

**CHAMINADE COLLEGE PREPARATORY**

**PARENT/STUDENT HANDBOOK**

**2017 - 2018**



**CHAMINADE**  

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**COLLEGE PREPARATORY**

**HIGH SCHOOL CAMPUS  
GRADES 9 - 12**

**7500 Chaminade Avenue**

**West Hills, CA 91304**

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## Introduction

### History of the School

In 1952, the Marianist Religious Community purchased the Cheviot Hills Military Academy in West Los Angeles and, in September of that year, opened Chaminade High School. Chaminade, named after the founder of the Marianist order, an order of priests and brothers, was both a day and a residence school. Over the next nine years Chaminade grew rapidly. As a result, its existing facilities became inadequate. A new site for the school was sought, and in 1960 the Marianists purchased property in Canoga Park. Chaminade moved to its present facilities in September 1961. With the continued growth of the student population and the closure of St. John's Military Academy in Chatsworth, the school officials recognized a unique opportunity to develop a two-campus, seven-year educational experience for students in the West San Fernando Valley. Consequently, a lease for the academy property was finalized with the Sisters of Mercy and in September, 1969, the Chatsworth campus was opened for grades seven, eight and nine. The program was further expanded in 1972 with the addition of coeducation.

In 1987 the Chatsworth campus was purchased from the Sisters of Mercy and in 1988, the ninth grade was moved to the West Hills campus creating the four-year high school on the senior high campus. The sixth grade was added to the Chatsworth campus in 1989. Chaminade now has the opportunity to offer its excellent program to students in grades six through twelve.

### The Alma Mater

*Up in the hills where Chaminade stands  
We strive for our future, we make our plans  
Boldness we will show, and daring we will be  
We are the Eagles as everyone shall see  
Blue is for bravery and orange is our cheer  
Together they'll keep us united each year  
Cherish every memory and remember every day  
The "high flying" Eagles of Chaminade all the way.*

### The Chaminade Fight Song

*We are the mighty Eagles  
The Best team in the West  
We're fighting on to victory  
To conquer all the rest  
We are the mighty Eagles  
Triumphantly we fly  
And you can hear from far and near  
The Eagle battle cry  
N XXX A XXX Deeee E  
N A D E Fight Fight Fight !*

*(repeat instrumental)*  
*XxX XxX XxX GO*  
*XxX XxX XxX Fight*  
*XxX XxX XxX Win*  
*XxX XxX XX XX Eagles !*

## **Chaminade Insignia**

Chaminade teams are called the EAGLES, and the school paper is also called The Talon. The name of the yearbook is the Aerie (eagle's nest). The motto of the school is "Per Matrem ad Filium" - Through the Mother to the Son. The school's colors are burnt orange and navy blue.

## Bell Schedule

### Regular Day Schedule

<i>Period</i>	<i>Time</i>
Per 1	8:00 – 9:32
Nutrition Break	9:32 – 9:43
Per 2	9:50 – 11:17
1 <sup>st</sup> Lunch / Per 3	11:24 – 11:52
Per 3	11:59 – 12:51
2 <sup>nd</sup> Lunch / Per 3	12:58 – 1:26
Per 4 / X Block	1:33 – 3:00

### Mass Schedule

*\*Blocks switch*

<i>Period</i>	<i>Time</i>
Per 1	8:00 – 9:32
Nutrition Break	9:32 – 9:43
Per 2 Check-In	9:50 – 9:55
Mass	10:02 – 11:17
1 <sup>st</sup> Lunch / Per 2	11:24 – 11:52
Per 2	11:59 – 12:51
2 <sup>nd</sup> Lunch / Per 2	12:58 – 1:26
Per 3	1:33 – 3:00

### Rally / Prayer Service Schedule

*\*Blocks switch*

<i>Period</i>	<i>Time</i>
Per 1	8:00 – 9:32
Nutrition Break	9:32 – 9:43
Per 2 Check-In	9:50 – 9:55
Rally / Prayer Service	10:02 – 10:47
1 <sup>st</sup> Lunch / Per 2	10:54 – 11:22
Per 2	11:29 – 12:21
2 <sup>nd</sup> Lunch / Per 2	12:28 – 12:56
Per 3	1:03 – 2:30
X Block	2:30 – 3:00

### Schoolwide Lunch Schedule

*\*Classes are 82 minutes / Blocks DO NOT switch*

<i>Period</i>	<i>Time</i>
Per 1	8:00 – 9:27
Nutrition Break	9:27 – 9:38
Per 2	9:45 – 11:07
Schoolwide Lunch	11:14 – 12:02
Per 3	12:09 – 1:31
Per 4 / X Block	1:38 – 3:00

### Morning Assembly/ Late Start Schedule

*\*Classes are 87 minutes / Blocks Switch*

<i>Period</i>	<i>Time</i>
Per 1 Check- In	8:00 – 8:05
Assembly	8:12 – 9:02
Nutrition Break	9:02 – 9:13
Per 1	9:20 – 10:47
1 <sup>st</sup> Lunch / Per 2	10:54 – 11:22
Per 2	11:29 – 12: 21
2 <sup>nd</sup> Lunch / Per 2	12:28 – 12:56
Per 3	1:03 – 2:30

*If your grade has a late start on an assembly day you should arrive to campus by 9:00am. Classes begin at 9:20am*

### Odd Day Noon Dismissal Schedule

*\*Classes are 70 minutes / Blocks DO NOT switch*

<i>Period</i>	<i>Time</i>
Per 1	8:00 – 9:15
Per 2	9:22 – 10:32
Nutrition Break	10:32 – 10:43
Per 3	10:50 – 12:00

### Even Day Noon Dismissal Schedule

*\*Classes are 50 minutes / Blocks DO NOT switch*

<i>Period</i>	<i>Time</i>
Per 1	8:00 – 8:55
Per 2	9:02 – 9:52
Nutrition Break	9:52 – 10:06
Per 3	10:13 – 11:03
Per 4	11:10 – 12:00

### Rotation

Day	1	2	3	4	5	6
Per 1	A	D	B	D	C	D
Per 2	B	E	C	F	A	G
Per 3	C	F	A	G	B	E
Per 4	X	G	X	E	X	F

*\*There will be occasions when we have a schedule to accommodate special events. These schedules will be published online in the CTW.*

## School Website, Special Telephone and Fax Numbers

**Chaminade College Preparatory Website:** [www.chaminade.org](http://www.chaminade.org)

### **Chaminade High School (West Hills)**

Main Office	(818)347-8300	FAX (818)348-8374
Athletic Department	(818)347-8997	FAX (818)347-0919
Attendance Office	(818)347-0391	FAX (818)348-8374
Campus Ministry	(818)347-8996	FAX (818)347-4610
Lap Top Hospital	(818)488-8989	
Physical Plant Office	(818)347-8303	FAX (818)347-0919

### **Chaminade Middle School (Chatsworth)**

Chatsworth Main Office	(818)363-8127	FAX (818)363-1219
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### **Chaminade Hall (Chatsworth)**

Alumni Office	(818)360-0615	FAX (818)363-8491
Business Office	(818)366-9284	FAX (818)363-8492
MIS Office	(818)360-9861	FAX (818)363-8492
Office of Advancement	(818)360-0615	FAX (818)363-8491
Physical Plant Office	(818)368-2927	FAX (818)363-8492
President's Office	(818)360-4211	FAX (818)363-0127

## Communicating with Teachers and Staff

Email is the most effective means for parent communication with teachers and staff. All Chaminade employees can be contacted at their Chaminade e-mail address. A teacher's address consists of the first letter of his/her first name, followed by the complete last name, followed by the @chaminade.org suffix. For example, Mr. Luis Guerra's e-mail address is lguerra@chaminade.org. Parents who find this form of communication to be unsuccessful may call the front office where a message can be taken for the teacher.

## Messages to Students

Parents needing to contact their children in emergency situations are to call the attendance office directly. The school will deliver messages to students only from a parent/guardian and only in emergency situations. The school requests that parents develop contingency plans with their children to handle non-routine situations. Parents are requested not to make cell phone calls to their children while classes or school activities are in session.

## **Purpose of the Handbook**

This handbook is designed to familiarize the parents and students with the major discipline and safety policies and practices in place at Chaminade College Preparatory High School at the time of publication. While every effort has been made to make this handbook as complete and encompassing as possible, it cannot address all situations and does provide general guidance in many areas. All previously issued handbooks and any inconsistent policy statements are superseded with the publication of this handbook. Chaminade reserves the right to revise, modify, delete or add to any and all policies and practices stated in this handbook with prompt notification made to parents and students through timely publication of the newly revised handbook to the school's website.

## **Philosophy, Vision, Mission and the Characteristics of Marianist Education**

Chaminade College Preparatory is a Catholic educational institution based upon the Marianist philosophy of education and the teaching of the Catholic Church on Christian Education. As such, Chaminade shares in the mission of the universal Church and cooperates with the local Church as represented by Archbishop Jose Gomez who is shepherd and teacher of the archdiocese. Chaminade exercises its Marianist charism (its special grace from the Holy Spirit) of leading others "to Jesus through Mary" by means of its educational program based in a family/community setting. It is in this context that we follow Mary's invitation to "do whatever He tells you."

## **The Catholic School**

The Second Vatican Council discusses the Catholic school in the following way: "What makes the Catholic school distinctive is its attempt to generate a community climate in the school that is permeated by the Gospel spirit of freedom and love...It tries to relate all of human culture to the good news of salvation so that the light of faith will illumine everything that the student will gradually come to learn about the world, about life and about the human person." (*Gravissimum Educationes* 8)

The Council, therefore, declared that what makes the Catholic school distinctive is its religious dimension and that this is to be found in: A) the educational climate; B) the personal development of each student; C) the relationship established between culture and the Gospel; and D) the illumination of all knowledge with the light of faith.

## **The Marianist School**

As a Marianist school, Chaminade receives its mandate to "go and teach all nations" in imitation of Jesus, who is the expression of God's continuing love of his people. Like Father Chaminade, the founder of the Society of Mary (the Marianists), Chaminade seeks inspiration from Mary, the Mother of Jesus, who embodies all the attitudes of the Gospel. Like Father Chaminade, Chaminade College Preparatory has committed itself to assisting Mary in the mission of encouraging people to become more like her son Jesus. Chaminade continues to seek to revitalize Christian values in society and considers the education of youth as its primary means of formation in these values and in faith.

## **Community Life and Family Spirit**

Central to Blessed Father Chaminade's means of imparting these Christian values was the development of community life in the spirit of the Gospel and the practice of the early Church.



