

**CHAMINADE
COLLEGE PREPARATORY
STUDENT/PARENT HANDBOOK**

2009 - 2010



**HIGH SCHOOL CAMPUS
GRADES 9 - 12**

**7500 Chaminade Avenue
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SPECIAL TELEPHONE & FAX NUMBERS	4
Communicating with Teachers & Staff	4
PURPOSE OF THE HANDBOOK	5
PHILOSOPHY & HISTORY	5
MISSION STATEMENT	7
NON-DISCRIMINATION POLICY	8
ADMISSIONS POLICY	8
RE-ADMISSION POLICY	8
COMMUNICATION PROCEDURE	8
PROBLEM RESOLUTION PROCEDURE	9
RELIGIOUS SERVICES	10
DISCIPLINE/ATTENDANCE POLICIES & PROCEDURES	10
Policies and Procedures	10
Student Discipline Progression	13
Suspension/probation/expulsion progression	14
Student Discipline Review/Contract	16
Student Discipline Records	16
I-Pods/video cameras/electronic games	16
Cell phones	17
Emergency Situations	17
SPECIFIC DISCIPLINE POLICIES	17
Classroom Rules	17
Student ID Cards	17
Cutting Class/Ditching School Policy	18
Discipline and Extracurricular Activities	18
After Hours Policy	18
Student Guests/Visitors Policy	18
Student Parking/Vehicle Use Policy	19
School Investigations Policy	19
Search and Seizure Policy	19
Removal or Interview of Students by Peace Officers	20
Interviewing Pupils During School Hours	20
Removing Pupils From School During School Hours	21
Controlled Substance Abuse Policy	21
DRUG AND ALCOHOL TESTING POLICY AND PROCEDURES	22
YOUTH GANG AND GANG RELATED ACTIVITIES POLICY	24
WEAPONS/DANGEROUS OBJECT POLICY	25
HARASSMENT POLICY	26
ACADEMIC HONOR CODE POLICY	27
PROGRESSIVE DISCIPLINE	27
UNIFORM DRESS	29
ATTENDANCE POLICIES AND PROCEDURES	29
IMAGE RELEASE POLICY	33
PREGNANT STUDENT POLICY	33
ABORTION POLICY	34

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.*

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 !*

SCHOOL 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.

SPECIAL TELEPHONE & FAX NUMBERS

Chaminade College Preparatory Website: www.chaminade.org

West Hills Campus

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
Physical Plant Office	(818)347-8303	FAX (818)347-0919

Chatsworth Campus

Alumni Office	(818)360-0615	FAX (818)363-8491
Business Office	(818)366-9284	FAX (818)363-8492
Chatsworth Main Office	(818)363-8127	FAX (818)363-1219
Development Office	(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
MIS Office	(818)360-9861	FAX (818)363-8492

Communicating with Teachers & 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. Chad Smith's e-mail address is csmith@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 reader 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 or any other document.

PHILOSOPHY & HISTORY

History

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.

PHILOSOPHY

Chaminade College Preparatory is a Catholic educational institution based upon the Marianist philosophy of education.

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 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.

As a Catholic school, we require that all students enroll in the Religious Education classes and attend all major liturgical celebrations.

Conclusion

As a Catholic, Marianist educational institution, Chaminade College Preparatory shares in the mission of the universal Church and cooperates with the local Church as represented by the Archbishop who is shepherd and teacher of the archdiocese. Chaminade exercises its Marianist charism (its special gift 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."

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.

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:

- A. Satisfactory scores on the Chaminade College Preparatory entrance examination (9th grade only);
- B. Successful completion of the previous grade;
- C. Submission of a complete transcript from the previous school;
- D. A personal interview by the applicant and a parent or guardian with a school official; and,
- E. 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 see 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.

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.

- A. 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.
- B. 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

Student Body Masses are held throughout the year and attendance is mandatory. The Sacrament of Reconciliation and other liturgical prayer services are also celebrated throughout the year in large and small groups. There is a beautiful chapel on campus, located in the Condon Family Center for Science and Technology. It is available to classes during the day for prayer services or liturgy.

DISCIPLINE/ATTENDANCE POLICIES & PROCEDURES

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.

