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DISCLAIMER

This Handbook does not establish a contractual relationship between the School and its employees. This Handbook only serves to highlight the School's general policies, practices, and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any procedure contained within this Handbook is strictly intended to provide all employees with a general framework for addressing and/or resolving various situations that may arise from time to time. The School reserves the right to change, alter, remove and/or amend all procedures, policies, and regulations contained within this Handbook any time and at the sole discretion of the School whenever such changes are deemed necessary, with or without cause.

MISSION

The mission of Christian Brothers High School is to provide young men a college-preparatory education in the Catholic and Lasallian traditions. Thus, we welcome, encourage, and support religious, ethnic, and economic diversity; and we acknowledge the importance of service to the poor as we prepare students to become responsible adults in the global community.

VISION

- CBHS will build upon its 140+ year Lasallian tradition of transforming lives by committing to excellence in teaching, instilling a love of learning, fostering on-going moral development, and embracing innovative technology in an ever-changing world.
- Decisions must be guided by a moral compass that is instilled on a day-to-day basis in our classrooms.
- The world will continue to develop technologically and technical skill will be a basic requirement in every field.
- Globalization will continue and will require knowledge of cultures and languages, social problems, history, and geography.
- Success in the workplace will require an ability to work successfully in groups and teams.

OUR BELIEFS

Christian Brothers High School, an educational leader inspired by Gospel values, the traditions of the Roman Catholic Church, and the moral and spiritual teachings of St. John Baptist de La Salle,

- promotes a spiritual environment which acknowledges the diversity of different religious traditions and the responsibility to use these values as a basis for service to others and the betterment of society;
- commits programs and resources for service of the poor;
- encourages and recognizes excellence in its students and faculty;
- provides an atmosphere conducive to learning and creativity for students and faculty;
- creates a caring, Lasallian community environment which includes students, parents, teachers, administrators, staff and alumni;
- provides a spirit of collaboration among administration, staff, teachers, parents and students;
- values the uniqueness of each student and makes every effort to meet his needs;

- develops young men with the highest standard of educational, moral and spiritual background prepared to embark on the challenges of today's society;
- develops self-confidence in the student;
- promotes the image of the school in a manner which exemplifies the values which are emphasized and taught therein.

CORE VALUES

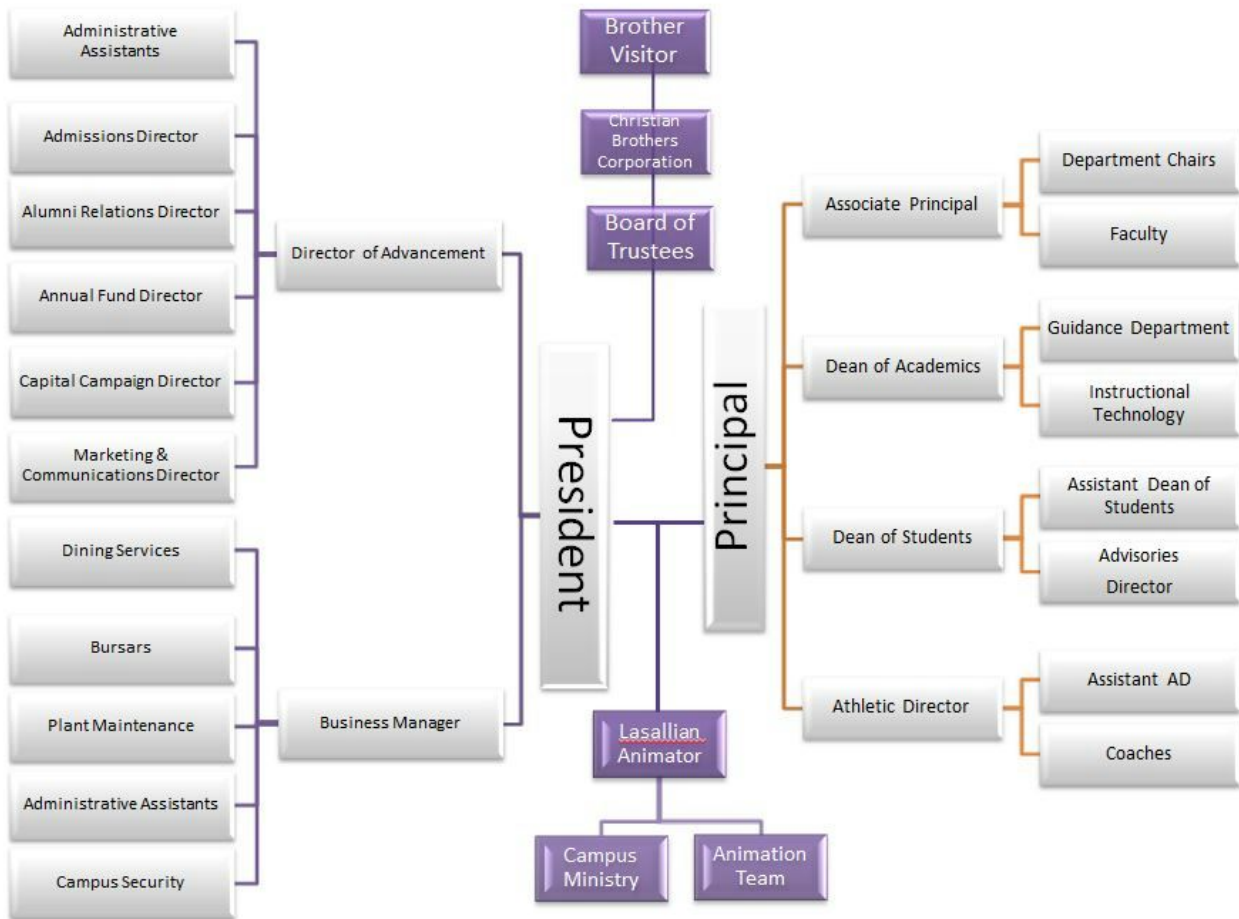
Christian Brothers High School is a community of believers in the Lasallian tradition, inclusive of students, faculty, staff, parents, and alumni, who represent various religious, ethnic, and economic backgrounds, working together to achieve a shared mission: To give a human and Christian education to the young and to promote peace and justice, with a commitment to the service of the poor.

