



**CHRISTIAN BROTHERS ACADEMY**  
A TRADITION OF EXCELLENCE SINCE 1859

August 9, 2010

Dear CBA Parent,

I hope this letter finds you all well and enjoying what is left of your summer vacation. I want to take this opportunity to introduce myself. My name is Rob Groelz and I am the Assistant Principal for Students here at Christian Brothers Academy. My primary responsibilities are to develop and enforce the school's Code of Conduct for both the High School and the Junior High.

Good schools are characterized by an atmosphere that allows for meaningful teaching and learning. I am asking the parents of CBA students to join us in our effort to establish that type of environment in our school by reviewing the Code of Conduct and our expectations of your son(s). The Code of Conduct is available online at [www.cbaalbany.org](http://www.cbaalbany.org), and will also be included in the school calendar. After reviewing the Code of Conduct, I would ask that the attached Family Contract be signed and returned to your son's homeroom teacher no later than Tuesday, September 14.

Below is a list of important dates for the first week of school. Please remember that students are to be in **full dress code** for their morning orientation dates. I've attached the Dress Code Regulations and the Haircut/Shaving Policy.

- ✓ **Tuesday, August 31**
  - Senior Officers report at 10:00 AM for JROTC Training; 1:00 PM for Orientation
- ✓ **Tuesday, September 7**
  - Freshmen and NEW Parent Orientation 7:00 PM
- ✓ **Wednesday, September 8**
  - Orientation for Grades 6, 7, and 9 8:00 AM – 11:30 AM (Freshmen should plan on arriving at CBA between 7:30 and 7:55)
  - Grade 9 Plebe Training 12:00 PM – 3:00 PM
  - Juniors, Seniors, and Parents Meeting 6:30 PM
- ✓ **Thursday, September 9**
  - Orientation for Grades 8, 10, 11, and 12 8:00 AM – 11:30 AM
  - Grade 9 Plebe Training 8:00 AM – 3:00 PM
- ✓ **Friday, September 10**
  - First Full Day of Classes
  - Mass at 8:30 AM; Flag Raising Ceremony at 1:30 PM

If there are any questions or concerns, please do not hesitate to contact me. Enjoy the rest of the summer and I look forward to meeting with you in September.

Sincerely,

Rob Groelz '94  
Assistant Principal for Students  
(518) 452-9809 x144  
e-mail: [rjgroelz23@yahoo.com](mailto:rjgroelz23@yahoo.com)

# Christian Brothers Academy



## Code of Conduct

Student Name \_\_\_\_\_

## PURPOSE

In order for Christian Brothers Academy to provide a quality education in a safe, secure, and productive learning environment, students are expected to adopt and abide by the following guidelines:

1. Attend school on every day indicated as an instructional, examination, or spiritual day in the school calendar.
2. Be in school on time every day.
3. Attend assigned classes, on time and prepared to learn, with appropriate materials and a cooperative attitude.
4. Treat all students and staff members with respect.
5. Help maintain and preserve the building and all school equipment and materials.
6. Follow specific rules for each class.
7. Behave in a manner that is safe and healthy to yourself and others at CBA.
8. Take part in all mandatory school activities. This includes parades.

## ATTENDANCE

The goal at CBA is to provide a superior education to all students. Toward that end, students should make every effort to be in attendance at school every day, all day.

### 1. Absences from School

- a. A student who will be absent from school must have a parent or guardian call the Main Office at ext. 199 prior to 8:00 a.m. For an absence, a call must be made each day the student is absent. If a student is missing and not reported by the family, the school will call to notify the family and seek an explanation.
- b. Per New York State Education Law, parents **MUST** provide a written note for the student's absence to be given to the student's homeroom teacher the very day the student has returned to school. This note must specify the days absent, specific reasons for the absence, and a parental signature. As notes are a requirement of the state, a student should expect to serve an Administrative Detention each day he does not bring in his documentation.
- c. Absent students may **not** participate in or attend extracurricular activities on the day of the absence.
- d. The student has the responsibility to contact each teacher to arrange make up of work missed and turn in any due assignment.