The essential purpose of the Marianist school is to provide an educational experience with a Christian and Marianist philosophy, taking students from where they are and leading them to their full potential as human beings.

Chaminade actively seeks the involvement of all members of the Chaminade family to participate in its mission. Those who share in the Marianist mission have: A) a strong sense of community; B) a family spirit manifesting itself with openness, empathy, acceptance, self-sacrifice, kindness, interest in others, understanding, reconciliation, self-discipline; and C) a desire to serve others individually and communally. The Board of Directors, administration, faculty, parents, students and alumni are all involved in creating an atmosphere where Christian family values are fostered. The more the members of this educational community collaborate among themselves, the more fruitful their work will be. Achieving the educational aims of the school should be an equal priority for teachers, students and families alike, each one according to his/her own role, always in the Gospel spirit of freedom and love. It is important, therefore, that channels of communication remain open with all members of the school community.

Since we believe the family to be the first and most important unit of education, we actively seek to imitate that family spirit as the best atmosphere in which to develop in our students our Catholic, Marianist, and educational philosophy. Everyone directly involved in the school is part of the school community; teachers, administrators and staff. Parents are central figures, since they are the natural and irreplaceable agents in the education of their children. And the community also includes the students, since they must be active agents in their own education. (*Religious Dimension of Education in the Catholic School, p32*).

The faculty of a Marianist school, both as individuals and as a community, takes on the responsibility of creating this unique Christian climate. The faculty exemplifies the living and dynamic Christian community which contributes to the growth and development of the young people. (*The Marianist School, p6*). They respect all members of the school family, are concerned with their own spiritual and professional growth, and endeavor to help students reach their full potential. The faculty is, therefore, concerned with the spiritual, intellectual, emotional, social, moral and physical dimensions of life.

### **Educational Values**

Chaminade promotes Christian values through its academic program which is geared to the college-bound student. Through its co-curricular and extracurricular activities and programs, Chaminade affords students the opportunity for involvement in the life of the school and offers them the freedom to develop their leadership skills and cultivate their sense of responsibility.

The athletic program of Chaminade seeks to develop the physical skills and talents of those students who are able to participate in that aspect of school life. Chaminade's program provides the opportunity for students to develop an awareness and appreciation of many aspects of the human person, an awareness and openness to people of a variety of cultural backgrounds and an appreciation and awareness of Christian values.

As a Catholic school, Chaminade strives to make its students sensitive and responsive to the call of the Church for peace, justice, freedom and progress for all peoples. Students who are sensitive to the religious dimension of life realize that the will of God is found in the work and the human relationships of each day. (*Religious Dimension, p48*). The education process, then,

is a human experience with a religious dimension and is a genuine Christian journey toward perfection. In that light, we require that all students enroll in the Religious Education classes and attend all of our official liturgical celebrations.

### **Mission Statement**

Chaminade College Preparatory collaborates with the families it serves to provide a challenging Catholic, coeducational education in the Marianist tradition. This tradition, grounded in the values of Jesus, educates the whole person while emphasizing family spirit in a nurturing, caring environment, attentive to the moral, spiritual and religious development of students. Chaminade prepares college-bound students throughout their middle and high school years in a rigorous program of academic excellence. Students from a diversity of cultural, religious and economic backgrounds come together for an active and varied curricular and extracurricular program. The mission of Chaminade College Preparatory is to form morally aware and academically capable people to be outstanding contributors to the future.

### **The Characteristics of Marianist Education**

In 1991, the General Chapter of the Society of Mary (Marianists) called for a contemporary articulation of the common elements of the Marianist educational tradition. To this end, serious research, consultation, and discussion were undertaken involving lay and religious educators who work in Marianist educational institutions throughout the world. The process was guided by the lived of Marianist spirituality, springing from the foundational charism of William Joseph Chaminade. In our philosophy and pedagogy we aim to:

1. Educate for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice, and peace
5. Educate for adaptation and change

## **Admission and Attendance: Policies, Guidelines and Procedures**

### **Non-Discrimination Policy**

Chaminade College Preparatory, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at this school. Chaminade does not discriminate on the basis of race, color or national and/or ethnic origin in the administration of educational policies, scholarship and loan programs, or athletic and other school administered programs. Likewise Chaminade does not discriminate against any applicant for employment on the basis of gender, age, handicap, veteran status, race, color or national and/or ethnic origin.

### **Admissions Policy**

Enrollment at Chaminade is on a year-to-year contractual basis. Successful completion of one year of enrollment by students does not automatically insure their placement in the next. Chaminade reserves the right to deny continuing placement of a student.

For entrance to grades 9, 10, 11 and 12, the following requirements are necessary:

- Satisfactory scores on the Chaminade College Preparatory entrance examination (9th grade only);
- Successful completion of the previous grade;
- Submission of a complete transcript from the previous school;
- A personal interview by the applicant and a parent or guardian with a school official;
- Acceptance by Chaminade's Admissions Committee.

Applications are accepted from all students regardless of the geographic location of their residence. For information on specific regulations governing the transfer of student/athletes, please [click here](#) for Chaminade's Athletic Handbook.

### **Re-Admission Policy**

Students who have withdrawn from Chaminade in good standing may be considered for re-admittance at a later date. The Admissions Committee may require re-admission applicants whose current academic and/or discipline and attendance status is questionable to rectify this first before considering them for re-admission to Chaminade.

### **Attendance Policies and Procedures**

Chaminade is a Catholic school and one of the most important celebrations as a school community is that of a school Mass. Even more than attendance at class, Chaminade values the attendance of every student at these times of worship.

Attendance policies take effect the first day of classes of the school year for all registered students. Students are required to be in school for the entire school day. This includes scheduled Masses, assemblies and rallies that are considered an important and integral part of the

Chaminade educational program and therefore considered mandatory. Parents are requested not to release their students from school other than for illness and family emergencies.

As stated above, Chaminade does not “excuse” absences for family vacations and/or other personal or family occasions. Extended absences put a severe and serious strain on students academically. Any exception to this policy must be made by petition to the Academic Assistant Principal.

Parents are advised that students who are not participating in sports or other extra- curricular activities are not under the direct supervision of school personnel before the start and after the end of the regular scheduled school day. Parents are advised to pick up their children as soon as possible after the end of school. Parents, whose children will be on campus much later than the end of the regular school day, are asked to pick up their children on the school grounds. Students should not wait unaccompanied on the street for their ride.

### **Reporting Absence on the Transcript**

Regular school attendance is foundational to academic achievement and may be the edge a student needs in the college admissions process. University admissions personnel seek to form a holistic view of prospective students, asking college counselors for input on such elements as responsibility, attendance and punctuality. In that light, student attendance may be recognized and rewarded in college admission decisions. Therefore, Chaminade will include the student’s attendance in all future transcripts.

Absences for athletic events, sports related early outs, field trips, official college tours, retreats, campus ministry events, and other such school related activities will not be reported on the student’s transcript.

The timeline for attendance reporting on transcripts will be as follows: Transcripts of the class of 2018 will show the attendance report for the 2017-18 school year only. Transcripts for the class of 2019 will show the 2017-18 and 2018-19 report. Transcripts for the class of 2020 will show three year attendance report and 2021 will include the attendance report for all four years.

### **Early Release**

When a student needs to leave school before the end of the school day, a parent/guardian must either call or send a note to the attendance office; emails are not accepted. Once parent/guardian permission is received, the student must sign out with their Chaminade ID in the attendance office. A student will then receive an “Excused to Leave School Grounds” slip that is to be given to the security guard at the Cohasset gate along with the student’s Chaminade ID. Finally, no student will be allowed to leave campus early without parent/guardian permission. If a student leaves campus without permission, the student will be referred to the Deans and considered truant.

### **Absences**

It is the responsibility of the parents/guardians to inform the school, by phone, of the absence of their student from school each and every absence. The Attendance Office phone number is 818/347-0391. Parents must inform the school before 2 p.m. on the day of an absence to verify the absence. At 9:45 A.M. every day, an automated service will call the homes of students that have an unexcused absence. If an automated phone call is received, the parent can call the Attendance Office on or before 8:00 a.m. the next day and leave a message to verify the absence. They can

also send a written note with the student to verify. The note must include the name of the student, date of absence(s), reason for absence and the parent signature.

If a student has missed school for a doctor's appointment, a doctor's note must be provided.

Parents are requested to inform the school Attendance Office and the student's teachers in advance of any prolonged absence in order to learn of any academic consequences that may result.

Absences from school, class(es) or parts of classes are recorded on a student's attendance record. All absences that are authorized by the school (retreats, early-outs for athletic events field trips, etc.), or by a parent/guardian (i.e., illness, death in the immediate family, family emergency, etc.) are recorded as excused absences. Absences that are not authorized by the school or parent/guardian (i.e., cutting class, ditching school, off campus without permission, unexcused tardy of more than 30 minutes) are recorded as unexcused absences.

#### **Excessive absences:**

Regular attendance in class is necessary for an effective educational program. Multiple absences impacts the student's learning in a class and is also an added burden to the instructor and to classmates doing shared/group assignments. The policy of the school is that a student may miss no more than 10 class meetings per semester. A student whose attendance is not in compliance with this policy may be denied class credit.

The school will inform the parent/guardian by mail when their child's absences in a class reach 5 or more in a semester. At this time the school reserves the right to restrict the students' ability to miss any more of the class during the rest of the semester for school related reasons (i.e., athletic events, retreats, field trips, etc.). The school will inform the student and the student's parent/guardian by mail when the student's absences in a class reach 9. However, situations where students accumulate excessive absences over a short period of time may preclude our ability to inform students and their parents precisely on the 9<sup>th</sup> absence. Students reaching 10 absences in a class per semester will be referred to the Academic Assistant Principal for review of their attendance records and determination of any academic consequences. Academic consequences can include, but are not limited to, the student being placed on attendance contract or being withdrawn from class and assigned an incomplete (I) or drop/fail (F) as a class grade. Students and their parents/guardians may request from the attendance secretary at any time an attendance profile showing their status.

#### **Tardy-to-School/Class**

Tardy to school is defined as reporting to school after the start of the first period (usually 8:00 a.m.) Tardy to class is defined as reporting to class after the class bell has sounded. Student tardies-to-school or tardies-to-class of more than 30 minutes will be recorded as absences.

Generally, all tardies to school will be designated "unexcused". However, tardies to school resulting from severely inclement weather, natural disaster, or reported traffic accidents (as deemed appropriate by the Deans) will be designated as excused.

