



**Christian Brothers College High School**

# **STUDENT AND PARENT/GUARDIAN HANDBOOK**

Conducted by  
The Brothers of the Christian Schools

Accredited by  
AdvancED/North Central Association  
Commission on Accreditation  
and School Improvement

Member of:  
The Lasallian Association of Secondary Schools Chief Administrators  
The National Catholic Education Association

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**STUDENT AND PARENT/GUARDIAN HANDBOOK**  
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Christian Brothers College High School  
1850 De La Salle Drive, St. Louis, MO 63141  
314-985-6100  
[www.cbchs.org](http://www.cbchs.org)

Dear Parents/Guardians and Students,

The *Student and Parent/Guardian Handbook* is intended to be a reference for you with regard to the policies, procedures, operation, and programs of Christian Brothers College High School. Your familiarity with its contents and your cooperation in urging compliance on the part of your son(s) will contribute significantly to the efficient management of the overall educational program of Christian Brothers College High School. Please read the *Student and Parent/Guardian Handbook* carefully. After doing so, please sign the Acknowledgment of Review of the 2020 - 2021 CBC *Student and Parent/Guardian Handbook*.

The Administration retains the right to amend the handbook at any time for just cause. This document and its policies are reviewed annually and posted on Blackboard.

Best wishes for a successful school year for you and your son(s).

Sincerely,

Mr. Tim Seymour  
Principal

Mr. Jeff Myer  
Dean of Students

Mr. Jerry Heet  
Assistant Principal

Mr. Jim Brockman  
Executive Director of Enrollment Management

Mr. Patrick Walsh  
Executive Director of Strategy & Student Life

“Thank God for the grace he has bestowed upon you by calling you to so holy a state as yours is, in which you instruct the young and train them to justice and piety.”

St. John Baptist de La Salle  
Founder: The Brothers of the Christian Schools

**Christian Brothers College High School  
A Catholic school in the Lasallian tradition  
Founded 1850  
Accredited Since 1927**

**DISCLAIMER**

**This *Student and Parent/Guardian Handbook* contains established policies and procedures for the 2020 - 2021 school year. This handbook does not establish a contractual relationship between Christian Brothers College High School (CBC) and its students and parents/guardians. This handbook only serves to highlight CBC's general policies, practices, and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any procedure contained within this handbook is strictly intended to provide all students and parents/guardians with a general framework for addressing and/or resolving various situations that may arise from time to time. CBC reserves the right to change, alter, remove and/or amend all procedures, policies, and regulations contained within this handbook at any time, and at the sole discretion of the Administration, whenever such changes are deemed necessary, and without prior notice or cause.**

**MISSION STATEMENT**

Christian Brothers College is a Catholic, Lasallian high school committed to the academic, spiritual, and moral development of every young man. Our faith-filled and inclusive community prepares students from all backgrounds for success in college and for lives of leadership and service.

**VISION STATEMENT**

Christian Brothers College High School will create positive change in our community and world through the lives of our graduates: young men who are guided by faith, strengthened by intellect, committed to justice, and prepared to lead and serve.

**CHARACTERISTICS OF A 'MAN FOR TOMORROW'**

A graduate of Christian Brothers College High School is a man who:

**Guided by Faith**

Recognizes the holy presence of God in all people  
Views the world through the eyes of faith  
Forgives with grace

**Strengthened by Intellect**

Seeks, accepts and solves intellectual challenges  
Thinks critically and works collaboratively  
Imagines, creates, and innovates in an ever-changing world

**Committed to Justice**

Celebrates diversity and fosters inclusivity  
Advocates for social justice  
Listens to, learns from, and respects all people

### **Prepared to Lead and Serve**

Loves his family and builds life-long relationships  
Knows his strengths and seeks to improve upon his weaknesses  
Leads with integrity and serves with humility

## **PHILOSOPHY OF EDUCATION**

Christian Brothers College High School is a Catholic secondary school committed to providing a college preparatory education to a comprehensive student body, in the spirit of St. John Baptist de La Salle. Historically, the Brothers of the Christian Schools have devoted themselves to the instruction and Christian education of youth, with a special sensitivity to the poor and the disadvantaged. Following this mission and vision, we strive at this school to be a community of faculty, staff, students and families that is continually aware of the presence and providence of God in every person's life. As a community, we share a common faith and a common vision concerning the importance of quality education which stresses social issues and meets the changing needs of youth.

Through a developed curriculum and varied co-curricular programs, we offer educational experiences which are spiritual and physical, theoretical and practical. We seek to maintain an environment in which students can develop their unique talents and leadership potential while learning self-discipline and self-motivation, creative and critical thinking skills, Christian virtues and spirituality, responsible freedom and community service. The faculty teaches by their example and by sharing their knowledge, experience, and values in order to help each student learn to know and love himself better, so that he will be able to know and love others in committed relationships, and thus be able to know and love God through the revelation of Jesus the Christ and through a deep reverence for God's creation.

## **LASALLIAN CORE PRINCIPLES**

Lasallian is a term to describe a person who is personally fulfilling the mission set forth by Saint John Baptist de La Salle. Being Lasallian is based on five core principles, in no particular order or priority:

### **Concern for the Poor and Social Justice**

We are in solidarity with the poor and advocate for those suffering from injustices.

### **Faith in the Presence of God**

We believe in the living presence of God in our students, our community and our world.

