

# **Christian Brothers Academy**

## **Albany, New York**



## **2017-2018**

### **Student & Parent Handbook**

*St. John Baptist de La Salle...Pray for us*  
*Live Jesus in our Hearts...Forever.*



**2017-18**  
**CBA STUDENT & PARENT HANDBOOK**

**STATEMENT OF AGREEMENT**

The rules and regulations in this handbook are intended to ensure a positive and harmonious environment for the entire Christian Brothers Academy (CBA) community. By enrolling at CBA, the cooperation and support of the students and their families to comply with these policies is expected.

Christian Brothers Academy wishes to be true partners with parents in the education of their sons. Support for school policies and respect for school personnel are assumed in this relationship. In that regard, we presume that a family has chosen CBA because its Mission and values align with their family's priorities. Violations of the spirit or letter of the philosophy and rules at Christian Brothers Academy will be considered just cause for administrative action. Christian Brothers Academy reserves the right to terminate a student's enrollment at any time when he or his parent(s) or guardian(s) demonstrate attitudes or behaviors clearly at odds with, or undermining of, the Mission, values, or policies of CBA in their dealings with the school, its personnel, or while attending its events.

CBA reserves the right to make revisions to this document when deemed necessary by school administration. Observance of any such change is expected once the student body, along with their parent(s) or guardian(s), has been advised of the change.

Christian Brothers Academy admits students of any race, color, religion, ethnic origin, or sexual orientation and does not discriminate in the administration of its educational policies, admissions policies, financial assistance programs, and curricular or co-curricular programs.

Each school year, students and parents/guardians are required to sign the "CBA Student and Parent Handbook Statement of Agreement". The parent and student signatures indicate their full compliance with all rules and regulations set forth within the handbook. The Head of School reserves the right, at his discretion, to terminate the student's enrollment when it is evident the student(s), parent(s), and/or guardian(s) do not support school policies or treat personnel in an appropriate fashion.

Your signatures below verify that you have accessed the "**2017-18 CBA Student & Parent Handbook**," via the CBA website read it, understand it, and agree to fully comply with the policies, regulations, guidelines, codes of conduct, and any amendments that may be added during the 2017-2018 school year.

_____	_____
Student Name (Please Print)	Grade
_____	_____
Student Signature	Date
_____	_____
Parent / Guardian Signature	Date



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## **Chapter 1 Introduction**

### **MISSION STATEMENT**

Christian Brothers Academy, a college preparatory Catholic School in the Lasallian tradition, provides young men with a balanced education through challenging academic and broad co-curricular programs in a safe, faith-filled environment. Sponsored by the Brothers of the Christian Schools, CBA is committed to meeting the needs of the individual, developing his full potential and guiding him toward his role as a successful member of society. The teachings of the Catholic Church, the traditions of the Brothers of the Christian Schools and the principles of American citizenship form the foundation of the school's Educational Philosophy.

### **HISTORY**

In 1854, the Christian Brothers were invited to Albany by Bishop McCloskey to open an orphan asylum for boys on Western Avenue. To help support the asylum, the Brothers began a pay school in 1859 in which eighty boys enrolled. This was the beginning of the present Christian Brothers Academy. After a few years, a separate building on Madison Avenue was secured for CBA. In 1869, CBA was chartered by the University of the State of New York. Over the next twenty years, the school outgrew its facilities several times. Each time, it relocated to a larger site. In 1882, the school moved to Lydius Street. During 1886 the Brothers purchased the former Normal College at 43 Lodge Street from the State Education Department. Classes were conducted in this building for the next fifty-one years.

During 1892, military training was introduced, and the Civil War Zouave uniform was adopted for the cadets. Enrollment at Lodge Street followed a pattern of ups and downs. Since the lack of a suitable campus did not help attract students, the building itself became a liability.

In 1935, the Brothers realized that the dilapidated structure, nearly a century old, could no longer support the school's necessary new programs. They began a movement to secure property and funds to erect a new and modern building. Through the interest of influential friends and alumni, city and county officials in 1937 made available to the Brothers a very sizable piece of land in recognition of the cultural and civic training the Academy had given to the boys of Albany for seventy-eight years. Popular response to the fund drive was immediate and generous. Bishop Gibbons and Mayor John Boyd Thatcher II urged all citizens of Albany to contribute to the cause. Also in 1937, CBA was accredited as a military academy by the United States government. In 2012, Administration and the Board of Trustees made the decision to become a JROTC optional institution.

The De La Salle campus, featuring the Georgian Colonial school building, was opened in September 1939 for CBA's eightieth year. The gymnasium building was added in 1942, and the Brothers' Residence in 1951. The old "alm's house" building on the new University Heights campus, popularly called "the Armory", housed the Rifle Range in its basement. The upper floors served as the site of the CBA Junior High School and housed at various times the military department and some athletic facilities.

The new campus on Airline Drive in Colonie has incorporated current technological advancements into its design and structure. Athletic fields located on the 126 acres offer the student body ample opportunity to engage in a wide variety of activities.

Today's CBA offers a college preparatory program for young men in grades 5 through 12. The faculty of Christian Brothers and Lasallian partners provides a disciplined atmosphere for personal growth. Slightly less than one-half of the boys come from the city of Albany, while some travel upwards of fifty miles from their homes to be a part of the CBA program and the CBA tradition.

CBA can be proud of its almost seven thousand living alumni, hundreds of whom are found in the professional fields of medicine, law, and engineering. Hundreds more are leaders in business, commerce, manufacturing, government, education and the clergy.

### **OUR PATRON**

St. John Baptist de La Salle, founder of the Brothers of the Christian Schools, was born in the city of Rheims, France, in 1651. John Baptist de La Salle was educated to the priesthood in the tradition of the French school of spirituality,

represented by the Oratorians and the Sulpicians who attempted to integrate guidelines for Christian living into the faith perspectives of the Counter Reformation. This school of spirituality, highlighted by God's all-pervasive will to save, Jesus' incarnate gracing of human nature and the Holy Spirit's indwelling in the soul, coalesced in the conviction that believers were empowered by God to develop an interior holiness attuned to God's will in their daily lives. Sinners though they may be, people could be touched by God's grace and thus delivered from evil and led to salvation. The Christian life, fostered in these convictions, found its practical everyday expression in works of charity, especially in caring for the poor. This spirituality would later be amalgamated into St. La Salle's educational philosophy and inspire what has been called the foundational charism of the Brothers of the Christian Schools. In the spirit of de La Salle, the mission of religious education was to emanate from Christian Brothers living in a community united in mind and heart. Their spirit of faith, nourished by the mutual support to be found in their vowed religious life, generated within these religious followers, in turn, a zeal to begin God's outreach to the poor and abandoned of French society. Indeed, compassion for the "underclasses," coupled with the kind of practical education that could lift them out of their poverty, have been the hallmarks of the de La Salle Christian Brothers since their founding. St. John Baptist de La Salle was declared the Patron Saint of Teachers in 1950. An educational pioneer and innovator, it was de La Salle who saw that the catechizing of people in the faith was integral to the entire educational process. His was a congregation of laity with vows. He insisted that education in the classroom be in the vernacular and not in the traditional Latin language that helped to maintain upper class hegemony. With his added insistence on simultaneous education against the private tutoring style (while students were given busy work at their desks), he created a new type of school system for the education of the poor. Well-to-do and poor were to receive the same education in the same classroom and for free. Today, the small group of de La Salle Christian Brothers, who originally gathered around de La Salle, has grown into a worldwide congregation with a myriad of ministries in 80 countries, serviced by about 5,000 Brothers, in partnership with more than 80,000 lay people, have become renowned for the quality, commitment and spirit of their educational mission.

