

# Welcome to the CBHS Handbook!

This handbook outlines the rules and procedures for attending Christian Brothers High School.  
(Click the appropriate link to go directly to a particular topic.)

[ACADEMICS](#)

[ACTIVITIES](#)

[ATHLETICS](#)

[ATTENDANCE](#)

-- [ABSENCES](#)

[BRANDING GUIDELINES](#)

[CAR POOLS](#)

[CELL PHONES/SMART WATCHES/TABLETS \(PORTABLE TECHNOLOGY DEVICES\)](#)

[CLASS SCHEDULES](#)

[CODE OF CONDUCT](#)

[COMPUTER USE: CBHS RESPONSIBLE USE POLICY](#)

[COUNSELING](#)

[DAILY BULLETIN](#)

[DANCE POLICY](#)

[DISCIPLINE](#)

[DRESS AND HAIR CODE](#)

[DRIVER EDUCATION](#)

[DRIVER'S LICENSES](#)

[EXAMS](#)

[EXTRACURRICULAR \(CO-CURRICULAR\) ELIGIBILITY](#)

[FORBIDDEN ITEMS](#)

[FUNDRAISING POLICY](#)

[GRADING SYSTEM](#)

[GYM AND WEIGHT ROOMS](#)

[HOMEWORK](#)

[HONOR CODE](#)

[HONOR SOCIETY](#)

[LIBRARY](#)

[LOCKERS](#)

[LOST AND FOUND](#)

[LUNCH REGULATIONS](#)

[MANDATORY ACADEMIC SUPPORT SESSIONS](#)

[MEDICATIONS](#)

[MESSAGES TO STUDENTS](#)

[PARENTS' ASSOCIATION](#)

[PARKING LOT ENTRANCES](#)

[PRINTING COPIES](#)

[PROGRESS REPORTS](#)

[SAFETY DRILLS](#)

[SCHOOL CALENDAR](#)

[SCHOOL CLOSING DUE TO INCLEMENT WEATHER OR POWER FAILURE](#)

[SCHOOL DAY](#)

[SCHOOL LOBBY](#)

[SCHOOL PROPERTY](#)

[STUDENT ACTIVITY FEE](#)

[SUBSTANCE ABUSE](#)

[SUMMER OFFICE HOURS](#)

[TEACHER CONFERENCES](#)

[TRANSCRIPTS](#)

## ACADEMICS

Credits required for Graduation:

4	Religion/Ethics
4	English
4	Mathematics
3	Science
3	Social Studies (1 U.S. History, 1 World History, 1 other Social Studies course)
.5	Economics
1	Fine Arts
1	Wellness
4.5	Electives *
25	TOTAL CREDITS

If a CBHS senior fails to meet graduation requirements, he must attend our Credit Recovery program beginning in June to make up all necessary credits. A student will receive his diploma after he has successfully completed all required credits.

If, due to extraordinary circumstances such as illness or a family crisis, a student is unable to attend Credit Recovery in June after his scheduled graduation, he will be allowed to attend our Credit Recovery program the following June to complete unfulfilled graduation requirements. No student will be awarded a CBHS Diploma after this date.

All students are required to complete a specified number of **service hours** each year. (Freshmen and Sophomores: 8 Community and 8 Direct; Juniors and Seniors: 12 Community and 12 Direct) Students will receive details of this requirement in Religion/Ethics class. More information regarding service hours may be accessed at <http://www.cbhs.org/Academics/CommunityService>

**Transfer Students:** Adjustments are made for students who did not take a Religion course at their previous school. CBHS gives credit for courses successfully completed in accredited high schools. Students transferred from non-accredited schools must take a battery of achievement tests to determine recognition of credit.

## ACTIVITIES

Christian Brothers High School offers a diversity of co-curricular clubs and activities. The school administration and staff encourage active participation in these organizations. Co-curricular activities enrich the student's academic experience and research shows that involved students have increased academic success. Go to <http://www.cbhs.org/StudentLife> for more information.

### HOUSE SYSTEM

Serving as an integral component of the Brothers Leadership Council (BLC), the House System aims to foster the sense of comradery, confidence, and acceptance that are synonymous with being a Brothers' Boy. Ten Houses comprise the House System and structures the advisory organization. Houses have one advisory per class, fostering interactions between students of differing class years. Since students maintain the same advisory and faculty advisor for the duration of their careers at Christian Brothers, it allows the students to mentor their peers and to network across class years while still allowing for a more personalized experience within their House. To facilitate activities within the House, students can participate directly in the leadership of the House System and Brothers Leadership Council, with approximately 100 out of our almost 900 students serving in a leadership role in their individual House or the wider BLC. More information on the Houses can be found at <http://www.cbhs.org/Student-Life/Brothers-Leadership-Council>

## ATHLETICS

Each year Christian Brothers High School competes in a variety of sports at the varsity, junior varsity, and freshman levels. CBHS conforms to the rules and regulations governing school activities and awards as outlined by the Tennessee Secondary School Athletic Association (TSSAA). The school competes in the following TSSAA-approved sports: baseball, basketball, cross-country, football, golf, soccer, tennis, track, bowling, and wrestling. CBHS also offers hockey, lacrosse, rugby, swimming, water polo and trap shooting, which are considered club sports and are not regulated by TSSAA. Swimming and Water Polo are governed by TISCA.

Incoming freshmen will receive a sheet outlining sports offered, head coaches, and beginning dates. After the school year begins, other announcements are made in the daily bulletin concerning each sport. Athletes who participate on a CBHS Sports team will receive 1/2 credit for each full season played (1 credit max) In addition, students may also earn credit by assisting the coaches of the various sports as managers, trainers, statisticians, and videographers. Those students should contact the coaches of the desired sport for more information. An athlete who quits a team or is dismissed from the team prior to the conclusion of the season will not be permitted to participate in any other sport until the season of the sport is completed, unless mutually agreed upon by the head coaches of the respective sports. CBHS follows TSSAA and TISCA eligibility rules regarding attendance, academic performance and previous school athletic participation. Students entering CBHS from middle and secondary schools where they participated in athletics must inquire about their eligibility to play their first year at CBHS. <http://www.cbhs.org/StudentLife/Athletics>

## ATTENDANCE

Students should make every effort to arrive at school on time and to keep absences to a minimum. The school does not approve of students leaving school for business matters, family trips, etc. If a student cannot come to school on a given day, his parent or guardian must call the school between 7:00 a.m. and 8:30 a.m. (901-261-4902 or 901-261-4900) and give the student's name, year in school, and the reason for the absence. This must be done every school day the student is absent. The school should not have to call home.

When the student returns to school, he must submit a note to the Formation Director from his parent or guardian explaining his absence. A permit for making up assignments will be issued by the Director of Student Formation. **Absence does not excuse the student from the obligation of completing his assignments. On his own initiative, he is expected to make up all missed tests and assignments.** It is at the discretion of the teacher to determine the allotted number of days for make-up work to be completed. Check the classroom policy for each teacher for more information. If no classroom policy is in place, one day will be given for each day absent.

If a student anticipates an absence, he must bring a note from his parent or guardian explaining the reason for the absence. Notes should be delivered to the attendance officer BEFORE the school day begins or before the absence. The attendance officer will decide whether the absence is common, excused, or unexcused.

In case of an unplanned checkout, parents are asked to communicate the need with the school prior to arrival on campus to have the student ready to leave when needed.

## ABSENCES

### COMMON

A common absence is recorded as an absence on the school's attendance register. Accumulated common absences will affect exam exemptions for seniors and second semester juniors. Common absences within a grading period will remove a student from consideration for "Perfect Attendance" recognition. Teachers will allow for makeup work and tests. Students are expected to make up all missed tests and assignments on their own initiative. CBHS does not recommend routine visits to doctors/dentists/physical therapists during the school day. Routine medical appointments will be counted as a common absence and will therefore count against exam exemptions and successful completion of the course. Examples: illness without a doctor's note, death not in the immediate family, a family emergency, hospital tests, religious retreat days sponsored by churches or synagogues, non-school sponsored extracurricular events, emergency family business, and court appearances, etc.

### EXCUSED

An excused absence does not count as an absence on the official school attendance register, and teachers will allow for makeup work and tests. Excused Absences do NOT count against exam exemptions or attendance metrics. Students are expected to make up all missed tests and assignments on their own initiative. For an illness to be counted as an excused absence, the student must be sick enough to see a doctor and must submit a note from a doctor's office on letterhead (or another official form) to the Formation Director that clears the student's return to school. Otherwise, the absence will be counted as a Common Absence. Examples: illness with a doctor's note clearing the student's return to school, death in the immediate family, school-sponsored retreat days, students representing CBHS in a contest or an athletic event, religious holidays, school-authorized college visits (juniors and seniors, see below).

**UNEXCUSED**

An unexcused absence is recorded and counted as an absence. Teachers are NOT required to allow makeup work and tests. The attendance officer will determine if an absence is unexcused. Examples: truancy, unexcused college visits, or any other unexcused purpose.

**PROLONGED**

The school is willing to help students forced into prolonged absences by illness or injury by allowing them to complete their makeup work as they are able. With the technological capabilities of school and students, staying current with school work during a prolonged absence may be possible. On occasion, the absence is too extensive and requires repeating the course.

**EXCESSIVE**

If a student has more than ten (10) common absences from a single class in a semester, the student can be removed from the class, resulting in a 'WF' on his transcript in that class. Each case will be reviewed by the school administration, teachers, and counselors.