Tardies under 30 Minutes:

1. Students will be allowed a maximum of 3 tardies to first period (under 30 minutes) per semester. When tardy to first period, students are expected to sign in at the attendance office with their Chaminade ID. After the third tardy, Dean consequence will be assigned and no tardy will be excused; however, students are still required to sign in with their Chaminade ID. Failure to sign in results in a consequence from the Deans.
2. For the 4th-6th tardy, students will receive an hour detention for each one. For each tardy after the 6<sup>th</sup>, students will receive a Saturday detention.
3. Exceptions will be made when there are unforeseeable circumstances (such as traffic jams, medical emergencies, etc.); these exceptions will be determined by the Deans.
4. Teachers track tardies to class and report 3 or more tardies to the Deans. Depending on the number of tardies, the Deans will assign an after school or Saturday detention.

Please remember that a student who is tardy more than 30 minutes to school or any class is considered absent. Failure to bring a parent/guardian's note within 24 hours makes the tardy a truancy requiring a Saturday detention and/or suspension.

### **Sports/Activities Participation and Attendance**

Students must be in attendance in school for at least half of their academic classes to be eligible to participate in or attend any school related sport, activity or function scheduled that day. Classes missed because of an early-out and X-block or study-hall are not considered part of a student's academic day for this policy. Requests for exception to this policy must be directed to the appropriate athletic director, if athletic practice or games are involved. For other activities, requests are made to the Office of the Dean. Students in violation of this policy are subject to suspension as well as consequences assessed by either the department of athletics or activities.

### **Make Up Policy for Tests/Quizzes**

The administration supports the right of teachers to establish reasonable make-up policies in the case of students who miss quizzes and tests. Please consult the teachers' syllabi for more detailed information on this matter.

### **Attendance Policy during Examinations**

Students are required to be in attendance at school for their scheduled semester examinations. These include subjects such as Computer Literacy, PE, etc., whose examinations are scheduled outside the regular-posted examination schedule. The only acceptable reason for a student being absent during a semester exam is that of illness of the student verified by a medical doctor's note turned into the Dean's office.

### **"X"-Block Attendance**

When "X"-block is the last period of the day, students are not required to stay at school. While students are not required to stay at school during this time, we ask parents to encourage their student to use this time for school activities and to pick them up from school at 3 p.m. The purpose of the "X"-block period is to provide students with the opportunity to see teachers, participate in clubs and activities, use the services of different subject labs (e.g., math lab and language lab), and/or use the library, where they are under direct supervision by school personnel. When "X"-block is moved to the middle of the day, attendance is mandatory.

### **Laptop Hospital Absence**

Students are encouraged to go to the laptop hospital either before school, at the beginning of

break and lunch, or after school. Students should not go to the laptop hospital at the beginning of or during a class unless the student has the teacher's permission. If a student goes to the laptop hospital without the teacher's permission, this absence will be considered a class cut, and a deans' consequence will be given.

## **Academics: Policies, Guidelines and Procedures**

### **Communication Procedure**

Parents are encouraged to participate in their son/daughter's education. We encourage communication with faculty and administration. In order to resolve questions about grading, classroom procedures, controversial issues or class related discipline problems, we ask parents to:

- a) Call the teacher to discuss the situation.
- b) If parents do not feel that the situation is resolved satisfactorily, they may call the appropriate department chairperson.
- c) If there is still no resolution to the issue, they may call either the Academic Assistant Principal for academic questions, or the Dean for discipline problems.
- d) Finally, the parents should feel free to call the Principal if they have not had the situation resolved at another level.

The school does not allow petitions to be disseminated on campus. Students, parents and faculty must use the established school processes and procedures for communicating with the school.

In the rare case of conflicting calendar activities, Chaminade recognizes that its primary commitment is to the religious education of its students followed by the academic program and then extracurricular involvement. This is in accordance with the philosophy and mission statement as stated in this handbook.

The school recognizes that no publication is comprehensive enough to provide guidance for every situation. The school reserves the right to amend and/or clarify school policies through communications directly to the parents.

### **Problem Resolution Procedure**

Periodically, misunderstandings or differences of judgment may occur between a parent and the Principal. It is anticipated that honest and open dialogue between differing parties will bring about better understanding and resolution at the onset of such a difference. However this is not always possible and the purpose of this policy is to provide a formal avenue for problem resolution when such differences cannot be resolved between the parties involved. Presentation of a complaint will not result in any retaliatory action against any of the parties and this procedure is intended to maintain the maximum confidentiality possible.

- Within 30 days of the event in question, a parent shall give written notice to the Principal that a problem resolution process is being initiated. The Principal will have ten workdays to review the situation and respond to the parent.
- If the parent is still dissatisfied, a letter shall be forwarded to the President detailing the

problem and requesting his involvement in resolving the problem. The President will respond within 10 (ten) workdays, acknowledging receipt of the request and articulating a chosen course of action. The President may: personally review the material and make a decision; delegate one or more members of the President's Council to review the material and provide a written recommendation to the President; or appoint an ad hoc review committee to provide the President with a written recommendation.

Within 20 workdays, the President will issue a decision in writing to the parties involved. All decisions issued by the President are considered final.

## Religious Services

Religious services are at the heart of a spiritual community's life. Throughout the year, the people of Chaminade gather together to pray, worship, and reflect on our relationship with God and each other. These liturgies can take many forms: Mass, reception of sacraments, and special liturgical celebrations.

The school community gathers regularly to celebrate Mass. For Catholics, Eucharist (the Mass) is the "source and summit" of our faith. Mass is celebrated on Wednesday and Friday mornings at 7:15 a.m. in the on-campus Chapel in the Condon Center. In addition, athletic teams gather to celebrate Mass at the chapel in the Marianist Residence at 23241 Cohasset St. (schedules are provided by the Athletic Director/coach).

We gather monthly as a whole school community to celebrate main feasts throughout the school year or to mark special occasions in our school life. Masses are generally held at 9:50 a.m. in the gym (please see the current online calendar for any adjustments to the schedule). Parents and family members are invited to join us for Mass. Attendance at Mass is a mandatory component of a Chaminade education for all students, and parents are expected to encourage their students to attend these celebrations with respect. It is considered inappropriate and disrespectful to our faith for a parent to intentionally schedule off-campus student appointments to coincide with Mass times.

Appropriate comportment is expected of students during all religious service and they are expected to abide by the following guidelines, which will be reviewed periodically in class by religion teachers:

- The Chaminade community periodically gathers for communal prayer and worship. These special occasions are not rallies or regular assemblies in that a high level of reverence is expected when the community is at prayer.
- Upon entering the gym, students should quickly find a seat and promptly quiet down. When the signal is given for the start of Mass, silence should be the norm.
- Respectful attention should be given throughout the entire celebration. Conversations need to wait until after the Mass. It is not appropriate to be use cell phone, do homework, read a book, braid a friend's hair or otherwise show a lack of respect at any point during the celebration.
- Eating, drinking or gum-chewing is disrespectful during prayer.
- The Greeting of Peace takes place right after the praying of the Lord's Prayer, also known as the "Our Father. The greeting of peace is a time to truly offer love and peace to those in the immediately vicinity. Appropriate gestures are a hand-shake or a hug and they end



- when the singing of the “Lamb of God” commences.
- Following each reading there is a little time for silence to allow for personal reflection.
- Applause is not necessary at any time during a Mass, whether after a reading, song or dance. Mass is not a concert or a performance.
- Respectful silence is expected, especially during the distribution of communion. This time is meant to be prayerful for everyone. It’s disrespectful to get rowdy and talk at this time.
- Receiving communion is a most sacred action and signifies full union with the Catholic-Christian Church. Students choosing not to receive communion are encouraged to come forward to request a blessing by crossing their arms over their heart. All are asked to follow the instruction of the ushers so that the communion procession goes smoothly.
- It is never acceptable to mock or make fun of anyone or any part of the Mass at any time.
- When one dances, sings or claps, it should always be sincere and should respectfully express appreciation for the people providing the music or delivering the message. Drawing attention to oneself for the sake of having attention is disrespectful to others and to the Spirit at work in the celebration.
- After the closing song, students should be seated as they wait to be dismissed by the adult in charge.

## **Chaminade Technology Enhanced Educational Program**

To enable full access to the curriculum in Chaminade’s student-centered learning environment, students are provided with a Tablet computer with preloaded software for their use while an enrolled student.

The tablet computers will remain the property of Chaminade. Chaminade does not sell, rent or lease the tablets to students and/or parents. While Chaminade retains the right to require immediate return of any computer at any time for any reason, as well as the right to modify its software, we anticipate that a student will use the same tablet computer throughout their high school years. However, students are encouraged to maintain a backup of all files they save on the tablet as these files may be lost in cases of malfunction. The School does provide certificated technicians on campus to handle many repair issues. In a situation where a student's tablet will be unavailable to them for more than 24 hours, the School maintains a supply of tablets to lend students on an interim basis.

Student and parent(s) are financially responsible for all damages to or loss of this computer not covered by the School’s ***Tablet Covered Incident Damage Policy (below)***. At its sole discretion, the School may impose disciplinary measures commensurate to the severity of any intentional or grossly negligent damage to or misuse of any computer, software and/or communication system. Additionally, the student and parent(s) are responsible for the prompt return to the School of any computer and accessories subject to this Agreement upon completion or cessation of the student’s enrollment, or upon request by the School. In situations where the equipment is not returned in a timely manner or the School has not been compensated for damage not covered by its damage policy (see below), the School reserves its right to use appropriate legal means to regain custody and/or compensation for its equipment, including, but not limited to, withholding grades and/or transcripts in accordance with the California Education Code.

### ***Tablet Covered Incident Damage Policy***

The School’s Tablet Covered Incident Damage Policy provides that the School will bear the

cost of repairing or replacing the tablet computer in the following situations:

- Drops, liquid spills, electrical surges and damage to the tablet, including its LCD screen that occurs at home, at school, and in transit between these two locations, as long as, in the School's sole discretion, such damage was accidental.
- Defective components and accessories.
- Normal wear and tear to the tablet, excluding accessories (e.g. bag, battery, stylus, etc).
- Theft is generally covered by the School, subject to the prompt filing of a police report.
  - Factors which may cause such a claim to be denied include among others: 1) negligence in that the computer was left in an unsecured location; 2) lack of cooperation with police and insurance investigators; 3) incident reported more than 48 hours after alleged event; and 4) reasonable suspicion of complicity on the part of student and/or parent(s). If a claim is deemed as not covered, the student and parents will be liable for replacement of the tablet.
- Damage that is NOT covered by the School will be the financial responsibility of the student and parents. Such damages include, but are not limited to, the following:
  - Loss
  - Theft from an unsecured location (i.e. in an unattended backpack or unlocked car)
  - Damage due to fire (other than at school)
  - Acts of God
  - Intentional or grossly negligent damage and/or misuse
  - Use in unsuitable operating environment

## Discipline: Policies, Guidelines and Procedures

### Discipline Philosophy

Discipline in the school is necessary to maintain a safe environment for students and adults and to provide an appropriate environment for the educational process. Ultimately the purpose of all discipline is the development of self-discipline. The policies and procedures outlined in this section are designed to maintain good discipline at Chaminade. Adherence to these policies and procedures indicates a student's willingness to be a positive addition to the Chaminade family.