We value the uniqueness and dignity of the individual and the wellbeing of the entire Christian Brothers High School community. We value the ongoing development of our spiritual, academic, social, and physical formation in light of Gospel values.

In an atmosphere of academic excellence and in appreciation of individual differences, we at Christian Brothers High School inspire and direct individuals toward an increased understanding of themselves and their community. We strive to encourage a personal sense of honor and self-discipline, service to others, a respect for all life, and a growth toward a mature relationship with God.

In light of our shared mission, the Christian Brothers High School community works together to minister in an orderly environment which encourages learning as a lifelong process, independent thinking, concern for the individual, and service to the community.

CBHS ORGANIZATION CHART



Standing Committees:

- The *School Leadership Team* is responsible for the day to day operations of the school. In collaboration with the principal, the leadership team is directly responsible for mission adherence, while creating an environment that encourages academic growth and a spirit of brotherhood. The Principal, Associate Principal, Dean of Academics, Dean of Students, Athletic Director, and Lasallian Animator compose the team.
- The *Lasallian Animation Team* is charged with developing and implementing a comprehensive program designed to animate faculty, students, parents, alumni and friends with the Lasallian charism in order to ensure long-term continuity and the perpetuation of the [Lasallian mission](#) and character. Team members are selected from among CBHS faculty and staff who have graduated from one of the Lasallian Formation Program.

The *Academic Team* is led by the Dean of Academics and has as its goals:

- To help make CBHS the best school in the city (the state...the region) at which to be a teacher.
- To help optimize the educational experience of each student, from those who need remediation, to the “average” learner, to the future National Merit winners.
- To promote a culture of learning among the faculty.
- To promote a culture of risk-taking among the faculty.
- To open lines of communication and facilitate collaboration among faculty.
- To listen.
- Ultimately, to serve and equip teachers, so they can inspire students.

EMPLOYMENT AND PERSONNEL POLICIES

Equal Employment Opportunity: The School provides equal employment opportunity for all qualified persons and does not discriminate against an employee or applicant because of race, color, religion, national origin, sex, pregnancy, disability (mental or physical), age, genetic information, or any other legally protected status under local and state law. This policy applies to all terms and conditions of employment, including with limitation, hiring, promotion, training, transfer, retention, layoff, return from layoff, compensation, benefits, and termination. The School reserves the right to make some employment decision in keeping with the School's religious mission and philosophy.