**TRUANCY**

If a student does not report to school and neither his parents/guardians nor the school have given permission for this absence, he will be marked "truant" and will be referred to the Associate Principal for Student Formation. No credit will be given for work or tests missed. There are no "Skip Days" and students involved in such will be marked truant. Parents are urged not to cooperate with their sons in any attempt to skip school.

**ROUTINE APPOINTMENTS, MEDICAL EMERGENCIES, AND EARLY DEPARTURES**

It is assumed that the student will be away from school only for the time required and return immediately to school. Students should check out/in with the attendance officer. Such absences from school should be kept to a minimum.

In case of an unplanned checkout, parents are encouraged to communicate the need with the school prior to arrival on campus to have the student ready to leave when needed.

Should an emergency arise during school hours, parents should communicate the emergency to the school attendance office. (Death in family, unexpected medical emergency)

If a student becomes ill during the school day, he will be sent to the school office for medical attention. If necessary, his parents or guardians will be notified. If a medical emergency arises with a student, the school will facilitate appropriate medical response for the student and notify the emergency contacts of the student as soon as practicable.

If a student must leave the CBHS property during the school day for any reason, permission from the parent or guardian must be communicated to the school (Ex: note, email, phone call). The communication to the school must contain the reason for the absence or early dismissal. Communications from parent or guardian are required for each departure from CBHS.

If a student leaves CBHS property without the permission of his parent or guardian and the school officials, he will be marked "truant" for the hours missed.

## **COLLEGE VISIT DAYS**

All students are encouraged to use school holidays for college visits: Fall Break, Martin Luther King Day, Presidents' Day, Spring Break, and Easter Break. Juniors, Seniors, and their parents are encouraged to contact college admission offices to set up tours of college campuses, to attend college classes, and to schedule interviews with admission and financial aid officers.

If a senior visits a college on a school day other than a school holiday, the absence will be counted as a College Visit Day. There are three types of College Visit Days: Excused, Unexcused, and Official. The number of days of each type used will be tracked by the Attendance Officer.

**Excused:** Seniors have two Excused College Visit Days per school year that will be treated as an Excused Absence (see above). For a visit to be counted as an Excused College Visit Day, the student must provide proof upon return that he visited the college/university Admissions Office on the day in question.

**Unexcused:** Any visits over the two allowed days in a school year will be counted as an Unexcused College Visit Day and will be treated as a Common Absence (see above).

**Official:** In response to official invitations from colleges for special scholarship consideration, such as interviews, exams, auditions, and try-outs that are scheduled on specific dates, an Official College Visit Day will be granted. Official College Visit Days will be treated as an Excused Absence. To request an Official College Visit Day, the student must present a copy of his invitation (on college letterhead) to his counselor and then to the attendance officer prior to his absence from school for approval. Please give five days' notice for a request of this type. There is no limit to the number of Official College Visit Days.

## **CO-CURRICULAR PARTICIPATION**

Any student who is absent for more than three classes (not including the lunch period) may not compete or take part in or attend any school extracurricular activities that day. If a student is checked out early due to illness, he cannot participate in or attend any school activities on that day.

## **FIRST PERIOD TARDINESS**

A student who is late to school for any reason must report to the attendance officer. First period tardiness will be determined by the student's first period teacher. If a student is late for his first period class twelve (12) times in a given semester, he will be removed and withdrawn from his first period class, which will result in a 'WF' on his transcript and an 'F' in that course for the semester. To obtain credit for the class from which he has been removed, the student will be required to attend the CBHS credit recovery program in the summer.

When a student reaches four (4) first period tardies, both the student and his parents will be notified in writing of the aforementioned repercussions of continued tardiness. If a student reaches eight (8) tardies, a second written notification will be sent, explaining to both the student and his parents that four more tardies, for a total of twelve (12), will result in removal and withdrawal of the student from his first period class. Removal from class may be taken at the discretion of the teacher, the attendance officer, and the administration. If the student has a first period study hall this will apply to his advisory attendance.

If a student is tardy to advisory more than 4 times, he will be assigned a day of work in the Work After-School Program (WASP). After twelve (12) tardies to advisory, the student's first period study hall will be removed and he will assist the attendance officer during first period.

### **IN-SCHOOL TARDINESS**

A student who arrives late for 2nd through 8th periods during the school day will be marked as 'tardy' by his teacher, and the tardy will be recorded in the office. Tardies will be determined by the student's teachers.

When a student reaches four (4) in-school tardies, both the student and his parents will be notified in writing of the repercussions of continued tardiness. If a student reaches eight (8) tardies, a second written notification will be sent, explaining to both the student and his parents that four more tardies, for a total of twelve (12), will result in removal and withdrawal of the student from the class to which he has most often been tardy. When a student receives twelve (12) in-school tardies in a given semester, he will be removed and withdrawn from the class to which he has most often been tardy, which will result in a 'WF' on his transcript and an 'F' in that course for the semester. To obtain credit for the class from which he has been removed, he will be required to attend the CBHS credit recovery program in the summer.

If a student continues to be tardy, he will be removed from a second class at sixteen (16) tardies and a third at twenty (20) tardies.

## **BRANDING GUIDELINES**

As an institutional leader in the Mid-South, Christian Brothers High School (CBHS) has developed an unmatched reputation for providing spiritual and scholastic growth and brotherhood for young men. This reputation is reflected in the CBHS brand. It is our promise to the public and our greatest asset to protect. Our brand embodies who we are. It communicates our principles and our mission to serve our students. The consistent application of these brand standards is vital to maintaining the trust and respect of students, parents, alumni, media, and the greater Memphis community. It is a vital component of our organization and its strength and clarity directly impact our success in fulfilling our mission. Our branding guidelines contain rules and examples for representing the CBHS brand in all phases of our marketing and communications. Any use of the brand, logos, name, etc. must be approved through the CBHS Marketing and Communications Department. Contact John Morris, CBHS Director of Marketing and Communications, at 901.261.4953. or [jmorris@cbhs.org](mailto:jmorris@cbhs.org).

## **CAR POOLS**

CBHS does not provide transportation to or from school for students, but upon request the school will provide a list of students' addresses according to zip code. It will be the responsibility of the individual to contact the parent/student regarding setting up the car pool.

## **CELL PHONES/SMART WATCHES/TABLETS (PORTABLE TECHNOLOGY DEVICES)**

The use of a portable technology devices in the classroom is a distraction to the individual student and to the general learning environment. Portable Technology Devices as defined in this section do NOT include the student's CBHS-issued laptop.

During school hours, portable technology MAY NOT be on the student's person. Cell phones CANNOT be in a student's pocket; smart watches may not be worn. A student may keep his portable technology in his locker, backpack, or car. The portable technology must be in the "silent" or "do not disturb" mode and make no sound or vibration. From the start of school until school dismissal the student cannot use his portable technology without direct teacher permission. Cell phone use is not permitted in the library at any time before, during, or after school.

**WITH PERMISSION OF HIS TEACHER**, a student may use his school email account to communicate with parents. If a student needs to use a phone, he can use his cell phone **WITH TEACHER PERMISSION**.

- If a faculty or staff member sees or hears a cell phone on a student's person during school hours, the student will be fined **\$10**.
- Students will incur a **\$25** fine for using a cell phone during school hours without direct teacher permission.
- Cell phones may never be used as a "hotspot" to access the Internet during school hours. Violation of this policy will result in a **\$25 Technology Fine**.

# CLASS SCHEDULES

Check the online school calendar to determine which schedule will be used on a particular school Day.

Regular Day (45 minutes)		Advisory (44 min)		Extended Advisory (42 min)
Period 1	8:00 8:45	Period 1	8:00 8:44	8:00-8:42
Advisory	8:50 9:05	Advisory	8:49 9:12	8:47-9:26
Period 2	9:10 9:55	Period 2	9:17 10:01	9:31-10:13
Period 3	10:00 10:45	Period 3	10:06 10:50	10:18-11:00
Period 4	10:50 11:35 (Lunch 1)	Period 4	10:55 11:39 (Lunch 1)	11:05-11:47 (Lunch 1)
Period 5	11:40 12:25 (Lunch 2)	Period 5	11:44 12:28 (Lunch 2)	11:52-12:34 (Lunch 2)
Period 6	12:30 1:15 (Lunch 3)	Period 6	12:33 1:17 (Lunch 3)	12:39-1:21 (Lunch 3)
Period 7	1:20 2:05	Period 7	1:22 2:06	1:26-2:08
Period 8	2:10 2:55	Period 8	2:11 2:55	2:13-2:55
Faculty Meeting (40 minutes)		Late Start (30 minutes)		
Period 1	9:00 9:40	Period 1	10:00 10:30	
No Advisory		Advisory	10:35 10:50	
Period 2	9:45 10:30	Period 2	10:55 11:25	
Period 3	10:35 11:15	Period 3	11:30 12:00	
Period 4	11:20 12:00 (Lunch 1)	Period 4	12:05 12:35 (Lunch 1)	
Period 5	12:05 12:45 (Lunch 2)	Period 5	12:40 1:10 (Lunch 2)	
Period 6	12:50 1:30 (Lunch 3)	Period 6	1:15 1:45 (Lunch 3)	
Period 7	1:35 2:15	Period 7	1:50 2:20	
Period 8	2:20 3:00	Period 8	2:25 2:55	
Morning Assembly (38 minutes)		Pep Rally (40 minutes)		
Period 1	8:00 8:38	Period 1	8:00 8:40	
Advisory	8:43 8:48	Advisory	8:45 8:55	
Assembly	8:53 9:53	Period 2	9:00 9:40	
Period 2	9:58 10:36	Period 3	9:45 10:25	
Period 3	10:41 11:19	Period 4	10:30 11:10 (Lunch 1)	
Period 4	11:24 12:02 (Lunch 1)	Period 5	11:15 11:55 (Lunch 2)	
Period 5	12:07 12:45 (Lunch 2)	Period 6	12:00 12:40 (Lunch 3)	
Period 6	12:50 1:28 (Lunch 3)	Period 7	12:45 1:25	
Period 7	1:33 2:11	Period 8	1:30 2:10	
Period 8	2:16 2:55	Pep Rally	2:15 2:55	
Blended A-Day	Blended B-Day	(55 minutes)		
Period 1	Period 5	8:00 8:55		
No Advisory				
Period 2	Period 6	9:00 9:55		
Period 3	Period 7	10:00 10:55		
Period 4	Period 8	11:00 11:55		
Half Day (25 minutes)				
Period 1	8:00 8:25			
No Advisory				
Period 2	8:30 9:00			
Period 3	9:05 9:30			
Period 4	9:35 10:00			
Period 5	10:05 10:30			
Period 6	10:35 11:00			
Period 7	11:05 11:30			
Period 8	11:35 12:00			
Exam Schedule (75 minutes)				
Period 1	Day 1	8:00 9:15		
Period 2	Day 1	9:20 10:35		
Period 3	Day 2	8:00 9:15		
Period 4	Day 2	9:20 10:35		
Period 5	Day 3	8:00 9:15		
Period 6	Day 3	9:20 10:35		
Period 7	Day 4	8:00 9:15		
Period 8	Day 4	9:20 10:35		
Afternoon Assembly (38 minutes)				
Period 1	8:00 8:38			
Advisory	8:43 8:48			
Period 2	8:53 9:31			
Period 3	9:36 10:14			
Period 4	10:19 10:58 (Lunch 1)			
Period 5	11:03 11:41 (Lunch 2)			
Period 6	11:46 12:24 (Lunch 3)			
Period 7	12:29 1:07			
Period 8	1:12 1:50			
Assembly	1:55 2:55			