Chaminade recognizes 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, after school detention, Saturday detention, disciplinary contract, 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:

- Failure to carry a school ID
- Off limits (halls, stadium, parking lots, etc.)
- No show to lunch detention
- Excessive noise in parking lot (honking, stereos, etc.)
- No show to a teacher's detention
- Inappropriate language or gestures
- Unauthorized parking on the streets neighboring Chaminade
- *Uniform violation
- *Repeated infractions of school or teachers' rules
- *Policies described in Specific Discipline Policies Section

As determined by the Office of the Dean a one-half hour after school detention will be assigned for these infractions. After-school detentions are scheduled Mondays 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. It is the policy of the school that the student must attend an assigned after-school detention if the student attends classes the day of the detention. The only acceptable excuse for not attending an after school detention is absence from school due to illness, a school-sponsored retreat, or a sports early-out. 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
- Failure to sign in/out of school
- 4th-6th tardy to school
- Attending the wrong lunch block
- Improper use of school computer/internet facilities

- 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
- Positive drug test (second occurrence)*

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

As determined by the Office of the Dean, a one-hour after-school 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 7:30 and 11 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 appropriate dress when in attendance at a Saturday detention. Those who are not in proper dress will be classified as no-shows.

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.

Student Discipline Progression

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
6 - 7 infractions	Saturday detentions assigned
8th infraction	suspension assigned
9th infraction	Saturday detention assigned
10th infraction	suspension/probation assigned

11th infraction
12th infraction

Saturday detention assigned
suspension/referral to Principal's Council

Chaminade considers the accumulation of six or more discipline infractions in a semester by a student to be unsatisfactory and subject to a disciplinary contract. Students accumulating five or more infractions meet with a dean to discuss their discipline record. 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 fifth discipline infraction within a semester. 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. *Level 1 – 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 a Level 1 or Level 2 suspension at the discretion of the Dean of Students. An In-School Suspension is limited to one day in length. 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 Level 1 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 subject to a Level 2 or Level 3 suspension, depending on the circumstances.

B. *Level 2 – Off Campus Suspension:* Students in violation of but not limited to Level III (Hindrance to the safety of students, adults, and the school) infractions may be assigned a Level 1 or Level 2 suspension at the discretion of the Dean of Students. Students who commit a suspension Level 1 offense within 18 school weeks of another and/or repeat committing the same or like suspension Level 1 offense will automatically receive a Level 2 suspension. In a Level 2 suspension students are suspended off-campus for one school day. 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. *Level II Disciplinary Probation:* Level II 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 one semester (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 Level II 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. Level 3 – Principal's Council/Expulsion: All students whose disciplinary actions may result in their expulsion or "request for withdrawal" from Chaminade are suspended and referred, within five school days of the suspension, to the Principal's Council for review and determination of consequences. The Principal's Council, which includes members of the school's administration and faculty, 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 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.**

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. Discipline records are not part of a student's permanent academic record/transcript and therefore do not follow a student to other schools or colleges. By law, the school must make information that suggests a student could pose a risk of harm available to any school a student subsequently attends. In general, a student's discipline record is destroyed one year after graduation.

Other Information:

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 and secure it with a Chaminade school lock. 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 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 or ring during class. 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 or pager. The school is not responsible for the loss or theft of any such item whether confiscated or not.

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 to carry school ID at all times while on campus and produce it for any campus security officer when asked to do so.

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.

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.

Student ID Cards

Students are required to carry their student ID cards 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 ID's 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. 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 replacement of the normal ones. These additional consequences include, but are not limited to, loss of privilege to attend Prom, Grad Night, Senior Holiday, Senior Breakfast, Baccalaureate Mass and/or Graduation Ceremonies.

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 9:00 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.

Student Guests/Visitors Policy

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 at least one school day in advance of the visit. Chaminade is a closed campus and 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. At all times, Chaminade students are held responsible and accountable for the actions and behavior of those persons whom they invite to, 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.

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. 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 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. *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 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

Chaminade endeavors to provide a safe and orderly school and, therefore, a school free of illegal or dangerous drugs, alcohol, weapons or any potentially harmful or disruptive material. As part of this endeavor, the school may conduct searches of students and their book bags, lockers, vehicles 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..

In certain serious circumstances, school officials may also conduct a search of the student's clothing, locker, vehicle and any other possessions. If the situation warrants "frisking" 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 Student/Parent Handbook as signed and agreed to on the Chaminade Student Information Form.

Removal or Interview of Students by Peace Officers

By law, peace officers have the right during the school day to interview students who may be suspects or witnesses in ongoing investigations. Public order dictates that police investigation is of high priority. Thus, school officials do not unnecessarily hinder the release of a student to peace officers. When a pupil is taken into police custody and removed from school during school hours, the school will inform the parents, except in child abuse cases.

Interviewing Pupils During School Hours

Upon presentation of proper identification to the principal or his/her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview pupils in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law. Although the law does not require it, the parents will be notified whenever possible that such an interview has taken place. Child Protective Agency workers may interview a student for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school pursuant to Section 306 of the Welfare and Institution Code.