### **ADMISSIONS**

Christian Brothers Academy seeks to enroll students who possess the aptitude and desire to be successful in a Catholic, college preparatory setting. An Open House is held in October for interested families followed by the entrance exam for applicants for grades 5 through 9 in November. Academic transcripts, standardized test scores, personal interview, a writing sample, and letters of recommendations will be used in the application process. Documentation of any special educational need on the part of the applicant must be submitted at the time of application.

### **TERMS OF ENROLLMENT**

Christian Brothers Academy welcomes all admitted students and will take appropriate measures necessary to provide a structured and nurturing learning environment for all. It should be understood that all students are expected to favorably respond to the rules and expectations outlined in this Handbook and successfully perform the academic work required by the faculty to ensure satisfactory progress. Students attend Christian Brothers Academy at the school's invitation.

Continued enrollment is contingent upon favorable attendance, satisfactory academic performance, a positive attitude, and constructive behavior. A student considered to be in good standing is: (a) one who has not become subject to dismissal; (b) one whose record of conduct is satisfactory; and (c) one who has met all financial obligations to the school or made satisfactory arrangements with the school's Chief Financial Officer. As members of the CBA community, responsible conduct and decisions are also expected outside of school as well as during all school-sponsored functions. By enrolling at Christian Brothers Academy, families understand and agree that any decisions relating to rules, regulations, procedures, discipline, or programs made within the administrative structures of the school are final.

## **Chapter 2 Academics**

### **ACADEMIC STANDING**

Student progress should be monitored by parents via the PowerSchool student information system. This service is accessible through a link on the CBA website ([www.cbaalbany.org](http://www.cbaalbany.org)). Report cards are issued at the end of each marking period. Only final course grades are entered on the students' permanent record. Numerical grades are used to assess student achievement. A passing grade is 70 and above. Any student who receives an Incomplete on any report card must meet with the teacher and complete the missing work within three (3) weeks of receiving such Incomplete. Incompletes not made up within the aforementioned three week time period will result in a failing grade. Teacher comments are included on the report card at the discretion of the teacher.

A student who fails:

- one or two courses on the final report card must attend summer school or a CBA approved summer educational program and must pass the course(s) in order to continue at CBA; and,
- three or more courses may not be allowed to continue his education at CBA.

### **ACADEMIC HONORS**

Academic Honors are awarded to students in grades 6–12 based on semester grades. In the High School, only subjects that are one full credit will be used to calculate the student's semester average. In the Middle School, only the five core courses will be used to calculate a student's semester average.

The CBA Honor Roll is as follows:

Brothers List – 95 average with no grade lower than 90

1<sup>st</sup> Honors – 90 average with no grade lower than 85

2<sup>nd</sup> Honors – 85 average with no grade lower than 80

3<sup>rd</sup> Honors – 80 average with no grade lower than 75

### **ACADEMIC PROBATION**

All students with two or more failing grades at a PowerSchool Checkpoint or at the end of a marking period will be placed on Academic Probation. A notification letter will be sent to parents/guardians informing them of the student's placement on Academic Probation. Students are placed on Academic Probation for a minimum of two (2) weeks and must fulfill certain requirements. The intent of the Academic Probation program is to help students improve their study habits and grades.

Students on Academic Probation will:

- Meet with the Associate Principal and discuss their academic work
- Return the letter mailed home, signed by both the student and their parent/guardian, to their school counselor
- Work with their counselor to develop an academic improvement plan; and,
- Meet with his teachers after school to make up work and/or get extra help in the subject(s) he is failing.

Students on the two week Academic Probation are eligible to participate in athletics and extra-curricular activities. After two weeks, a review will take place to determine if the student has brought his grades up to passing. If that is the case, he will be removed from Academic Probation.

If a student has not met the criteria for removal from Academic Probation, the probation continues and he may not be allowed to participate in athletics or extra-curricular activities. Future participation in athletics and extra-curricular activities will be determined by student effort and improved grades. In addition, he will be required to attend an after school study hall. If the student fulfills all of the requirements of the extended probation and he is passing those classes he was failing, he will be removed from probation.

### **ACADEMIC INTEGRITY**

In keeping with our Mission Statement, Christian Brothers Academy challenges students to achieve excellence in all aspects of their lives by encouraging them to live as moral, responsible, contributing, and successful members of society. Building character and academic integrity, as well as academic success, is a priority at Christian Brothers Academy.



Therefore, all forms of cheating, plagiarizing, and lying are unacceptable behaviors for a person of character and will not be tolerated at CBA.

**Violations of our Academic Integrity Guidelines**

A. Using the work, ideas, and information of others, knowingly or unknowingly, as your own. Examples include, but are not limited to:

- Sharing and/or copying homework, lab reports, projects, and all other assignments.
- Sharing and/or copying test/quiz answers.
- Using a friend’s or sibling’s paper or work from previous years.
- Obtaining material for a quiz or test without the instructor’s knowledge.
- Bringing and/or using unauthorized information during class, including information stored in any electronic device.
- Discussing information about a quiz or test with other students who have not completed the assessment.

B. A student who violates the standards/provisions noted in the Academic Integrity Guidelines will receive a grade of zero for the assignment/assessment. Repeated violations and/or the severity of a single violation could result in academic discipline including academic probation and the possibility of failing the course involved and expulsion from CBA. The Associate Principal will impose appropriate consequences and sanctions and will maintain appropriate records .

**DIPLOMA REQUIREMENTS**

<u>Subject</u>	<u>CBA Diploma</u>	<u>NYS Diploma</u>
Religion	4 Credits	
English	4 Credits	4 Credits
Social Studies	4 Credits	4 Credits
Mathematics	4 Credits (in high school)	3 Credits
Science	3 Credits (in high school)	3 Credits
Foreign Language	3 Credits (in high school)	1 Credit
Fine Arts	1 Credit	1 Credit
Health	½ Credit	½ Credit
Physical Education	2 Credits (½ credit per year)	2 Credits
Electives		3 ½ Credits
Totals	25 ½ Credits	22 Credits

**DIPLOMA OPTIONS**

- CBA Diploma with NYS Regents Diploma
- CBA Diploma with NYS Regents Diploma with Advanced Designation
- CBA Diploma

**HONORS PROGRAM**

In the High School there is an Honors course of study available to qualified students. In the Middle School, qualified students will be able to study Algebra I (Common Core) and Living Environment both of which are High School offerings. The High School program allows students to take Honors level courses in all of the core disciplines (Mathematics, Science, Social Studies, English and Foreign Language) through a combination of Advanced Placement offerings and regularly scheduled courses.

**ADVANCED PLACEMENT COURSES**

The College Board offers the advanced placement program to high schools as an opportunity for students to pursue advanced credit in specific disciplines. CBA offers Advanced Placement courses in Biology, Calculus, Chemistry, Computer Science, English Literature and Composition, English Language and Composition, Physics, Statistics, United States History and World History. Students enrolled in an Advanced Placement course are required to sit for the AP exam scheduled in May and pay all necessary fees prior to November 15th.