## **CODE OF CONDUCT**

Students at Christian Brothers High School promote the spirit of Christian charity and fraternity among themselves each day at school and always when they are in the company of their classmates. All CBHS students should feel safe, secure, and accepted regardless of color, race, background, appearance, popularity, athletic ability, intelligence, personality, sexual orientation, religion, or nationality.

CBHS considers the following to be serious failures in that spirit of charity and fraternity:

1. Any words to or about another student's past, present, or future that can be taken as discriminatory or hurtful.
2. Any physical actions towards another student that can be taken as discriminatory, inappropriate, or hurtful.
3. Any use of any form of messaging to or about another CBHS student's past, present or future or forgery of the student's name that can be taken as inappropriate, discriminatory, or hurtful.
4. Any form of theft or damage to the property of CBHS or any of its personnel/students.
5. Any form of words or actions or messaging about faculty, staff, or administration that can be taken as inappropriate, hurtful, or discriminatory.

Confirmed cases of such failures in the spirit of charity and fraternity that are brought before the school administration will be addressed immediately and with all due care and respect both for the accused and the accuser. Penances, including suspension and expulsion from school when appropriate, will be administered by the administration to students who have exhibited these failures, often known in the public as "bullying." Bullying can be seen in the form of pushing, shoving, hitting, and spitting, as well as name-calling, libeling, persecuting, ridiculing, and excluding someone. A record of these failures and the penances imposed will be kept in the student's discipline file.

# **COMPUTER USE: CHRISTIAN BROTHERS HIGH SCHOOL RESPONSIBLE USE POLICY**

## **EDUCATIONAL PURPOSE**

Use of computers and the Internet facilitates research, makes available unique resources, enables students to explore the riches of thousands of libraries and databases, provides the means for interacting with others beyond the school community, and encourages communication, collaboration, and greater participation in the global community.

## **RESPONSIBILITY**

CBHS provides network and Internet access throughout the campus to enhance the educational process. The current computing environment comprises a robust, scalable Local Area Network with campus-wide wireless access and high-speed Internet service. The smooth operation and continued use of this resource requires that it be used ethically, legally, and efficiently. It is Christian Brothers High School's intent to set reasonable requirements for acceptable and responsible use.

Students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home. However, CBHS reserves the right to impose consequences for inappropriate use that takes place both on and off campus and outside school hours. Inappropriate use includes harassment, offensive communications, and safety threats, as well as use that reflects unfavorably on the school.

This Responsible Use Policy is a guideline for the use of laptops and other computers on the CBHS campus.

## **INTERNET USE**

The Internet is a rich and valuable source of information for education. Unfortunately, inappropriate materials are also available. These include materials that are sexual or pornographic, anti-religious, extremist, or militant in nature, as well as depictions of violence or sites that are intended to be abusive or harassing or promote gambling. Accessing these types of materials is prohibited. If a student accidentally accesses a website that contains obscene, pornographic, or otherwise offensive material, he is to notify a teacher or technology staff member as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

## **SOCIAL NETWORKING**

Unauthorized use of social networking sites (such as Twitter, Instagram, Facebook, etc.) during class time is prohibited. Students who use social networking sites must exercise care to ensure that information does not reflect poorly on themselves, their peers, their family, or their school. Any content that reflects unfavorably on the school, its personnel or student body is prohibited.

## **E-MAIL**

CBHS provides student email accounts via Google Apps for Education. The primary purpose of student e-mail accounts is to support academic endeavors. Use of CBHS e-mail accounts for social networking or other non-academic pursuits is prohibited. Students are expected always to use appropriate language in all online communication. Derogatory, obscene, or harassing messages are prohibited.

## **TEXTING**

Texting and other forms of instant messaging via computer, cell phone or any other electronic device are prohibited during school hours.

## **AUDIO AND VIDEO**

Bandwidth is the amount of data that can be sent through a network at one time. It is NOT unlimited. Streaming video and audio uses a large amount bandwidth. Therefore, watching movies and videos at CBHS and listening to music via the Internet during school hours is not permitted, unless part of a specific class assignment or presentation. Recording persons without their knowledge and consent (either video or audio) is strictly prohibited.

## **GAMES**

Online or stand-alone games are not permitted during school hours. CBHS reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational process.

## **NETWORK**

Students may not intentionally degrade or disrupt online services or equipment; such activity may be considered a crime under state and federal law. This includes tampering with computer hardware or software, corrupting data, invoking viruses, or attempting to gain access to restricted or unauthorized network services. CBHS is not responsible for damaged or lost data stored on the network file servers or on school computers and laptops.

## **DOWNLOADING FILES/ SOFTWARE INSTALLATION**

Downloading of music, videos, or games through the school's network is prohibited unless it is part of an assigned, in-class activity. All installed software must be legally licensed. Installation of any software not included in the original configuration must be approved by the technology staff.

## **PRIVACY AND SAFETY**

Students must not give any personal information regarding themselves or others through e-mail or the Internet, including name, phone number, address, passwords, etc., unless they are completely sure of the identity of the person with whom they are communicating. Contact with unrecognized individuals is considered inappropriate and unsafe.

Students must not provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.

Students must secure and maintain their passwords for the CBHS network, Google Apps and Haiku and any other password-protected resource. Passwords may NEVER be shared with another student.

Students may NEVER use another student's accounts (Network, E-mail, Google, Haiku, etc.).

CBHS respects the privacy of every student regarding stored files and email. However, if inappropriate use (such as Honor Code violation or harassment) is suspected, school administration reserves the right to view these files to investigate suspected inappropriate behavior.

CBHS will monitor computer activities, including logging websites accessed, newsgroups accessed, emails, bandwidth, and network use

## **PROPER CARE OF CBHS-ISSUED COMPUTERS**

- NEVER leave a laptop unattended.
- Always properly store laptop in the CBHS-issued backpack when not in use and when moving between classes.
- Always store the laptop in your SCHOOL locker. (NEVER your athletic locker!)
- Never take the laptop with you to athletics before or after school.

- Do not remove or tamper with identification tags on the laptop or the backpack.
- Do not put stickers or other markings on a CBHS-issued laptop.
- NEVER loan your laptop to another student.
- Bring your laptop to school every day, fully charged.

### **INSURANCE**

CBHS has insured the laptops for accidental damage to them. The extended warranty covers unintentional damage such as:

- liquid spilled on or in unit;
- drops, falls, and other collisions;
- electrical surge;
- damaged screen due to drop or fall; or
- accidental breakage (multiple pieces).

Accidental Damage- Students are allowed one incident of accidental/physical damage per school year. Subsequent incidents of accidental/physical damage occurring during the same school year may result in fees to include the cost of parts and labor.

In the event of a lost or stolen computer, report the incident immediately to the CBHS Technology Department and complete a detailed Incident Report. A \$500 replacement fee will be assessed. All CBHS-issued laptops are collected at the end of the school year, cleaned, repaired, and returned to students in August.

## **COUNSELING**

The Counseling Department provides a variety of services to students and their parents including personal, academic, and college counseling. The counselors coordinate the standardized testing program; provide information about leadership programs, part-time employment, and summer programs; assist students in career exploration; coordinate the peer tutoring program; and make referrals for psychoeducational evaluations and psychological/psychiatric services. The college counseling program assists students in researching and completing applications for college admissions, financial aid, and scholarships; meeting with college representatives; and registering for college admissions tests. The counselors lead drug/alcohol awareness groups for students and coordinate assemblies for both students and parents.

On the Student and Parent Resources sections of the CBHS website, each student's schedule shows the name of his counselor. Students may request appointments with their counselors by completing a request for interview form in the Counseling Center. Peer tutoring request forms are also available in the Counseling Center. Parents are encouraged to call their son's counselor to discuss matters of concern. Please contact the Counseling Center to set up individual appointments.