- e. In a case of prolonged illness, the parent/guardian should call the Guidance Office to arrange for homework and study assignments to be sent to the student's home.
  - f. In full year courses, excessive absences may result in failure of the course. Parents will be notified if a student's number of absences is deemed unacceptable.
2. **Late/Tardy to School**
- a. The school day begins promptly at 8:00 a.m. with homeroom. A student who arrives after this time **MUST** report directly to the Main Office to sign in for the day. In addition, students who report to Homeroom after this time will be marked late. Students who are late will serve an Administrative Detention.
  - b. If the student is legitimately late to school, a written explanation from a parent or guardian must be submitted to the Main Office when the student signs in for the day. Medical appointments require verification from the physician's office. Failure to do so will result in an Administrative Detention.
  - c. Students who arrive after the end of 1<sup>st</sup> period will not be permitted to attend or participate in after school activities (see After School Events).
  - d. We ask parental cooperation by making appointments during those hours that the student is not in class.
3. **Early Dismissal from School**
- a. In the event that an early dismissal cannot be avoided, a note must be submitted to the Main Office prior to 8:00 a.m. on the morning of the event. Included on the note should be the student's full name and class, date and time of early dismissal, when the student will return to school, specific reason for the dismissal, signature of the parent, and a telephone number where the parent can be reached for verification. Telephone calls for early dismissals will not be accepted; students cannot be dismissed from school without prior written parental approval.
  - b. **Student Illness.** A student who becomes ill during the school day will be sent to the Nurse's Office with a written note from his teacher or an administrator. Upon the nurse's recommendation, a student may be dismissed from school after his parents or guardians have been notified

by the nurse. A student may not take it upon himself to contact his parents or guardians for purposes of leaving early due to illness. **Only the nurse, Principal, or either Assistant Principal may dismiss a student for sickness.** A student leaving school without prior permission will be subject to strict disciplinary action. If a student leaves school sick, he may not participate or attend any extra-curricular activity that day or evening.

Please remember that our priority is the student's attendance in school and participation in every class. To that end, family vacations, driver's tests, and other such events are considered illegal absences and should not be scheduled during school time.

## AFTER SCHOOL EVENTS

Students must be in school no later than the end of the first period to be permitted to attend or participate in any on-campus or off-campus school sponsored activities during that school day, afternoon, or evening. Students who arrive after this time **must present a valid medical or legal excuse** to receive administrative permission to participate. A list of all students arriving after the specified time will be published, and all coaches and moderators will be notified that the student is not to partake in any after school activities.

## BACKPACKS

Backpacks are not allowed to be used in the school building during the school day. Backpacks may be used to transport books and supplies to and from school. Students will only be allowed to carry a backpack if there are legitimate medical reasons to do so. Any student who fails to comply with this policy will be assigned an Administrative Detention.

## CAFETERIA

The cafeteria is a service offered by Christian Brothers Academy for the use of its students. A student using the cafeteria has the primary responsibility to

- Leave his place at the table clean.
- Deposit waste in the appropriate receptacles before leaving; no refuse should be left around or under the table.
- Return trays to the proper area.

- Consume all food and drink inside the cafeteria. Food and drink brought to CBA are to be stored in the student's locker until his lunch period; refrigerators are not available. Glass bottles and jars are prohibited.

It is a privilege to sit with friends and classmates during lunch. Failure to observe cafeteria rules or ungentlemanly behavior in the cafeteria may result in the loss of this privilege (Lunch Detention) for a time to be determined by the Assistant Principal for Students.

