, game, etc.:*

- *Absences resulting from illness or injury should be reported to the coach or athletic director as soon as possible.*
- *Absences resulting from scheduled doctor's appointments should be reported to the coach or athletic director as soon as possible and in advance of the appointment. Also, if possible, parents are asked to avoid scheduling doctor's appointments which conflict with the athletic program.*

- *Conflicts with other activities should be managed with the advice of the athletic director. **Should such conflicts involve non-CBS athletic activities, the player is expected to honor his/her commitment to school first.***

*Players will be penalized for non-compliance with the above guidelines.*

*Hopefully, a player will not quit or be dismissed from a team before the completion of a season. Should a player find himself/herself at the point of quitting or being dismissed, he/she should discuss the matter with the athletic director.*

### **Quitting An Athletic Team**

*If an athlete quits a CBS team without good reason, in the opinion of the athletic director upon consultation with the principal, after his/her first scheduled game/contest/event, he/she is ineligible to participate in that same sport while a student at CBS. Additionally, the participant is ineligible for the next season's activities.*

*Example: Should a student quit a Fall sport, he/she will be ineligible to participate in the Winter sports. Quitting a Winter sport renders a student ineligible for the Spring sports. Quitting a Spring sport renders a student ineligible for the Fall sports of the following school year.*

#### **Fall Sports\***

*Tackle Football  
Flag Football  
Volleyball  
Cross Country  
Swimming  
Intramurals  
Cheer  
Dance Team*

#### **Winter Sports\***

*Basketball  
Tchoukball  
Soccer  
Lacrosse  
  
Intramurals  
Cheer  
Dance Team*

#### **Spring Sports\***

*Baseball  
Softball / Cabbage Ball  
Golf  
Wrestling  
Tennis  
Intramurals  
Cheer  
Dance Team*

*\* List is subject to change and may not be comprehensive. Appropriate notice will be given regarding any changes thereto.*

### **Sportsmanship**

*In the name of Christian Brothers School and each individual participant, a CBS student-athlete is expected to display excellent sportsmanship at all CBS athletic practices, games, competitions and events. He/She must be a responsible young person whose attitude toward teammates, coaches, opponents, and the officials reflect favorably upon his/her school, its Dominican-Lasallian, Catholic heritage, his/her team, self, and family. In that spirit, CBS parents are also required to set a proper example of good sportsmanship. Therefore, parents and/or students who exhibit poor sportsmanship in the opinion of the faculty coach, athletic director, or school administrator may be asked to leave an event. See *In Loco Parentis (Parental Conduct)* below.*



### **Parent Volunteers**

*Parents are encouraged to be involved in athletic activities with their children. Parental support is important to each student and to the CBS program. In fact, CBS is dependent upon parents for the operation of its athletic program. Parents who wish to volunteer in the CBS athletic program should contact the athletic director. Attendance at a "Volunteer's Responsibilities" meeting and a background screening will be necessary of all coaches and moderators.*

### **Talking to the Coach**

*At times, parents wish to communicate with a coach. Such communication is welcomed. However, parents are to follow these guidelines:*

- *If the coach is a CBS staff member, speak directly to the coach.*
- *If the coach is a parent volunteer, speak first to the athletic director.*

*Any concerns about the CBS athletic department or its programs are to be directed to the athletic director. The principal should be contacted only as a last resort.*

### **Transportation**

*CBS does not usually provide transportation to athletic events held off campus. Occasionally, CBS will provide a shuttle from the Canal Street campus to City Park for extracurricular purposes. Otherwise, parents are expected to transport their children to the various venues including Falcon Field. Many activities may be conducted on campus. However, some practices and most games are off campus. CBS uses Falcon Field for many contests. Falcon Field is located near the CBS campus but across from Tad Gormley Stadium. City Park campus students are permitted to walk to Falcon Field from the City Park campus (including running in City Park with the Christian Brothers Cross Country Program) for the purpose of participating in a Christian Brothers School extracurricular program. The student who must walk to Falcon Field is to do so with another student / group of students between 3:10 p.m. and 3:30 p.m. when supervision for crossing park roads is provided. Thereafter, a student will not be permitted to walk to Falcon Field. Instead, it will be the responsibility of the student's parent to provide transportation for the student to Falcon Field. A student who decides to walk to Falcon Field or any other City Park venue on his own or outside of the window of supervision shall be appropriately disciplined since this is a serious violation of the school's safety requirements.*

### **Uniforms / Equipment**

*CBS team members are required to be in uniform during team play. As a member of a Christian Brothers team, each player represents the school, self, and family. Therefore, failure to comply with uniform regulations may result in the forfeiture of the right to participate. All uniforms and equipment belonging to CBS which are issued to players must be maintained with proper care. These uniforms and this equipment are to be returned to CBS on the day after the last activity for the sport. Players shall be responsible for avoidable damaged uniforms or equipment.*

### **Athletic Fees**

*Fees are assessed for participation in the various athletic activities. These fees cover the costs associated with the sport. The amount of the fee will vary according to the sport. Athletic fees for a particular sport are due at the beginning of that sport's season. Payment of fees is required before a student will be allowed to participate in games.*

### **CBS CONCUSSION POLICY**

*Concussion is defined as mild traumatic brain injury that interferes with normal brain function. A concussion can occur in any sport and can last for hours, days, weeks or even months. It is usually caused by a blow to the head, but may occur with a whiplash injury, or when the head strikes the ground. Some people may lose consciousness with a concussion, but loss of consciousness does not need to occur for the injury to be considered a concussion. Each concussion is unique and can cause multiple symptoms. Consequently, parents of any child who participates in sports are strongly*