<http://www.cbhs.org/Academics/CounselingCenter>

## **DAILY BULLETIN**

The Daily Bulletin is read to all students during the advisory period. It contains directives, news, announcements, and information deemed necessary for all members of the student body. All students are responsible for the items in the bulletin. Copies are posted in school corridors daily and on the CBHS website. Parents are urged to read the Daily Bulletin throughout the school year.

<http://www.cbhs.org/News/DailyBulletin>

## **DANCE POLICY**

The BLC sponsors school dances for the enjoyment of the CBHS student body and their guests.

**DANCE GUESTS:** Each CBHS student may bring one guest to a school-sponsored dance. The CBHS student and guest must arrive together. All guests must present a picture ID and are subject to the same rules as CBHS students. If the rules are not followed, both the CBHS host and guest will be asked to leave. If a CBHS student's guest violates the code of conduct, the CBHS student will be held responsible for the behavior of his guest.

**DANCE BEHAVIOR:** All regular school rules of behavior will remain in effect at dances. Everyone attending a CBHS dance must conduct him/herself in a positive and respectful manner. Students will not be allowed to dance in a suggestive or profane manner. Displays of intimacy or affection which contain a note of sexual suggestion are inappropriate to the dance environment.

**DANCE DRESS CODE:** For formal and semi-formal dances, men wear a jacket, a dress shirt with a tie/bowtie, and dress pants; women wear a dress, a skirt, or other suitable formal attire. Shorts, jeans, tennis shoes, t-shirts, and athletic jerseys are not acceptable. CBHS reserves the right, at its sole discretion, to make determinations concerning appropriate attire.

### **CBHS High School Dance Rules & Policies**

- To attend a CBHS dance, a guest must be at least an enrolled high school student in the 9th – 12<sup>th</sup> grade, and accompanied by a CBHS host.
- Student or state-issued ID is required for admittance of CBHS students and all guests.
- Once a student has been admitted to the dance, there is no re-admittance. Students who leave the dance early will be asked to sign-out. In some circumstances, the parent may be called and notified.
- All regular school rules of behavior will be enforced at dances. Everyone attending a CBHS dance must conduct him/herself in a positive and respectful manner.
- Students will stay within the designated dance area.
- Students are expected to dress appropriately and adhere to CBHS's dress code. A violation of the dress code may result in not being allowed into the dance.
- Beverage bottles and/or containers may not be brought into the dance.
- No bags/backpacks are allowed at the dances by either student or his guest.
- Use or possession of alcohol or illegal substances is strictly forbidden.
- Rules for appropriate dancing will be enforced. If a student does not respond cooperatively to a chaperone's request to dance appropriately, the student and guest will be escorted out of the dance and parents will be notified. No refund of admission will be given.
- The CBHS student shall be responsible to be sure his guest is aware of and adheres to the CBHS rules and policies.

# DISCIPLINE

## NON-FINE INFRACTIONS

**Out of Bounds:** Locations on campus that are out of bounds during school hours include the faculty room, the Memorial Garden, the parking lot behind the school, the parking lot in front of school, and the area in front of Stephen Hall. Students should not pass through or loiter in any of these areas during school hours without the expressed approval of a teacher or administrator. Students who are seen out of bounds will be referred to an administrator. This also applies to students with study hall at the beginning or end of the day.

**Student ID Badge:** Students are NOT REQUIRED to wear their ID badges on a lanyard. Students should be in possession of their ID badge always during the school day. A student should be able to quickly produce his own ID badge upon request of a faculty or staff member.

**Trespassing, School Campuses:** Students who trespass on other school properties will be addressed by the administration.

## FINES

Any teacher, administrator, or staff member may fine a student for failure to follow school rules. A list of the most common fines and their cost is given below. Students may pay their fines with cash, check or with their time such as by attending the Work After-School Program (WASP) (\$10 for 3 days), assisting with parking lot duty (\$5 for three days), Cafeteria Clean Up (CCU) (\$1 per day), or by completing "work days" (\$5 per hour.)

All fines are paid to the Associate Principal for Student Formation or the Director of Student Formation, and not any other person. Teachers are not permitted to accept fine payments from the student.

All fines must be paid by the end of the semester in which the fine occurs. Students with outstanding debts may lose access to their student accounts, including their report card or transcript. Students are not eligible for exam exemption or graduation until all fines are paid.

**Backpack:** Only the school-issued backpack may be used to carry the school issued laptop. Use of a non-school issued backpack will result in a fine of \$5. Athletic bags are not to be carried during the school day.

**Classroom Distractions:** The use of laser pointers and wireless controllers or any other classroom distractions will result in a fine of \$25 and possible confiscation.

**Dress Code Fine:** Violators of school dress and hair code will be assessed a fine of \$5 for each violation.

**Food Outside of the Dining Hall:** Chewing gum, drinking beverages, and eating food of any kind are not permitted outside Heffernan Hall or outside the patio area directly east of Heffernan Hall. The fine for chewing gum, eating, or drinking beverages outside the designated area is \$5.00. An exception may be made for athletes who need to drink water (water only) for hydration. Individual coaches will decide if team members require water throughout the day and will notify the Associate Principal for Student Formation appropriately.

**Headphones / Earbuds:** The use of these devices in any campus building during the school day without the permission of a teacher or librarian is forbidden and a fine of \$20 will be imposed for each use detected by a teacher or administrator. Students are NOT to walk through the school

(including school hallways and Heffernan Hall) wearing headphones or earbuds anywhere on their person. Headphones / Earbuds may only be used in the classroom or library with teacher permission.

**Language Fine:** Students are expected to conduct themselves as gentlemen at all times. The use of vulgar and otherwise inappropriate language will incur a fine of \$5 for each violation.

**Reckless Driving in the Parking Lot:** A \$25 fine will be charged to students who are reckless in the parking lot or who are reported driving onto Baptist East Hospital or FBI property.

**Spitting:** Spitting on sidewalks, in the courtyard, or inside any building on campus is not allowed. A \$5 fine will be assessed to any student breaking this rule.

**Inappropriate Computer Use Fine:** (including playing video games and watching videos in class) - The purpose of having a computer at school is for educational use. Students who use their computer or other devices for non-educational purposes during the school day will be assessed a fine of \$10 for each detected instance.

**Portable Technology on Person:** Portable Technology use creates a distraction in the learning environment. Portable Technology is to be stored in the student backpack (power off), locker, or car. A student should not carry his cell phone in a pocket or on his person during school hours. As student should not have a smart watch on his person during school hours. The fine for carrying a Portable Technology Device on one's person is \$10.

**Portable Technology Use:** During school hours, texting, taking pictures, listening to music, accessing applications, using social media, talking, etc. on a Portable Technology Device without expressed teacher consent is subject to a fine of \$25.

**Tobacco Products:** The possession and/or use of any kind of tobacco by students is not permitted anywhere on school grounds or at any school sponsored events. Violators will be fined and may be suspended after the first violation. The fine for smoking, chewing, dipping, using vaporized cigarettes, carrying, or having tobacco in the lockers or cars is \$50.

**Trespassing, General:** Students trespassing on private properties during the school day will incur a \$50 fine.

#### **WORK AFTER-SCHOOL PROGRAM (WASP)**

The WASP is conducted after school from 3:15 – 4:15 pm. When a WASP session is assigned, the WASP session takes priority over any other school activity. Any unexcused absence from an assigned WASP session could result in additional sessions or possible suspension. In such cases, the student will not be readmitted to school until his parents or guardians confer with the Associate Principal for Student Formation.

#### **SERIOUS DISCIPLINE PROBLEMS**

Students who are involved in serious infractions of school regulations will be sent home. A phone conference with a parent/guardian will take place before sending any student home. In some cases, the parent/guardian will be required to come to the school to retrieve the student or to remedy the problem at hand. Students involved in fighting are subject to immediate expulsion.

#### **WORK DAYS**

When a student is assigned to a work day by the Associate Principal for Student Formation, he is to report to the designated place in work clothes to the faculty/staff member to whom he has been assigned for work. Failure to report to workday will be considered a serious matter and treated as such. Work days are on non-school days including summer vacation days.

## **DRESS AND HAIR CODE**

The purpose of the following guidelines is to ensure a well-groomed appearance on the part of all students. Each student and his parents are to exercise the degree of responsibility necessary for a well-groomed appearance suitable for a school such as CBHS. It is expected that the guidelines will be followed willingly.

The CBHS dress code is in effect beginning with the first day of orientation in August. If a student comes to school on orientation day not conforming to school dress and hair regulations, he will be sent home to rectify the matter. During the school day, students not conforming to this code in the academic buildings will be suspended from class until the situation is remedied.

School dress, minus the tie, is required for non-athletic official school evening functions such as school performances, awards presentations, etc. This regulation also applies to the library in the evenings and weekends. A school administrator will make the final determination in all matters regarding the dress/hair code.

Fines will be charged to students out of dress code. It is possible a student could be fined multiple times over the course of the school day for the same offense. For this reason, the school does provide some articles of clothing for the student to use on a day that he arrives out of correct school dress. Students are encouraged to avail themselves of this opportunity to avoid additional fines throughout the rest of the school day. Items of clothing are to be returned at the end of the school day.

### **DRESS SHOES**

Students are required to wear black or brown leather dress shoes. This excludes athletic shoes, shoes with stripes, joggers, moccasins, and boots of any kind. If a student cannot wear dress shoes for medical reasons, he must bring a doctor's note that will be reviewed and counter-signed by the Associate Principal for Student Formation or the Formation Officer and carried with him daily to provide proof to his teachers. A student who is unable to provide a note to his teacher that has been signed by an administrator risks a school dress fine.