### **COLLEGE CREDIT COURSES**

Christian Brothers Academy offers College in the High School (CHS) through Hudson Valley Community College (HVCC) and University in the High School (UHS) through University at Albany as opportunities for students to earn college credit while attending CBA. CBA offers CHS/UHS courses in mathematics, business, music, computer science, Spanish, and social sciences. All courses in the CHS/UHS programs are college level courses and students are required to pay a reduced HVCC or University at Albany tuition.

### **NATIONAL HONOR SOCIETY**

Upper classmen are eligible for membership in the St. Miguel Chapter of the National Honor Society. Middle School students are eligible for the St. Benilde Chapter of the National Honor Society. If the student has maintained a cumulative weighted average of 90 or greater with all grades above 80 he meets initial eligibility requirements. A candidate must then provide evidence of his leadership, character, responsibility and service before he can be admitted to the NHS/NJHS. Faculty recommendations are included in the selection process. Students must meet all established deadlines in order to remain eligible and are expected to maintain the highest levels of compliance to remain members of the society. In addition, NHS members are expected to provide service at various school and community events or activities.

### **TRANSCRIPTS**

Official transcripts are maintained in the Guidance Office. Copies of transcripts can be obtained from the guidance administrative assistant by completing a transcript request form. Unofficial copies of transcripts will be issued to seniors for college visits at the start of the year. Upon graduation, the school will forward an official transcript to the college of choice free of charge. A student must be cleared of all holds before official transcripts will be released.

## **Chapter 3 Student Services**

### **ACTIVITIES AND ORGANIZATIONS**

CBA offers a well-rounded program of activities and athletics that are designed to meet the needs and interests of as many students as possible. A student may be declared ineligible for participation in activities due to failing grades or other reasons determined by the school administration. In order to participate in athletics, students must pass a physical examination by a physician and have a valid physical on file in the Health Office. To participate in any athletic, extra-curricular or co-curricular event, attendance during the school day is expected. Students must be in attendance by 9:00 am 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 note stating that the student was ill is not sufficient. CBA will not be responsible for any event that is not officially sanctioned by the administration.

### **CBA's CEEB (College Board) IDENTIFICATION NUMBER**

CBA 330050

### **HEALTH OFFICE**

All students must have a complete record of immunizations on file in the Health Office of the anticipated school year. Proof of immunization for poliomyelitis, mumps, measles, diphtheria, tetanus, pertussis, rubella, hepatitis B, varicella, and meningitis are required for attendance at CBA.

### **PHYSICAL EXAMINATIONS**

New York State Health Law requires the following students to have a physical examination:

- All students enrolling at CBA for the first time.
- All students entering the seventh or tenth grade.
- All student athletes must have a physical dated within one (1) year of each sport season.

Physical examination paperwork along with a properly completed Parent Permission Health History Form must be given to the school nurse prior to practicing with any team.

### **PHYSICAL EDUCATION MEDICAL EXCUSE POLICY**

If a student cannot participate in the physical education program, a note must be brought to the nurse signed by a parent or guardian. If a disability extends for more than one class, a doctor's note, stating the reason and duration for the excuse, must be submitted to the school nurse indicating the period of time the student is excused. Physical Education teachers will assign an alternative project or exercise program for students who are on medical leave (longer than one day).

### **STUDENT ACCIDENT INSURANCE POLICY**

This Insurance Plan is a program designed to reimburse parents/guardians for out-of-pocket expenses (i.e. co-pays and deductibles) incurred from hospital, physician, and other eligible medical expenses which occur as a result of an accident to their dependent child who is a full-time enrolled student at CBA. The Plan is an "Excess" Plan over other valid coverage meaning that the family's own health insurance is primary.

If your son is injured during a school sponsored activity or event and an accident report is filed with the CBA Health Office, you will receive paperwork describing how to go about filing a claim for such expenses. If you have any questions regarding this matter, you should contact the Main Office.

### **STUDENT IDENTIFICATION CARDS**

Each student is issued an identification card. This card is non-transferable. The card must be shown, upon request, to any member of the CBA faculty or staff.

### **TRANSPORTATION**

All students must conduct themselves in an appropriate manner at all times while riding either public school buses or CBA's Saratoga Bus to and from school. Students may lose their privilege to ride the bus to/from school for repeated or serious infractions.

### **WORKING PAPERS**

Working papers can be obtained through the CBA Health Office during the school year. Otherwise, they must be obtained from the student's home school district. The Health Office maintains a supply of application forms and Certificates of Physical Fitness for the convenience of students who have a current physical on file.

## Chapter 4

### School Procedures/Regulations (General Code of Conduct)

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 events such as school liturgies, weekly drills, Honors Nights, Freshman and Graduation Reviews, and participation in two (2) parades each year (Veterans' Day and Memorial Day).

#### **AFTER SCHOOL**

Beginning at 3 PM, students who are riding a bus or being picked up by a parent/guardian should be waiting patiently for transportation in the front of the school. If a student's ride does not show up by 3:10 PM they must join all other students in one of the following designated, supervised, areas of the school:

Designated areas include:

- Classrooms – students who need to see a teacher for extra help, school work, or detention should report to the individual classroom teacher. No student is to be in a classroom without a supervising adult.
- Library – the library will be open to students after school for quiet study from 3 to 4 PM each day. The library will be supervised by a teacher or administrator.
- Cafeteria – the Cafeteria will be open to students after school from 3:00 to 4:30 PM each day. The cafeteria will be supervised by a teacher.
- Extended Day – Students in Grades 5 through 8 may attend CBA's Extended Day Program for a fee of \$10/hour/student. Extended Day is open from 3 to 5 PM Monday through Friday and provides students with a quiet work space along with a teacher who can assist with any school related work/project. Once school work is finished the student may either use their personal electronic device or play board games (quietly) with other students. Parents must come to the Library to sign out their child when they arrive for pick up. Parents must enroll their student in the Extended Day Program by completing the Extended Day Registration Form located on CBA's website.

With the exception of the Extended Day program, there is no supervision after 4:30 PM. Parents and guardians must make every effort to pick up their son(s) from school by that time.

#### **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. Responsibility for attendance rests jointly with the student and his parent/guardian.

#### **Overall objectives of the policy**

The major objectives of the Christian Brothers Academy comprehensive attendance policy are to:

- Ensure the maintenance of an adequate record verifying the attendance of all children at Christian Brothers Academy in accordance with Education Law;
- Establish a practical mechanism for Christian Brothers Academy to account to the parents or guardians for the whereabouts of each student throughout the school day; and
- Ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised study activities to permit each student to succeed at meeting the State learning standards.

### **Absences from School**

- a) A student who will be absent from school must have a parent or guardian call the Main Office prior to 8:00 am. 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 Main Office 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 either extracurricular or co-curricular 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 previously assigned work.
- 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.

### **Late/Tardy to School**

- a) The school day begins promptly at 7:55 am 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 must be in attendance by 9:00 am 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 note stating that the student was ill is not sufficient.
- d) We ask parental cooperation by making appointments during those hours that the student is not in class.

### **Early Dismissal from School**

In the event that an early dismissal cannot be avoided, a note must be submitted to the Main Office upon arriving at school 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.

### **Student Illness**

A student who becomes ill during the school day will be sent to the Health 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, Head of School, Associate 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.