*encouraged to have the athlete undergo baseline neurocognitive testing. Some symptoms will appear immediately, while others may develop over the following days or weeks. Symptoms may be subtle and are often difficult to fully recognize. Common symptoms include:*

- Headache: difficulty concentrating, confusion, slowed thought processes*
- Dizziness: poor balance*
- Blurred vision: difficulty with memory*
- Poor sleep: sensitivity to light and sound - lack of energy*
- Mood changes*
- Vomiting*

*Current research has illustrated there is an increased risk of a second concussion after the first has occurred and that risk is significantly increased if the athlete returns to normal competition before all of their symptoms have resolved. Additional research has shown multiple concussions can be linked to increased risk for depression and permanent cognitive problems later in life. These research findings, along with the fact that the brain is still developing in the ages of athletes at Christian Brothers School, direct us to take a conservative approach to concussion management.*

*The guidelines for concussion management at Christian Brothers School are as follows:*

### **Evaluation**

*Any athlete suspected of having sustained a concussion is to be evaluated by a medical provider selected by the parent as soon as possible. If a school athletic trainer is on hand, he/she will conduct the initial evaluation. If not, it is the responsibility of the athlete's parent (inclusive of associated expenses) to obtain an initial evaluation from another medical provider knowledgeable in the evaluation and management of sports related concussions.*

*An initial concussion evaluation shall include a test of memory, balance, coordination, cognition, cranial nerve function and awareness. The athlete is also to be asked if he/she is nauseous. The results of this evaluation will impact decisions regarding future play.*

*CBS follows the 'headache plus one other symptom' to identify possible concussions.*

*If a CBS employee-coach is aware that symptoms of a concussion are present, he will withhold the athlete from competition. **The athlete will not be allowed to return the same day.** The athlete's parents will be notified so that they may seek further medical evaluation.*

*If a school athletic trainer is present when a concussion is suspected, he will continue to monitor the athlete according to the following guidelines.*

- *Should symptoms resolve within 20 min and not reoccur with exertion (running on the sideline or other sport specific activities), the athlete may be allowed to return to competition the next day, as long as their symptoms do not return. If symptoms linger more than 20 min, the athlete will not be allowed to return to competition the next day and will be referred to a concussion program.*
- *If there is any loss of consciousness, the athlete will be withheld from competition that day and referred for further evaluation. Should an athlete exhibit any of the following symptoms in addition to a loss of consciousness, CBS requires that the athlete see a concussion specialist immediately or as soon as reasonably possible under the circumstances.*
  - Amnesia lasting longer than 15 min*
  - Increase in blood pressure*

- Cranial nerve deficits
  - Vomiting
  - Motor deficits subsequent to initial on-field
  - Sensory deficits subsequent to initial on-field
  - Balance deficits subsequent to initial on-field
  - Cranial nerve deficits subsequent to initial on-field
  - Postconcussion symptoms that worsen
  - Additional postconcussion symptoms as compared with those on the field
  - Athlete is still symptomatic at the end of the game
- CBS has the right to send any athlete to the emergency room if recommended to do so by the school athletic trainer or by someone knowledgeable in the evaluation and management of sports related concussions. Absent these options, school personnel will make an informed judgement according to their professional expertise of being trained observers of youth, by assessing the following symptoms:
    - Decreasing level of consciousness
    - Decrease or irregularity in respirations
    - Decrease or irregularity in pulse
    - Unequal, dilated, or unreactive pupils
    - Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
    - Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
    - Seizure activity

### **Management and Return to Play**

At Christian Brothers School, athletes are students first, therefore their brain function in class must also be considered. The parent of an injured athlete is obligated to notify in writing the principal and the athletic director of the injury, and informing them that the athlete's cognitive functioning may be impaired due to the injury.

If the athlete is required to see a concussion specialist, then CBS will follow the protocol of that doctor regarding a return to play. Please be aware that this often includes a 7-day wait period before returning to play. **This may mean that an athlete will miss a game.**

Return to competition will occur in a step by step process following the guidelines from the concussion specialist. There is not a set amount of time for each step, rather the athlete must be symptom free at each step, in the professional opinion of the concussion specialist, in order to progress to the next step. Understanding that every person is different and every situation is unique, the following is provided only as an **example** of how this return-to-play process might work.

- Athletes will spend at least 1 symptom free day at steps Two through Five before moving on to the next step. If the athlete starts their day symptom free, Steps One and Two may be combined in the same day, if their school day was symptom free. If symptoms occur, activity will be stopped. After a day of rest, symptom free activity may be resumed at one step below the step where symptoms occurred.
- **Step One:** Symptom free day in class or at home and return to baseline neurocognitive and neuromotor function.
- **Step Two:** Light exercise such as walking, light jogging or riding an exercise bike.
- **Step Three:** Running full speed in the gym or on the field.
- **Step Four:** Non-contact practice. Weight training can resume.

- **Step Five:** Full Contact Practice
- **Step Six:** Return to game/competition.

