

BROTHERS



**TRANSFER
TRANSITION
GUIDEBOOK**

IMPORTANT DATES FOR TRANSFER STUDENTS ENTERING IN 2016-2017

July	1 st tuition payment due via FACTS based on payment plan selected
May 31	Physical Examination form, CBHS Parental Report, and Immunization Record due
August 10 <i>Auditorium</i> <i>8:00 a.m. Seniors</i> <i>9:30 a.m. Juniors</i> <i>11:00 a.m. Sophomores</i> <i>12:00 p.m. TRANSFER Students</i>	Orientation: School pictures, locker assignments, and laptop distribution Dress code: shirt, tie, and coat This is a MANDATORY ORIENTATION in addition to the CLASS ORIENTATION!!
August 15 <i>8:00 a.m. - 2:55 p.m.</i>	Full day schedule for all classes
August 24 <i>Heffernan Hall</i> <i>6:30 p.m.</i>	Back to School Night for Freshman and Sophomore parents
August 31 <i>Heffernan Hall</i> <i>6:30 p.m.</i>	Back to School Night for Junior and Senior parents
September 1 <i>Auditorium</i> <i>7 p.m.</i>	Parent Meeting with Transfer Students
TBD	Senior Parent Meeting
TBD	Sophomore Parent Meeting
TBD	Junior Parent Meeting
September TBD <i>Heffernan Hall</i> <i>7 p.m.</i>	School Safety Night with Amy Weirich (<i>mandatory meeting for students & parents</i>)

Resources Available to Parents at cbhs.org

Much of the information CBHS provides to parents is delivered via the Internet (but not all!) The following resources are the cornerstone of effective home and school communication, and should be accessed on a regular basis. Your CBHS Parent Account provides access to a wealth of information, including:

Parent Application:

- Student ID, House, Locker #, Advisor
- Students CBHS username and CBHS email address
- Class schedule, Family contact information
- Attendance records and Discipline records (if any)
- Email addresses for teachers and advisors
- Official Quarterly and Semester Report Cards

Haiku Learning Management System:

Haiku is the web-based Learning Management System used by CBHS teachers to create and deliver content, monitor student participation, and assess progress. Haiku also provides students and teachers the ability to use interactive features such as discussion forums, polls, and other tools that support collaboration and project-based learning. The dynamic and flexible nature of Haiku enables a curriculum that is largely free of traditional textbooks. Parents find Haiku most useful to:

- View course content to see what their sons are studying
- Monitor homework assignments and due dates
- Keep current with student progress and grades in each class
- Access contact information for teachers

Transfer students and parents will be given access to Haiku after the scheduling process has been completed. You will be notified when your account is ready.

Parents are obligated to keep abreast of their son's progress with regular inspection of the data found within Parent Application and Haiku. Concerns/issues/questions raised by the data should be addressed to your son, his teacher, and his counselor, in that order. Email is generally the most efficient means of communication with teachers and counselors. In addition:

- The Daily Bulletin should be referenced each day for updates on such topics as athletic events, service opportunities, social events, academic reminders, club announcements, schedule changes, etc.
- The CBHS Calendar is available exclusively online, as updates are frequent
- The CBHS Handbook is also available exclusively online. Parents and students are responsible for reading and following all sections of the handbook.

Official correspondence from CBHS can be sent via US Mail or email. Parents/guardians who are authorized to receive report cards will be included on the distribution lists. Please ensure that both your home address and email address are current at all times.

Name, phone number, home address and email address changes should be directed to Ms. Ann Frayser, afrayser@cbhs.org

CBHS Graduation Requirements

4	Religion/Ethics
4	English
4	Mathematics
3	Science
3	Social Studies
	<i>1 U.S. History</i>
	<i>1 World History</i>
	<i>1 other Social Studies course</i>
.5	Economics
.5	Personal Finance
1	Fine Arts
1	Wellness
4	Electives
25	TOTAL CREDITS

**Note: Adjustments are made for transfer students who did not take Religion or Ethics in their previous school.

**Note: All students are required to complete a specified number of service hours each year. Go to www.cbhs.org for service hours criteria. Students should see their Religion/Ethics teacher for further explanation.

Notes from CBHS Handbook regarding High School Transcripts and Senior Awards:

- Students who enter CBHS after the first semester of their freshman year will receive credit for courses taken in accredited high schools.
- Credits earned before the ninth grade will not be accepted.
- Copies of both the CBHS transcript and the transcript(s) from the previous high school(s) will be mailed to the colleges to which the student applies.
- The CBHS grade point average and credit record will reflect only the grades and credits earned at CBHS.
- Students who have attended CBHS their entire high school career are eligible for the Valedictory and Salutatory awards. Students who have transferred to CBHS from other high schools are eligible for other academic awards.