## CELLULAR PHONES/ELECTRONIC DEVICES

1. Cellular phones may **not** be used during the school day and must be kept in the student's locker in the 'off mode' during school. While having many advantages for parents and students, these cellular phones can be a tremendous distraction and potential problem in school. Text messaging, camera, and recording features on many phones raise issues of privacy, propriety, potential internet abuse, and cheating.
  - If a student is caught using his phone during the school day, the phone will be confiscated and returned to the student only after serving an Administrative Detention. The student's parent/guardian will be notified and a written copy of the violation will be placed in the student's file.
  - In the event that a student violates the policy additional times, the phone will be confiscated and held until a parent/guardian comes to the school to personally pick up the phone. Written copies of the violations will be placed in the student's file and more severe disciplinary action will be taken for each additional violation.
2. Because of potential disturbances in the school day, iPod/MP3 players, portable video games, laser pointers, or any other recreational electronic devices are not allowed in school. Students who use these items on the bus coming to school must store them in their locker upon entering the building and these items must remain in the locker until dismissal.
  - If a student is in possession of an electronic device that is seen, heard, or used during the school day, the device will be confiscated and returned to the student only after serving an Administrative Detention. The student's parents/guardians will be contacted and a written copy of the violation will be placed in the student's file. Additional violations of this policy will result in more severe disciplinary action.

- Electronic devices are brought to school at the student's own risk. **CBA is not responsible in the event of theft and will NOT initiate an investigation into the matter.**
3. Laptop computers may be used in class at the teacher's discretion. Material contained on the laptop must be appropriate and consistent with the rules and spirit of CBA. **Laptop computers are the responsibility of the owner.**
  4. Recording devices may not be used in the classroom without the permission of the teacher.

## CHANGE OF CLASSES/"PASS TIME"

It is the teacher's responsibility to dismiss the class at the end of a class period. Students are to be seated in the classroom when the bell rings to begin a period. Students will not be allowed to loiter and visit in the hallways between classes or at any time during the day.

Students are to use their lockers and have their books and materials with them for the first two periods of the day prior to homeroom. Lockers are to be used between the end of period 2 and the beginning of period 7 and after school. Athletic lockers are not to be used as school lockers at any time before or during the school day. Students who fail to meet these standards are subject to disciplinary consequences. Students are asked to talk in a reasonable and moderate tone during pass time and refrain from any and all profanity, obscene gestures, running and 'rough housing' in the hallways.

When a student is detained after class by a teacher for a legitimate purpose, the student **MUST** bring a pass to his next class from the teacher who detained him. Students without hall passes or bathroom passes only issued by a teacher or administrator will be kept for an Administrative Detention. **The Main Office will not issue late passes.**

## CLOSED CAMPUS

With no exceptions, CBA is a closed campus. Quite simply, this means that all students who arrive at CBA, by whatever means of transportation, are required to remain in the building until dismissal. Any student who leaves the building without being properly dismissed, will be considered truant and will face severe penalties, including suspension from school.

## CRIMINAL ACTIVITY

Involvement with criminal activity inside or outside of school will result in the notification of the Colonie Police Department and an immediate Disciplinary Committee Hearing.

## DETENTION

There are three types of detention assigned to students. When assigned after school or on a weekend, detention **MUST** be served; practices, games, or other extracurricular activities are not considered legitimate excuses for missing detention. Failure to do so will result in the doubling of detention time and could result in suspension.

1. **Teacher Assigned Detention:** A student may be assigned detention with an individual teacher. This type of detention may be the result of not having an assignment completed at the time it is due, being late to class, or if the student has been involved in disruptive or disrespectful classroom behavior. The teacher will determine the length of the detention and **ONLY** the teacher who made the assignment may excuse a student. Any student who misses a Teacher Assigned Detention will be referred to the Assistant Principal for Students.
2. **Administrative Detention (two types):**
  - a. **School Detention.** Assigned for the violation of school rules. Detention will be held daily and will run from 3:00 – 3:45. Students are expected to be in full compliance with the dress code during detention. Lunch detention may be assigned during the school day for minor infractions.
  - b. **Saturday Detention.** Assigned for repeated violation of school rules and/or missing a detention or demerit line. Saturday detentions will begin at 8:00 a.m. and will run for a minimum of three (3) hours. Any student who is not present at a Saturday detention will be subject to a Disciplinary Committee Hearing and will be suspended from school until the hearing has been scheduled.

**Only the administrator who assigned the detention may reschedule an Administrative Detention.**

3. **Demerit Line:** Assigned to students who accumulate 5 or more demerits. Demerit Line will be held each Thursday under the supervision of the Military Department and will begin at 3:00 p.m.