### **Excused/Unexcused Absences**

For the purpose of this policy, the following is a listing of absences and tardiness deemed to be excused and unexcused:

#### Excused

- Personal illness up to 10 school days\*
- Academic activity/program recognized or required by the school administration
- Activity recognized by the school administration to be an educationally equivalent experience
- Recognized religious observance

- Death or serious illness in family
- Court appearance or legal obligation
- Military obligation
- Pre-approved college visit (not to exceed 6 per year – must be cleared through the student’s Guidance Counselor first)
- Medical appointment

Unexcused

- Truancy
- Any unexcused tardiness beyond 10 minutes
- Personal illness beyond 10 school days\*
- Personal and/or family vacation
- Absences for which a note is not provided within five (5) school days of student’s return
- Activity not recognized by the school to be an educationally equivalent experience
- Other absences not listed above as “excused”

\* For incidents of student illness beyond a total of 10 days over the course of the school year, medical documentation will be provided to the Head of School so as to determine that extenuating circumstances exist.

**Procedures to Address Absences**

- Student accumulates 10 absences from an individual class or entire day – letter of notification to parent/guardian.
- Student accumulates 15 absences from an individual class or entire day – letter of notification to parent/guardian; meeting with student, parent/guardian, and school staff.
- Student accumulates 20 absences from an individual class or entire day – registered letter of notification to parent/guardian that referral to Child Protective Services for educational neglect will be filed if absence total is greater than 25.
- Student accumulates 26 absences from an individual class or entire day – referral to Child Protective Services for educational neglect.

For 1/2 credit courses the number of absences is modified by 50% (5, 8, 10, 13)

**NOTE:** While absences in excess of 25 will not be the sole criterion, they will be considered in determining the potential for denial of credit or grade promotion.

**NOTE:** If a student misses more than 10 minutes of instructional time, the student is considered “Absent” from that class. A determination will be made as to whether the absence is considered excused or unexcused.

Students who have exceeded the class absence limit may present an appeal in writing, with supporting evidence to the Head of School or the Head of School’s designee. The Head of School or designee will meet with the student, review the absences and consider documentation that missed class and assignments have been made up by the student. The Head of School will resolve the matter within 10 school days and communicate the decision in writing to all parties involved.

Make-up assignments shall be required to be completed for all excused absences within five school days of the student’s return to class.

Although the school will make every attempt to notify parents of absences that are accumulating at a high rate under this policy it is the responsibility of the student and his parent/guardian to track absences or lateness/early departures. Students and parents who have questions about their status should contact the Assistant Principal for Students.

Reasonable efforts shall be made to assist the student in addressing the causes of the attendance problem. Such efforts may include:

- Discussions with the student’s teacher or teachers.
- Discussions and/or meetings with the student and his parent(s)/guardian(s).

- Discussions with the student's guidance counselor.
- Attendance Probation/Contract
- Recommendation to the appropriate administrator for the suspension of extra- and co-curricular activity privileges.

### **Oversight Responsibilities**

The Assistant Principal for Students shall be responsible for reviewing student attendance records and initiating the appropriate action consistent with this policy.

The Administration shall annually review student attendance records to determine if the comprehensive student attendance policy is effective. If a decline in attendance is evident, the Administration shall review the policy as deemed necessary to improve student attendance.

### **ATTENDANCE AND REQUIREMENTS FOR PARTICIPATION IN AFTER SCHOOL EVENTS**

Attendance is taken in homeroom/Formation and at the start of each class meeting. For each student to achieve academic success, prompt and regular attendance is essential. To participate in any athletic, extra-curricular, or co-curricular event, attendance during the school day is expected. Students must be in attendance by 9:00 am 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 note stating that the student was ill is not sufficient. 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. The Assistant Principal for Students will evaluate any extenuating circumstances.

### **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.

### **BUILDING SECURITY**

All students and guests should enter the school building through the main entrance at the front of the school. Once school begins, all visitors must identify themselves and be electronically given entrance to the building, and sign in at the main office. No doors should be propped at any time.

### **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

- Wait patiently in line for food services, if buying lunch, and be sure to pay for each and every item.
- 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.
- With the exception of water in the school approved contained (See Water Bottle Policy), all food and drink are to be consumed 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. It is also a privilege to purchase a lunch from our food service vendor. Students who fail to observe cafeteria rules or exhibit ungentlemanly behavior in the cafeteria will result in the loss of these privileges for a time to be determined by the Assistant Principal for Students.

### **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.

Lockers are to be used before/after school, before/after lunch, and before/after physical education class. 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 issued by a teacher or administrator will be kept for an Administrative Detention. **The Main Office will not issue late passes.**

### **CLOSING OF SCHOOL**

If it becomes necessary for CBA to cancel classes, it will be broadcasted on local television stations and posted on their websites and communicated via CBA's emergency notification system. Such announcements will clearly and specifically state that "Christian Brothers Academy is closed". CBA is not included in Albany Catholic Schools closings. Under special circumstances it may be announced that a delayed opening will be in effect.

### **COMMUNICATIONS**

As a general rule, communications from the school to parents will be in the form of emails and/or US mail. Parents are asked to keep email and mailing addresses current and inform the main office of any changes.

Change of emergency/parent phone numbers: it is important that parents report any change of phone numbers (parent cell phone, emergency contact, work, etc.) to the main office immediately. All unlisted phone numbers will be respected. If parents are working outside the home, it is important that CBA have a phone contact in the case of emergency.

Telephone messages to students: To avoid interruptions to instructional activities, the school will not deliver messages to students except in the case of extreme emergency.

Anonymous messages: Parent concerns should be directed to the administration of CBA. Only signed or in person communications will be acted upon.

Parents are encouraged to contact the main office to communicate with their child during school hours. The use of electronic communication during the school day disrupts the educational environment.

### **CONFIDENTIALITY**

Faculty and staff will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of counselor and/or teacher concerns when deemed necessary.

### **CRIMINAL ACTIVITY**

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

### **CRISIS INTERVENTION TEAM**

CBA has a network of counselors and faculty available to assist and support students and families in the event of a tragedy in our school community. When appropriate, the team schedules training and implements important procedures for the school community.

### **CUSTODIAL AND NON-CUSTODIAL RIGHTS**

Christian Brothers Academy abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, CBA will provide the non-custodial parent with access to academic records and other school information regarding his/her child. It is the responsibility of the non-custodial parent to request a second mailing. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of that court order.

### **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 and Disciplinary Committee Hearing.

**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, bringing food or other unauthorized items 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.

**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 – 4:00 pm. 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 am 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.**

**Demerit Line:** Assigned to students who accumulate 5 or more demerits for dress code violations. Demerit Line will be held each Thursday under the supervision of the JROTC Department and will begin at 3:00 pm.

Any student who accumulates 5 or more demerits will serve a Demerit Line the following Thursday for a minimum of 50 minutes – 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 Senior Army Instructor, who will take the appropriate action(s) with the student and his parents. Additionally, the student may be referred to the Assistant Principal for Students and, if necessary, further disciplinary action may be taken. 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, or is a constant disruption to the JROTC program, that student is subject to suspension and a hearing to determine whether or not he will be allowed to continue to participate in the school’s JROTC program for chronic violation and/or disregard of the program’s policies and procedures.

**DISCIPLINARY COMMITTEE HEARING**

The Disciplinary Committee is a standing committee made up of administrators, counselors, teachers, and students who review severe 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 their conduct

**DISMISSAL FROM CLASS**

In the event an instructor finds it necessary to dismiss a student from class, the student is to report immediately and without incident to the Main Office.