Summer Reading Requirements

Students scheduled for the following courses are required to complete summer reading. Students are responsible for finding the recommended titles and reading the entire book(s) and taking notes. At the beginning of the school year, an objective and/or subjective examination will be administered to determine the student's familiarity with the work.

Questions about English readings should be directed to the English department head, Mr. Shawn Kelly, skelly@cbhs.org.

English II (non-honors): Read a novel by one of the following authors

Nathaniel Hawthorne

Ernest Hemingway

Toni Morrison

F. Scott Fitzgerald

Honors English II: Read two

Beloved by Toni Morrison

The Great Gatsby by F. Scott Fitzgerald

The Sun Also Rises by Ernest Hemingway

English III (non-honors): Read both

The Curious Incident of the Dog in the Night-Time by Mark Haddon

Dr. Jekyll and Mr. Hyde by Robert Louis Stevenson

Honors English III: Read all

The Curious Incident of the Dog in the Night-Time by Mark Haddon

Dr. Jekyll and Mr. Hyde by Robert Louis Stevenson

Great Expectations by Charles Dickens

English IV (non-honors): Read two

The Heart & The Fist by Eric Greitens

A Confederacy of Dunces by John Kennedy Toole

Night by Elie Weisel

Amish Grace by Donald Kraybill

Honors English IV: Read all three

As I Lay Dying by William Faulkner

Perfume by Patrick Suskind

How to Read Literature Like a Professor by Thomas Foster

AP English IV: Read all four

The Odyssey by Homer

As I Lay Dying by William Faulkner

Their Eyes Were Watching God by Zora Neale Hurston

How to Read Literature Like a Professor by Thomas C. Foster

Information for Students with Learning Differences

While CBHS does not offer special programs or teachers for students with learning disabilities, our teachers make all possible accommodations within the context of our college-prep courses. These accommodations are granted at the discretion of the teacher and generally include extended time, assistance with note-taking, preferential seating, and individual tutoring. It is the responsibility of the parents to provide copies of any psycho-educational evaluations and supporting documentation to their son's counselor upon enrollment at CBHS and as soon as possible after a new evaluation has been completed. After consulting with the parents and students, the counselor notifies the student's teachers of the recommendations made by the psychologist.

Students with appropriate documentation may apply for extended time for the PSAT/NMSQT, ACT, SAT, and Advanced Placement Tests. Counselors will disseminate information regarding the extended time application process for these national exams well before the application deadlines.

Please contact Mr. Mike Skirius, CBHS Counselor, at Mskirius@cbhs.org with any additional questions.

Physical Education Requirement

Beginning with the 2013-2014 school year, CBHS students who participate on a CBHS athletic team will earn 0.5 credit in PE for each full season of participation in a sport. A student may fulfill his PE requirements by participating in interscholastic athletics for at least two full seasons. The two seasons can occur anytime throughout the student's high school career. A maximum of 1 full PE credit can be earned towards CBHS graduation requirements.

In order to earn 0.5 credit the student must complete a full season in a sport. No credit is earned for trying out for a team but not making it or quitting a team during the season does not count as participating for a season.

Guidelines for Success at CBHS

1. Student accounts for which 1st tuition payment (July) has not been received will not receive a locker assignment or schedule.
2. Those who have not turned in all required medical information will be sent home on the first day of school.
3. School days begin at 8:00 a.m. and conclude at 2:55 p.m. Please get to the CBHS campus before 7:30, and traffic problems will be at a minimum. After 7:30...good luck! Enter the property at the traffic light (not at the west driveway) or enter from Humphreys Drive on the northwest end of the property. Pick up your son in front of Heffernan Hall or the Bell Tower. On 12:00 dismissal days, wait a few minutes to ease congestion.
4. School will begin at 9:00 a.m. on most Wednesday mornings as faculty meet from 7:30 to 9:00. Dismissal is at 3:00 p.m. on Faculty Schedule Days. CHECK CBHS CALENDAR.
5. The single most important issue for success/failure at CBHS is regular attendance. Keep absences and tardies to an absolute minimum. Schedule doctor and dentist appointments during the summer and school holidays whenever possible.
6. The online School Calendar will contain all important dates, plus Grade Report days and school Holidays. Parents should keep tabs on these days so that they may plan.
7. Call our attendance office, 901-261-4902, if your son cannot come to school. The office opens at 7 a.m. daily. The day he returns to CBHS, give him a note from you explaining his absence. BOTH of these steps are required.
8. Three hours of study every school night is a recipe for success at CBHS.
9. Please attend your son's Parent Meeting at the opening of the school year and the Parent-Teacher Conference in the second marking period.
10. When an academic problem arises, contact the teacher involved first. If you call anyone else first, you will be directed to contact the teacher before anything further may be done. Administrators and counselors are all directed to give this advice.
11. Strongly encourage your son to be active in CBHS co-curriculars and/or parish activities, youth groups, Scouts, part time jobs, etc.
12. Inspect daily grades and homework assignments on Haiku. Check report cards, attendance, and discipline on Parent Application.
13. Never permit your son to sign any note or form for you.
14. Purchase clothing that conforms to CBHS dress code: solid dress shirt, black or brown dress shoes, dress slacks or khakis, socks, tie, belt. Jeans, cargos or denim-like material are not allowed. Baggy, unpressed, bizarre styles are not allowed. No tennis shoes, shoes that go above the ankle, moccasins, sandals, canvas shoes, or shoes with stripes are permitted. No jackets, sweatshirts or other outerwear except for official CBHS sweater/vest or sport coat.
15. Take care in selecting the class schedule each spring, and once it is set, make no alterations because: *"I do not like the teacher," "This course is too difficult," or "I am not interested."*
16. Let us pray, work, play and strive together for a successful four years at CBHS.
17. Remember, *LOVE UNCONDITIONALLY, TRUST CONDITIONALLY!*