Anti-Discrimination Policy: The School is committed to complying with all applicable laws regarding a workplace free from discrimination, and the School does not condone any type of unlawful discrimination. This commitment applies to all persons involved in the operation of the School and prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, disability (mental or physical), age, and genetic information towards any School employee by any other School employee, including but not limited to supervisors and co-workers. In addition, the School will not tolerate discrimination towards its employees by those who are not the School's employees, including, but not limited to, persons with whom the School does business. This anti-discrimination policy applies to all aspects of employment, including but not limited to, recruitment, hiring, placement, promotion, discharge, layoff, recall, transfer, leaves of absence, compensation, discharge, and all terms and conditions of employment. Notwithstanding its commitment to provide a non-discriminatory environment, the School reserves the right to make employment decisions in keeping with its religious mission and philosophy.

All irregularities should be reported to the President, Principal, or to a member of the administration or in the case of a key administrator, the chairman of the board. If investigation substantiates that such activities have occurred, the administrator contacted will issue reports to the appropriate designated personnel and, if appropriate, to the Board of Directors through the executive committee.

Anti-Harassment Policy: The School's anti-harassment policy applies to all persons involved in the operation of the School and prohibits unlawful harassment of any School employee or volunteer by any other

School employee or volunteer, such as, but not limited to a parent, family member or designated friend, visitor, vendor, consultant, customer, and other individuals involved with but not employed by CBHS. Employees and volunteers who violate the anti-harassment policy will be subject to discipline, up to and including termination of employment and/or voluntary services.

Hiring Practice: Christian Brothers High School does not recognize tenure. A contract is for a period of one year, unless terminated earlier. An offer for a renewal of contract will normally be given before March 10th of each scholastic year. Contracts are to be signed and returned to the Principal within seven days from the date of the offer. Any teacher who decides to decline is to submit a statement in writing that it is by his/her own choice that he/she is terminating that teaching position.

Non-returning Christian Brothers High School employees generally have access to the CBHS computer network until the end of their contract, normally June 30. After this time their account will be locked and access to files and email will not be allowed. If the employee requests, emails will be forwarded for 90 days when an email address is provided. During this time employees should work to change any email addresses associated with the school address particularly in regard to subscriptions or any email lists to which they belong. After 90 days the employee's email account will be deleted and any messages sent to the CBHS address will be returned to the sender as undeliverable.

Personnel Files: The Principal's office will maintain personnel files for each teacher. The Principal and the individual teacher have access to the files. Each teacher's file will include:

- Application Form
- Copies of Official transcripts, degrees, credentials, licensure
- Letters of recommendation and documentation of references checked
- Signed contract
- Summative and Formative Evaluations
- Permission form for background check
- Emergency contact information
- Virtus training certificate
- Professional Growth Records (continuing education, workshops, etc.)
- Catechetical certification for Catholic teachers of Religion courses
- Record of CPR and first aid training (if required)
- Record of days absent and tardy
- Years of teaching experience

Responsible Use of Technology:

EDUCATIONAL PURPOSE: Access to the Internet and the development of electronic information research skills are now fundamental requirements for preparing students to take their place in a technological society. Computer and network services are open to students and staff and exist to enhance the educational process.

RESPONSIBILITY: The smooth operation and continued use of this resource requires that users adhere to guidelines. In general, it requires that the Internet connection be

used ethically, legally and efficiently. The use of the Internet is a privilege, not a right. It is Christian Brothers High School's intent to set reasonable requirements for acceptable and responsible use.

ACCEPTABLE USE: All users are expected to abide by the generally accepted rules of network etiquette. All users should be respectful of others in all communications. Use of inappropriate language (vulgarity, profanity, obscenity, harassment, racial slurs, etc.) will not be tolerated, nor will any communication that brings shame or disgrace to CBHS. For safety reasons, users should not reveal personal address or phone number, or the personal addresses and/or phone numbers of other teachers or students.

All users are expected to abide by Tennessee State and U.S. law and regulations. Transmission of any material in violation of these laws and regulation is **PROHIBITED**. This includes, but is not limited to:

- access and/or transmission of obscene, pornographic, or sexually explicit material
- access material that advocates violence or discrimination (hate literature)
- activities that are disruptive to the network service
- unauthorized attempts to enter restricted areas of information
- the sending of threatening, defamatory or fraudulent messages
- use for commercial activities
- deliberate violation of copyright, or other use of another person's intellectual property without their prior written approval and/or given proper acknowledgement.

SOCIAL MEDIA: Social Media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's blog, journal or diary, personal website, social network or affinity website, web bulletin board or chat room, whether or not associated with the School, as well as any other form of electronic communication.