### **SOCKS**

Appropriate dress socks, crew length (not ankle socks), are required at all times. A student who arrives at school with no socks or inappropriate socks may purchase a pair in the main office.

### **DRESS TROUSERS**

Properly fitting solid color dress pants are expected. This excludes jeans, work pants, recreational pants with pockets lower on the sides (cargo pants), pegged pants, torn or frayed cuffs or side seams, pants with visible rivets, or questionable styles. Dress pants must be worn with a belt. Suspenders of any kind may not be worn.

### **DRESS SHIRTS**

Only dress shirts with a collar for a necktie are to be worn. Only conventional solid colored shirts are acceptable. Examples of shirt styles that are not allowed include golf shirts, flannel and denim shirts, and questionable styles. The shirt must be fully tucked into the trousers around the entire circumference of the waist and the top button must remain buttoned. The shirt must remain tucked into the trousers and the top button must remain buttoned any time a student is in the academic building during school hours.

### **T-SHIRTS**

Only plain white t-shirts may be worn as an undershirt. Printed t-shirts are not to be worn under dress shirts. The student will be asked to remove the t-shirt and put it in his locker. Offenders will be fined.

**NECKTIES**

Ordinary four-in-hand and bow ties are allowed. The shirt collar must be buttoned at the top and the tie knot pulled up to the collar. The necktie should be properly worn from the time the student enters the school property until he leaves the premises.

**JACKETS/OUTERWEAR**

Students may wear a blazer or any non-hooded CBHS outerwear purchased in the Wave Shop or the online store over their dress shirt and tie. Examples of appropriate outerwear include a blazer, CBHS letter jackets, or CBHS school sweaters. T-shirts, hooded sweatshirts, windbreakers, or outdoor coats are to be placed and remain in the student's locker during the school day, including the lunch period.

**GYM CLOTHES**

Students are not to enter the academic complex in gym shorts or activity uniforms. Gym clothes and athletic shoes are not to be carried from class to class. These items are to be stored in the student's hallway or athletic locker.

**HAIR**

Hair (of the natural color) should be cut above the collar, eyebrows, and ears and must be neatly groomed at all times. Sideburns should be kept above the ear lobe and evenly trimmed, not flared. Hair must not be slicked down, excessively thick, or long on top, braided, dreadlocks, or have shaved designs. The face must be clean shaven.

**JEWELRY**

A CBHS student may not wear any jewelry associated with piercings. The use of bandages to cover a piercing is not acceptable. Any student wishing to pierce his ears must do so over the summer. Necklaces must be worn under the shirt. The only acceptable bracelets are medical alert bracelets. One watch may be worn on the non-writing hand. Smart watches are not to be worn on a person during the school day.

**TATTOOS**

A student must not have any visible tattoos.

## **DRIVER EDUCATION**

Twice a year CBHS provides classroom space after school for the Pitner Driver Education Program to give CBHS students instruction in driving. A fee is charged by the Pitner School for the two-week course, and the dates for the registration and course are published in the CBHS School Calendar.

<http://www.pitnerdriving.com>

## **DRIVER'S LICENSES**

Before it will issue permits to drive, the State of Tennessee requires CBHS to verify the school attendance of its students. A form for such attendance verification is available in the school lobby from the receptionist at CBHS. These forms are not available outside school hours. Students whose birthdays occur during summer months should obtain the attendance forms before they leave school at the end of May. Obtaining permits and licenses during school time is not permitted.

# EXAMS

## EXAM SCHEDULE

Each semester, exams will take place over the four-day period designated on the School Calendar. Two exams will be scheduled per day as indicated in the Class Times section of the handbook.

Students are expected to take their exams on the date scheduled unless there is a time conflict within the school (examples: AP Exams, Athletic events, etc.). If a student has a personal conflict with an exam time, he must submit to the Associate Principal for Instruction a letter from a parent explaining the conflict and requesting an exception. A request for an exam time exception is not a guarantee the exception will be granted.

Students enrolled in AP course(s) are **required** to take the AP Exam(s) on the dates determined by the College Board. In extreme circumstances, a student may submit in writing a letter requesting exemption from the exam(s) to the Associate Principal for Instruction explaining the reason for the request. The Associate Principal for Instruction alone will make the determination if the student will be exempt from the AP exam(s). Testing fees apply, and students and their parents/guardians will be notified and billed by the CBHS Business office.

Examples of conflicts include funerals, extreme illness, etc. Examples of non-conflicts include family trips, doctor appointments, driver license testing, etc.

## EXAM EXEMPTIONS

If a senior or second semester junior fulfills the following requirements, his teachers may, at their discretion, exempt him from his semester examinations. However, it is each teacher's prerogative to require a student to take semester examinations.

A senior or second semester junior must be cooperative, responsible, and comply with all school standards and policies throughout the school year.

Seniors and second semester juniors may be exempt in individual courses provided they have no academic quarter average in those courses below "80" for the semester. Application grades must be "E", "G", or "S" in the course for each marking period.

A senior or second semester junior cannot be exempt in any course if his attendance record shows that he has a combination of common absences, unexcused absences, unexcused college visit days, partial-day absences, truant absences and/or first period tardiness greater than five (5) during that semester. A student who is tardy more than 4 times to his first period class (or advisory period if he has a study hall first period) within a semester **MUST** take all exams regardless of exemption status. Additionally, a student who is tardy more than four times for a single course may not be exempt from the semester exam for that course. If a student has any outstanding discipline issues or fines, he will not be exempt until those items are settled.

An Honor Code violation prohibits exemption from that semester's examination in the course in which the violation occurred.

Exam eligibility is recorded on the student's application page of his CBHS Student Account one to two weeks prior to the conclusion of the 2<sup>nd</sup> and 4<sup>th</sup> quarters. Each student is responsible for checking his own exemption status and maintaining his status through the conclusion of the quarter. There is no reason a student should be surprised about his ineligibility regarding exam exemptions. Each student is expected to monitor his grades, attendance, and discipline records throughout the school year.

## **EXTRACURRICULAR (CO-CURRICULAR) ELIGIBILITY**

CBHS has adopted the TSSAA model regarding eligibility of students who participate in any school-sponsored co-curricular activity or sport. To be eligible, a CBHS student must earn six credits the preceding school year. Academic support will be provided to students who have been identified as "at risk of failing" one or more courses. (See Mandatory Sessions section of the Handbook.)

## **FORBIDDEN ITEMS**

Possession of fireworks, weapons, or controlled substances other than doctor-prescribed medicines on campus is forbidden. Any student who brings such items to school is subject to immediate expulsion. Any student in possession of matches or lighters will also be disciplined. These items will be confiscated from students who are carrying them during the school day.

## **FUNDRAISING POLICY**

The Student Activity Fee, supplemented with funds from our Annual Fund, covers the budgeted amount needed for each team and student group to operate at full capacity. **Therefore, no additional solicitation by students, faculty, staff, coaches, or moderators is permitted.**

Designated donations for a particular club or team are accepted through the CBHS Development Office. Once received and deposited, funds will be directed to the designated recipient club or team to use during the fiscal year in which the funds were received. Donations of \$250 or more will be acknowledged per IRS Topic 506 - Charitable Contributions. Should a team or club need additional monies for non-budgeted items, (i.e., travel to a special tournament) a solicitation plan must be submitted and approved by the Associate Principal for Student Formation/Athletic Director and the CBHS Development Director prior to initiating any solicitation. For more information please contact the CBHS Development Office.

## GRADING SYSTEM

The school year is divided into two semesters, each of which is divided into two quarters. All grades are recorded in the PowerSchool Learning Management System (formerly known as Haiku). At the end of each marking period, grades are posted on each student's and parent's secure web account accessed through the CBHS website. In addition to the academic grade, each student receives an application grade which reflects his attitude and application to study.

*Grade Updates:* Grades in all courses will be updated and posted in PowerSchool by noon each Tuesday. Many teachers post comments to students through PowerSchool, therefore parents are encouraged to check their PowerSchool Accounts frequently and email teachers if additional information is needed. Dates for posting Quarter and Semester Report Cards are posted on the CBHS calendar on the website.

Grading Scale	Quality Points at Semester Regular Level Courses	Quality Points at Semester Honors Courses	Quality Points at Semester AP Courses
A+ (98-100)	4.3	5.3	6.3
A (93-97)	4.0	5.0	6.0
A- (90-92)	3.7	4.7	5.7
B + (87-89)	3.3	4.3	5.3
B (83-86)	3.0	4.0	5.0
B- (80-82)	2.7	3.7	4.7
C+ (77-79)	2.3	3.3	4.3
C (73-76)	2.0	3.0	4.0
C- (70-72)	1.7	2.7	3.7
D+ (68-69)	1.3	2.3	3.3
D (65-67)	1.0	2.0	3.0
F Below-65	0.0	0.0	0.0
"I" *	0 points	0 points	0 points

*\* An "I" rating indicates that a student must make up work for the course. It is the teacher's responsibility to set a deadline for the makeup of an "I" grade, not to exceed two (2) weeks after the grade is issued. Failure to make up the "I" within this time changes the grade for the missing work to a zero. Special circumstances may warrant either a shorter or longer period of time in consultation with the assistant principal. Two weeks is the ordinary time to complete this work.*

### APPLICATION GRADES

"E"	Excellent	Student shows consistent desire to excel and completely cooperates in all expected academic and conduct standards. Assignments are exceptionally well-done and effort beyond the routine is shown consistently.
"G"	Good	Student shows the desire to excel and cooperates in expected academic and conduct standards. Assignments are done well and effort to do well is evident. Class/school rules are followed.