### **Return to Classroom and Academic Work Guidelines**

*Parents of students diagnosed with a concussion shall contact the principal immediately. Please provide the necessary documentation from the doctor. Furthermore,*

- *The physical and mental well-being of the child is priority since the consequence of inadequate treatment for sports concussion can be quite serious.*
- *The student shall return to the classroom setting at the recommendation of the medical provider knowledgeable in the evaluation and management of sports related concussions.*
- *The student shall follow the aforementioned medical provider's daily recommendations and steps toward recovery regarding studying, reading, iPad usage, written homework, and anything else resulting in brain stimulation that may occur in an academic environment. Illustrative, but not exclusive examples may be: attending school on a shortened schedule; reducing or delaying tests; cutting back on leisure reading; cutting back on video games, television and other screen time.*
- *The return to the classroom environment and academic work as set forth by the aforementioned medical provider are the guidelines that CBS will use when working with students.*
- *The scheduling of assessments and other make-up assignments will be between student, teachers, and parents and will be in response to the aforementioned medical provider's recommendation, the individual situation of the student, and the recommendation of the principal. The final decision rests with the principal.*

### **Multiple Concussions**

*If an athlete sustains more than two concussions in the same sport season, or three within a period of 12 months, the athlete will need to be seen and released by a neurologist or neuropsychologist before returning to competition. Evaluation and release from a neurologist or neuropsychologist may be encouraged in other cases.*

*In order to maintain an overall supervisor mindset regarding concussions, each head coach at CBS will be made aware, in writing, by the Athletic Director, regarding any recent concussion that may have occurred in any sport.*

### **FOOD ALLERGIES**

In an attempt to provide a safe learning environment for food allergic students, the following guidelines are provided. Adherence to these guidelines may minimize the risk of accidental exposure without completely eliminating that same risk. A parent bears the responsibility for notifying the campus principal and the student's homeroom teacher of any food allergy.

*City Park Campus:* After the principal and the homeroom teacher have been notified of the food allergy, the principal will work with the parents of the food allergic student to devise a safety plan for that student.

*Canal Street Campus:* Given the presence of younger students on campus, parents / guardians are to refrain from sending food items containing peanuts, peanut products, almonds, cashews, walnuts or

other tree nuts to school. Some examples of items that should not be sent to school include but are not limited to: peanut butter, any other nut butter, nut pastes, loose nuts of any kind, peanut butter crackers, candy or cookies with peanuts or peanut butter. Please read labels on the food products you send to school.

## **GOVERNANCE STRUCTURE**

Guided by the mission of the Christian Brothers, the channel of governance of the school is:

1. Lasallian Education Corporation (LEC)
2. Christian Brothers School Board of Trustees
3. President of Christian Brothers School
4. Principal of Christian Brothers School

## **GRADING SYSTEM**

### *Pre-Kindergarten and Kindergarten:*

Students will receive a skills-based, non-numerical evaluation at the end of each quarter for Kindergarten and at the end of each semester for Pre-Kindergarten.

### *Grades 1-7:*

<b>A</b>	<b>=</b>	<b>94 - 100</b>
<b>B</b>	<b>=</b>	<b>87 - 93</b>
<b>C</b>	<b>=</b>	<b>78 - 86</b>
<b>D</b>	<b>=</b>	<b>70 - 77</b>
<b>F</b>	<b>=</b>	<b>0 - 69</b>

At the end of a quarter, a student's numerical average is calculated and the numerical grade is entered on the report card. At the end of each semester, the student's quarterly grades are averaged to determine the semester grade for the subject. Homework is factored into a student's quarterly average

at the discretion of the teacher. At the end of the school year, the four quarterly grades are averaged to determine the final grade for the subject. **Please be aware that any student earning an "F" in the fourth quarter may fail that subject for the year. The decision to invoke the "penalty F" is made by the principal upon consultation with the teacher.**

**Promotion Policy (Grades 1-7):** A student is promoted to the next grade level when he/she passes all subject areas. Should a student fail one subject area, he/she may make up the failure through a summer school program offering remediation in that subject area. Upon successful completion of the summer school program, the student will be promoted to the next grade level. Should a student fail two or more subject areas, he/she must repeat the grade. A student may not repeat a grade he/she has already attended at Christian Brothers School. (For example, a student may not attend 5th grade at CBS then repeat the 5th grade at CBS. However, he/she may attend 5th grade at another school before entering the 5th grade at CBS.) Thus, a failure of two or more subjects usually results in the student being asked to leave Christian Brothers School.

Note: A student who is asked to leave CBS may not re-apply for admission to CBS.

**Promotion Policy (Pre-Kindergarten and Kindergarten):** A student is promoted to the next grade level when he/she satisfactorily completes the CBS program as evidenced by the report card AND, in the professional opinion of the teacher(s) and the administration, is deemed ready to advance to the next grade.

Should a student struggle to master the learning objectives of the CBS curriculum and is deemed

“not ready to advance to the next level at CBS” as evidenced by the written report card OR in the professional opinion of the student’s teacher(s) and the administration, then one of the following options may be enacted for the following school year:

- Parents accept the recommendation of the school, and the student repeats the grade at CBS.
- Parents do not accept the recommendation of the school, and the student does not return to CBS.

**Danger of Failure Notices** are distributed at the end of the third quarter to each student in grades 1-7 having an average of 77 or lower in any subject.

### **GRADUATION CEREMONY vs. DIPLOMA**

Once a student has successfully completed the course of studies required by the state and/or CBS, he/she has a right to the respective diploma attached thereto. However, participation in the ceremony of graduation is not a right at CBS. Participation in the ceremony of graduation at CBS is a privilege, and not a right, for the individual student. Thus, the privilege of graduating with one’s class on graduation day is governed by the following conditions, both of which must be met for a student at CBS to earn the privilege of being an active participant in the school’s graduation ceremony:

- 1) Successful completion of the course of studies required by CBS. Just successfully completing the course of studies required by the state and/or CBS entitles a student to his diploma, but not the privilege of participating in the graduation ceremony at CBS.
- 2) Certification by the CBS administration that the student has followed fully and faithfully all the rules and regulations of the school’s handbook to such a degree that the student has earned the privilege of being an active participant in the graduation ceremony.