**DRESS CODE** (see Appendix A)

**ELECTRONIC DEVICES**

The use of electronic devices is limited to the cafeteria, the library, or classrooms with the approval of the supervising teacher. For acceptable use of electronic devices and technology, please refer to Chapter 5 of this handbook.

**FIELD TRIPS**

Field trips are privileges given to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements. In order to participate in any field trip

sponsored by CBA, students must present a consent (permission) form which includes an insurance waiver, signed by a parent or guardian on or before the due date established by the teacher or Assistant Principal for Students. Students who fail to submit proper paperwork will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of written consent forms, however faxed consent forms will be allowed.

### **FIRE DRILLS**

New York State and Federal Law requires CBA to conduct periodic fire drills. Students are expected to follow the evacuation routes posted in each classroom. For the safety of all, the quick, orderly, and quiet evacuation of the building is imperative. In case of a drill or emergency, students must remain with their teacher in the designated area and follow any administrative directives.

### **FOOD SERVICES**

CBA provides a full service cafeteria to all students for breakfast and lunch via a third-party provider, Chartwells. Students are issued a PIN for all cafeteria purchases. It is the responsibility of all families/students to maintain a positive balance on their account. Failure to comply will result in the student's account being turned off and made inactive; purchasing lunch will be prohibited. Students may also bring a bag lunch from home. Students are NOT allowed to order food to be delivered to the school or cafeteria during the school day.

### **FUNDRAISING ACTIVITIES**

All groups and individuals conducting fundraising activities or events (including sponsorships) must have them approved by the Director of Institutional Advancement (IA). Fundraising applications, along with a detailed explanation of CBA's fundraising policy, are available from the IA Office (email: [ward@cbaalbany.org](mailto:ward@cbaalbany.org) or call 452-9809 x113). Forms are to be submitted to the Director of IA at [ward@cbaalbany.org](mailto:ward@cbaalbany.org) or faxed to 452-9806 or mailed to the school attention: Director of Institutional Advancement.

Any non-school sponsored fundraising activities must receive approval of the Director of Institutional Advancement.

### **GAMBLING, GAMES OF CHANCE**

All forms of gambling on school property, or at school-sponsored activities are prohibited at CBA. This includes card playing, sports wagers, and rolling dice. Students involved with this type of behavior can expect that disciplinary action will be taken.

### **GUM CHEWING**

Students are not permitted to chew gum in the school building.

### **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.

**Bullying.** Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

**Hazing.** Hazing is a form of harassment which involves committing an act against a student or coercing a student into committing an act that creates a risk of emotional, physical, or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

**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.

The harassment of other students or staff members at school or over the internet, whether it is physical, verbal, or emotional, is not tolerated and will be addressed immediately. Students exhibiting such behavior will be referred to the

Assistant Principal for Students and subject to strict disciplinary action; if necessary, law enforcement will be contacted. Any student who continuously harasses other students may be suspended and is subject to a Disciplinary Hearing with the possibility of expulsion from CBA.

### **HOMEROOM/FORMATION**

Homeroom/Formation Period each morning are important components of the school day. Homeroom and Formation are built into the student's schedule and are conducted each school day – Homeroom/Formation begins promptly at 7:55 am. Attendance, morning inspection, prayers, announcements, and other school business will be conducted during this short period. Students who arrive to homeroom after 7:55 am will be marked tardy and will be kept for an Administrative Detention.

The homeroom/formation teacher is in charge of all activities that take place during that period. In the Senior High School, morning inspection of military dress and appearance for high school cadets is conducted during the formation period. At this time and with the approval of the formation teacher, students are expected to follow the direction of cadet officers to begin and complete morning inspection. Failure by the student to follow directions will result in military demerits and/or administrative disciplinary action.

### **LEAVING SCHOOL PROPERTY/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.

### **LOCKERS**

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 Assistant Principal for Students. 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. If the student loses his school lock, he will be charged a fee to replace it.

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.

**LONG TERM ILLNESS**—CBA has a policy that may be referred to as needed (Please see Page 9).

### **LOST AND FOUND**

All found articles should be submitted to the Main Office. The Lost and Found bins are located in the Cafeteria Hallway. Items will not be stored longer than two weeks.

### **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 Hearing.

### **OFF CAMPUS BEHAVIOR**

All students are expected to conduct themselves off campus in a manner consistent with the philosophy, policy and expectations of Christian Brothers Academy as set forth within this handbook. The school reserves the right to discipline

students for conduct on or off school property.

Students who are in violation of civil or criminal law off campus, involving conduct that, in the opinion of the school administration, would cause discredit to the reputation of CBA, will be subject to disciplinary action including probation, suspension or expulsion. This includes those occasions when the local authorities do not feel it necessary to legally pursue the violation. CBA will not be responsible for any event that is not officially sanctioned by the administration.

Students whose actions are contrary to the moral, religious, or ethical principles of the Roman Catholic Church and the philosophy of CBA, may be subject to disciplinary action, including possible suspension or expulsion.

### **PARKING PRIVILEGES FOR STUDENTS**

There are designated parking spaces for CBA staff and students. Any student parked on CBA grounds must be registered, paid the appropriate fee, parked in his assigned spot, and display the tag that has been designated. Any student who fails to display the proper tag or who is parked in an area that is not designated as student parking will have his 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 Vehicle Registration Form/Parking Contract). **CBA is a drug-free school zone and this includes vehicles.**

### **PHYSICAL ALTERCATIONS**

Physical altercation is a serious infraction of school policy and disrupts the good order of the school. All participants in a physical altercation, 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 participants. It will not be tolerated and the penalties are geared toward preventing such behavior. Any student who engages in a physical altercation may be expelled from CBA.

### **PUBLIC DISPLAYS OF AFFECTION**

Since they pose an undesired distraction, inappropriate displays of affection at any time on school premises or at school-related activities are unacceptable.

### **RELIGIOUS ACTIVITIES**

Several times during the school year we require that all of our students be in attendance for liturgy and other religious activities. We ask that everyone show reverence and respect, follow procedures, and act in an appropriate manner during these assemblies.

### **SCHOOL HOURS**

School is in session from 7:55 am to 2:45 pm. See the bell schedule for details. Students should aspire to arrive by 7:50 am. All students are expected to arrive on time by leaving early enough to account for potential traffic and weather delays. Faculty, or other staff, are available before and after school. Arrangements for additional contact time can be made between the student and faculty member. The Main Office is open from 7:15 am to 3:30 pm on school days and 8:00 am to 1:00 pm during the summer. The Library is open until 4:00 pm. With the exception of the Extended Care Program, supervision of students is not guaranteed after 4:30 pm.

### **SCHOOL STATIONERY**

School stationery is to be used for official business only and its use must be approved by the appropriate member of the CBA Administration. It must be the official stationery approved by the Head of School.

### **SEARCH BY SCHOOL PERSONNEL**

The school reserves the right to search anything brought on school property. When school officials have a reasonable suspicion that a school rule is being violated, or that illegal contraband may be concealed in a student's personal belongings, lockers, car, or on his person, they may act upon that suspicion without the student's consent. The resulting evidence, if any, may be used in connection with a disciplinary proceeding and/or notification to appropriate law enforcement authorities.