## APPLICATION GRADES

"S"	Satisfactory	Student does his work with a consistent degree of competence and regularity, although with not as much interest as could be shown. Assignments are acceptable. Attitude, conduct and following of class/school rules are acceptable.
"N"	Needs Improvement	Student does not complete all assignments and/or does not follow class/school rules consistently. The work he does is inconsistent in quality and/or his behavior in class needs improvement.
"P"	Poor	Student shows complete disregard for doing assignments and following of class/school rules. Attitude, cooperation, and behavior are unacceptable.

*"N" and "P" grades in Application remove student from all Honor Roll consideration in a quarter grading period. There are no Application grades for exams or semester averages.*

### **GRADE-POINT AVERAGE (GPA)**

Grade point averages are calculated at the end of each quarter and each semester. The GPA is computed by adding the point values of each course and dividing by the total number of courses taken. The grade point average may range from 0.0 to 6.3. The cumulative GPA reflects the average of all courses completed while in high school.

### **SEMESTER AVERAGES**

The semester average for each course appears on the transcript in letter form.

The semester average for each class is calculated using the following weighting:

First Quarter = 40%

Second Quarter = 40%

Semester Exam = 20%

### **HONOR ROLL**

Honor Roll status is attained by those students meeting the following criteria:

- Students must be taking six full-credit courses or the equivalent.
- No grade lower than a C- (70) may be earned in any course.
- No application grade of N or P may be earned in any course.

**First Honors** status is attained by fulfilling the above requirements and having a GPA of 4.0 or above.

**Second Honors** status is attained by fulfilling the above requirements and having a GPA of between 3.50 and 3.99.

The names of honor roll students will be displayed on the school's bulletin boards and website at the end of each marking period. End of school year awards include medals for honor roll achievement in all the first three quarters.

## **WITHDRAWAL FROM COURSES**

If a student drops a course at his request or is removed from a course by the administration (for absences, tardies, behavior problems) after the 1<sup>st</sup> or 3<sup>rd</sup> quarter, a grade of WF (withdrawn failing) or WP (withdrawn passing) will be listed for the semester average on his permanent transcript. The grade will not count in the student's cumulative grade point average. **There will be no grade averaging for a class from which a student has been removed because of poor attendance or poor behavior. If the course is required for graduation, the student must make up the failed semester in credit recovery.**

## **DECILES**

Students will be classified as belonging to the first 10 percent, second 10 percent, etc. of their class according to their cumulative GPA. Students taking Honors or AP courses receive the benefit of higher quality point values for their grades. "Class Rank" is no longer calculated at CBHS.

## **FAILURES**

A student who receives a grade of "F" for the semester in a course *required for graduation* must make up that semester's work in credit recovery. However, second semester work in some courses is dependent upon material mastered during the first semester. In these courses, success in the work covered during the second semester indicates mastery of the basic content taught first semester. When a student fails first semester of **math, science, foreign language, band, or accounting** and then in second semester achieves a minimum semester average of 70 in that same course, his first semester numerical average and his second semester numerical average will be added together and divided by two. If the resulting average is 65 or above, both his first and second semester averages will be changed to the new average. In such cases, this will result in a passing grade and credit for both semesters. In cases where the new average is below 65, the student will retain the first semester failing average and he must attend credit recovery if the course is required for graduation.

*Note:* Failed courses are to be retaken in credit recovery, not during the school year. Credit recovery courses do not replace the required assignments to make up unsatisfactory grades.

## **CREDIT RECOVERY GRADES AND THE GPA**

Credit recovery courses taken at CBHS and/or CBHS approved institutions earn quality points which are calculated into the student's cumulative GPA (see GPA). The failed semester course is not dropped. Grades earned during summer makeup courses do not replace failing grades earned during the semester; they are added to the credit recovery column on the transcript.

*Note:* CBHS accepts credit for courses taken in credit recovery only to make up credit for courses failed during the regular school year. Credit recovery courses for purposes of review or preview of the material are not accepted for credit at CBHS. Students cannot recover a grade higher than a C.

### *On-Line/Independent Study/Correspondence Courses*

CBHS will accept credits earned through online independent study/correspondence courses approved by the counselors for students who, because of schedule constraints (i.e. heavy loads of honors, AP courses, and/or band) need to extend their studies outside the traditional CBHS curriculum. Online course credit will not be granted to students when their daily schedule permits all courses to be taken on the CBHS campus. Fees for online courses will be paid by the families.

### *Dual Enrollment Courses*

Upon approval of the CBHS administration, students may take dual enrollment courses from accredited online college programs, traditional community colleges, or traditional four-year

colleges or universities. After review of the course syllabus, quality points awarded for the course are determined by a CBHS committee composed of an administrator, counselor, and teacher in the appropriate academic discipline. Three credit hours in a dual enrollment course translate into one-half credit on the CBHS transcript. Six credit hours in a dual enrollment course translate into one credit on the CBHS transcript.

#### *Mandatory CBHS Courses*

The following courses must be taken at Christian Brothers High School: **Religion/Ethics I, II, III, IV, English I, II, III, IV, Algebra I, Geometry, Algebra II or Algebra II/Trigonometry, U.S. History, and 2 science courses.** These courses may be taken at other schools or through online/independent study programs ONLY if the student is making up failure of a course initially taken at CBHS or at a high school attended prior to transferring to CBHS. Catholics take Religion. Non-Catholics take Ethics.

#### *Transfer Students and Course Credits from Previous High Schools*

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 credits 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 from other high schools are eligible for other academic awards.

#### *Permanent Record*

Each student's semester grades from all academic and non-academic subjects are entered into his permanent record, or "high school transcript." This record may be reviewed by school authorities, by parents, and by those persons approved in writing by parents or guardians. A student may ask his counselor to review with him his permanent record. During his senior year, each student is responsible for requesting that his permanent record be sent to the college or colleges to which he is applying for admission. Ordinarily, final transcripts are sent only to the colleges/universities that the students will attend in the fall. Specific requests for final semester transcripts must be made. They are not sent automatically. Transcript service is not available in July.

## **GYM AND WEIGHT ROOMS**

Students who wish to use the Brothers Development Center, gym or other physical training facilities outside school time may make prior arrangements with the coach, athletic moderator, or the Athletic Director. Unsupervised use (without a coach or moderator) is not permitted.

## **HOMEWORK**

All teachers at Christian Brothers High School attempt to provide their students meaningful homework assignments. Daily homework assignments should require a student to study at least thirty minutes per subject each school night. Homework includes written work as well as reading and reviewing for tests. Homework is posted for all subjects on the CBHS Learning Management System (PowerSchool).

## **HONOR CODE**

The Christian Brothers High School Honor Code reinforces the ideals of honesty and integrity. Each CBHS student must be honest with himself and others, helping to create an atmosphere of mutual trust. Only through individual commitment and community support can an honor system be an effective instrument in maintaining these ideals.

The Administration and Faculty of Christian Brothers High School expect the students to be men of personal integrity in all the activities of their lives. Regarding their personal honesty and their academic work, the administration and faculty expect that all the students/parents/guardians know and understand these premises. Lying to a member of the CBHS faculty or staff is a serious violation of the CBHS Honor Code.

## **HONOR SOCIETY**

Membership in the National Honor Society is one of the highest honors a student can attain at CBHS. Candidates for admission are seniors who have at least a 3.5 cumulative grade point average. A list of academically eligible seniors is distributed in September to the faculty and to the National Honor Society candidates themselves for preliminary ballots and comments. In addition, each candidate for membership must complete a Student Activity Information Form which lists all activities and sources of verification for these activities. The Faculty Council, a selection committee of five voting members and a non-voting chapter advisor all appointed by the principal, reviews the activity forms and the results of the surveys. The selection of each member must be by a majority vote of the Faculty Council. All of these membership policies adhere to the constitution and bylaws stated in the official National Honor Society Handbook. The Scholarship component is fulfilled by the cumulative 3.5 minimum grade point average.

The Leadership component is fulfilled by a three and one-half year record of the student's holding positions of responsibility in school and/or in the community either by holding elected offices or by exercising initiative as a member of school and/or community organizations and activities. The Character component is fulfilled by a three and one-half year record of honesty, cooperation, and courtesy in interacting with others, both in and out of school. The Service component is fulfilled by contributions of the student to school and/or community organizations over the three and one-half years in high school. During his high school career, the candidate for the National Honor Society has taken challenging courses, been active in co-curricular activities, has maintained a good attendance and discipline record, has exercised a positive influence on his peers, and makes a significant contribution to his school, church, synagogue, and community. Serious infractions of NHS standards by an inductee during his senior year may result in his dismissal from the National Honor Society.

## **LIBRARY**

The Pender Library is open each regular school day from 7:15 a.m. -- 4:00 p.m. and from 7:15 a.m. -- 12:15 p.m. on half days. It provides a quiet and comfortable place for those students who need to complete assignments, study, make up tests, or require assistance from the librarian/digital media specialist (who is present until 3:15 p.m. on regular days) relating to the library and academic work. The librarian also provides instruction on performing research within our extensive collection of online educational databases and library catalog, which includes print, digital, and audio books. Students are encouraged to contact the librarian by e-mail when they have library work and are unable to come to the library for work during the school day.

## **LOCKERS**

CBHS provides a locker in the academic building for each student's personal belongings and equipment used in class. The locker is to be kept neat and clean, and the locker combination is not shared with anyone. The door is to be completely closed with nothing hanging to the outside. All lockers must be empty at the end of second semester examinations.