Removing Pupils From School During School Hours

Pupils can be removed from school during school hours by peace officers under the following conditions:

- By properly identified representatives of law enforcement agencies (1) making an arrest, with or without a warrant, (2) presenting a warrant for the arrest of a student, (3) taking a pupil into custody without a warrant
- By properly identified representatives of law enforcement agencies when not making an arrest or taking the 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 or (2) in cases of emergency when the parents cannot be reached.
- By properly identified representatives of a Child Protective Agency when taking a child into custody pursuant to Section 306 of the Welfare and Institution Code.

While it is the duty of the peace officer to notify the parents or guardians of the person taken into custody or placed in detention, Chaminade will take steps to notify the parent, guardian or responsible relative of the minor regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken, except when the minor has been taken into custody as a victim of suspected child abuse.

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 an "Alcohol Sticker" test 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.

DRUG AND 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 most timely 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.

LA County Residents: 3 treatment options

- Seek private assessment and treatment. (The school recommends a minimum of five sessions of group or individual treatment).
- Enter free CARE program (1-866-350-8773); nearest assessment center is the Tarzana Treatment Center (1-800-996-1051). A specialist will conduct assessment

and makes treatment recommendations. Choices are offered for treatment; one excellent resource is Matrix Institute (1-800-310-7700); for adolescents they have either a 5 session psycho-educational program or 4 month Intensive Outpatient program.

- Enter the free or very low fee Ventura County Drug and Alcohol program in Simi Valley (1-800-577-0830). Enroll in “minor consent” Medi-Cal for substance abuse services. This program comprises attending one recovery group weekly for 12-14 weeks with several individual sessions over time of treatment. A certificate of completion is awarded.

Ventura County Residents: 2 treatment options

- Seek private assessment and treatment. (Chaminade recommends a minimum of five sessions of group or individual treatment).
- Enter the free or very low fee Ventura County Drug and Alcohol program in Simi Valley (1-800-577-0830). Enroll in “minor consent” Medi-Cal for substance abuse services. This program comprises attending one recovery group weekly for 12-14 weeks with several individual sessions over time of treatment. A certificate of completion is awarded.

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 Level II disciplinary infraction. In addition to normal disciplinary consequences, 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 release without parent authorization.

YOUTH GANG AND GANG RELATED ACTIVITIES POLICY

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.

HARASSMENT POLICY

Chaminade College Preparatory High School is committed to provide a learning environment that is free from harassment. Harassment of any student by any other student, lay or religious employee, or priest is strictly prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated act(s) of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges of harassment 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, gender or sexual orientation. Harassment can occur anytime during school or school-related activities. It includes, but is not limited to, any of the following:

VERBAL HARASSMENT: Derogatory comments and jokes; threatening words spoken to another person.

PHYSICAL HARASSMENT: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.

CYBER HARASSMENT: More and more, school officials, parents and students are confronted with problems arising from students' use of the Internet and Instant Messaging, from their home computers, to insult, harass, threaten and demean other students and faculty, all under cover of anonymity.

When parents are confronted with evidence of messages and comments their child has posted from their computer, they are shocked and usually state that they had no idea this was going on. Students frequently know much more than parents about this aspect of computer use. Also, it seems few parents ever check on their students' use of the Internet.

Aside from the moral issues involved, there may be legal ramifications. For example, when a student posts libelous statements, with or without parent consent; the parent could be held legally liable for damages. Additionally, when students post threats of any kind, they may be liable to criminal prosecution, and finally, the school will take disciplinary action up to and including dismissal for any student who has posted any message, comment or picture that is deemed demeaning derogatory, insulting or harassing of any student, staff member or the school in general.

SEXUAL HARASSMENT: Includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

It is the student's responsibility to:

- a) Conduct him/herself in a manner which contributes to a positive school environment.
- b) Avoid any activity that may be considered discriminatory, intimidating or harassing.
- c) Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
- d) Report all incidents of discrimination or harassment to the administration or counselor.
- e) Discontinue immediately any discriminatory, intimidating, harassing or unwelcome conduct of which he/she is accused.

If the harassing behavior continues, the student is subject to further disciplinary action up to and including expulsion from school. The student is also subject to legal remedy.

ACADEMIC HONOR CODE POLICY

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

PROGRESSIVE DISCIPLINE

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

Disciplinary Consequences for the second Level 1 Offense:

The consequences for the second Level 1 offense are:

- a) The student will be suspended.
- b) The student will receive a zero grade on the given assignment/test.