These rules and regulations specifically include the section on suspension and dismissal from school (expulsion) as previously noted in this handbook. However, other egregious acts that are in violation of the school’s mission statement may be considered by the administration before bestowing on the student the privilege of being able to participate in the graduation ceremony.

### **GRIEVANCE POLICY**

*There exists a specific grievance procedure at Christian Brothers School for students and parents. It is informal.*

Christian Brothers School is committed to maintaining an environment free from any type of harassment, discrimination and retaliation for all who study and work on the campus. In furtherance of that commitment, CBS has adopted a policy forbidding harassment, discrimination or retaliation of any kind against any parent or student of Christian Brothers School. This policy recognizes that harassment, discrimination and retaliation on the basis of race, color, gender, age, national origin, citizenship, disability, or veteran status subverts the mission of CBS and is strictly prohibited. This policy applies to all members of the CBS campus community.

The primary purpose of CBS is to provide a Catholic Education. Whatever else constitutes a Catholic Education, the Administration and Faculty are convinced that respect for the person is a *sine qua non* of their Dominican/Lasallian heritage. For this reason the faculty and staff try always to improve the quality of their relationships because only in so doing can hearts be touched. However, the human condition is such that interpersonal relationships sometimes give grounds for complaint because of an alleged injury, injustice or wrong. Therefore, any student or parent of the CBS community who believes that the quality of his/or her relationship with the School gives grounds for complaint because it is unjust, discriminatory and/or oppressive, and such injury, injustice or wrong falls into and is governed by one or more of the specifically designated generic areas delineated in

the definition of grievance contained herein, may rectify the alleged, injury, injustice or wrong according to the informal and formal steps of this grievance procedure.

**Definition of Grievance:** Grievance is defined as alleging an injury, injustice or wrong which give ground for complaint because it is unjust, discriminatory and/or oppressive. Such alleged injury, injustice or wrong must occur because of a good faith, reasonable belief of:

1. A violation, misinterpretation of misapplication of a specific policy of the CBS's local governance corporate board.
2. A violation, misinterpretation or misapplication of the President's directives.
3. A violation, misinterpretation or misapplication of the Principal's directives.
4. A violation, misinterpretation or misapplication of this Handbook.
5. Discrimination by the school in its relations with students, employees, or parents with regard to race, color, sex, national origin, age, citizenship, veterans' status or disability.

**Procedure:**

**Step 1** - A good faith attempt shall be made to orally resolve any grievance by scheduling a meeting between the grievant and the appropriate individual(s) involved as soon as reasonably possible considering all the relevant circumstances.

**Step 2** - If Step 1 fails to resolve the grievance to the satisfaction of the grievant, then the grievant shall contact the Principal for a conversation or meeting. Ordinarily the Principal renders an oral decision within two school days of the consultation. **The decision of the Principal is final.**

*If the grievance is against the Principal, Step II is handled by the President. Ordinarily the President renders a verbal decision within two school days of the consultation. **The decision of the President is final.***

*If the grievance is against the President of CBS, Step II is handled by the President/Chairperson of CBS's Board of Trustees or his/her designee. Ordinarily the President/Chairperson of the Corporate Board or designee renders a verbal decision within five school days of the consultation. **The decision of the President/Chairperson of the Corporation Board is final.***

**Notes:**

- A grievant may not be accompanied at any step by an attorney or someone who has legal training.
- The parties may, upon mutual agreement, extend all deadlines.
- It is understood that a grievance will be kept confidential except to the extent necessary to investigate and resolve the grievance.
- A grievance may be withdrawn at any level. However, once the grievance is withdrawn, it cannot be reactivated unless another alleged action necessary to lead to a grievance occurs.
- No retaliation of any kind shall be taken by either party as a result of the use of this procedure.

- Decisions rendered at any administrative level shall be binding until and unless an appeal is made and the decision is reversed at the next level.
- Each decision-maker at any step of the grievance process shall make a decision based on the facts and circumstances before him or her.

## **HOMEROOM PLACEMENT**

### *Canal Street Campus:*

**Students in all sections on each grade level participate in an accelerated academic program.**

Requests for homeroom placement will not be accepted.

### *City Park Campus:*

**Students in all sections on each grade level participate in an accelerated academic program.** On each grade level, two sections are advanced, accelerated. It is important to note that the similarities between all sections on a grade level far outweigh differences. Furthermore, the work required of the students assigned to the advanced, accelerated sections does not merit them additional academic credit or recognition.

Assignment to the advanced, accelerated sections will be determined as follows:

- 5<sup>th</sup> Grade: Determined by the principal based upon report card performance, standardized test results and CBS admissions/placement test results.
- 6<sup>th</sup> Grade: A student from an advanced, accelerated section of fifth grade will remain in an advanced, accelerated section of sixth grade if he meets all of the following criteria:
  - Final average of 94 or higher in 5<sup>th</sup> grade
  - Faculty / Principal Recommendation

A student who was not a member of an advanced, accelerated section in fifth grade will be eligible for membership in an advanced, accelerated section of sixth grade if he meets the above criteria. In addition, eligible students will be ranked according to a formula which considers the student's final average from fifth grade and a recommendation from the faculty/principal. Placement in the advanced, accelerated sections of sixth grade will be determined accordingly.