The same principles and guidelines found in the CBHS Employee Handbook apply to your activities online. Conduct that adversely affects your job performance, the job performance of other employees, or the School, may result in corrective action up to and including termination. If you decide to post complaints or criticism, avoid using statements, photographs, videos, or audio that reasonably could be viewed as malicious, threatening, intimidating, or that might constitute harassment or bullying.

Maintain the confidentiality of the School's private or confidential information. Do not post internal reports, policies, procedures, or other internal confidential information. Do not create a link from your blog, website, or other social networking site to the School's website without appropriate permission. Express only your personal opinions. Never represent yourself as a spokesperson for the School. If the School is the subject of the

content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the School, other employees, or people working on behalf of the School. If you publish a blog or post online anything related to the work you do as an employee of the School, make it clear that you are not speaking on behalf of the School.

Refrain from using social media while on work time or on the technology resources provided by the School, unless it is clearly work-related and consistent with the technology policy. This includes sending personal emails via your personal email account. Do not use your work email address to register on social networks, blogs, or other online tools utilized for personal use.

The School prohibits taking any negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for either of these reasons will be subject to corrective action up to and including termination.

Faculty-Student communications/relationships:

- Always use your school email account when communicating with students or parents.
- Always remember you are a professional rendering a service to students.
- Communicate only about school matters that are appropriate to be discussed in school.
- Write as though you are certain others will read what you write. Remember, emails can be shared with the push of a button.
- Should you receive an inappropriate email from a student, do not reply. Make and keep a copy of the inappropriate communication and notify the principal.
- Remember, the student you are emailing is someone's son. If you think your email might somehow be misunderstood, don't send it.
- Avoid email battles with students and/or parents. Call for a parent/teacher conference rather than exchanging emails.

Faculty-Parent communications: Remembering that we are colleagues with the parents in the Christian education of their sons will greatly enhance the possibilities for successful communications.

- Unless otherwise directed by the administration, faculty will respond to parent emails and voicemails within one school day.
- Be flexible in meeting times with parents and make efforts to accommodate their schedules. Meetings with parents should take place on campus.
- Be on time for parent meetings and open the session positively, regardless of the seriousness of the meeting.
- Have ample data at the meeting and avoid generalizations.

- If the parent assumes a negative, defensive posture or stance, do all that is possible to maintain a positive appearance and attitude.
- Reiterate your concern for the success of the student and search practical means for success to be achieved. Always avoid threats.
- Come to closure with both sides clear as to what measures will be taken to remedy the situation.
- Thank the parent(s) for their interest and concern and willingness to help.
- Always end the meeting on a positive note.

Parent-Teacher Conferences:

- At the beginning of each school year CBHS hosts “Back-to-School” night where parents are invited to walk through their sons’ schedules and meet their teachers. Teachers have an opportunity to describe courses and expectations to parents. This is a meet and greet event; not really a conference.
- Mid-point in each semester, CBHS schedules an evening of Parent-Teacher conferences. Parents may schedule 5-to-10-minute private appointments with selected teachers as needed.
- Teachers may schedule meetings with parents when the progress or development of the student indicates a need. Teachers are urged to make positive suggestions and provide accurate data when communicating with parents. All written communications to parents must be carefully inspected for proper wording and correct grammar.

Dress Code: All employees represent Christian Brothers High School when interacting with students and visitors to the campus. Employees are expected to present a well-groomed and professional appearance. CBHS expects that all employees are neat, clean, and wear appropriate attire that is in good taste and suitable for an educational setting. Dress or attire considered disruptive, inappropriate or which adversely affects the educational atmosphere is not acceptable.

Public/Media Relations: All contacts to CBHS from the media should be directed to the principal. Do not answer questions yourself.

Permission to issue publicity of any kind should be obtained from the principal and coordinated with the Director of Communications.

PROFESSIONAL DEVELOPMENT

Teachers are expected to complete annual development plans in cooperation with their department chairs and approved by the administration. Areas for growth and the teacher development plan must be agreed upon by both the teacher and his department chair.

Teacher Development Program: The Teacher Development Program (TDP) is an opportunity for teachers to get better at what they do. The idea is to create an open-door environment, where teachers can observe and communicate freely with other teachers so as to share ideas, critiques, and encouragements. The design of this program tailors itself to conversation and discussion, rather than a checklist-style evaluation. While there are elements of formal, whole-class observation, the primary mechanism for teacher development is shorter, “pop-in” observations by department chairs, followed by conversations that are designed and intended to highlight teacher strengths, while providing valuable feedback on areas where a teacher can improve.