- Any student who accumulates 5 or more demerits will serve a Demerit Line the following Thursday for a minimum of 50 minutes (10 minutes per demerit).  
– please refer to the Cadet Handbook for a list of violations and number of demerits received for each violation
- Students will be notified of their assignment to Demerit Line in advance and will be required to return a letter signed by the parent/guardian stating that they will attend the Thursday Demerit Line. This is so that parents can make transportation arrangements.
- If a student misses an assigned Demerit Line, parents will be contacted, and that student will be referred to the Assistant Principal for Students. The student can expect to receive additional disciplinary action in the form of an Administrative Detention or a Saturday Detention in addition to serving the Demerit Line.
- Students who are chronic violators may be suspended and will return pending a Disciplinary Committee Hearing.
- If a student accumulates an unacceptable number of demerits throughout the school year, that student is subject to an Administrative Detention and/or a Demerit Line for chronic violation of the school's uniform policy.

## DRESS CODE

The dress code for CBA is in effect any time, anywhere the student is wearing the uniform. The uniform is to be worn properly on and off school grounds, on buses, in stores, en route home, and in any public setting. Any student who fails to wear the CBA uniform properly is subject to an Administrative Detention.

- **Senior High.** The senior high school uniforms are the property of the United States Army and must be treated with the utmost respect. The commanding officer of the JROTC Program has established the guidelines for how the uniform is to be worn. **It is the responsibility of the student to know and comply with the standards contained in the Cadet Handbook.** The Cadet Officer Corps, in accordance with the Cadet Handbook, will inspect students daily during morning formation.
- **Junior High.** Christian Brothers Academy has established the guidelines for the wearing of the junior high school uniform. These guidelines will be enforced throughout the school day by all teachers and staff. The junior high school uniform to be worn each day includes the short sleeve light blue oxford dress shirt

with the navy blue tie, navy pants with the appropriate belt, navy CBA sweater, black dress socks, and black dress shoes. During the warmer months, the Administration may determine that junior high school students need not wear the sweater. Students in violation of the uniform policy are subject to an Administrative Detention.

1. **Haircut.** The haircut regulations for CBA (also listed in the Cadet Handbook) maintain that students are expected to keep their hair neat and clean at all times. Dates for haircut inspections are listed on the school calendar, but students may be asked to get a haircut prior to these dates in order to meet the school standard. The regulations state that the hair is to be above the collar, gently tapered on the sides and the back (no “block” cuts); hair is to be off the ear, no large masses of hair on the top, sides, or back are to be permitted; sideburns may be no longer than the ear opening; dyed hair, braids, designs, or any type of “fad” is not permitted. The Assistant Principal for Students will inspect the haircuts of Junior High School students on the assigned dates. The JROTC Corps, under the direction of the Senior Army Instructor, will inspect the Senior High School students. Students who fail haircut inspection will serve Demerit Line and will be required to get a haircut that meets the standard BEFORE returning to school. Students may be held out of extracurricular activities and/or sent home for failure to attend school with the proper haircut.
2. **Shaving.** Students are required to be clean shaven each day. Demerits will be given to those students who fail to comply. The student will be sent to the Assistant Principal for Students to shave prior to returning to class. Failure to comply will result in the student being sent home from school following parental contact. Time missed will be made up after school. Those students who are repeat offenders in this area will be assigned Demerit Line regardless of the number of demerits they have accumulated. Should this continue to be an issue, a Disciplinary Committee Hearing can be expected.
3. **Jewelry/Unauthorized Items.** Jewelry (with the exception of religious medals or a wristwatch) is NOT permitted with the school uniform. Students will be directed to remove such items promptly. Sneakers or other shoes that are not approved by the Senior Army Instructor or the Assistant Principal for Students are not to be worn with the uniform under

any circumstance. This includes prior to and after school. Medical excuses to allow the use of non-military issued shoes will be fully verified.

A student who disrespects any aspect of the dress code may be assigned to Demerit Line, an Administrative Detention(s), and/or sent home by the Assistant Principal for Students and a conference with his parents may be required for readmission.