- 7<sup>th</sup> Grade: A student from an advanced, accelerated section of sixth grade will remain in an advanced, accelerated section of seventh grade if he meets all of the following criteria:
  - Final average of 94 or higher in 5<sup>th</sup> grade
  - Faculty / Principal Recommendation

A student who was not a member of an advanced, accelerated section in sixth grade will be eligible for membership in an advanced, accelerated section of seventh grade if he meets the above criteria. In addition, eligible students will be ranked according to a formula which considers the student's final average from sixth grade and a recommendation from the faculty/principal. Placement in the advanced, accelerated sections of seventh grade will be determined accordingly.

Finally, it is possible for a student to be assigned to an advanced, accelerated section in the fifth grade, to be assigned to an accelerated section in the sixth grade, and to be assigned once again to an advanced, accelerated section in the seventh grade.

Please be aware that all students will be placed with the best interest of the student and the educational environment in mind. Requests for homeroom placement will not be accepted. **Most importantly, the final decision regarding the homeroom placement of all students rests with the**



principal and president.

## **HONOR ROLL**

*Grades 1-7:*

Honor roll certificates are issued quarterly. The A Honor Roll is awarded for an average of 94 or higher with no grade below 90. The B Honor Roll is awarded for an average of 87 or better with no grade below 85.

## **IN LOCO PARENTIS**

Christian Brothers School shall operate under the aegis of In Loco Parentis (in place of the parents). Succinctly, the administration shall determine the best interest of the child under this policy according to the following elements of the In Loco Parentis doctrine. CBS has the right to act as parents when controlling students, and concomitantly, has the duty to act like the parent when protecting students from foreseeable dangers and to take reasonable steps to protect students from that danger. In other words, CBS uses the same degree of care and supervision of the students that reasonable and prudent parents would employ in the same circumstances for their children. Therefore, under the In Loco Parentis doctrine, CBS sets forth the terms under which it will admit students, retain students and subsequently grade students who subject themselves to the rules, regulations and regimen of CBS.

**Use of Child's Name with Photo:** A parent must notify the school prior to September 1<sup>st</sup> of the current school year to prevent his/her child's name or picture from being posted in photos or videos on the school website, the internet, or any other media correspondence.

**Parental Conduct:** Parental conduct that is detrimental to the mission of Christian Brothers School and/or the school's learning environment (in the professional opinion of the principal and president) shall be grounds for student dismissal from Christian Brothers School. Furthermore, any family who chooses to engage in activities that disrupt the normal routine at Christian Brothers School (in the opinion of the administration) runs the risk of having their child expelled from Christian Brothers School.

## **INTERNET USE POLICY**

Before any student is allowed to access the Internet via a computer at Christian Brothers School or using Christian Brothers provided Wi-Fi via a mobile device, he/she and his/her parents must sign a "Christian Brothers School Policy on Acceptable Use of Technology". This contract will be made available at the beginning of the school year. Once signed, the contract is to be returned to school where it shall be kept in the student's cumulative records folder.

Students will be held accountable for behavior on the internet that impacts the reputation of Christian Brothers School. Parents are, therefore, cautioned to monitor student activity on the internet especially on sites such as Facebook, Instagram and the like.

## **IPADS (and Contacting Students During the School Day)**

*Grades PK-4:*

Students are not allowed to bring their own iPads to school without special permission from the faculty/administration. Rather, school-owned iPads will be provided for student use during the school day.

*Grades 5-7:*

iPads meeting the minimum specifications as indicated by the school are the only iPads permitted

for student use. In particular, the iPad may not be capable of 3G or 4G (cellular) communication. It must be a Wi-Fi model only. Care of the iPad and its accessories is the responsibility of the student. Loss, theft, or complications with the iPad must be reported to the administration immediately.

Each student is expected to do the following:

- Take good care of the iPad.
- Refrain from lending the iPad to others.
- Know where the iPad is at all times.
- Charge the iPad battery every night.
  
- Keep food and drinks away from the iPad to prevent damaging the device.
- Refrain from disassembling any part of the iPad or attempting any repairs.
- Protect the iPad by only carrying it while it is in a case.
- Keep the iPad inside his/her school bag when it is not being used at school.
- Use the iPad only in ways that are appropriate.
- Use the iPad (at school) only inside the classroom unless directed otherwise by his/her teacher.
- Understand that the iPad is subject to inspection at any time without notice. A school official has the right to search the contents of a student's iPad.
- Use the camera, the microphone or speakers (at school) only when his/her teacher grants permission.
- Will photograph people only with their permission.
- Will not share any images or movies of people in a public space on the Internet, unless asked to do so by his/her teacher and only with the authorization of those photographed or videotaped.
- Agree to abide by the statements of the CBS Acceptable Use Policy.

Use of the iPad at CBS is a privilege, not a right. Since the use of iPads at CBS is permitted only if used to better understand and profit from how the curriculum is taught at the school, a student at CBS does not have any expectation of privacy regarding the use of his/her iPad. Inappropriate use of the iPad may result in forfeiture of the right to use the iPad at school.

**Parents are not to contact their children via iPad text messages during the school day. For the safety of the students and the preservation of the learning environment, communication with students during the school day must be directed through the school office. Students are subject to disciplinary action for violation of this policy.**

### **MEDICATION AND ILLNESSES**

If a child is feeling sick, he/she should not attend school.

It is preferred that medication NOT be administered at school. However, should there be a need for a student to receive medication during the school day, the following guidelines are to be followed:

- Students are not allowed to keep prescriptive or over-the-counter medication on their person unless required by a medical condition in the professional opinion of the child's physician (e.g. a severe case of asthma where the child must administer the medication immediately).
- A "Request for School Personnel To Administer Medication" form is required and must be sent with all medication to the office. A copy of the form is sent to each student at the beginning of the school year and may be copied as needed. Additional forms can be acquired from the school website.