At Chaminade, we recognize that students are personally responsible for their actions and behavior. Inappropriate actions and behavior will not be accepted or tolerated and students will be held accountable for their consequences. Chaminade expects that students, as well as all members of the school community, will treat others equally and respectfully and refrain from the willful or negligent use of slurs of any form against persons. Chaminade expects that students will not be involved with illegal drugs (refer to Controlled Substance Abuse Policy) and/or associated with gangs or inappropriate groups (refer to Youth Gang and Gang Related Activities Policy). Chaminade students are expected to actively support and assist the school in maintaining a safe campus that is free from illegal drugs, alcohol, weapons, gang activity, and/or any situation harmful to the school or school community. Chaminade recognizes the primary role of parents in the discipline of their children and actively includes them in the school's disciplinary process.

The purpose of the Chaminade disciplinary process is to clearly indicate to students when their actions and behavior are inappropriate and unacceptable. Disciplinary consequences and actions by the Office of the Dean include, but are not limited to, lunch detention, before/after school detention, Saturday detention, disciplinary contract, in/out of school suspension, disciplinary probation and referral to Principal's Council for possible expulsion/withdrawal from school.

### Policies and Procedures

Students are held accountable for their behavior on or off campus. Any activity, incident or progression of incidents, occurring on or off campus, which, in the judgment of the administration is a danger to the safety, the good moral order, and/or is incompatible with the philosophy of the school, will be grounds for disciplinary action by the school. All school policies apply to all students regardless of age and/or emancipated minor status. Student disciplinary infractions and their consequences are grouped into, but are not limited to, the following three levels:

#### I. Hindrance to the development of self-discipline

The students' actions and behavior outlined in this level are generally those that are deemed non-supportive of the development of good personal and social practices and skills necessary in the school environment. These include, but are not limited to:

- Being off-limits (halls, stadium, parking lots, etc.)
- No show to lunch detention
- Excessive noise in parking lot (honking, stereos, etc.)
- Inappropriate language or gestures
- Unauthorized parking on streets neighboring Chaminade

- Uniform violation (1<sup>st</sup> infraction)
- Repeated infractions of classroom rules
- Attending the wrong lunch block
- Failure to sign in/out of school

As determined by the Office of the Dean a half-hour before/after school detention will be assigned for these infractions. Before school detentions are scheduled for Tuesday and Thursday at 7:15 a.m. sharp, in room 608. After-school detentions are scheduled for Tuesdays and Thursdays at 3:15 p.m., sharp, in room 608. All changes in these scheduled times due to holidays or special schedule days will be announced in advance by the Office of the Dean. It is the student's responsibility to be aware of these changes. A student arriving late to detention will not be admitted and will be classified as a no-show. The consequence of missing an after school detention is a Saturday detention. Students assigned an after-school detention are given the option of attending one of the next two scheduled detentions. The only acceptable excuse for not attending a before/after school detention is absence from school due to illness, a school-sponsored retreat, or a sports early-out. Students must seek approval from the Deans if missing a detention for any other reason than the ones aforementioned. Students are expected to be in uniform when attending detentions. Students who are not in dress code will be asked to leave and will be classified as no-shows.

## **II. Hindrance to the education process**

The student actions and behaviors outlined in this level are those deemed to disrupt in some way an ordered and peaceful class and/or school environment; or reflect the seriousness of a progression in a student's inappropriate behavior. These include, but are not limited to:

- Smoking/possession of tobacco products
- Minor act of poor spectator sportsmanship/behavior at school related sports/activities event
- Class misconduct that is referred to the Office of the Dean
- 4th-6th tardy to school
- Writing on cars
- Improper use of school computer/internet facilities
- Violation of the school's Appropriate Use Policy (AUP)
- Disruption of school activities
- Forging or using forged notes/excuses
- Lying to/misleading a teacher/administrator/security officer/staff; or disregard for their instructions
- Inappropriate language/gestures, profanity
- Gambling on or off campus
- Disrespectful of a teacher/administrator/school staff
- General misconduct (Mass, assemblies, school grounds, etc.)
- No show to an after school detention
- Minor vandalism/graffiti
- Repeated level I infractions
- Academic Honor Code Violation

As determined by the Office of the Dean, a one-hour detention or a Saturday detention will be assigned based on the seriousness of the infraction. One-hour detentions are assigned under the same stipulations as the half-hour detentions discussed in Section I. Saturday detentions are

scheduled as needed on Saturdays of regular two day weekends, between 8:00 and 10 a.m. Students receiving a Saturday detention are given the option of serving one of the next two scheduled detentions. The only acceptable excuse for not attending a Saturday detention is illness of the student on the day of the Saturday detention (doctor's note required). The consequences for missing a Saturday detention are twofold. The student must serve the next Saturday detention and a school suspension. Students are expected to be in dress code when in attendance at a Saturday detention. Those who are not in dress code will be classified as no-shows and asked to leave.

### **III. Hindrance to the safety of students, adults and the school**

The student actions and behaviors outlined in this level are considered to be a serious hazard to either the physical safety or general well-being of the student, other students, adults or the school as a community; or they reflect the seriousness of a progression in a student's inappropriate behavior. Infractions in this level include, but are not limited to, the following:

- Behavior contrary to the school's published philosophy and goals
- Committing or conspiring to commit acts that endanger/harm or could endanger/harm persons or property, including but not limited to: violence or threats of violence, terrorism or threats of terrorism, slander, and bullying
- Publishing on paper, websites, social networking sites, text or instant messages or publicly voicing defamatory or slanderous statements naming or implicating any member of the school community
- All forms of intimidation, hazing, and bullying, including "cyber" bullying
- Fighting/Physical assault on or off campus
- Unauthorized possession of restricted school materials
- Theft/unexplained possession of stolen property
- Illegal use of school computer/internet facilities
- Disruption of school activities
- Major act of poor spectator sportsmanship/behavior at school related sports/activities event
- Participation in or encouragement of illegal or unauthorized demonstrations
- Disregard of instructions by a teacher/administrator/security officer/school staff
- Insubordination/willful defiance of valid authority of a teacher/administrator
- Lying to/misleading a teacher, administrator or school personnel
- Profanity/inappropriate language/gestures
- Repeated level I, II, and III infractions
- No show to Saturday detention
- Hate-group affiliation or activity
- Arson
- Engaging a fire alarm unnecessarily
- Fake bomb scare
- Major vandalism/graffiti/damaging or attempting to damage school or personal property
- Graffiti on or off campus
- Violation of Civil/Criminal law
- \*Academic Honor Code violation
- \*Gang membership/gang related activities
- \*Harassment of others
- \*Cutting class/ditching school
- \*Possession/use/transfer of a weapon/dangerous object
- \*Failure to abide to the conditions of the Search and Seizure Policy

- \*Operating a vehicle in a dangerous/illegal manner
- \*Possession/use/transfer of a controlled substance
- Positive drug test (third occurrence)\*\*

\*Policy described in Specific Discipline Policies Section.

\*\* \*Please refer to the specific section of the Chaminade “Drug Testing Policy and Procedures”).

As determined by the Office of the Dean, suspension, probation and/or referral to Principal’s Council for possible expulsion will be assigned to these infractions.

## Progressive Discipline

The severity of the consequence of subsequent discipline infractions increases after a student accumulates an excessive number of infractions, even though the nature of the infraction may be relatively minor. The following outlines these increases:

1 - 5 infractions	normal infraction consequence
6th infraction	Saturday detentions assigned
7th infraction	normal consequences + parents called
8th infraction	Saturday detention assigned and parents called
9th infraction	Disciplinary Contract Initiated
10th infraction	suspension assigned
11th infraction	referral to Discipline Board

The Office of the Dean will contact and inform the parents/guardians of their student’s discipline record as soon as possible after the child’s 7<sup>th</sup> discipline infraction within a semester. Chaminade considers the accumulation of *nine* or more discipline infractions in a semester by a student to be unsatisfactory and subject to a disciplinary contract. The parent(s)/guardian(s) are requested to assist the school in resolving the causes of their children’s inappropriate behavior when it becomes unsatisfactory due to an excessive accumulation of infractions.

## Suspension/probation/expulsion progression

A. *In School Suspension/Probation:* Students in violation of but not limited to Level III (Hindrance to the safety of students, adults, and the school) infractions may be assigned an in-school suspension at the discretion of the Dean of Students. The student attends classes that day but is barred from participating in or attending any school-sponsored sports, activities or functions the day of the suspension. The student’s parent(s)/guardian(s) are required to meet with the Dean of Students as soon as possible following the infraction to discuss the nature of the infraction, the suspension process, and any future consequences. The student will not be allowed to attend school if this requirement is not fulfilled. The suspension day is followed by 18 weeks of disciplinary probation during which time a student may not commit any offense that is suspendable. If the student does commit a suspendable offense during this period, they are automatically referred to the Discipline Board, depending on the circumstances.

B. *Off Campus Suspension/Probation:* Students in violation of but not limited to Level III (Hindrance to the safety of students, adults, and the school) infractions may be assigned an out-of-school suspension at the discretion of the Dean of Students. Students who commit a suspendable offense within 18 school weeks of another and/or repeat the same or similar infraction will automatically receive an off campus suspension. Students are barred from attending

school and from participating in or attending any school-sponsored sports, activities, or functions for one school day as assigned by the Dean of Students. Suspended students and their parent(s)/guardian(s) are required to meet with the Dean of Students as soon as possible following the infraction to discuss the nature of the infraction, the suspension process, and any future consequences. During the day of the suspension, the student is also required to complete a suspension assignment given by the Dean of Students. The assignment is due before the start of classes the day the student returns to school. Suspended students will not be allowed to return to school until they and their parent(s) meet with the Dean of Students and the assigned essay is completed to the satisfaction of the Dean of Students. The student is also automatically placed on disciplinary probation.