## **SEXUAL HARASSMENT**

It is the policy of Christian Brothers Academy that all students are free from all forms of gender discrimination, including sexual harassment, in the school environment. Any allegation that a student has been sexually harassed, or has been involved in sexually harassing another, will be fully investigated. If allegations are determined to be valid, appropriate discipline will be imposed.

Sexual harassment may occur in a number of ways including (1) verbal, physical, or cyber conduct of a sexual nature; (2) situations where a student's submission to, or rejection of, such conduct becomes a basis for academic decisions affecting the student and/or impacts on the learning environment; or (3) when such conduct creates a hostile, intimidating, or offensive learning environment. Any student who believes he has been subjected to sexual harassment should immediately report the incident(s) to the Head of School, Associate Principal, either Assistant Principal or Guidance Counselors so that the matter may be investigated and the student's welfare protected.

## **SEXUAL MISCONDUCT**

Students who engage in any form of sexual misconduct at any time on school premises or at school-related activities are subject to expulsion.

## **SMOKING**

Smoking or possession of tobacco, including chewing tobacco and e-cigarettes are not permitted by anyone on school property, or adjacent property, at any time. 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.

## **SUBSTANCE ABUSE POLICY FOR CBA**

Substance abuse is defined as:

- Being under the influence during the school day
- Being under the influence at any school sponsored function or on school property at any time
- Using substances in the school environs
- Possessing substances in the school environs
- Supplying substances to others in the school environs

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 Hearing will be scheduled to determine the student's future at the school.

## **SUSPENSION AND EXPULSION**

The school administration reserves the right to suspend or expel a student whose specific or chronic conduct warrants such a sanction. 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. Notice will be given to the student's teachers. Upon return to school from suspension, students are required to submit any missed homework/class work assignments by the end of the school day on which they return. The student will be allowed to make-up quizzes and tests at a time to be determined by the teacher. 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 Head of School 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 Head of School'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.

## **THEFT AND VANDALISM**

Each student is responsible for keeping all personal property secure. Locks are issued for this purpose. However, any student found stealing from, or using property of another student or a staff member without permission, will be subject to appropriate penalty. This may include restitution for property taken, suspension, expulsion and/or referral to the

police.

The school will request reimbursement for the damage to, destruction of, or removal of any school property resulting from abuse, rowdiness, or malicious behavior on the part of the student.

### **TRUANCY**

When a student is truant (absent without permission) from school, class, homeroom periods or assigned activities, it is considered a serious breach of conduct. Accordingly, sanctions for such conduct may range from detention to expulsion. Credit will not be granted from class work or tests missed.

### **USE OF SCHOOL NAME, LOGO OR COLORS**

Any communication from Christian Brothers Academy or an affiliated organization (i.e. Booster Club) that represents the school through use of the school's logo and/or the use of the school name, "Christian Brothers Academy," or "CBA," must be approved by the appropriate Administrator prior to distribution. Christian Brothers Academy will be abbreviated as "CBA" (without periods) in all communication. Any apparel representing CBA must be approved by the Office of Institutional Advancement to ensure proper use of the name and logo with approved colors.

### **USE OF STUDENT PICTURES**

CBA reserves the right to use student pictures in publications and/or the school's website. Any parent who does not wish his or her child's picture used must indicate as such on the annual Enrollment Contract.

### **WATER BOTTLES**

Students may use the approved CBA Water Bottle throughout the school day. Bottles are available for sale in the Main Office and water is the only beverage allowed during the school day. If a student causes a disruption in a classroom with his water bottle, a teacher may revoke his privilege for that class. Failure to comply with this policy may result in the privilege being revoked.

### **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 Hearing will be held. If warranted, the Colonie Police Department will be notified.

### **WEBSITES**

The development of any web site(s) related to Christian Brothers Academy" within web sites developed by students and/or parents (parent groups) must be approved in advance by the appropriate Administrator.

## Chapter 5 Technology Use Policy

Electronic devices, while having many advantages for parents and students, can be a tremendous distraction and potential problem in school. Text messaging, camera, and recording features on many of these devices raise issues of privacy, propriety, potential internet abuse, and cheating. However, in an effort to help our students become more competent and responsible users of technology, students will be able to use laptops, tablet computers, smartphones, and mobile devices for academic purposes at particular times in certain settings. The following guidelines and restrictions are listed below:

- Prior to 7:45 AM, use of an electronic device is limited to the cafeteria and the library. Recreational use of the devices is allowed only during this period of time.
- After 7:45 AM, students may use their electronic devices in a supervised classroom provided they are for academic reasons *and* only with the permission of the classroom teacher. Classroom use of electronic devices for educational purposes will be determined by the individual teacher. Students should not assume that they have permission to use a device without consulting the supervising teacher.
- Devices are not allowed in the hallways, restrooms, or locker rooms at any time during the school day.
- During a scheduled lunch period in the cafeteria, a student may use his electronic device for academic purposes in a separate area determined by the school. This will require the student to sit separately from friends and classmates in an effort to complete school work without distractions or disruptions. Students who wish to do this during lunch must get permission from the Assistant Principal for Students.
- Provided they are in good standing, seniors may use such devices during the “Senior Study” in the cafeteria.
- Phone calls, texting, Internet game-playing, and use of social media (ie. Twitter, Instagram, etc.) are not acceptable uses of these electronic devices.
- Electronic devices that are not academic in nature (portable video games, laser pointers, etc.) are not allowed during the school day. Students who use these items on the way to school must put them away upon entering the building and store them in the student’s locker until dismissal.

Any student in violation of this policy for the first time will receive a verbal warning. Subsequent violations may result in the device being confiscated and Administrative Detention with escalating consequences for repeated violations. Parents/guardians will be notified and a written copy of the violation will be placed in the student’s file.

Electronic devices are brought to school at the student’s own risk. **CBA is not responsible in the event that a device is broken, lost, or stolen and will NOT initiate an investigation into the matter.**

Computing, data storage, network, and information retrieval systems are designed to serve the students, faculty, and staff of the CBA community. Network and internet access is provided to further the legitimate educational goals of CBA. CBA provides computing and network resources for the use of students, employees and others affiliated with the school. Members of the CBA community are encouraged to use the computers, software packages, e-mail, or other software outside the school’s network for educational or CBA related activities and to facilitate the efficient exchange of useful information. However, the equipment, software and network capacities provided through CBA’s computer services are and remain the property of CBA.

Students at CBA are expected to conduct any online activities in an ethical and legal fashion at all times, inside and

- outside of school, whether utilizing personal or school resources. Use of school resources is regarded as a privilege and not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and/or monetary consequences.

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Inappropriate and unacceptable use(s) of these resources include, but are not limited to, uses that violate the law or rules of network etiquette, or which hamper the integrity or security of any network connected to the internet. Unacceptable practices include but are not limited to:

- Sharing of passwords or security codes.
- Attempting to install software or load files onto CBA computers or network without authorization. This includes, but is not limited to game files.