\_ Notify the homeroom teacher.

**School personnel are not allowed to administer or provide medication to students without following the above guidelines.**

If a child has a serious, chronic illness or disability, it is essential that the teacher be notified in writing of such by a parent at the beginning of a school year. It must not be assumed that the teacher already knows of the illness for whatever reason.

If a child becomes sick during the school day, parents will be contacted. If the parents cannot be reached, a name on the student's emergency list will be called. Should no one be available, the student will be kept in the school office until someone can be reached.

### **NEW STUDENTS**

New students are extended a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw from Christian Brothers School. The recommendation and decision of the school is final.

CBS is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. CBS cannot accommodate students who have extraordinary learning differences. The decision regarding the constitution of a reasonable difference rests with the administration and is final.

### **OFF-CAMPUS CONDUCT**

The administration of CBS reserves the right to discipline its students for off-campus behavior that, in the professional judgement of the administration, has a negative and detrimental impact on the school's Catholic/Dominican/Lasallian living and learning environment.

### **PARENT CONFERENCES**

Parental involvement is necessary for the viability of the student and the school. Members of the school staff shall attempt to communicate student progress to parents through any or all of the following means: quarterly report cards, mid-quarter report cards, conferences, postings on the school's learning management system (Canvas), notes, e-mails, or phone calls. Conferences are scheduled throughout the school year. It is imperative for parents to meet their child's teachers at one or more of these scheduled conferences since this opportunity can serve to better help parents assist the school in getting their child to maximize the benefits of the school's unique learning environment. If additional conferences are needed, a parent may make an appointment to meet with a teacher at a mutually convenient time. If it is necessary to contact a teacher, please call the school office leaving a message for that teacher to call you. Teachers have personal lives; therefore, we ask that you not contact a teacher at his/her home. **It is preferred that a teacher be contacted first before contacting an administrator regarding classroom issues.**

### **POTTY TRAINING**

All students, including those entering Pre-Kindergarten, must be fully potty-trained prior to the beginning of and throughout the school year. The student must be able to communicate to the teacher or assistant when he/she has to use the restroom and, in doing so, must be able to attend to

self completely. In the event of an “accident,” the student will change soiled clothes with clean clothes. Accordingly, parents are to supply an extra set of clean uniform clothes which will be stored in the student cubby. A student who is not fully potty-trained, in the opinion of the teacher and school administrator, will not be allowed in school.

## **PRAYER**

One of the longest standing trademarks of a Dominican and Lasallian School is class prayer. Every homeroom teacher will begin each day with MORNING PRAYER. It is also a Christian Brothers tradition to begin each class with a brief prayer. All prayer shall be of a Roman Catholic tradition.

Each homeroom (grades 2-7) shall be called upon to prepare a monthly Mass or paraliturgical service for the entire student body. In addition, each homeroom (grades 5-7) shall also be granted the opportunity to prepare a liturgy for itself. School liturgies are held in the Cultural Center or the Church while homeroom liturgies are conducted in the City Park campus chapel.

## **RECORDS**

Parents/Guardians are required to notify the school office in writing of any change in address, custody, telephone numbers, email addresses and emergency contacts.

Christian Brothers School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Records of students transferring to other schools will be sent through the US mail, emailed or personally delivered by an employee of the school. No records will be given to parents to transport to the new school. Students requesting records/transcripts/recommendations must make a five school-day request to the school office. Special handling will require that parents pay all postal fees. No records will be sent to transferring schools for students whose financial commitment is in arrears.

In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child’s academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

## **REPORT CARDS AND PROGRESS REPORTS**

Report cards are issued quarterly to students in grades K-7 and each semester to students in Pre-Kindergarten. Progress reports are issued at each mid-quarter to students in grades 1-7. This document is to be signed by a parent/guardian and returned to the homeroom teacher within 2 school days of distribution.

## **RIGHT TO AMEND**

Christian Brothers School reserves the right to amend this handbook. If and when this right is exercised after the new school year has begun, promulgation of any and all changes will take place before changes become effective.

## **SCHOOL OFFICE**

The school office is open every school day from 7:30 A.M. to 3:30 P.M. The school office is closed on school holidays. Please consult the school office and/or calendar for summer hours.

**Students will not be allowed to call home to secure forgotten test papers, homework, books, projects, lunch, etc.** Please join us in teaching your child to become responsible by preparing properly for school each day. Furthermore, a student should know of any changes in the routine prior to coming to school in the morning. Therefore, only messages regarding unexpected changes or emergencies will be delivered to students during the school day. Also, in the case of an emergency, the school may allow a student to use the office telephone.

**For the safety of our students, all persons entering the school grounds need to sign in at the school office and sign out upon departure.**

## **SEARCH**

The school reserves the right to search anything brought on school property when a reasonable cause of suspicion is present. This includes cell phones and other electronic devices.

## **SEXTING**

Students involved in possession or transmission of inappropriate photos/videos on their cell phones or other electronic devices face suspension and/or expulsion at the discretion of the administration, when, in the professional opinion of the administration, such photos/videos are not reflective of the school's mission statement, and or the teachings and canon law of the Roman Catholic Church.