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

Disciplinary Consequences for the second Level 2 offense:

The consequences for the second Level 2 offense are:

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

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.

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 an after-school detention, if the violation is rectified. The Dean of Students may assign a Saturday detention if the infraction is not rectified, but the student can attend classes. The second, and any subsequent dress code violation during the semester, may receive a Saturday detention.

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.

ATTENDANCE POLICIES AND PROCEDURES

Chaminade does not have a punitive attendance policy. Rather, our attendance policy is informative, designed to give all interested parties the clearest possible picture of how often a student has missed a given class, regardless of the reason for the absence. There is no differentiation between “excused” or “unexcused” since the object of our policy is to simply assist the parent and student in determining the number of instructional days missed.

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.

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 are requested to inform the school before 9 a.m. (office opens at 7:30 a.m.) in order to avoid disturbing parents at home or work to verify a student's absence. In addition, parents are requested to provide an absence note (or doctor's note if applicable) for the student when he/she returns to school. 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.

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.

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 9th absence. Students reaching 11 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 or natural disaster, reported traffic accidents or legitimate family emergency (parent note required) will be designated as excused.

Tardies under 10 Minutes:

1. Students will be allowed a maximum of 3 tardies to first period (under 10 minutes) per semester. When tardy to first period, students are expected to sign in at the attendance office. After the third tardy, no tardy will be excused; however, students are still required to sign in.
2. For the 4th-6th tardy, students will receive an hour detention for each one. For each tardy after the 6th, 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 10 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 the final 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 Office of the Dean at least one school day in advance. 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. Some teachers do not permit make-up tests but may allow students to treat a missed test as a "drop the lowest test grade" option. Other teachers may permit students to make up quizzes and tests during "X" block. 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.

"X"-Block Attendance

The "X" block appears as the last period on odd rotations days. The purpose of this period of time 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. While students are not required to stay at school during this time, we ask parents to encourage their child(ren) to use this time for school activities and to pick them up from school at 3 p.m.

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 judged by the school to need immediate, emergency medical care would be transported to the nearest medical facility by ambulance.

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, 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.

PREGNANT STUDENT POLICY

A primary purpose of Catholic education is to guide students' growth in Christian values and moral conduct. Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through a fulfillment of God's plan expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community must offer support to the pregnant student and/ or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner.

Students involved with a pregnancy have new obligations and priorities. They have accepted the responsibility of bringing a new human life into the world. Such responsibility necessitates a change in status, especially in terms of activities and priorities in the school. The pregnant student should care for herself as a mother-to-be, and the father-to-be should respond with care and support for the mother and child.

To insure the best interests of the student(s), parents and the school community, the school administrators will implement certain procedures.

When the school personnel learn of a student pregnancy, the principal must meet with the pregnant student and both parents and/or guardians.

The student must be required by the school to receive appropriate professional counseling consistent with Catholic teaching to assist with the circumstances of the pregnancy and with making choices for the future of both parents and the newborn child. Additionally, the student will be referred to her pastor for advice and counseling.

If the father-to-be is identified and if he is a Chaminade student, the principal must meet with him and his parents/guardians and require that he be involved in a counseling program similar to that provided for the mother-to-be. He may also be referred to his pastor for advice and counseling.

The school will assist the pregnant student to complete her high school education either by allowing her to continue attendance or by referring her to an alternate program recommended by Catholic Social Services.

If the pregnant student chooses to remain in school, she will be allowed to participate in all activities to the extent that her condition and the good of the school may permit. The student must provide the school with a statement from her physician attesting to her participation in all school activities. The principal will review all aspects of each case and make a determination based upon its unique circumstances. If the student desires to return to school after the birth of the child, the school will facilitate her re-enrollment.

The condition of pregnancy will not exclude the student from participating in the public graduation ceremony. However, the principal, will determine whether or not special circumstances may necessitate pursuing alternative action.

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

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).

Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion. Moreover, given the already existing network of prenatal programs and pregnancy counseling available in the Archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into having an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school. Furthermore, if any student's parent or guardian coerces and/ or assists in the procurement of an abortion for

his or her daughter or any other student, this action is also cause for the son or daughter of that parent or guardian to be dismissed from school.

Procedural Guidelines

In accord with the policy above, each situation regarding abortion will be handled on an individual basis, applying the following suggested procedural guidelines.

If it becomes known to any member of the school community that a student is contemplating or planning an abortion, that member of the school community is to advise the student to contact the administrator or counselor designated for the purpose of facilitating pregnancy counseling. All reasonable encouragement should be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child is to be treated with compassion and respect.

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.