Workshops, Conferences, Seminars, etc: All CBHS Faculty and Staff are expected to participate in a continuous program of professional development based on their roles at CBHS. Professional learning opportunities may be available in the form of faculty meetings, inservices, webinars, conferences, workshops, seminars, courses, participation in Professional Learning Communities/Organizations, etc.

Support for Earning Advanced Degrees: CBHS will reimburse teachers, staff members, and administrators for the cost of their professional growth programs after the completion of their work and demonstration that personal growth has taken place.

ACADEMIC STANDARDS

In order to elicit from students the highest level of academic performance on a consistent basis, teachers should carefully describe their expectations to their students at the beginning of the school year. The quality of instruction should be such that students at all levels are working hard and experiencing some sense of success.

Reinforcement of writing and speaking skills is the responsibility of every teacher. Faculty in all disciplines are to expect from students correct grammar in speaking and writing. Students should be told that carelessness in application of these skills will warrant grade deductions - regardless of the content area. All teachers must support this school-wide effort if we are to educate effectively.

Textbook Independence: *PowerSchool* (formerly known as *Haiku*) is the web-based Learning Management System used by CBHS teachers to create and deliver content, monitor student participation, and assess progress. Moreover, PowerSchool provides students and teachers the ability to use interactive features such as discussion forums, polls, and other tools that support collaboration and project-based learning. In our textbook-independent environment, PowerSchool is the place where students will find most of their class materials.

During the first week of class, each teacher should provide the students a course syllabus and discuss goals and expectations. Each teacher should also post a set of class policies on the PowerSchool course home page.

Grading Policy: Grades for assignments, tests, and other graded situations are to be posted in the PowerSchool gradebook, which is viewable by both students and parents. It is important to post grades at least by noon each Tuesday so that each student and his parents are able to stay apprised of the student's standing in his classes. At the end of each quarter and semester, student averages in each course must be transferred from PowerSchool into the Blackbaud Student Information System (FAWeb). Also at the end of each marking period, an Application Grade for each student must be entered into FAWeb. The Application Grade is an assessment of student attitude, effort and approach to the course, and not strictly a conduct grade. Blackbaud is the system that produces Official Report Cards and High School Transcripts. Please see the [Student Handbook](#) for details of the CBHS Grading System.

Mandatory Academic Support (MAS): 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, 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 Sessions: Mandatory Academic Support sessions are required for students who, after the fourth week of each quarter, have earned less than 67 in any course. Both the student and his parents/guardians will receive notification that, for the remainder of the quarter, the student will be required to attend Mandatory Academic Sessions at the place and time designated by each department. Any student who fails a course for a quarter (grade of 64% or lower) will automatically be re-enrolled in MAS beginning immediately with the start of the next quarter.

Overview:

- Student grades will be current on PowerSchool by the end of the 4th week of each quarter.
- By this time, using a central GoogleDoc, teachers will inform the Academic Team and Department Chair of any student with a grade lower than a 67.
- Dean of Academics will contact parents via email explaining MAS and required student participation for remainder of that quarter.
- Academic Dean will distribute list of MAS students to all members of faculty and staff.
- MAS sessions will be each Tuesday, Thursday, and Friday. Most sessions take place in the morning from 7:00-7:45 am. Some departments may need to schedule their sessions in the afternoon from 3:10-3:55.
- Academic Dean, in consultation with teachers and counselors, can choose to assign MAS to any student at any time during the school year.

Department Chair Duties:

- Determine which teacher will cover MAS and if sessions will be scheduled in the morning or afternoon (please schedule all sessions in either morning or afternoon for entire semester).
- Use template provided by academic team for scheduling teachers.
- Once completed, the MAS teacher schedule will be posted on CBHS website.

Instructor Duties:

- Review student's weekly assignment schedule.
- Assist students when necessary.

- Keep students focused on academics and progressing toward passing grades.

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:

- Academic Team will create attendance roster (GoogleDoc) for MAS students.
- MAS instructors will report attendance daily (via GoogleDoc).
- Academic Dean/Academic Team will monitor attendance of MAS students.
- 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.

Semester Exams: Semester exams account for 20% of the student's grade. Therefore, exams should be comprehensive and generally require full use of the time allotted for testing.