*C. Disciplinary Probation:* Disciplinary probation is assigned by the Office of the Dean or Principal's Council starting the date the probation is assigned and is not limited by the ending of a school year. The length of disciplinary probation is 18 school weeks or as determined by the Office of the Dean or Principal's Council. At the end of a probationary period, the Office of the Dean reviews the student's disciplinary record during the probation and, based on the conduct of the student, terminates the disciplinary probation, extends the disciplinary probation, or refers the case to the Principal's Council for possible expulsion or "request for withdrawal" proceedings. Students who are suspended while on disciplinary probation are automatically referred to Principal's Council for possible expulsion or "request for withdrawal" proceedings. The terms of probation are determined by the school and can include any conditions that are deemed necessary by the school.

*D. Discipline Board/Expulsion:* All students whose disciplinary actions may result in their expulsion or "request for withdrawal" from Chaminade are suspended and referred, as soon as possible, to the Discipline Board for review and determination of consequences. The Discipline Board, which includes members of the Principal's Council, a faculty representative and the school therapist, advises the Principal in making decisions involving the possible expulsion of a student for discipline reasons. Referred students may be required to remove all personal items from school grounds and barred from attending school and participating in or attending any school-sponsored sports, activities, or functions until further notice by the Office of the Dean/Principal. As part of the review process, the student and the student's parent(s)/guardian(s) and immediate family are given the opportunity to meet with the Principal's Council. A student will not be allowed to appear unaccompanied by a parent/guardian without prior permission of the Principal. The Dean or Principal will communicate the results of the review and subsequent consequences to the parent(s)/guardian(s) of the student. A student expelled or required to withdraw from Chaminade for disciplinary reasons will not be allowed to enter school grounds or attend school-sponsored sports, activities, or functions unless otherwise authorized by the principal. Any appeal of the decision of the Principal's Council must be made directly to the Principal in accordance with the school's "Problem Resolution Procedure" which is outlined earlier in this handbook.

Some offenses by their nature preempt the regular suspension, probation and referral to Principal's Council progression and will require immediate suspension from school and disciplinary probation or referral to Principal's Council for possible expulsion.

**STUDENTS WHOSE BEHAVIOR, EITHER ON OR OFF CAMPUS, IS DEEMED TO BE CONTRARY TO THE PHILOSOPHY AND GOALS OF CHAMINADE MAY BE**

**REQUIRED TO WITHDRAW FROM SCHOOL OR NOT ALLOWED TO RETURN TO SCHOOL THE NEXT SCHOOL YEAR AT THE REQUEST OF THE PRINCIPAL'S COUNCIL.**

**Academic Honor Code Policy**

Chaminade students are expected to conduct themselves with academic integrity in their studies. Students who chose otherwise are subject to both academic and disciplinary consequences. These include, but are not limited to, the following:

**Level 1 Offenses:**

A Level 1 offense is one where the impact on the academics or grade of a student is relatively minor. A Level 1 offense occurs, but is not limited, when:

- a) A student looks at another student's work or shows another student his/her own work during a test or quiz.
- b) A student communicates with anyone other than the teacher during a testing situation, including giving or receiving verbal, written or visual aid.
- c) A student prepares homework for, or lends/gives homework to, a student who represents the homework as his/her own.
- d) A teacher determines that a student's homework assignment was partially or wholly plagiarized.

**Disciplinary Consequences for the first Level 1 Offense:**

The consequences for the first Level 1 offense are:

- a) The student will receive a zero grade on the given assignment/test.
- b) The student's parents are notified of the offense.
- c) The student will be referred to the Dean of Students and a disciplinary referral placed in his/her discipline file.
- d) The student will receive a Saturday detention.

**Disciplinary Consequences for the second Level 1 Offense:**

The consequences for the second Level 1 offense are:

- a) The student will receive a zero grade on the given assignment/test.
- b) The student will be assigned an in-school suspension.

**Level 2 Offenses:**

A Level 2 offense is one where the impact on the academics or grade of a student is serious.

A Level 2 offense occurs (but is not limited to) when:

- a) A student receives his/her third Level 1 offense.
- b) A student gives/submits for class credit any major project, term paper, test and/or other material which is partially or wholly plagiarized or the work of another.
- c) A student knowingly exchanges information about a test with another student who has not taken that test.
- d) A student uses, in a premeditated manner, any prepared materials not allowed by the teacher in a testing situation materials, including "cheat sheets" that are on paper, stored in a cell phone, PDA, calculator or other electronic device.
- e) A student steals, photographs, or copies a test and/or distributes it.
- f) A student does other than his own work on a quarter, semester or AP exam.
- g) A student knowingly gives incorrect and/or misleading information on his/her student



resume or a college/scholarship application.

**Disciplinary Consequences for the first Level 2 offense:**

The consequences for the first Level 2 offense are:

- a) The student will receive a zero for the assignment or test and/or appropriate institutions will be informed of the offense.
- b) The student, depending on the severity of the offense, will be suspended off campus and placed on disciplinary probation or suspended off campus and referred to the Discipline Board for possible withdrawal/expulsion.

**Disciplinary Consequences for the second Level 2 offense:**

The consequences for the second Level 2 offense are:

- a) The student will receive a zero for the assignment or test and/or appropriate institutions will be informed of the offense.
- b) The student will be suspended off campus and referred to Discipline Board for possible withdrawal/expulsion.

**Student Discipline Review/Contract**

All student discipline records are reviewed each semester by the Office of the Dean to determine eligibility for admission the next school year and/or further disciplinary action. Further disciplinary action may include, but is not limited to, disciplinary probation and/or disciplinary contract. Student disciplinary contracts are agreements signed by the student, his/her parent(s)/guardian(s) and the school. The consequence of a student's non-compliance with the terms of the contract is usually automatic withdrawal or non-admission the next semester/school year.

**Student Discipline Records**

Student discipline records are confidential and can only be accessed through the Office of the Dean. By law, the school must make information that suggests a student could pose a risk of harm available to any school or college a student subsequently attends.

**Closed Campus**

Chaminade is a closed campus. Students must have permission from the attendance office to leave the campus during school hours.

**After Hours Policy**

With the increasing need for enhanced security in all public buildings and especially on school campuses, Chaminade High School does not permit unescorted individuals on campus after hours. After hours is defined as the hours between 10:00 PM to 6:00 AM and these hours may be adjusted as the need arises and at the discretion of the school administration. Unauthorized persons include Chaminade students and parents. Since the presence of unauthorized persons on campus is considered a major breach of security and may result in police action, the school administration request absolute compliance with this regulation as a means of ensuring the safety and protection of all.

## Campus Security Officers

Students are required to obey the instructions/directions of Campus Security Officers as they would a school administrator or teacher. Students are asked to wear a lanyard around their neck with their Chaminade ID at all times while on campus and produce it for any campus security officer when asked to do so. Failure to comply with the request of the security officers will result in consequences from the Deans office.

## Student Guests/Visitors

Friends or acquaintances of Chaminade students are not allowed on campus unless authorized by the school or if event is open to the general public. Students may not invite or bring others to school during regular school hours without prior permission and authorization by the Office of the Dean. Applications for guest passes are made through the dean's office or admissions office at least one school day in advance of the visit. At all times, Chaminade students are held responsible and accountable for the actions and behavior of those persons whom they invite to campus, whom they are in the company with, or who through their association with, enter the school campus and/or attend school related activities or functions. Chaminade students are expected not to use the school at any time as a meeting place with non-Chaminade persons. Students in violation of this policy are subject to disciplinary consequences.

## Specific Discipline Policies

### Classroom Rules

Teachers formulate their own individual classroom rules and consequences. The following classroom rules are always included as part of them:

- No gum chewing, food or drink are allowed in the classroom
- Students are to come to class prepared (books, pens, paper, homework, etc.)
- Students are to show respect for others and their property
- The class is dismissed by the teacher, and not by the bell
- The student is to be on time to class
- Students are to remain quiet during announcements
- Students are to be in uniform during class

Students who are repeatedly in violation of a teacher's classroom rules are referred to the Office of the Dean for further disciplinary action.

### Uniform Dress

All students on the high school campus are required to wear uniforms. Uniform dress is in effect during regular school hours and for all school-sponsored field trips taking place during regular school hours. Dress code information link can be found on the main high school webpage at: [www.chaminade.org](http://www.chaminade.org).

Students are to come to school groomed, and with their attire laundered and in good condition. All clothing items must adhere to our uniform guidelines as well as being of proper size and fit. Students and parents should check with a Dean beforehand about questionable clothing items. The Deans are responsible for interpreting, implementing and enforcing the

uniform policy and, as such, are the final arbiters in determining what is appropriate student dress for school.

### **Consequences for Dress Code Violation**

Student who are out of dress code and unable to correct their dress may be sent home and/or not be able to attend classes until their dress is corrected.

The disciplinary consequence for a student out of dress code for the first time in a semester is a 30-minute detention. The Dean of Students may assign a Saturday detention if the infraction is not rectified, but the student can attend classes. The second dress code infraction will result in a one hour detention. Finally, students will receive a Saturday Detention for three or more dress code violations.

In cases of dress code violations caused by improper hairstyles or haircuts cuts that cannot be rectified within a reasonable amount of time, the consequence will be a Saturday detention.

### **Student ID Cards**

Students are asked to wear their Chaminade ID cards on a lanyard around their necks at all times at school and at school functions. Students not in possession of their ID when asked to present it to faculty/staff/administrators/security officer will be assigned a detention by the Deans' Office. Students may also be denied entry to school events (i.e. Sporting events, dances, etc.) if they do not have their ID with them. Replacement IDs can be purchased for \$5 at the library.

### **Cutting Class/Ditching School Policy**

Chaminade recognizes its responsibility to parents to ensure the attendance of their sons/daughters in school. Cutting class or ditching school is defined as the missing of a class or any part thereof or not being at school for any unauthorized reason. Students who do not attend assigned class(es), or leave class before the announced release time (sports, retreat, field trip, etc.), leave school during second lunch on odd numbered school days, or leave class without permission are considered to be cutting class. Students are required to stay in the close vicinity of their scheduled class if their teacher is detained from starting class on time. Students who receive counseling passes or attendance instructions from a teacher or administrator should go directly to the specified location without delay.