## DISCIPLINARY COMMITTEE HEARING

The Disciplinary Committee Hearing is a standing committee made up of Administrators and Teachers who review infractions of the Code of Conduct. After reviewing all evidence, the Committee's decision could result in long term disciplinary measures or even expulsion from CBA. Each case is reviewed on an individual basis that considers, but is not limited to these factors:

1. Offenses that created the need for the Hearing
2. Cooperation of the student and family
3. The student's pattern of behavior and willingness to be accountable for all future conduct

## DRIVING AND PARKING

There are designated parking spaces for CBA staff and students. Any student parked on CBA grounds must be registered and display the tag that has been designated. Students not displaying the proper tag or parked in an area that is not designated as student parking will have their car towed at the expense of the student. Student parking is a privilege. All students who drive will respect the law and the posted signs. Students observed driving recklessly will lose their parking privileges. Cars are to be locked when parked in the school lot. Valuables should be stored properly. CBA is not responsible for any damage or theft that may occur while a car is parked in the lot. The student will assume all liability (see parking contract). **CBA is a drug-free school zone and this includes vehicles.**

## FIGHTING

The Code is established as a set of guidelines for students to adopt as partners in providing a safe, secure, and productive learning environment. Christian Brothers Academy recognizes fighting as contrary to the Gospel message of Jesus and as an obstacle in forming a community. All participants in a fight, whether on school property or at a school-sponsored event, can expect to be suspended indefinitely pending an investigation into the cause. Students who provoke and/or encourage a fight are just as liable for the violence as the combatants. It will not be tolerated and the penalties are geared toward preventing such behavior.

## FORGERY

If forgery is suspected or proven, the school will contact the student's parents/guardian and disciplinary action will be taken.

## GAMBLING, GAMES OF CHANCE

Gambling of any type is prohibited. This includes card playing, sports wagers, and rolling dice. Students involved with this type of behavior can expect that disciplinary action will be taken.

## HARASSMENT

-“Christian Brothers Academy cherishes its diversity as it strives to educate each student to accept that all persons are created in God’s image and are unique expressions of the divine.”- Because CBA is a community based upon the Gospel teachings of Jesus, it expects that its students will treat one another and the greater community with respect and fairness.

- **Bias and Prejudice.** Bias and prejudice based on race, creed, ethnicity, or other differences runs contrary to the mission and philosophy of CBA. In addition, the harassment and/or “bullying” of other students will not be tolerated. Students exhibiting such behavior will be referred to the Assistant Principal for Students and subject to strict disciplinary action.
- **Sexual Harassment.** Sexual harassment is a form of sexual discrimination that will not be tolerated by CBA. Examples of sexual harassment include, but are not limited to, the display of sexually suggestive objects or pictures, sexual innuendo, jokes, suggestive comments, or offensive gestures. Infraction of the school’s sexual harassment policy will be referred to the Assistant Principal for Students and subject to strict disciplinary action.

## HOMEROOM/FORMATION

Homeroom/Formation Period each morning is an important part of the school day. Homeroom/Formation period is conducted each school day and begins promptly at 8:00 a.m. Attendance, morning inspection, prayers, announcements, and other school business will be conducted during this short period. Students who arrive to homeroom after 8:00 a.m. will be marked tardy and will be kept for an Administrative Detention.

The homeroom teacher is in charge of all activities that take place during homeroom. In the Senior High School, morning inspection of military dress and appearance for high school cadets is conducted during the homeroom/formation time. At this time

and with the approval of the homeroom teacher, students are expected to follow the direction of cadet officers to begin and complete morning inspection. Failure by the student to follow direction will result in military demerits and/or administrative disciplinary action.

## LOCKER POLICY

Lockers are the property of CBA and are temporarily provided to the student to store necessary school supplies and personal items. Students should have no expectation of privacy with respect to any item stored within the school locker. The school expressly reserves the right to conduct a search of any locker on school premises at any time it deems necessary. If such a search discloses any evidence indicating a violation of a school rule, or worse, a violation of the law, it will be used in connection with disciplinary action and/or police notification.

Each student is assigned a locker and may not change lockers without the permission of the administration. Valuables should not be stored in lockers and CBA is not responsible for the loss or theft of any personal items. Locks on lockers must be school issued. Lockers **MUST** be locked at all times.