In the event a student forgets his locker number or locker combination, this information can be accessed using his student account on the CBHS website. Hovering the mouse over the locker number will display the locker combination.

## **LOST AND FOUND**

All lost and found items on CBHS property are taken to the office of the Associate Principal for Student Formation. Periodically throughout the school year, an announcement will be placed in the Daily Bulletin reminding students to check Lost and Found for lost items. However, a student may look for lost items at any time during the school year. At the end of a semester, unclaimed items are donated to charity.

## **LUNCH REGULATIONS**

Lunch is served to all students in Heffernan Hall during their designated lunch period. To make lunch periods more efficient, students are to go to their tables immediately upon entering Heffernan Hall. They are not to get into any food/drink/dessert/soup, salad, or sandwich lines. No food will be served at that time. Students are to go to a table and be seated. After all students have arrived, a prayer will be said and then students will be dismissed by table rows to get their lunch. These rows will be chosen randomly and changed daily. All other students are to remain seated until their table row is called. Seconds are not allowed until all rows have been called following the same procedure outlined above.

The food prepared by the foodservice staff is of excellent quality. Students, by way of the dining services fee, have paid for lunch every day. If a student chooses to bring in outside food, he may. If a student brings (or has food delivered to him), the following stipulations must be adhered to:

- Person delivering food may not enter the building.
- No food shall be consumed until prayer has been completed.
- All trash must be disposed properly.

This privilege may be revoked on an individual basis, if the stipulations are not followed.

Each student is expected to leave his place in Heffernan Hall in a neat, clean condition.

During the lunch period, all students must remain in Heffernan Hall or on the adjacent patio. Students may leave Heffernan Hall or the adjacent patio no earlier than 10 minutes prior to the end of the period. At this time, students may walk inside the 500 hallway corridor (not outside in front of Stephen Hall) to the courtyard where they will remain until the end of the period is signaled by the bell. No student will be allowed to enter the main building at any time before the end of the period. Food and/or drink may not be taken out of Heffernan Hall.

The gymnasium, parking lot, front of Stephen Hall, and the Memorial Garden are not to be used during the lunch period. No students may leave campus for lunch or receive guests during their lunch period.

Students assigned to cleanup duty are expected to stay after lunch and clean the part of Heffernan Hall to which they have been assigned. They are not to leave the cafeteria until released by the prefects.

Breakfast will be served to students in Heffernan Hall, for an additional fee. Students are to maintain order and discipline in Heffernan Hall. They are expected to leave their area clean and neat.

## MANDATORY ACADEMIC SUPPORT SESSIONS

Each CBHS student must continually strive for academic achievement (strong GPA) and progress toward graduation (sufficient credits earned). Attendance at Mandatory Academic Support (MAS) sessions is designed to assist struggling students by providing accountability and a supportive infrastructure. Positive relationships with teachers, advisors, counselors, and the administration, along with the constructive steps of these sessions, will ensure that those who put forth the requisite effort will be offered the tools and the support necessary to succeed at CBHS.

Mandatory Academic Support sessions are designed to intervene with students who, after the fourth week of each quarter, have earned less than 67% in any course or are otherwise in danger of failing for the quarter. Both the student and his parents/guardians will receive notification that students enrolled in MAS (at the teacher's discretion) must attend Mandatory Academic Support sessions at the place and time designated by each department.

### Overview:

- Student grades will be current in PowerSchool by the end of the 4th week of each quarter.
- Associate Principal for Instruction will contact parents via email explaining MAS and required student participation for remainder of that quarter.
- A schedule will be posted on the CBHS website with instructor and room assignments.
- Associate Principal for Instruction, in consultation with teachers and counselors, can choose to assign MAS to any student at any time during the school year.

### Student Duties

- Prepare **weekly assignment schedule** Monday evening for review each Tuesday.
- Attend all 3 sessions (Tuesday, Thursday, Friday) each week for remainder of quarter.
- Focus on mastery and completion of school assignments during MAS sessions.
- Ask for help when needed.
- Demonstrate progress.

### Attendance:

- Students must attend all sessions (3 per week) for remainder of quarter.
- Students assigned MAS for more than one course will, in conjunction with their teachers and counselor, create a schedule to determine how to divide time between sessions.
- Repeated tardiness or failure to attend all sessions will result in Saturday School.

### Academic Dismissal:

- If a student lacks the determination to make improvement, the CBHS administration will review the student's records and the student may be dismissed from the school.

## **MEDICATIONS**

### **PRESCRIPTION MEDICATION**

For students taking regular prescription medication, the occasion arises that they may forget to take their medication in the morning before coming to school. As a service to students and parents, a small portion of the medication may be kept at CBHS to alleviate the need for parents to come and deliver the medication to school. The medication needs to be kept in the original prescription bottle with a prescription label affixed to it. The container can be a re-used bottle from a past dose of the same prescription medication. This medication will be kept in the office of the Associate Principal for Student Formation under lock and key. In order for medicine to be dispensed, the Prescription Medication Authorization form must be completed and returned with the medicine.

### **NON-PRESCRIPTION MEDICATION (OVER THE COUNTER)**

CBHS keeps a small selection of non-prescription medication on hand for minor medical ailments. It is kept in the office of the Associate Principal for Student Formation. Students may come and utilize the medication, with parent consent. Parents are asked to fill out the Over-The-Counter Medicine Authorization form and return it to the school office.



Christian Brothers High School  
2017-18 Prescription Medication Authorization

All prescriptions must be in an original, labeled container and stored in the school office under lock and key. The container may be a re-used bottle from a past dose of the same prescription medication. The following information must be completed and returned to the school with medication before any medication may be dispensed.

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT/GUARDIAN \_\_\_\_\_

HOME NUMBER \_\_\_\_\_ CELL NUMBER \_\_\_\_\_

NAME OF PRESCRIPTION: \_\_\_\_\_

AMOUNT OF DOSAGE: \_\_\_\_\_

TIMES TO BE GIVEN: \_\_\_\_\_

PRESCRIBING PHYSICIAN: \_\_\_\_\_

NAME OF PRESCRIPTION: \_\_\_\_\_

AMOUNT OF DOSAGE: \_\_\_\_\_

TIMES TO BE GIVEN: \_\_\_\_\_

PRESCRIBING PHYSICIAN: \_\_\_\_\_

NAME OF PRESCRIPTION: \_\_\_\_\_

AMOUNT OF DOSAGE: \_\_\_\_\_

TIMES TO BE GIVEN: \_\_\_\_\_

PRESCRIBING PHYSICIAN: \_\_\_\_\_

I hereby authorize Christian Brothers High School to dispense the prescription medication as directed above.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



Christian Brothers High School  
2017-18 Over-The-Counter Medicine Authorization

In the event that your son needs a pain reliever for a headache, earache, etc., CBHS can give Tylenol, Advil, Motrin or antacid with written authorization from parents, and with/without calling them at work, according to the choice below. CBHS requests that you provide the school with a bottle of the pain reliever (labeled with the student's name) that your son uses if he needs it frequently.

-----  
I authorize Christian Brothers High School staff to give my son Tylenol, Advil, or Motrin for a headache, earache, etc. Please circle your choice.

- A) YES                      B) YES, but with phone call beforehand                      C) NO

Name of student \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## **MESSAGES TO STUDENTS**

The school office will deliver urgent messages to students but will not call them to the phone. The school administrators, not the secretaries, are the only ones who may make exceptions. To curtail classroom disruptions, the best policy is to communicate with students at home or before school. Under special circumstances, parents and students should communicate via the student's school e-mail account. Parents and students should not communicate through text messages or phone calls to personal phones during school hours. The only exception to this "no texting policy" is if a faculty member expressly grants permission during school hours. Permission granted in one faculty member's class does not translate into the hallway or to the next class period. This should only be allowed by a faculty member for emergencies or absolute necessities.

Students should take care of their personal business before the school day begins. We will not deliver student belongings such as: homework, food, books, clothing, etc., to the classroom. If parents must bring something to their son, they may leave it in the lobby for the student to pick up between classes or during his lunch period. Deliveries to the classrooms will not be made, as this is a disruption for the teachers and their students. The only exception would be an immediate need such as medication.

## **PARENTS' ASSOCIATION**

The Parents' Association is an open group. All parents are officially members. Being involved with other parents, as well as the school staff, enhances the parent experience as well as supports the education of each student. CBHS has many parents who volunteer to coordinate events that help parents network and get to know each other better. Parent volunteers can contribute at many levels. Whether parents volunteer to help at "House" events, become Parent Ambassadors, or attend one of the Brothers' three Spring Tuition Assistance events (Trivia, Taste, or Brothers' Open), their contribution is greatly appreciated!

## **PARKING LOT ENTRANCES**

All vehicles entering the CBHS parking lot must enter at the traffic light or from the one-way entrance located on Humphrey Boulevard directly behind the school. Students who are parking may proceed to their assigned parking spaces. All other drivers must use the right-hand lane closest to the school building, drop off the students at Heffernan Hall or at the Bell Tower, then leave the parking lot. The left-hand lane is not to be used to drop off students. It is only for students driving to their spaces. It is extremely dangerous to drop off students from the left lane! Those leaving the parking lot and heading west may use the west exit.

To leave the parking lot going east or south, drivers are to use the east exit at the traffic light. All other drivers should leave using the west exit in the mornings. During afternoon dismissal, the one-way drive behind the school opening onto Humphrey Boulevard may be used to exit the campus.