## **SOCIAL MEDIA**

### ***A Guide for Healthy Communication***

#### ***Premise***

*Healthy communication between and among members of a group, an organization, and even a society is very important as the foundation upon which that community is built. Without communication comes isolation. Communication allows for the shared values of the community to be upheld and highlighted, thereby creating a community rooted in unification via the voices of the individual members who comprise that community.*

*Christian Brothers School is committed to upholding the values and principles of the Church through the lens of our Dominican and Lasallian charisms. We understand that while each individual manifests his or her own principles in a unique way, we nevertheless are joined as a community by the Brothers and Sisters who have come before us, and we are committed to the perpetuation of their values by our shared experiences and common language.*

*In that light, we offer you the following tips for healthy communication between students, parents, teachers, and all members of the CBS family:*

- 1. Healthy communication begins and ends with a genuine, mutual respect for one another.*
- 2. We must recognize and appreciate the dignity of each individual as a dignity rooted in Jesus Christ and the Gospels.*
- 3. This dignity is not a gift from us to the other person. Instead it is a gift from God to all of us, and it requires that we recognize the person of Jesus in others, particularly in the children entrusted to our care.*
- 4. Healthy communication is more than theoretical. It is practical and as such requires certain polite, civilized practices.*
- 5. This requires an understanding that all people are unique and bring their own internal struggles and cultural empathies with them.*
- 6. We may never know from which place another has traveled, but we must respect that it may*

*be from a different place than we have traveled.*

7. *Shaking hands, making eye contact, and other such niceties are required in order to establish a healthy rapport even in the most shaky and hostile situations.*

8. *While they may differ culturally, in a Catholic school these niceties are all rooted in a distinctly Christian decorum, not simply in secular historical practice.*

9. *Listening is essential. There can be no true communication without listening.*

10. *Empathizing with another's point of view is essential. A refusal to acknowledge someone else's opinion is ignorant and unproductive.*

11. *Many healthy conversations end in compromise. Compromise is not a weakness. Finding no solution is a weakness.*

12. *Compromise is the assimilation of multiple viewpoints into a common understanding and a shared set of goals. Sometimes this is referred to as a consensus.*

13. *The student is the center of the conversation, the school, the educational process, and the Gospel message of Jesus. There is nothing healthy about a power play between adults.*

14. *We must be open to new ideas and a new way of thinking. Again, this is precisely the message of Jesus.*

15. *We must be willing to accept a result that is different than the one we expected or wanted.*

16. *And, in the end, we must depart the conversation with the same Christian civility we displayed throughout it, understanding that ultimately the shared experience in and of itself makes us stronger and unites us in the human and Christian education of the student.*

### ***Use of Social Media***

*As students, parents of a student, or employees of Christian Brothers School, we are expected to conduct ourselves in a manner driven by the Gospel message of Jesus, which is one of love and mutual respect. Because all of us are called to be responsible and committed members of the school community, we are all asked to adhere to certain guidelines regarding use of social media. Below are some of those guidelines.*

### ***Definition of Social Media***

*User-created content online or in a group format designed in a collaborative environment where users share opinions, knowledge and information with each other.*

*Tools include, but are not limited to the following:*

*Blogs (Blogger, WordPress, etc.)*

*Wikis (Wikispaces, Google Sites, etc.)*

*Social Networking sites (Facebook, Ning, MySpace, YouTube, LinkedIn, etc.)*

*Photo and Video Sharing sites (YouTube, Flickr, etc.)*

*Social Bookmarking (Diigo, Delicious, Pinterest)*

*Podcasting and Vodcasting*

*Group messaging (Group Me)*

### ***Guidelines for Social Media Use***

1. *Use good judgment*

- *We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school.*

- *Know and follow the school's Acceptable Use of Technology, Courtesy Code, Student Pledge for iPad Use, any Digital Citizenship course documents, and any other literature that indicates appropriate behavior.*

- *Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.*

- *In addition, understand and assume that all messages sent to others can and often are forwarded, whether you give approval or not.*

2. *Be respectful*
  - *Always treat others in a respectful, positive, and considerate manner.*
  - *Be cautious of tone of voice with the written word. Proofread your language to avoid misunderstanding.*
  
3. *Be responsible and ethical*
  - *Because you are always a member of the school community, please stick to discussing only those school-related matters that are within your area of responsibility and that help promote the education and best interests of the students.*
  - *Adults should be open about their affiliation with the school and the role/position they hold.*
  - *Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them. (Parents should see In Loco Parentis and Parental Conduct sections of handbook.)*
  - *When speaking about any member of the school community, students, teachers, administrators, parents, etc., speak only in regards to promotion of the school's values and ideas and in a manner that puts the best interests of the students first.*
  - *Do not post information or images on behalf of the school, as if in an official capacity, without permission from the school.*
  
4. *Be a good listener*
  - *Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.*
  - *Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.*
  
5. *Be accurate and appropriate*
  - *Check all work for correct use of grammar and spelling before posting.*
  - *A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.*
  - *YOU are responsible for the accuracy of what you post or re-post.*

*And if you don't get it right ...*

  - *Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake.*
  - *Apologize for the mistake if the situation warrants it.*
  
6. *Be confidential*
  - *Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private.*
  - *Use caution if asked to share your birth date, address, and cell phone number on any website.*
  
7. *Respect private and personal information*
  - *To ensure your safety, be careful about the type and amount of personal information you provide.*
  - *Avoid talking about personal schedules or situations.*
  - *Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.*
  - *While taking care when posting to safeguard people's privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.*
  - *Always respect the privacy of school community members.*
  
8. *Post images with care*
  - *Respect brand, trademark, copyright information and/or images of the school.*

- *Do not caption photos with the names of current students.*
- *Do not post photos of students or other community members without permission from the school administration.*

## **STUDENT DIRECTORY**

A student directory will be posted online each new school year containing students' and parents' names, addresses, and phone numbers. Parents may choose to exclude any personal contact information from the listing. The information is to be used to acquaint parents with the names of their child's classmates and parents. This information is not to be used for any other purpose.