Student Activities

Below you will find a listing of some of our most popular groups, teams, and activities. Some of our activities limit participation and require tryouts, elections, or auditions. Please note that this list is by no means exhaustive and remember to check the Daily Bulletin for various club activities throughout the year.

Please do not hesitate to contact the Coaches/Directors listed below with questions. Again, the Daily Bulletin will often include information and reminders pertaining to clubs, organizations, and teams.

Activity	Coach/Director	Email	Notes
Student Ambassadors	Mr. Eric Taylor	etaylor@cbhs.org	Applications Fall & Interviews spring
Band*	Mr. Patrick Bolton	pbolton@cbhs.org	Placement auditions during summer
Baseball	Mr. Buster Kelso	bkelso@cbhs.org	Tryouts July 25-26
Basketball	Mr. Bubba Lockett	blockett@cbhs.org	Tryouts October 31
Bowling	Ms. Laura Madsen	lmadsen@fedex.com	Tryouts in September
Chorus*	Mr. Stephen Womack	swomack@cbhs.org	Auditions required for Chorus I
Cross Country*	Mr. Nick Dwyer	ndwyer@cbhs.org	Training begins mid-June
Fencing	Mr. Tom Knowles	director@memphisfencers.org	
Football*	Mr. Thomas McDaniel	tmcdaniel@cbhs.org	Training begins May 31
Knowledge Bowl	Mr. Don Sandberg	dsandberg@cbhs.org	
Golf*	Mr. Ford Canale	Jfordcanale@icloud.com	Tryouts July 25 & 26
Ice Hockey	Mr. Mark Pillow	cbhsfrozenwave@gmail.com	Practice begins in October
Lacrosse	Mr. Collin Welsh	cwelsh@cbhs.org	Tryouts mid November
Lasallian Youth	Mr. Dustin Perry	dperry@cbhs.org	Faith and service organization
Model UN/OYPS	Mr. William Rolfe	wrolfe@cbhs.org	
Mountain Bike Club	Mr. Shawn Morgan	smorgan@cbhs.org	Practice begins in September
Robotics	Allen Higginbotham	ahigginbotham@cbhs.org	
Rugby	Mike Kelly	mkelly@cbhs.org	Practice begins in January
Soccer	Mr. Nick Glaser	nglaser@cbhs.org	Tryouts August 6 & 7
Brothers Leadership Council	Mr. Webster Cannon	wcannon@cbhs.org	
Swimming	Ms. Whitney Shelton	weclark@cbhs.org	Practice begins in September
Tennis	Jay Horne	jayhorne@racquetclubofmemphis.com	Tryouts in February
Theatre	Mr. Kyle Schnack	kschnack@cbhs.org	Auditions for each of 3 productions
Track & Field	Johnny Allen	jallen@cbhs.org	Practice begins early February
Trapshooting	Mr. Will Rolfe	wrolfe@cbhs.org	
Water Polo	Ms. Whitney Shelton	weclark@cbhs.org	Practice begins in February
Wrestling	Mr. Chris Lewis	clewis@cbhs.org	Practice begins October 31