Each student is responsible for the interior and exterior condition of his assigned locker. All students will be subject to announced inspection of lockers as well as those that are unannounced as described above. Any deliberate or unresolved damage will be billed to the student and could delay the release of school records or diplomas.

## MANDATORY SCHOOL ACTIVITIES

Activities that occur throughout the academic year are part of the history and mission of CBA and our role in our community. Drill Periods, Liturgies, and Community Service are required of all CBA students. When a specific activity is listed as mandatory, attendance at such activity is **NOT** left to the discretion of the student..., he simply must attend. Failure to attend any mandatory school activity will result in immediate disciplinary action. Legitimate excuses for non-attendance will be accepted, but the service time must be made up as scheduled by the Assistant Principal for Students. Failure to comply with the scheduled make-up time will result in immediate suspension and a Disciplinary Committee Hearing.

## SMOKING/TOBACCO

Smoking or possession of tobacco products is strictly forbidden on school grounds or the adjacent property at all times. If a student is found in possession of any tobacco item(s), the item(s) will be confiscated and will not be returned. This policy is in effect for all school sponsored events on or off campus. Violation of this policy will result in disciplinary action.

## SNOWBALLS

The rule is simply, "no snow in hand". It will be assumed that a student with snow in hand intends to throw it. Disciplinary action will surely follow.

## SUBSTANCE ABUSE

All CBA students should expect immediate suspension for the possession or sale of any controlled substance or paraphernalia. The Colonie Police Department will be notified and a Disciplinary Committee Hearing will be scheduled.

## SUSPENSION/EXPULSION

Students may be suspended from school by an administrator for various offenses against the Code of Conduct. When a student is suspended, his parents will be notified to pick him up in the Main Office. Suspension means that the student is not allowed on school grounds for any reason and is to stay away from any school that is in session. In addition, the suspended student is not to attend any school-sponsored function. The student may not return to school until a parent conference with the Principal and the Assistant Principal for Students has been held.

If a student fails to comply with the conditions of suspension and the probation period that follows, he will be considered for expulsion from CBA. In addition, if a student commits a serious offense against CBA's regulations, the student may be expelled at the Principal's discretion even without prior suspensions. A Disciplinary Committee Hearing will be conducted to examine the viability of the student's continued enrollment at CBA.

## TELEPHONE USE AND MESSAGES

Phones located in school offices are not available for student use unless a situation presents itself that is urgent. Emergency messages from a parent/guardian may be made to the Main Office and will be delivered to the student.

## THEFT

Any student who is caught stealing or found in possession of stolen property faces immediate disciplinary action. There will be no tolerance for theft and at a minimum suspension should be expected.

## VANDALISM

We expect students to take ownership of CBA and to uphold both its reputation and appearance. Defacing or damaging school property will result in restitution and an automatic Disciplinary Committee Hearing.

## WEAPONS

Each student must understand that there is no tolerance for the possession or use of any weapon or any object that may be used as a weapon. Any student found in possession of a weapon will be suspended immediately and a Disciplinary Committee Hearing will be held. If warranted, the Colonie Police Department will be notified.



**CHRISTIAN BROTHERS ACADEMY**  
A TRADITION OF EXCELLENCE SINCE 1859

### **Family Contract**

We acknowledge that we have read and reviewed the Code of Conduct for 2010-2011 school year. Our signatures indicate our willingness to accept this Code of Conduct as a standard for student behavior at Christian Brothers Academy.

Further, we understand that this signed agreement must be turned in to homeroom moderators no later than Tuesday, September 14. Finally, we understand that all questions and concerns should be directed to Mr. Rob Groelz, Assistant Principal for Students here at Christian Brothers Academy.

Student \_\_\_\_\_  
(Print Name)

Signature \_\_\_\_\_

Parent/Guardian \_\_\_\_\_  
(Print Name)

Signature \_\_\_\_\_

Parent/Guardian \_\_\_\_\_  
(Print Name)

Signature \_\_\_\_\_

Date \_\_\_\_\_