Academic Assistance: Teachers are expected to assist students in need of extra help. No teacher shall charge for tutoring his current students. Parents shall be advised to procure a tutor only after the teacher has consulted with the counselor.

Attendance: Student attendance is to be reported at the beginning of every class period and Advisory via the online FAWeb application. 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.

Honor Code: The Christian Brothers High School Honor Code reinforces the basic ideals of honesty and integrity. The Honor Council, comprising of students and faculty members, deals with all school infractions of cheating. Faculty members are encouraged to exercise vigilance in these matters, give clear directions regarding the completion of assignments, exhort students to practice personal honesty, issue fair warnings to students, and to submit to the CBHS Honor Council the names of students who have been detected in their dishonesty. Student violation forms can be found in the mailroom and should be placed in the mailbox of the Honor Council Chairman with any evidence of the violation in question attached.

Discipline: The regulations for student conduct are set forth in the [Student Handbook](#). Teachers are to be familiar with these regulations and to enforce them. In cases of serious infractions, teachers may request that a Discipline Notice be issued by the Dean of Students. Teachers may assess fines for violation of certain school policies as described in the Student Handbook (dress code, food, gum, language, phone, shaving, tobacco, student ID, and misuse of technology). Teachers may not collect monies themselves; rather fines should be reported to the Dean of Students via the online “Student Fines” Form.

The permanent removal of a student from a class should be occasioned only by very serious situations, and only after the following steps have been taken.

- Talk to the student after class. Email the Dean of Students along with the Counselor and Advisor of the student stating that there is an issue.
- Email the parents/guardians of the student, stating the issue. Copy the Dean of Students and the student’s Counselor and Advisor on this email.
- Conference with Parents stating the situation.
- Conference with the Dean, Counselor, Advisor, Parents and student.
- If situation is not resolved, remove student from the class for the remainder of the school year.

Prayer: All classes at CBHS start with prayer as soon as the bell has rung to begin class. Because CBHS is a Lasallian Catholic school, prayer is essential to each and every class and may not be disregarded by any teacher.

Class is called to order with the prayer,

(Teacher) “Let us remember that we are in the holy presence of God.”

(All) “In the name of the Father, and of the Son, and of the Holy Spirit. Amen”

The format of the daily prayer is up to the discretion of the teacher and students.
CBHS Prayer Books are available to the teachers.

Class prayer concludes with,

(Teacher) "St. John Baptist de La Salle..."

(All) "Pray for us."

(Teacher) "Live Jesus in our hearts..."

(All) "Forever."

TEACHER RESPONSIBILITIES

Before and After School: Teachers are expected to be in their classrooms at least 15 minutes before the start of school. Teachers are encouraged to be available for a short time after school, precluding other assigned responsibilities.

Prefect Duties: All teachers are responsible for students while they are on campus – before, during, and after school. Teachers should model the behavior they expect from students and must be vigilant in addressing misbehavior.

Additionally, some teachers may be assigned specific prefect responsibilities in the halls during faculty meetings and before or after school or at lunchtime in Heffernan Hall and the Courtyard. Teachers may also be asked to help prefect the Library during the school day.

Absences and Substitutions: In the case of an illness or emergency on a school day, teachers are to call the school as soon as possible after 7:00 am and give the reason for their absence. In the case of illness or emergency during the day, teachers should contact an administrator with the same information. For planned absences at future dates, permission should be obtained from the principal.

The CBHS Faculty substitutes for its own members. When a teacher is going to be absent from school, he must submit a substitution request as soon as possible. To submit a request, a teacher must log into “Teacher Application” on the CBHS website, select “My Classes” then “Request Substitution”. Include detailed instructions for the substituting teacher and meaningful assignments for the students.

Faculty Meetings: Weekly faculty meetings are generally held on Wednesdays at 7:45 a.m. All teachers are expected to attend, unless assigned prefect duties.

Classroom Appearance:

- student desks kept away from walls and free of graffiti
- floors free of litter
- board erased at end of the periods
- storage areas clean and orderly
- bulletin boards attractive and effectively utilized
- walls clean
- computer terminals locked or logged off and projectors turned off when you leave the room
- doors and windows locked before you leave

First Aid and Student Illness: If a student becomes ill or injured, he should go to the main office where the attendance office will provide assistance. If a student is not able to make it to the lobby, another student should be sent with information to give to the

attendance office. A teacher should never leave a classroom when students are present.