- Connecting personal computers or peripherals not owned by CBA to the network without authorization.
- Use of software not owned, licensed or authorized by CBA.
- Harassing, insulting, threatening or attacking others via electronic means.
- Posting personal contact information about yourself or others on the internet
- Downloading software from the internet and installing it on CBA owned equipment.
- Posting inappropriate material or creating links to inappropriate sites when designing web pages or web based resources.
- Transmission of any material in violation of any US or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through the school's e-mail or other network resources in violation of US copyright law is prohibited. As with all forms of communications, network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of images, cartoons, or messages deemed offensive or sexually explicit all constitute harassment, which is prohibited by CBA. It is also illegal for anyone knowingly to allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use for personal, financial or commercial gains, product advertisement, political lobbying, or sending of unsolicited junk mail, or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/internet, any networks or sites connected to the network/internet, or to disable any function or feature of the school's or another person's equipment. Attempts to defeat or circumvent security measures, including passwords, are considered a form of vandalism.
- The creation, propagation and/or use of computer viruses is prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic communications by other users is prohibited.
- Deleting, examining, copying, or modifying files belonging to other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school's operator from intercepting and stopping e-mail messages, which have the capacity to overload the computer resources.

Discipline may be imposed for intentional overloading of CBA's computer resources.

Access to CBA's network communication systems is a privilege, and certain responsibilities accompany that privilege. CBA users are expected to demonstrate the same level of ethics and professional manners required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's electronic communications, or to use another's name, user credentials, computer address or assigned workstation to post electronic communications is prohibited and may subject the individual to disciplinary action. All users must understand that CBA cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated via e-mail.
- All users must understand that CBA cannot guarantee the privacy or confidentiality of electronic documents. Messages that are confidential as a matter of law should not be communicated via e-mail.
- CBA reserves the right to access e-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- Any information contained on a CBA computer's hard or computer disks that were purchased by CBA is considered the property of CBA.
- Filtering software is used to filter out material deemed obscene or child pornography, or to any material deemed harmful to minors in compliance with the Children's internet Protection Act (CIPA.) Attempts to access inappropriate sites will be recorded along with user information.
- CBA will provide age-appropriate training for students in regard to safety on the internet: appropriate behavior while online in social networking sites and in chat rooms, and cyberbullying awareness and response.
- Computers and student records may be monitored to determine internet sites visited.
- Students will be monitored by teachers and support staff while using computers and the internet.

- Other monitoring means may be used to check the system for violations.

These expectations apply to stand-alone units as well as units connected to the network or the internet. Attempts to violate provisions of this policy will result in revocation of the user's privilege, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of CBA regarding inappropriate use of technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

## Chapter 6 Athletic Code of Conduct

### **PRINCIPLES OF THE INTERSCHOLASTIC ATHLETIC PROGRAM AT CBA**

At Christian Brothers Academy, we feel athletics serve as a miniature model of life. They provide opportunities to students in regard to:

- Responsibility
- Teamwork
- Cooperation
- Leadership
- Respect for authority
- Good Citizenship
- Loyalty
- Tolerance
- Dedication

Winning games has often been considered the measure of success. Winning is a very important part of athletics at CBA but it is just one part. It is the development of the person and his ability to reach his potential that is of greater importance. Athletics, centered on the welfare of the student, is a vital part of the total Christian Brothers Academy curriculum. To realize the full potential of athletics for educational enrichment, the interscholastic athletic program:

- Is regarded as an integral part of the total education program and is conducted in a way that it is worthy of such regard.
- Supplements rather than serves as a substitute for Physical Education and Intramural Programs.
- Is under the same administrative control as the total education program.
- Is conducted so the physical welfare and safety of participants is protected and fostered.
- Is conducted in accordance with the spirit of the rules and regulations of the state, section, league, and national athletic associations.

### **PARTICIPATION IN INTERSCHOLASTIC ATHLETICS**

Participation in interscholastic athletics is a privilege for CBA students. They, in turn, have a responsibility to themselves, their team, school, family and community to maintain high standards of physical and mental fitness and citizenship.

- In order to try out, practice, or participate in any sport, a student must have a current physical dated within 12 months of the sport season on file in the health office (i.e. A July 2016 physical is only good for sports through July 2017). In addition to the current physical, parents/guardians must submit a Parent Permission Health History Form for each student within 30 days of the start of each athletic season.
- Students must be in attendance by 9:00 am 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 note stating that the student was ill is not sufficient.
- Athletes must be academically eligible to participate in a school sponsored sport.

### **COMMUNICATION BETWEEN PARENTS AND COACHES**

Both parenting and coaching can be very challenging. By establishing an understanding of each position, we develop a relationship which allows us to provide great benefit to our students. As parents, when your son becomes involved in our program, you have a right to understand expectations placed on the athlete. This begins with clear communication from the coach of your son's team.

You should expect your son's coach to communicate the following to you, as parents:

- Philosophy of the coach and program

- Expectations the coach has for your son, as well as the entire team
- Locations and times of all practices and contests
- Team requirements, i.e. special equipment, off-season training, etc.
- Procedure should your son become injured during practice or a game
- Disciplinary actions that may result in the denial of your son's participation

You, as a parent, should communicate the following to your son's coach:

- Any scheduling conflicts
- Concerns expressed directly to the coach only after the student has talked to the coach
- Specific concern in regard to a coach's philosophy and/or expectations
- Concerns regarding the treatment of the athlete, mentally and/or physically
- Ways for the athlete to improve
- Concerns about your son's behavior and/or academics

It is very difficult to accept your son not playing as much as you would like. Coaches are professionals and they make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can and should be discussed with your son's coach. However, it is *not* appropriate for you to discuss the following with your son's coach:

- Your son's playing time
- Team Strategy and/or play calling
- Other student-athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of one another's position. When these conferences are necessary, the following should be followed to help promote a resolution to the issue of concern:

1. The student-athlete is to contact the coach first in an attempt to resolve the situation. A call should be placed to the coach in order to schedule a meeting.
2. If a resolution is not reached between the student-athlete and the coach, the parent is to contact the coach to schedule an appointment.
3. If attempts to reach the coach are unsuccessful, the parent is to call the Athletic Director.
4. Please do not attempt to meet with a coach immediately before or after a contest or practice. These can be emotional times for both parties. Meetings of this nature do not promote resolution.
5. If the meeting between the coach and parent did not provide a satisfactory resolution, call the Athletic Director and request a meeting of all parties to discuss the concern or issue.

### **DISCIPLINARY ACTION**

Infractions of the athletic code may result in probation, suspension or dismissal from a team at the discretion of school officials.

### **TRANSFER RULE**

There are a number of rules and procedures regarding students who transfer from another school. Before a student who transfers into CBA from another school can participate in athletics, he must be cleared by the Athletic Director in accordance with NYSPHSAA transfer guidelines.

## **PARENTAL GUIDELINES**

- Do not coach from the stands. Remember you are the spectator.
- Be positive about your son's participation.
- Show appreciation for good play by both teams.
- Learn the rules of the game in order to become a better-informed spectator.
- Avoid remarks about other players; their families may be sitting near you.
- Set the example when there is a bad call, don't overreact.
- Avoid comments about coaches; their families may also be in the stands.
- Avoid critiquing your son's performance right after the game, let him enjoy the win or cope with the loss.
- Stay in the spectator areas.
- Any aggressive behavior directed at officials, players, spectators, or coaches will be cause for immediate ejection from the contest site. School administration will review the situation and possibly request that the individuals no longer attend athletic contests.

## **SUMMARY**

CBA athletes have traditionally set a high standard for good sportsmanship, fair play and exemplary behavior. Athletes are expected to conduct themselves, at all times, in a manner that reflects their Lasallian education and the morals and values of a student representing Christian Brothers Academy.