### **Discipline and Extracurricular Activities**

Students participating in or attending any school-sponsored sport, activity or function, whether or not on campus or during regular school hours, are considered to be representatives of Chaminade and therefore are held accountable for their behavior, including being in the proper dress code. Depending on the severity of and/or the nature of any misbehavior, a student may be subject to disciplinary consequences. In special situations where the usual and normal consequences of infractions may not be appropriate or effective, other consequences deemed appropriate and effective by the Office of the Dean/Principal may be assigned to a student. Seniors involved in inappropriate behavior may be subject to consequences in addition to or in of the normal ones. These additional consequences include, but are not limited to, loss of privilege to attend Prom, Grad Night, Senior Ditch Day, Senior Water Balloon Celebration, Senior Breakfast, Baccalaureate Mass and/or Graduation Ceremonies.

## Student Parking/ Vehicle Use Policy

Students driving to school and/or school related functions are permitted to park on Chaminade as a matter of privilege and not of right. All student cars must be registered, whether they park on or off campus. If parking off campus, students must park on Cohasset St, between the Chaminade Ave. stop sign to Woodlake Ave. They can also park on Platt Ave, between Keswick St. and Cohasset St. Applications for parking stickers are available on the Chaminade website and are \$20 each. Student vehicles, including those parked off campus, are subject to search under Chaminade's Search and Seizure Policy. Students may only park school registered and permitted vehicles on campus during the regular school day and only in marked student spots. Students parking on the streets adjacent to the school or on the neighboring streets are subject to disciplinary consequences.

Students driving to or from school, to or from school related events, or on school property in a reckless or unsafe manner are subject to disciplinary consequences which may include revoking the privilege to park on campus and/or referral to the Department of Motor Vehicles for suspension of their driver's license. Students are required to follow the traffic and parking directions of the schools security personnel. Persons driving on and/or parking on Chaminade school property do so at their own risk. Chaminade assumes no responsibility for damages to or theft from vehicles parked on school property. However, any student who writes on student/parent/faculty cars will receive disciplinary consequences. *Students may never park in staff or visitor or handicap spots anywhere on campus during regular school hours (M – F from 7:00am to 4:00pm)*

## School Locks and Lockers

While each student is assigned a locker for the purpose of storing school related books and supplies, a student does not own the locker, and does not possess a right of privacy in materials stored in the locker. The school may enter student lockers without the student's consent or knowledge at any time and for any reason, including, but not limited to, maintenance, repair, or identification of students in wrong lockers. Lockers may also be searched by school personnel without the student's consent or knowledge if the school has a *reasonable suspicion* that the locker may contain items that would be disruptive to the educational process or dangerous to the health and safety of others. A student must use the locker assigned. **CHAMINADE IS NOT RESPONSIBLE FOR THE LOSS OR THEFT OF ANY ARTICLES STORED IN A STUDENT'S LOCKER. STUDENTS ARE RESPONSIBLE FOR ANY ARTICLES STORED IN THEIR LOCKER AND ANY WRITING/MARKING ON THE INSIDE OF THEIR LOCKER.** We recommend that students not store valuables in their lockers at any time and do not keep their textbooks in their lockers overnight, weekends and holidays. Students are responsible for inspecting their lockers for any damage (i.e., latches not engaging, loose handles, etc.) and reporting any damage or graffiti on their locker to the Office of the Dean.

## I-Pods/Video Cameras/Electronic Games

Due to the potential for disturbing classes, intruding on other's privacy, and possible theft, those electronic devices are not to be brought to the campus during school hours except for authorized use. Otherwise they will be confiscated and returned only to a parent/guardian. Students in possession of these articles are subject to disciplinary consequences. The school is not responsible for the loss or theft of any such item whether confiscated or not.

## **Cell Phones**

Cell phones are allowed on campus during the school day but their use is restricted to break and lunchtime. Phones are to be turned off during class time and school functions. Teachers may confiscate cell phones that are in plain sight, that ring during class, or that are otherwise used without permission. Students can pick up their phones in the Deans' office at the end of the day. A detention will be assigned for the infraction. Repeated offenses may require a parent/guardian to pick up the phone. The school is not responsible for the loss or theft of any such item whether confiscated or not.

In exchange for allowing students to bring cell phones on to campus, students and their parents/legal guardians agree that a School employee may inspect the contents of such cell phones as part of an investigation and/or in the interests of School security. Students and their parents/legal guardians agree to cooperate in such instances, and to provide access, including the applicable password, to any cell phone(s) brought onto campus by a student. Further, students and their parents/legal guardians agree that the determination of when such an inspection is warranted will be based upon the judgment of the School, in its sole and absolute discretion, and that such inspection may occur with little or no notice to the student and/or parents/legal guardians.

## **Photography, Image Capture and Filming on Campus and at School Events**

Families are welcome to photograph or film their children on campus and at school events for personal enjoyment. Images captured on campus or at school events are not to be used for commercial or public purpose without the principal's written permission. In addition, as a courtesy to other families and for safety reasons, images of another student taken at school, or during a school sponsored activity, may not be published on the internet, social media sites, blogs, or other media or formats without permission from the student's family.

Audio or video recording of any kind is not allowed during in-class or online classes without prior consent of the instructor. For student performances, Chaminade often contracts for a license for the rights to use a play script and/or music. If the licensor prohibits video recording, Chaminade will normally include this notice in the performance program.

## **Student Use of Social Media**

Students who participate in online interactions must remember that their posts reflect on the entire Chaminade community and, as such, are subject to the progressive discipline consequences set forth in this Parent/Student Handbook. Students are encouraged to always exercise the utmost caution when participating in any form of cell phone, social media or online communications, both within the Chaminade community and beyond. Students should remember that privacy and anonymity on-line does not really exist.

In addition to the regulations found in the bullying, hazing and harassment policy set forth in this handbook, students must abide by the following:

- Students who post editorial content to social media sites, websites or any other form of online media are responsible for the content that is published and any injury to students, staff, or others resulting from such postings;
- To protect the privacy of Chaminade students and employees, students may never create digital video or sound recordings of students or employees, either on or off campus, for

publication or distribution, without first obtaining permission of the persons who are recorded;

- Students may not publish on social media sites any disparaging or harassing remarks or images about Chaminade community members, athletic or academic rivals, or acquaintances at other schools;
- Audio or video recording of any kind is not allowed during in-class or online classes without the prior consent of the instructor;
- Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want parents, teachers, college admissions officers, or a future employer to see;
- Follow the School's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online;
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, birthdates, or pictures. Do not share your password with anyone besides your parents;
- Do your own work. Do not use other people's intellectual property without their permission;
- Be aware that pictures may also be protected under copyright laws. Verify you have permission to use any images you post;
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity; and
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.

A student's failure to adhere to these guidelines may result in the imposition of discipline.

## **Sexting**

The possession of sexually explicit images of minors or adults on any device is prohibited, regardless of whether any state laws are violated. The school will investigate all suspected incidents of sexting, which could result in a police report and a report to Child Protective Services, as well as consequences imposed by the school. Smart phones, computers, or other electronic devices may be searched and confiscated by school personnel if a reasonable suspicion exists that the phone or device contains evidence of a violation of school policy or a criminal violation. A student involved in sexting will be subject to discipline, which may include expulsion.

## **Welfare of Students**

### **Child Protection**

Chaminade College Preparatory is committed to protect its students from all forms of abuse, which is a sacred trust that flows from our Catholic Marianist beliefs in the God-given dignity of every human being. For more information, refer to [Working Together to Prevent Child Sexual Abuse](#) under Quick Links/Child Protection at Chaminade.org.



## Child Abuse Reporting Policy

**What is Child Abuse?** The Penal Code (PC) defines child abuse as: “a physical injury which is inflicted by other than accidental means on a child by another person.” It also includes emotional abuse, sexual abuse, neglect or abuse in out-of-home care. (P.C. 11165.6, Welfare and Institutions Code [W&IC] Section 300).

**Why Must There Be A Report?** The primary intent of the reporting law is to protect the child. Protecting the identified child may also provide the opportunity to protect other children in the home. It is equally important to provide help for the parents. Parents may be unable to ask for help directly, and child abuse may be their way of calling attention to family problems. The report of abuse may be a catalyst for bringing about change in the home environment, which in turn may help to lower the risk of abuse in the home.

**Who Reports?** Legally mandated reporters include “child care custodians,” including teachers and counselors, “health practitioners,” employees of a child protective agency,” clergy, and “commercial film and photographic print processors.” (P.C. 11165.7, P.C. 11165.8, & P.C. 11165.9).

**What are the Responsibilities of the School Employing Mandated Reporter?** Any person entering employment, which makes him/her a mandated reporter must sign a statement, provided and retained by the employer, to the effect that he or she has knowledge of the reporting law and will comply with its provisions (P.C. 11166.5[a]).

**When Is There A Report?** Child abuse must be reported when one who is a legally mandated reporter “...has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse...” (P.C. 11166[a]).\*\*

- “Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse.” (P.C. 11166[a]). Although wordy, the intent of this definition is clear: if the school professional suspects, report.
- The school professional must make a report immediately (or as soon as practically possible) by phone. A written report must be forwarded within 36 hours of receiving the information regarding the incident. (P.C. 11166[a]). Written reports must be submitted on Department of Justice forms, which can be requested from the local child protective agencies (police or sheriff’s department, a county probation department, or a county welfare department). (P.C. 11168).

**To Whom Is the Report Made?** The report must be made to a “child protective agency;” a child protective agency is a county welfare or probation department or a police or sheriff’s department. (P.C. 11165.9, P.C. 11166[a]). Exceptions are reports by commercial print and photographic print processors, which are made to the law enforcement agency having jurisdiction. (P.C. 11166[c]).

**Liabilities for Failure to Make Required Report:** A person who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail and/or up to a \$1,000 fine (P.C. 11172[e]). He or she may also be found civilly liable for damages, especially if the child-

victim or another child is further victimized because of the failure to report. (Landeros vs. Flood [1976] 17C.3d 399).

**Immunity:** Those persons legally required to report suspected child abuse have immunity from criminal or civil liability for reporting as required. (P.C. 11172[a]).

- Any person not mandated by law to report suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident. (P.C. 11172[a]).

*\*\*Taken from The California Child Abuse & Neglect Reporting Law: Issues and Answers for Health Practitioners, issued by the State Department of Social Services Office of Child Abuse*

## Emergency Situations

On occasion the school may be placed in an emergency or crises situation (i.e., earthquake, fire, bomb threat, riot, extreme social unrest, etc.). The normal processes/procedures of the school may be altered/suspended to ensure and maintain the safety and security of the school and its members. For more information on Emergency Procedures, please see the school's website.

## Medication

Chaminade employees do not dispense over-the-counter medication to students at any time. Authorized prescription medication for a particular student may be stored (refrigerated if necessary) in the Main Office. Students may carry their own prescription medication, with their names on the packing, and over-the-counter medication (in its original packaging) if necessary.