Field Trips: Trips must be planned, approved and placed on the school calendar at least ten days in advance. All trips must be well planned, educationally enriching experiences and must be approved by the Dean prior to announcement of the trip. Approval by the Dean will be based on the following criteria:

- Safety of students
- Educational value and preparation of students
- Transportation arrangements
- Chaperones
- Cost of trip
- Parental permission
- All other pertinent information

As a professional courtesy, teachers are expected to distribute to the rest of the faculty the dates of the trip and names of the students who will be away from school. This should be done as much in advance as possible.

Handling Money:

- Fines are collected only by the Dean of Students.
- Contributions for the Mission are collected in Advisory on designated days, and sent to the Mission moderator. Teachers may not bring items to sell to students in an effort to fundraise.
- CBHS students pay an activity fee. This fee funds expenses incurred by school teams, clubs and organizations. Therefore, students may not participate in fundraising efforts of any kind.
- Reimbursement for approved purchases may be obtained through the school Bursar.
- In some instances, a teacher may use the school credit card to pay for approved purchases (generally related to travel or online purchases). Use of a school credit card is controlled by the Business Manager.

Volunteerism: Every faculty member is encouraged to attend school events, games, and performances. Faculty presence means a great deal to the students and demonstrates real interest in them. Attendance at such activities also provides opportunities to get to know students in a less formal atmosphere.

Faculty members are encouraged to serve as club moderators. Moderators have the obligation to develop effective leadership within the organization. Moderators must:

- Be present for all meetings, review the agenda with officers before each meeting, ensure that meetings are scheduled properly.

- Approve all activities of the organization and be present for these activities.
- Ensure that proper financial records are kept.
- Authorize withdrawal of funds from the organization's account.
- Assist the membership in using parliamentary procedure.

Reporting Child Physical/Sexual Abuse or Neglect: The Administration, faculty, and staff of the School are considered mandatory reporters when they suspect that child abuse/neglect has occurred. They are not responsible for verifying the suspected abuse. Visits from the Department of Human Services are to be expected. Full cooperation should be afforded to the Department representative after proper credentials are presented. However, in all cases, an administrator or counselor will be present in all interviews between DHS employees and a CBHS student.

The procedure for reporting suspected child sexual/physical abuse or neglect is as follows:

- The teacher or staff person notifies the Dean of the suspected abuse/neglect.
- The Dean discusses the suspected abuse/neglect with both the Principal and the Guidance Counselor.
- Notification to the parents will be made, if appropriate.
- The Principal, Dean, or Guidance Counselor will report the case to the Department of Human Services.
- The Principal will consult with legal counsel.

If there is a case of student vs. student abuse, harassment, or bullying, appropriate and reasonable measures shall be taken to:

- Ensure the safety of the students who are involved;
- Inform the parents;
- Maintain confidentiality so that disciplinary and supportive redirection opportunities can be enforced; and
- Work with the parents in preparing a plan of action appropriate to the situation.

BASIC INFORMATION FOR TEACHERS

Bell Schedules: The class time schedules are included in the [Student Handbook](#). The CBHS School Calendar and the Daily Bulletin give ample warning to all personnel when bell schedules are altered.

Keys and Entry Cards: The Business Manager issues all keys and entry cards. Each staff member is responsible for the safekeeping of these items.

Library: The Pender Library at CBHS houses a collection of more than 10,000 volumes and an extensive number of online resources including databases, encyclopedias, audiobooks, ebooks, and periodicals that are accessible on and off campus. The Pender Library is a member of Tenn-Share, the Tennessee Library Consortium.

Mailboxes: The mailroom is in the 100 Hall across from room 104. All personnel should check their mailboxes daily. Mailboxes are to be kept empty and not used for storage. Students are not to enter the mailroom; therefore, teachers should not send students on errands to the mailroom for any reason.

Parking: Parking spaces are assigned at the beginning of the school year. Parking tags are issued at faculty inservice.

Snow Days: 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 CBHS. Official announcements will be made using the following methods of communications on the day the school may be closed:

- Over the major local TV stations.
- On the front page of the school website <http://www.cbhs.org>
- Via the school's official Twitter account (@CBHSMemphis) and Facebook page (Christian Brothers High School - Memphis, TN).

On days when CBHS is closed due to inclement weather, all co-curricular practices and activities are canceled. School facilities are closed on those days.