Students should arrive in the parking lot at least fifteen minutes before their first class begins. Maximum speed in the parking lot is 15 miles per hour, and safe driving is expected always. Cell phones should not be in use by the driver in the parking lot. To ensure that all parents and students are paying attention to their surroundings, no driver should be talking on phones or texting while driving or waiting in line in the parking lot.

Student departures: Students may be picked up in front of Heffernan Hall, the Bell Tower, the Band Hall, the Lavecchia Wing, or in front of McEniry Hall. Parents arriving to pick up students may park in the vacated spaces near these locations.

## **PRINTING COPIES**

Students are allowed to print 125 pages per semester. After that, students will be required - to print from home or a location off campus. Students can print up to 20 pages per print job. (This is for students' protection so they don't accidentally print a document that deeply cuts into their 100-page allotment). The Library Student Printer prints only black and white, single-sided documents. In order to have a document printed before first period, students should send it to the student printer by 7:40 a.m. After pressing the print button, check the printer to see if your document has printed before pressing print again. If the document has not printed after a second attempt, check with the librarian. Plan ahead and print before or after school. Printers will be turned off between 8:00 a.m. and 2:30 p.m. on regular school days. Any documents sent to the printer between 8:00 a.m. and 1:00 p.m. will be cleared from the queue.

## **PROGRESS REPORTS**

Grades in all courses will be updated and posted by teachers on the School Learning Management System (PowerSchool) by noon each Tuesday. Dates for posting Quarter and Semester Report Cards are posted on the CBHS calendar on the website. Many teachers post comments to students through PowerSchool, therefore parents are encouraged to check their PowerSchool Accounts frequently and to email teachers if additional information is needed.

## **SAFETY DRILLS**

Several safety drills are conducted during school hours throughout the school year. All drill regulations are designed with the safety of the entire school community in mind. Many of these drill procedures are required by state and city laws.

At the sound of a safety alarm, students are to remain calm and quiet to receive instruction from their teacher or administrators. Silence must be maintained so that emergency announcements can be heard. All emergency orders must be obeyed. All students should be alerted to help others who need assistance. If evacuation of the building is required, students must follow their teacher out of the building and remain with their teacher, who has a class roster. Students should move quickly, but never run.

In the event of an active shooter incident on campus, students are to follow this procedure: shelter, flight, fight. It is important to maintain silence in an active shooter scenario. If students maintain silence and hide, the probability of survival is much higher. Shelter: barricade yourself behind a locked door. Flight: if an exit path is available, make your way to safety. Fight: active resistance is the last resort. Protect yourself and others to save your life.

Violators of safety drill regulations will be reported to the school administration for disciplinary action.

No individuals, including students, teachers, office staff and visitors in any building on campus may exclude themselves from participation in a safety drill. It is important that all persons on campus participate in the drill.

## **SCHOOL CALENDAR**

Parents and students are encouraged to check the calendar regularly for special events and changes to the school day schedule. A copy of the school calendar is also posted on the CBHS website.

## **SCHOOL CLOSING DUE TO INCLEMENT WEATHER OR POWER FAILURE**

The following procedure will be in effect whenever there is a possibility of school being closed because of inclement weather: School will be in session unless a specific announcement is made that Christian Brothers High School is closed. Announcements concerning any other schools do not pertain to Christian Brothers High School. Official announcements will be made over the major local TV stations beginning at 5:50 a.m. and on the school website and school's social media on the day the school may be closed.

Parents and students should not call the school or the media. These calls only hinder the process of getting information to the news media.

## **SCHOOL DAY**

The school building is open by 6:00 am.

The time of the student's arrival on the CBHS property to begin the school day to the time the student leaves the property to return home is defined as the "school day." For each student, his school day begins once he has arrived on campus in the morning and ends when he leaves to go home in the afternoon. A student may NOT leave CBHS property during his school day without the express permission from school officials. Students must remain in uniform and adhere to school rules and policies for the entirety of the school day.

The FBI building and Baptist East Memorial Hospital properties are off-limits to CBHS students during the school day.

A student may not leave CBHS property to run errands, buy food, or for any other reason during his school day without the express permission from school officials.

## **SCHOOL LOBBY**

Students are not to use the school lobby to move from the north and south corridors. They also may not use this as a waiting area at the end of their lunch periods. Students should remain inside Heffernan Hall during their entire lunch period if weather prevents them from sitting in the courtyard.

## **SCHOOL PROPERTY**

Students at CBHS take pride in the appearance of their school. Those who mar, scratch, cut or deface desks or other school property intentionally will pay full damages and be subject to dismissal. Minor damage due to negligence is fined proportionately to the damage done.

## **STUDENT ACTIVITY FEE**

Christian Brothers High School is proud to offer a wide variety of co-curricular activities, clubs, and athletic programs that are available to all students in grades 9 through 12. It is our belief that student participation in these activities provides fundamental components of learning and permits individual growth that extends the classroom experience.

An annual \$150 Student Activity Fee is assessed to all students and allows a student to participate in as many co-curricular activities, clubs, and athletic programs as he would like or to choose. (For programs that require competitive processes among students for final selection, payment of this fee only guarantees a student the opportunity to participate in the selection process.) To provide a more successful school experience, we strongly encourage students to participate in as many activities as possible. The \$150 non-refundable payment is due at enrollment. Students will be ineligible to participate in their respective co-curricular activity, club, or athletic programs until the outstanding balance is satisfied. In addition, this fee covers their ticket fees to ALL on-campus sporting events (non TSSAA playoff contests) and theatre arts performances. The activity fee will go to the Athletics and Student Activities Departments for support of student experiences through athletics, arts, co-curricular clubs, and activities and will be used for equipment, travel, materials and supplies, and other expenses.

The Student Activity Fee, supplemented with funds from the Annual Fund, covers the budgeted amount for non-consumable items each team and student group needs to operate at full capacity. Therefore, no additional solicitation by students, faculty, staff, coaches, and moderators is permitted.

However, the cost of items that students will consume or keep is not included in the Student Activity Fee. These costs must be covered by each team member. Examples include: uniforms that students keep, membership fees, and any other items the athletes will keep.

For more information, please contact the CBHS Development Office.

## **SUBSTANCE ABUSE**

Christian Brothers High School regards the use, possession, and sale of any illegal substance, including alcohol, synthetic drugs, and prescription drugs, as a situation of major concern both for the individual and for our other students. The CBHS administration and faculty/staff are sensitive to the needs of those students who have begun using illegal substances but will not tolerate the selling or distribution of such substances by students. The school will cooperate in helping those individual students who are forced into prolonged absences for treatment as a result of substance abuse.

If it is determined that a student has provided or distributed any illegal substance to other students or is in possession of or under the influence of any illegal substance, he may be dismissed from CBHS immediately.

If the student is not immediately dismissed, the student will be immediately suspended from all classes until a meeting with his parents/guardians and the school administration can take place.

Any student who returns to CBHS, whether he has received treatment or not, must maintain the standards and regulations of the school, or he will be asked to withdraw from CBHS immediately.

During the course of the school year, ALL students will be randomly selected to be drug tested at least once. All results will be kept CONFIDENTIAL. After being tested, their names will be placed back into a pool for further random testing.

If a student tests positive, the Associate Principal for Student Formation will meet with his parents and inform them of the results. The student will be tested again after 90 days extending even into summer vacation at his expense. A second positive test result during a student's enrollment at CBHS will result in expulsion.

CBHS provides several outreach programs to discourage the use of illegal drugs and alcohol and to encourage the CBHS student to lead by example in this area. Additionally, parent education programs take place throughout the school year to guide parents/guardians as mentors to their sons. A list of events follows:

- Freshmen and transfer students/guardians and their parents must attend a drug/alcohol awareness - session in the first semester.
- Before the Homecoming Dance and Prom, students are required to meet with the Principal in an assembly to discuss safe behaviors.
- Before the Prom an evening parent meeting is held to discuss drug/alcohol awareness with parents/guardians of students attending the prom.
- Religion and Ethics classes give instruction each year on moral issues involved with drug/alcohol abuse. Additionally, freshman and sophomore students study health issues related to alcohol/drug use in classes.
- Parents/guardians and students are actively encouraged to sponsor and participate only in alcohol/drug free events for their children.
- Before dances and athletic events, students are randomly tested on a breathalyzer to gain admission to the event. The chaperones for a school dance or athletic event may breathalyze any CBHS student based upon suspicion of being under the influence of alcohol.

## **SUMMER OFFICE HOURS**

Dates over which the school operates on a "summer hours" schedule are posted on the school calendar. Summer office hours take place on week days from 7:30 a.m. to 1:00 p.m.

## **TEACHER CONFERENCES**

CBHS hosts parent-teacher conferences at the conclusion of the first quarter. All other parent-teacher conferences can be made by appointment with the teacher when needed. Communication about academic performance or classroom issues should start with the teacher. If unresolved, the issue may be forwarded to the next appropriate authority (Department Chair for academic issues, Director of Student Formation for disciplinary issues, etc.).

## **TRANSCRIPTS**

Students' permanent records including grades, standardized test scores, medical records, and psychoeducational reports are housed in the Counseling Center. The high school transcript, which may be submitted electronically or mailed to colleges or other appropriate agencies, shows semester grades and credits, semester, and cumulative grade point averages. To be considered "official" a transcript must be sent directly from CBHS to the receiving party. Seniors may request official transcripts for colleges and other agencies through their Naviance account. Unofficial transcripts may be requested by seeing the records secretary in the Counseling Center. To meet deadlines, transcript requests should be submitted one week prior to deadlines. Fees for transcripts are included in the tuition. Transcripts service is not available during July.