## **SUBPOENA**

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony.

## **TUITION REFUND POLICY**

Tuition is to be paid in full (or financed) by May 1 of the semester prior to the beginning of a new school year. Tuition refunds will be made according to the following schedule:

- Withdrawal before the first day of the school year = 100% refund  
**if and only if the spot can be filled with an applicant from the waiting list.**  
**Otherwise, the tuition refund is 75%**
- Withdrawal during the first quarter of the school year = 75% refund
- Withdrawal during the second quarter of the school year = 50% refund
- Withdrawal during the third quarter of the school year = 25% refund
- Withdrawal during the fourth quarter of the school year = 0% refund

**The registration and building fees are non-refundable.**

## **UNIFORM GUIDELINES**

### *Canal Street Campus:*

The uniform represents the students and Christian Brothers School. With this in mind:

- The uniform is to be worn properly, be neat and clean, and not torn.
- The shirt tail or blouse must be tucked in at all times.
- PreK and K boys are encouraged to wear an elastic waist short. Thereafter, a black belt and solid white socks with CBS emblem must be worn at all times.
- The school uniform shirts, skirts and pants (long or short) must be of the exact design/style and color as provided by Schiro's, the school uniform agent. The skirt should be worn at knee-length.
- No clothing may be worn that advertises or depicts anything to be distracting as determined by the principal or refers to other schools and/or organizations of any type. CBS sweatshirts or sweaters are permitted. Outer garments may be worn **over** the CBS sweatshirt or sweater on extremely cold days.
- Girls may wear only footed stockings or footed tights that are black, gray, or maroon under their skirts. They must be covered by the required uniform socks. No sweatpants are allowed.
- Shoes must be black, oxford style or low-cut, and conform in style and design to the shoe offered by Schiro's. PreK and K children will wear the respective Velcro black shoe and oxford. Thereafter, they are to be worn with black laces (boys) which must be tied at all times. No white or colored design of any kind is permitted on school shoes. Girls are to wear the oxford shoe which conforms in style and design to the shoe offered by Schiro's.



- Underclothing (i.e. long-sleeved t-shirts) must not be visible.
- Jewelry is limited to one watch, one ring (worn on a finger), and the CBS pin (7<sup>th</sup> graders only).  
Girls may wear one set of earrings. Only one earring per ear is allowed, and must be worn in the ear lobe. Earrings should be smaller than the size of a quarter.
- Make-up, nail polish and the like are not permitted.
- Only CBS T-shirts and CBS gym shorts may be worn at P.E.
- HAIR must be neatly groomed. For boys, it may not touch the collar of the uniform shirt or extend past the eyes. Sideburns may not extend past the middle of the ear. For all students, bleaching, unnatural hair color, tails, lines, “wedge” cuts, “bowl” cuts, and undercuts (where the side and back hair is cut to the scalp and only a layer of top hair flops over the sides) will not be allowed. Also, any other unconventional haircut will not be acceptable.
- HATS (except winter caps on cold days) may not be worn at CBS during the school day.

**Final decision regarding adherence to the uniform guidelines rests solely with the administration.**

*City Park Campus:*

The uniform represents the students and Christian Brothers School. With this in mind:

- The uniform is to be worn properly, be neat and clean, and not torn.
- The shirt tail must be tucked in at all times.
- A black belt and solid white socks must be worn at all times. Socks must be worn at least two inches above the ankle. The “no-look” and/or “low ankle” sock is not permitted.
- The school uniform shirts and pants (long or short) must be of the exact design/style and color as provided by Schiro's, the school uniform agent.
- No clothing may be worn that advertises or depicts anything to be distracting as determined by the principal or refers to other schools and/or organizations of any type. Sweatshirts must be the CBS sweatshirt. Outer garments may be worn **over** the CBS sweatshirt on extremely cold days.
- Shoes must be black, oxford style or low-cut, and conform in style and design to the shoe offered by Schiro's. They are to be worn with black laces which must be tied at all times. No white or colored design of any kind are permitted on school shoes.
- Underclothing (i.e. long-sleeved t-shirts) must not be visible.
- Jewelry is limited to one watch, one ring (worn on a finger), and the CBS pin (7<sup>th</sup> graders only).  
Only CBS T-shirts may be worn at P.E.
- HAIR must be neatly groomed. It may not touch the collar of the uniform shirt or extend past the eyes. Sideburns may not extend past the middle of the ear. Bleaching, unnatural hair color, tails, lines, “wedge” cuts, “bowl” cuts, and undercuts (where the side and back hair is cut to the scalp and only a layer of top hair flops over the sides) will not be allowed. Also, any other unconventional haircut will not be acceptable. Any doubt shall be resolved by the principal as to the appropriateness or not of hair grooming.
- HATS (except winter caps on cold days) may not be worn at CBS during the school day.

**Final decision regarding adherence to the uniform guidelines rests solely with the administration.**

**Final Note**

***The enforceability of the rules and regulations found in this handbook is not contingent upon the idiosyncratic characteristics of the student committing the violation.***

*For example, the nature of the violation does not change depending on whether the offender is a Pre-Kindergartener or a 7<sup>th</sup> grader, does not change because the infraction takes place just before graduation or the end of the school year, etc. The degree to which these and similar reasons are used to try to lessen the enforceability of the rules and regulation is the degree to which they lose their effectiveness. The value of applying the rules equally and fairly to all students is to keep the*

*focus on preserving the privilege of being educated at CBS.*