STUDENT SERVICES

Guidance and Counseling: The CBHS Counseling Center provides a range of services to students and their parents, including personal/social, academic, career, and college counseling. The counselors coordinate the standardized testing program; provide information about leadership programs and summer programs; assist students in career exploration; coordinate the peer tutoring program; and make referrals for psycho-educational evaluations and psychological/psychiatric services.

The college counseling program assists students in researching and completing applications for college admission, financial aid, and scholarships; meeting with college representatives; and registering for college admission tests.

The following should be considered *emergency referrals* and *referred immediately*:

- Suspected evidence of child abuse, physical or mental.
- A child who becomes unable to function in a normal way.
- Any behavior change in a child that is sudden or unusual.
- A child undergoing a traumatic family experience.
- Indications of mounting hostility between a child and a teacher or his peer group.

House System: The House System comprises ten houses named in honor of legendary Brothers and faculty members of CBHS. Each house includes four Advisories (one from each grade level), with faculty members serving as Advisors. Students are placed in houses during their enrollment process. Houses meet with their advisories several times per week (akin to homerooms). The House System is designed to foster a deeper bond of brotherhood among students and with their Advisors.

Student Activities: CBHS offers a wide variety of co-curricular student activities. Athletics includes ten TSSAA Conference sports and six Club sports. CBHS also offers over a dozen active clubs and organizations for students with interests in theater, music, robotics, biking, community service, and more.

SCHOOL FACILITIES

CBHS takes great pride in the beauty, appearance and condition of its campus, buildings and equipment. The students and staff at CBHS must care for the campus each day by keeping it clean and orderly.

Use of School Equipment: Each staff member is responsible for the careful and proper use of equipment provided by the school. Students using the equipment are to be thoroughly trained and supervised. School equipment may not be loaned to outside parties without the permission of the administration.

Use of School Facilities Aside from Regularly Scheduled Events: Use of conference rooms, auditorium, Heffernan Hall, and athletic facilities must be scheduled on their respective calendars. Following are the contact persons for each facility:

- Stephen Hall Conference Room - Development Secretary (Cindy Werner)
- Auditorium - Theater Director (Kyle Schnack)
- Heffernan Hall (main room, conference room, pre-function area) - Principal's Secretary (Ann Frayser)
- Library Conference Room - Librarian (Pat Gallagher)
- Distance Learning Center - Librarian (Pat Gallagher)
- Athletic Facilities - Athletic Director (Mike Kelly)

Note: All outside organizations (non-CBHS) who wish to use any building space or field must request authorization through the Business Manager. Appropriate fees will be charged after a function has been approved by the Administration.

Supervision: CBHS personnel (club moderators, coaches, etc.) are responsible for locking all doors and turning off lights following their respective events.

Damage: Graffiti, broken equipment, etc. should be reported to the Business Manager who will dispatch maintenance personnel.

SCHOOL SAFETY

Christian Brothers High School has developed a comprehensive *Crisis Management Procedures and Policies* document designed to help faculty and staff effectively respond to the physical and psychological needs of their students following a crisis. The plans contained in the document address a range of events and situations such as:

- Natural Disasters (Flood, Earthquake, Tornado)
- Severe Weather (Ice Storm, Heavy Snowfall, Strong Winds)
- Chemical or Hazardous material spills
- Medical Emergencies
- Intruder or Unauthorized Person(s) in Building

Fire drills are scheduled throughout the school year. Teachers are to escort their classes to designated outdoor landing spots where they will take attendance. A map of the designated evacuation route is posted in each classroom. The map also indicates “safe zones” within campus buildings where students should be taken in the event of a tornado.

An [Emergency Action Plan for Athletics](#) has also been developed should a situation arise during an athletic event, addressing both medical emergencies and storm safety.

BENEFITS

Retirement Benefit: [Christian Brothers Retirement Savings Plan 403\(b\)](#) allows a participant to save for retirement on a tax-deferred basis. All employee contributions are 100% immediately vested in the Plan. CBHS also makes an employer contribution to the 403(b) Plan, which is vested after 3 years. to each employee's 403(b).The participant has a number of investment options from which to choose, including socially responsible investment options.

Health Insurance Benefit: CBHS provides health insurance to its employees through [Christian Brothers Services](#). The plan includes medical, dental, and prescription drug coverage. A CBHS employee may opt to purchase additional coverage for his family.

Life Insurance Benefit: [Basic Life and Accidental Death and Dismemberment Insurance](#) is provided to active full-time employees of CBHS.