- Please note that the 2016 TSSAA "Dead Period" will be from June 26 to July 9. During these two weeks, absolutely no athletic training or practice will take place (*applicable only to TSSAA sanctioned sports*).
- Band: Our band director, Mr. Bolton (pbolton@cbhs.org), will set up individual summer auditions for proper class level placement.
- Chorus: Contact Mr. Bolton (pbolton@cbhs.org) in order to set up an audition.
- Cross country: Contact Coach Nick Dwyer (ndwyer@cbhs.org) by June 1. Training will begin in mid-June.
- Football: All incoming freshmen are encouraged to play football. Sign-up PRIOR to May 31 by contacting Coach McDaniel via email at tmcdaniel@cbhs.org.
- Golf: Tryouts will be held Monday, July 25 and Tuesday, July 26 The Links at Audubon Golf Course. Boys trying out must RVSP to Coach Canale, jfordcanale@icloud.com by July 20.
- Summer Camps listed at www.cbhs.org/StudentLife/Athletics/SummerCamps.aspx
- Soccer: Tryouts will be held August 6 & 7. Contact Coach Glaser for more info: nglaser@cbhs.org

Required Health Information

****Physicals will be offered at no cost on Wednesday, May 18 at 4:00 p.m. in the CBHS gymnasium**

ALL student ATHLETES must complete and submit a Physical Examination Form & ATS Profile by May 31 which must be renewed annually.

Instructions for completing your ATS profile and physical paperwork can be found on www.cbhs.org with the following link:

<http://bit.ly/1CHCMD0>

The CBHS athletic programs do not carry insurance to cover your son. Some sports, such as football, have a catastrophic policy that goes into effect after \$10,000.00 of the family's incurred expense. This is a program instituted by the TSSAA that the school purchases in order to assist CBHS families.

Physical Examination Form & ATS Profile

Attn: Athletic Trainer
eisom@cbhs.org
5900 Walnut Grove Road
Memphis, TN 38120

Each family will receive a CBHS PARENTAL REPORT and return envelope during the first two weeks of June. Please complete and sign the CBHS Parental Report (which requires NO doctor's signature). Return it along with your son's most recent IMMUNIZATION RECORD (Tennessee State requirement for school attendance) in the envelope provided. These forms become part of your son's permanent records maintained in the Guidance Office. These forms are due no later than August 1.

NOTE: You will be asked to include a copy of your son's most current psycho-educational evaluation if he has been diagnosed with a Learning Disability.

CBHS Parental Report & Immunization Record:

ATTN: Sherry Orians
5900 Walnut Grove Road
Memphis, TN 38120

Important CBHS Contacts

President: Br. Chris Englert, F.S.C., brchris@cbhs.org
Principal: Mr. Chris Fay, cfay@cbhs.org
Special Assistant to the President: Br. Joel McGraw, F.S.C., brjoel@cbhs.org
Associate Principal: Dr. Durant Fleming, dfleming@cbhs.org
Dean of Academics: Mr. Jamie Brummer, jbrummer@cbhs.org
Dean of Students: Mr. George Pratt, gpratt@cbhs.org
Director of Admission: Mr. Eric Taylor, etaylor@cbhs.org
Director of Counseling: Dr. Jeff Blancett, jblancett@cbhs.org
Director of College Counseling: Mrs. Valerie Jones, vjones@cbhs.org
Director of Blended Learning: Mrs. Patty Scully, pscully@cbhs.org
Athletic Director: Mr. Mike Kelly, mkelly@cbhs.org
Athletic Trainer: Mr. Chris Attaway, cattaway@campbellclinic.com
Business Office: Mr. David Herig, dherig@cbhs.org
Records/Transcripts: Mrs. Sherry Orians, sorians@cbhs.org

If you have questions about ...

- Financial aid, FACTS, contracts, or tuition payment, please contact: Mr. David Herig, dherig@cbhs.org
- The scheduling process or curriculum, please contact: Dr. Jeff Blancett, jblancett@cbhs.org
- Haiku or laptops, please contact: Mrs. Patty Scully, pscully@cbhs.org
- Extended time or other accommodations, please contact: Mr. Mike Skirius, mskirius@cbhs.org
- Logins or Parent Application, please contact our tech staff: help@cbhs.org
- Additional locks, please contact: Mr. David Herig, dherig@cbhs.org
- Updating contact information/email address, please contact: Ms. Ann Frayser, afrayser@cbhs.org

Transfer Student Summer Checklist

- ___ Officially withdraw from previous school. We cannot request official transcripts before withdrawal.
- ___ Contact Dr. Blancett to finalize your class schedule.
- ___ Student Athletes: Submit Physical Examination form & ATS Profile by May 31
- ___ Submit CBHS Parental Report & Immunization Forms by August 1 to Mrs. Orians
- ___ Thoroughly review the online CBHS handbook for all official school policies, including information about dress code, drug testing, attendance, academic probation, etc.
- ___ Complete summer reading requirements.
- ___ Submit any changes in contact information to Ms. Frayser (afrayser@cbhs.org). **Parents are responsible for accuracy of current contact information on file with school.*
- ___ Check for accuracy of class schedule through Parent account