## Image Release Policy

From time to time, the school may authorize image and sound recordings to be taken of students and/or their work in a variety of school-related activities. The School may display or publish these recordings or original student work product in whole or part, in original or modified form, alone or in conjunction with other voices, visual material, artwork and/or written material. This display or publishing may be in various public forums, such as bulletin boards, yearbooks, newsletters, newspapers, meetings, internet, social media, marketing materials, etc. Parents are responsible for notifying the Principal's Office, in writing, if they do not wish their child's images or work to be used for any reason. If no such notification is received, it is presumed that parents have assigned all proprietary rights, including, but not limited to, copyrights of such material to Chaminade College Preparatory and release Chaminade of any liability arising out of such use.

## Students Who Become Ill at School

Chaminade does not provide medical facilities and/or personnel on campus for students too ill and/or unable to normally function in the regular classroom. There is no school nurse. All students should report to the Attendance Office. Parents will be contacted and are required to provide for the timely pick-up of and any needed medical care for their child. Students are not allowed to remain in the Attendance Office until they feel better. If a parent/guardian or another adult on the student's Emergency Form cannot pick up the student, the student will be sent back to class. Students judged by the school to need immediate, emergency medical care would be transported to the nearest medical facility by ambulance.



## School Investigations Policy

Chaminade endeavors to provide a safe and orderly school and, therefore, a school free of the presence of illegal or dangerous drugs, alcohol, weapons, gang or gang related activity, or any potentially harmful or disruptive material and/or activity. The school considers it in the *common interest* of all members of the school community, which includes students, to actively support and cooperate with the school in this endeavor. In the course of investigations by school officials of situations which potentially endanger the safe and/or orderly operation of the school, students may be questioned about their activities and those of other students and/or persons. These conversations are considered to be *conditionally privileged* communications and will be deemed confidential as allowed by law. Students are expected to be cooperative and truthful when questioned as part of any such investigation. Typically, parents are not present for or informed of such questioning.

## Search and Seizure Policy

The school may conduct searches of students and their book bags, lockers, vehicles, laptops, cell phones, and/or possessions when there is *reasonable suspicion as determined by the school* of the presence, use, and/or transfer of illegal or dangerous drugs, alcohol, weapons and/or any potentially harmful or disruptive materials on school campus, the immediate area surrounding the school campus, or at any school-sponsored/related functions.

The school engages a private canine detection company in its effort to deter students from possessing alcohol, controlled or illegal substances, gun powder, weapons, and other dangerous items. The dogs are used to randomly check student book bags, lockers, vehicles and/or possessions. When they are in detection mode, the dogs and their handlers are always in the company of a school official. The dogs are trained and certified to detect the odors from a number of illegal drugs (i.e., marijuana, cocaine, speed, etc.), alcohol, gunpowder, fireworks, and certain over-the-counter and prescription drugs.

Detection by a dog constitutes *reasonable suspicion* for the school to conduct a search of the student's possessions. When a dog alerts on one of the above mentioned odors on a student's possession, the student is informed of the dog's detection, asked what the dog may possibly be detecting, and then informed that his/her possessions will be searched. School officials will also conduct a search of the student's clothing, locker, vehicle and any other possessions. If the situation warrants a "pat-down" of the student or a further level of search, the student's parent/guardian will be contacted before the search unless pressing safety issues warrant an immediate search.

When a dog detects an odor on their child's possession, parents are informed that a search was conducted as well as the results of the search. Searches that do not uncover prohibited materials are not recorded. All prohibited materials found in a search are seized and confiscated. In instances where there may be a violation of civil law, students may be turned over to the police.

When a student refuses to permit a search of his possessions, a parent/guardian will be contacted for permission. Failure of the parent/guardian to give permission may result in the police being informed and a warrant being sought to conduct the search. In addition, the student will be referred to the Principal for possible dismissal from Chaminade for failing to abide by the policies, procedures and regulations set forth in the Parent/Student Handbook as signed and agreed to on the Chaminade Student Information Form.

## Controlled Substance Abuse Policy

The following constitute a violation of the school's policy on controlled substance abuse when they occur on the school campus, in the area surrounding the school campus, at any school-sponsored/related function, or at any other private/public school or school-sponsored/related function:

- Possessing (on the student's person, locker, book bag, vehicle, and/or any object assigned to, owned by, or controlled by them).
- Being, in the opinion of the supervising school official, under the influence of alcohol and/or any dangerous or illegal drug.
- Selling, transferring, or serving as an accessory to the sale or transfer of alcohol and/or any dangerous or illegal drug.
- Possessing drug or alcohol paraphernalia.

The school has the right to administer "Breathalyze" tests in cases where there is reasonable suspicion that a student is under the influence of alcohol during school or at any extra-curricular activity on or off campus.

The primary responsibility of knowing and controlling the contents of any personal items, lockers, and/or vehicle brought to school or to a school sponsored/related function rests with the student and the student's parents/guardians. Students in violation of the controlled substance abuse policy will be suspended from school and have their case brought to the Principal's Council for review and determination of consequences. In instances where there may be a violation of law, students may be turned over to the police. The school does not recognize any form of "medically approved marijuana," including parent approved student use, as justification for drug use or marijuana possession by a student.

## Drug/Alcohol Testing Policy and Procedures

The Board of Directors and Administration of Chaminade College Preparatory has adopted a mandatory random drug and alcohol testing policy for all students in grades 9-12.

### **Program Objectives:**

- To enhance learning: We believe that drug free students are better learners, have better attitudes toward learning, and are more likely to engage in programs that enhance their spiritual, emotional, and physical well-being.
- To combat drug experimentation and use among our students by giving them a good excuse to say "no" to drugs and alcohol in the first place
- To reduce student drug use in and out of school, thereby improving the health and safety of the students
- To offer direct assistance to students who are struggling with drug and alcohol issues.

### **Test Administration:**

- Pacific Toxicology Laboratories will be the full-service provider of Chaminade's drug testing program. Lab staff will administer tests to students on campus and the testing of

samples will occur at the lab.

- The method to determine the presence or absence of drugs will be urinalysis.
- Pacific Toxicology Lab is “Substance Abuse and Mental Health Administration” (SAMHSA) approved, under the Department of Health and Human Services, and is one of only 45 labs around the country authorized to do federal employee testing.
- Among the drug panels available are tests for amphetamines/methamphetamines, cocaine, opiates, marijuana, barbiturates, and benzodiazepines (valium, Librium, xanax and other tranquilizers).
- To ensure privacy and dignity of students, testing will not be “observed” although steps will be taken to ensure the integrity of the test.
- Normally, an administrator will be present in the waiting room during testing.
- Identification: An identifying number will be assigned to each donor and that number will label the sample throughout the process.
- Adulteration: The lab utilizes several adulteration precautions.
- Labeling: The lab has an established protocol from sealing to storage. When the sample is donated, the technician peels off the label, seals the sample, places the sample in a bag, and signs off.
- Chain of Custody: The lab provides identity and integrity of the sample from collection to disposal.
- The sample amount is typically 30 ml, at a minimum.
- If for any reason a donor is not able to produce a sample, they are invited to drink a glass of water, relax, and then produce a sample.
- The lab utilizes Mass Spectrometry and Gas Chromatography (GC/MS) to verify a positive screen. GC/MS is the gold standard of testing.
- Positive tests are virtually 100% accurate.

#### **Student Selection:**

- On each testing date, students will be randomly selected from the student body to provide samples for testing purposes.
- All reasonable steps will be taken to assure the dignity of the student and confidentiality of information.
- The principal or the Vice Principal for Faculty/Student Affairs will be responsible for generating the list of students to be tested -- using a computer based randomizer.
- The list will be given to the Deans who will take the students to the testing location.
- A student who is absent may be added to the list for the next testing date.

#### **School Notification from Pacific Toxicology Lab:**

- Normally, the lab will inform the principal, within 24 hours, of all negative tests.
- Positive test results will be communicated to the principal within 72 hours.
- The principal and, in his absence, the Vice Principal for Faculty/Student Affairs are the school personnel who will receive notification of positive student tests.

#### **Parent Notification:**

Parents will be notified of positive test results in the timeliest manner possible.

**Positives Test Results:**

- All drug and/or alcohol testing results are considered confidential information and will be handled accordingly.
- Students who test positive have the option of seeking further confirmation by means of a hair sample test. To facilitate such a test, Pacific Toxicology Laboratories will be able to collect the hair sample and send it to an appropriate lab for testing. The family will incur the cost of this test.

**First Positive:**

When a student is identified with a first-positive determination the student must:

- Participate in a Parent Conference with the principal and the principal's designee.
- Undergo an assessment and follow through on treatment recommendations made by a substance abuse evaluator or licensed psychologist; submit this documentation to the Principal. The assessment may be made by a substance abuse evaluator or licensed psychologist of the family's choice with the understanding that school will receive documentation that counseling has occurred.
- Provide the Principal with a certificate of completion or a letter from the program once treatment is complete.
- Submit to retesting by the school after a minimum of a one-month interval from the time of the first positive test. If the second test is clear, the student will be allowed to re-join the random cycle of testing.

**Treatment options**

- The principal will offer treatment resources to the family or the family may choose to seek private assessment and treatment. (The school recommends a minimum of five sessions of group or individual treatment).

**Second Positive:** When a student is identified with a second positive during their time of enrollment, the principal will refer the student to the appropriate Dean of Students.

The second positive will constitute a suspension and referral to the Discipline Board. If allowed to stay, a contract with stipulated conditions will be signed by the school, the parent(s) and the student. A condition of continuing enrollment will be a possible second assessment but continuing counseling will be required.

**Third Positive:** When a student is identified with a third positive determination during the time of enrollment, the student will be asked to withdraw from Chaminade.

**Records:**

- The school will not keep any written records of students who test negative.
- The principal will keep a record of positive test results.
- Records related to drug testing or discipline in general are not part of a student's permanent academic file and are not released without parent authorization.

## Alcohol Breathalyzer Procedures

A student can be required to take a Breathalyzer test at any time while on campus or at a school function if that student is believed to be under the influence of alcohol. Refusal to take the test will result in an automatic Level 3 Suspension and referral to the Discipline Board.

Random Alcohol Breathalyzer Tests will be conducted at every dance. Between 8-12% of the expected number of students to attend a dance will be randomly selected using a computer randomizer. This randomizer will select bid numbers which will determine the students to be tested. The test will be conducted with the LIFELOC TECHNOLOGIES: Professional Breathalyzer Tester. The test will be administered by two members of the Chaminade administration or their designees.