## **TEAM STANDARDS**

Student Athletes must:

- Attend ALL practices and games unless excused by the coach.
- Never provoke, cause, or engage in a fight.
- Never engage in any activity that may cause criticism to the team or CBA.
- Never be disrespectful to officials or coaches.
- Follow the rules and guidelines set by the coach.
- Never taunt or embarrass an opponent.
- Accept victory with grace and defeat with dignity.

Note: Coaches will impose an appropriate penalty and notify the Athletic Director if a student does not abide by these team standards. Continued violations will result in dismissal from the team. Fighting or attempting to engage in a fight will warrant disciplinary action by school administration which could lead to immediate suspension from all contests.

## **TRAINING REGULATIONS AND EXPECTATIONS**

- Use of tobacco in any form, alcohol, drugs and performance enhancing substances present significant health risks for all students. CBA athletes are to refrain from the use, possession, buying, selling, or the giving away of the above mentioned items. Abusive use of legally obtained medication is also prohibited.
- Athletes are expected to comply with all training rules communicated verbally or in writing by their head coach.
- Athletes will not engage in activities or actions, on or off campus, which bring discredit to the school program or team as determined by administration.
- CBA athletes are expected to exhibit proper conduct regarding school authority and regulations. Acts of vandalism, thievery, and disrespect to authorities of the school and team will not be tolerated.

We hope the information provided above will make you and your son's experience with our Athletic Program less stressful, more enjoyable, and rewarding. Go Brothers!

## **Chapter 7 Tuition and Fees**

### **PAYMENT PLAN OPTIONS**

Families have the following three (3) options with respect to how they pay their son's tuition here at CBA:

- Plan 1: Payment of the Base Tuition minus any applicable tuition discounts (scholarships and/or financial aid) is required to be paid in full before July 1st. A late fee of \$25 per month will be assessed if the account is not paid in full by July 1<sup>st</sup>.
- Plan 2: Payment of the Base Tuition Plus \$75 minus any applicable tuition discounts to be paid in two (2) equal installments on July 1st and December 1st through the FACTS Tuition Payment Plan Program, an online service for which there is an annual fee.
- Plan 3: Base Tuition Plus \$250 minus any applicable tuition discounts, to be paid in ten (10) equal installments beginning no later than July through FACTS. A minimum of two (2) monthly installments must be made before a student may begin the school year.

### **CANCELLATION AND REFUND POLICIES**

If a student is withdrawn prior to the first day of school, the parent(s)/guardian(s) will be responsible for two-tenths or 20% of the annual net tuition (tuition less any applicable discounts).

If a student is withdrawn between the first day of school and October 31, the parent(s)/guardian(s) will be responsible for one-half of the annual net tuition.

If a student is withdrawn or dismissed after October 31, the parent(s)/guardian(s) agree to pay the full annual net tuition amount. After October 31, , no portion of such tuition or fees will be forgiven, canceled, or refunded in the event of absence, withdrawal for any reason whatsoever, or dismissal of a student from CBA.

CBA reserves the right to: refuse admittance to class, refuse to allow students to take exams, withhold report cards, refuse graduation, and/or refuse to provide any credits or transcripts for any student whose financial account is not paid in accordance with this policy.

**APPENDIX A**  
**CBA Student Dress Code 2017-2018**  
**Please Review Carefully**

Each family is required to be familiar with the guidelines for appropriate attire before the start of classes in September. Unacceptable attire and grooming reflect a poor image of the student as well as the school. It is important that students take pride in their appearance. The dress code for CBA is in effect anytime, 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 demerits and/or Administrative Detention.

- **High School.**
  - **JROTC Students.** The high school uniforms for those students participating in the school's JROTC program 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 the morning formation period.
  - **Non-JROTC Students.** Christian Brothers Academy has established the guidelines for the wearing of the high school uniform for those students who have opted to not participate in the JROTC program. The uniform consists of a white long sleeve dress shirt and purple and gold tie, gray dress slacks, black CBA sweater or sweater vest, black dress socks, black dress belt, and black dress shoes. On Fridays (or any other day deemed so by the Administration), students are required to wear the navy blue blazer. Students in violation of the uniform policy are subject to an Administrative Detention.
- **Middle School.** Christian Brothers Academy has established the guidelines for the wearing of the middle school uniform. These guidelines will be enforced throughout the school day by all teachers and staff. The middle school uniform to be worn each day includes the yellow short or long sleeve dress shirt, gray dress slacks, purple CBA sweater, purple and gold striped tie, black dress belt, black dress socks, and black dress shoes. During the warmer months, the Administration may determine that middle school students need not wear the sweater. Students in violation of the uniform policy are subject to an Administrative Detention.

In the event that the school uniform cannot be worn due to injury or some extenuating circumstance, the student is to wear civilian attire. Proper documentation is to be provided explaining the reason why the student was unable to wear the school uniform. Civilian attire consists of a long sleeve button-down dress shirt with tie, dress slacks with a belt, dress socks, and dress shoes. Students have the option of wearing a sport coat or sweater over the dress shirt. Students are expected to be clean-shaven and have the proper haircut and are not to wear any other unauthorized item (earrings, bracelets, etc.)

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. Students who have a texture of hair that does not part naturally may cut a part into the hair. The part will be one straight line, not slanted or curved, and will fall in the area where the student would normally part the hair. Students will not cut designs into their hair or scalp. The Assistant Principal for Middle School will inspect the haircuts of middle school students on the assigned dates. The JROTC Corps, under the direction of the Senior Army Instructor, will inspect the High School students. Students who fail haircut inspection 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. Final determination of whether a student's haircut meets the school's standard rests with the Assistant Principal for Students.
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.
4. **Tattoos.** Students are not to have visible tattoos while wearing the school uniform, whether inside or outside the school building. Those students who have made a conscious decision to have a tattoo are required to wear the school sweater or blue jacket at all times in the school building.

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.

### **DRESS DOWN GUIDELINES**

On occasion, the Administration may approve a Dress Down Day for the purpose of recognizing or raising funds for a particular cause or community event. In such cases, students are to adhere to the following guidelines:

- **Shirts...**
  - **ACCEPTABLE SHIRTS:** Button-down, polo, or tee shirts; sweaters or “hoodies”
  - **UNACCEPTABLE SHIRTS:** Tank tops; shirts displaying offensive language, messages, or illustrations (ie. portraying alcohol, drugs, violence, etc.)
- **Pants...**
  - **ACCEPTABLE PANTS:** Appropriately worn jeans, khakis, athletic warm-ups, and sweatpants; appropriately worn styles of shorts (during the warm-weather months)
  - **UNACCEPTABLE PANTS:** Short shorts, pajama pants; any pants or shorts that sag or have holes, rips, or tears
- **Shoes...**
  - **ACCEPTABLE SHOES:** Closed-toed shoes, boots, or sneakers; sandals/flip flops (during the warm-weather months)
  - **UNACCEPTABLE SHOES:** Slippers
- **Miscellaneous...**
  - Hats, scarves, and sunglasses are not permitted. Hoods are not to be worn over the head.
  - Earrings are not permitted. Chains or necklaces must be tucked under the shirt.
  - Visible body piercings, markings, and tattoos are not permitted.
  - No clothing with holes, rips, or tears.
  - All grooming standards apply. Students must be clean-shaven and have the proper school haircut.

The Administration will make the final decisions regarding student grooming and appearance. Students who are out of dress code will not be allowed to attend class until they are in dress code and disciplinary action.



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