The parent or emergency contact of any student that fails the Alcohol Breathalyzer test will be contacted and must come pick up their student from the dance or activity. The student will receive a level 3 suspension and be referred to the Discipline Board for determination of consequences.

## Harassment, Bullying, and Hazing Policy

At Chaminade College Preparatory, we are committed to maintaining a learning environment for students that is free from harassment of any type. Chaminade will not tolerate, condone or allow harassing of anyone (students, faculty, or staff) while on campus or at school sponsored functions and activities. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to and/or including dismissal. Students found to have filed false and frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, sexual orientation, or gender. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

1. Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person
2. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
3. Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures
4. Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress
  - Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual
  - Such conduct has the purpose or effect of unreasonably interfering with an individual's

academic performance or of creating an intimidating, hostile or offensive educational environment.

**Specific examples of sexual harassment include, but are not limited to:**

- Making unsolicited sexual advances and propositions
- Using sexually degrading words to describe an individual, an individual's body, or an individual's sexual orientation
- Displaying sexually suggestive objects or pictures
- Sending, receiving (see "Sexting") sexually suggestive objects or pictures
- Telling inappropriate or sexually related jokes
- Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Chaminade College Preparatory High School to:

- Establish practices and provide staff development training and age-appropriate information for students designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement.
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct him or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal, dean, or teacher.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse. School bullying takes four main forms:

1. Physical bullying occurs when a student uses physical force to hurt another student by hitting, pushing, shoving, kicking, pinching or holding the down. Physical bullying also includes taking or breaking a student's belongings or stealing or extorting money.
2. Verbal bullying is when a student uses words to hurt another student. This includes threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, slurs, graffiti, put-downs and ridicule. It also includes hostile gestures such as making faces,

- staring, giving the evil eye, eye rolling and spitting.
3. Relational bullying occurs when students disrupt another student's peer relationships through leaving them out, gossiping, whispering and spreading rumors. It includes when students turn their back on another student, giving them the silent treatment, ostracizing or "scape-goating."
  4. Verbal bullying refers to the use of iPads, computers, smart-phones, text messages, emails, instant messages, web blogs and postings to bully another student in any of the ways described above. Examples of cyberbullying are sending threatening or insulting messages by phone and email, sexting and spreading destructive rumors. The school reserves the right to access information on electronic devices such as smartphones and computers as well as Internet accounts (email, and social media etc.).

Hazing is any method of initiation or preinitiation into a student organization, team, or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

For purposes of this policy, "trait or characteristic of the student" is defined to include, but is not limited to the student's age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, cell phones, social media and text messaging.

The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student in the same or similar circumstances would find the conduct intimidating, hostile or abusive; it is not to show the victim was psychologically harmed.

Any school employee, volunteer, parent, guardian or student who witnesses or becomes aware of conduct in violation of this policy is strongly urged to report the inappropriate conduct directly to the victim's Dean or other school administrators.

### **Complaint Filing and Investigation Procedure**

The following procedures must be followed for filing and investigating a harassment claim:

1. The student will bring his/her concerns to the attention of a school counselor or Dean. If the counselor or Dean is not available then the concerns should be brought to the attention of the Principal. If a student receives a serious complaint of harassment from a fellow student, they should immediately report it to their counselor, Dean, or the Principal.
2. The student will provide specific information of the alleged harassment/bullying/hazing incident. A report will include the names of individuals involved and the names of any witnesses. While it is best to communicate the concerns in writing, a written complaint is

not required. In addition, when an employee is made aware of any serious misconduct towards others that violates or may violate this policy, the employee must report any and all instances to a counselor, Dean, or the Principal.

3. The school will immediately undertake a reasonably diligent and objective investigation of the allegations promptly upon receiving a complaint or becoming aware of alleged harassment. The school will notify parents of affected students as appropriate. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.
4. Once the facts of the case have been gathered, the Deans, in consultation with the Principal, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal. Appropriate action will also be taken to deter future harassment and the original complainant will be informed that the school has acted.

**Remedies and Resolution:** If the school determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any student determined by the school to be responsible for harassment will be subject to appropriate disciplinary action, up to and including dismissal from the school. Appropriate action will also be taken to deter future harassment and the original complainant will be informed that the school has acted.

**Non-Retaliation:** There will be no retaliation against any student or employee who brings a complaint in good faith under the school's harassment policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation or if the charges cannot be proven.

**Bad Faith Claims:** Disciplinary action may be taken against individuals reporting a claim in bad faith. "Bad faith" does not mean a claim that the complainant believes is valid but is later determined to be invalid. Rather, bad faith is meant to include individuals who submit claims that they know or should know to be false or erroneous.

## Youth Gang and Gang Related Activities

The California Attorney General's office has defined a youth gang as: "A loose-knit organization of individuals usually between the ages of 14 and 24. The group has a name, is usually territorial, or claims a territory as under its exclusive influence, and may be involved in criminal acts. Its members associate together, and may commit crimes against other youth gangs or against the general population."

Chaminade uses one or more of the following criteria in determining youth gang membership or involvement:

- The individual freely admits membership.
- The individual has gang tattoos, hairstyle or other gang identifying personal appearance.
- The individual associates with gang members.
- The individual wears gang colors or clothing imprinted with gang names or symbols.



- The individual “tags” or marks his/her personal property, school property, or other property with gang names or symbols.
- The individual writes or has written about their gang affiliation.
- The individual uses a special name that identifies him as a gang member.
- Official documentation from police, probation, court records or school records indicating the individual is a gang member.

It is the policy of the school that youth gang membership (including imitation and “wanna- be” gangs, crews, and posses) or gang involvement of any nature by a Chaminade student, on or off campus, will not be tolerated. A student considered to be a gang member or involved in gang related activities will automatically be suspended from school and have their case brought before Principal’s Council for review and determination of consequences. In instances where there may be a violation of law, students may be turned over to the police.

Students belonging to or associated with any group (such as cults, satanic groups, hate groups and anarchist groups) that exhibit any of the above characteristics or characteristics deemed contrary to the safety, the good moral order and/or incompatible with the philosophy of the school are subject to disciplinary consequences. The purpose of this policy is to provide for the safest possible environment for students, faculty and staff in keeping with the philosophy of Chaminade.

## **Weapons/Dangerous Object Policy**

Possession of a weapon on school grounds or at school events is a serious offense. It is considered a felony under the California Penal Code and may be punishable by imprisonment. The following are considered weapons:

- firearms and/or ammunition
- dirk, dagger, ice-pick, knife with blade longer than 1.5 inches
- knife with locking blade
- razor with unguarded blade
- air/spring projectile guns (BB, spot-marker, pellet, dart)
- look-alike firearms/weapons
- taser and stun guns

Chaminade recognizes that certain objects, tools, instruments or substances, even though their primary function is other than a weapon, are not considered to be the normal/regular supplies or equipment of a student on campus and may be classified as a weapon. These include, but are not limited to, the following: screwdriver, hammer, slingshot, tear gas/pepper spray and fireworks.

The following constitutes a violation of the school’s policy on weapons/dangerous objects.

- Possessing (on the student’s person, locker, book bag, vehicle, and/or any object assigned to, owned by, or controlled by them) or using a weapon or dangerous object.
- Selling, transferring, or serving as an accessory to the sale or transfer of a weapon or dangerous object.
- Failing to inform school officials when in knowledge of the presence or possible use of a weapon or dangerous object.

These activities are prohibited on school campus, in the area surrounding the school

campus, at any school-sponsored/related function, or at any other private/public school or school-sponsored/related function.

The primary responsibility of knowing and controlling the contents of any personal items, lockers, and/or vehicle brought to school or to a school-sponsored/related function rests with the student and the student's parents/guardians. Students in violation of the weapons/dangerous object policy will be suspended from school and have their case brought to the Principal's Council for review and determination of consequences. In instances where there may be a violation of law, students may be turned over to the police.

## **Student Threats**

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the principal, counselor, dean or teacher. The principal or designee should notify the police immediately if the threat is deemed serious and sufficiently credible.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat shall be suspended until the investigation by the police and school has been completed and at that time may face other disciplinary sanctions, up to and including removal from school. Any decision to re-admit a student who has made a threat should be made by the principal on a case-by-case basis. Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.

## **Student Sexual Conduct and Pregnancy**

A primary purpose of Catholic education is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and the recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate pre-natal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal and school therapist should meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school community. The principal shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child.

## **Abortion Policy**

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of an abortion.

Abortion disregards innocent human life is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school, and the values that ought to permeate Catholic education (Gaudium et Spes, 51; Code of Canon Law, 1398).

Without jeopardy to the above guidelines, the school retains the right and the responsibility to promulgate and implement disciplinary measures, including expulsion, for public and overt breaches of Catholic moral teaching.

## **Relationship with Emergency Service Personnel**

### **Persons Allowed to Remove a Student from School**

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee shall be allowed to take a student from the school premises during school hours or immediately before or after school. Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified;
- Upon the written request of the parent or guardian after proper verification;
- By properly identified law enforcement officers when an arrest is made; and
- By properly identified representatives of law enforcement agencies or Child Protective Services, in case of emergency, as confirmed by the School.

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or Child Protective Services rests with those agencies. However, the principal or his or her designee will inform the student's parent or guardian as soon as possible that a student has been taken from school by a law enforcement officer or Child Protective Services, except when a minor has been taken into custody as a victim of suspected

child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

### **Interview and/or Removal from School of Students**

Police officers have the right during the school day to request the opportunity to interview students who are suspects or witnesses. Absent exigent circumstances, as determined by the Principal, students should not be subject to such an interview without the consent of the student's parent or guardian.

When a student is taken into police custody and removed from school during school hours, the School will inform the parent or guardian, except in child abuse cases. Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant.
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions: 1) with the express permission of the parent obtained prior to the release of the pupil; 2) and in cases of emergency, when the parents cannot be reached.
- By properly identified representatives of Child Protective Services when taking a child into custody.

In such cases, the principal or his or her designee should obtain the following information:

- The name of the police officer or Child Protective Services representative;
- The name and telephone number of his or her agency;
- The officer or representative's badge or ID number; and
- Instructions from the officer or representative regarding parental notification.

### **Informing a Parent/Guardian if a Student is removed from School**

While it is the duty of a law enforcement officer or Child Protective Services to notify the parent or guardian of the student taken into custody, the principal or his or her designee shall take immediate steps to notify the parent or guardian that the student has been removed from school, except when the student has been taken into custody as a victim of suspected child abuse. The principal may provide the police officer or Child Protective Services representative with the address and telephone number of the student's parent or guardian.