### **Quality Education**

We engage in quality education together as students, staff and faculty by thinking critically and examining our world in light of faith.

### **Respect for all Persons**

We honor and respect the dignity of all individuals.

### **Inclusive Community**

We celebrate diversity and welcome all members of our community.

In its broadest sense, being Lasallian focuses on attitudes and views of education rather than formal structures. The Lasallian vocation to compassion, commitment, and togetherness comes in various shapes and sizes. It has already done so in the course of its history, and it is set to develop completely new forms to meet the needs of today. This is the story of Lasallian Association today.



Lasallian can be used to indicate a whole variety of things, but a Lasallian is anyone (married, single, consecrated, ordained) who is personally committed to living the gospel values and working to provide a human and Christian education to the young, especially the poor.

A Lasallian is one who can transform the general Christian call to discipleship into a personal vocation, living out in a specific way the call to make Christ present in the world of today. Just as De La Salle went through a process of personal conversion, which made him face up to the full logic of his faith in Christ and the effects of applying the call to discipleship to his own life, a Lasallian is committed to the respect and reverence of others as valuable and important in the eyes of God. This leads to a view that the education of the individual is something supremely valuable and worthwhile for its own sake, not just for the convenience of society.

### **CBC DISCLOSURE STATEMENT**

The mission of Christian Brothers College High School is to prepare young men of diverse academic, social, racial, religious, and economic backgrounds for college and for life. We challenge students to grow and become men of character and integrity. In the spirit of these two statements and in compliance with the procedures outlined in the National Association for College Admission Counseling's Statement of Principles of Good Practice, CBC encourages students to honestly answer questions asked by colleges, universities, and scholarship services regarding student suspensions, probationary status, and/or discipline records. The expectation is that students provide honest, forthright, and thorough information to post-secondary institutions. CBC Counselors are available to assist the student and his family with these disclosures. Each situation will be handled sensitively and fairly.

At the beginning of the year, parents/guardians and seniors will sign a *Records and Confidential Release Form* in order for any transcript or school record to be forwarded to a college or scholarship service.

After a student applies to a college or university, CBC reserves the right to revoke a student's recommendations if any of the following occurs:

- Placement on Full Disciplinary Probation.
- Placement on Academic Integrity Probation.
- Any other behavioral misconduct.

In case of dismissal or withdrawal during a student's senior year after applications have been submitted, CBC will notify all colleges to which the student has applied that the student is no longer enrolled at CBC. CBC expects and counsels students to provide colleges with a written account of any disciplinary incident which resulted in his dismissal or withdrawal. CBC Counselors will be available to assist students in this process, if requested.

### **A BRIEF HISTORY**

Christian Brothers College High School was founded in 1850 when the first school was established at Eighth and Cerre Streets in downtown St. Louis. By 1855, the school became the first establishment of the Brothers to function on the collegiate level when the state of Missouri granted Christian Brothers College a college charter. This would be the first college of the Brothers in America.

Rapid industrialization following the Civil War forced the school to build a new facility. The Brothers purchased 30 acres of land for \$50,000 near the intersection of Kingshighway and Easton (now Dr. Martin Luther King Drive). By 1882, the new school was ready for students and by 1889, CBC had established a reputation as one of the finest schools in St. Louis.

The new campus was quite opulent. Its five-story structure contained a library with more than 40,000 volumes and manuscripts, four grand parlors and reception rooms, a 1,000 seat auditorium, and a steam

elevator. But in October 1916, a fire ravaged the building and insurance at the time was insufficient to cover the estimated \$275,000 in damage. The property was sold, and with the help of the St. Louis Archdiocese, another campus was established on what was then farmland in Clayton, Missouri. That campus opened in 1922 and would serve as the school's home for more than 82 years. Given the age of the building, inadequate parking, lack of practice fields and space considerations, the Board of Directors made the decision to build a new facility on land donated by a prominent alumnus.

In September 2003, CBC opened its fourth campus near the intersection of I-270 and I-64/U.S. 40 – one of the heaviest traveled intersections in the metropolitan area.

### **ACCREDITATION**

Christian Brothers College High School is fully accredited by Cognia/AdvancED/North Central Association Commission on Accreditation and School Improvement. CBC has been continuously accredited since April 1, 1927. Further, CBC is in voluntary compliance with all accreditation standards required in the public schools, which have been established by the Department of Education, State of Missouri. CBC is also a member of the National Catholic Education Association and the Lasallian Association of Secondary Schools Chief Administrators.

### **POLICY OF NON-DISCRIMINATION**

Christian Brothers College High School does not discriminate on the basis of race, color, religion, mental or physical disability, sexual orientation, national origin, ethnic origin, or ancestry in the administration of its educational policies, admissions policies, scholarships, financial aid programs, athletic programs, or other school-administered programs. It does expect all applicants and students to be interested in and cooperate with all facets of a Catholic, Lasallian education and the behavioral expectations and procedures established by the school.

If a student feels he has been the victim of discrimination or a parent/guardian knows of or suspects any form of discrimination, it must be reported immediately to the principal. Reporting is designed to be as non-threatening as possible to the student or parent/guardian reporting the incident. All allegations of discrimination are taken seriously. Retaliation for reporting discrimination is prohibited. Any student or other individual involved in retaliation will be disciplined.

### **TUITION AND TUITION AID**

Tuition and fees for the 2020 - 2021 school year are \$17,985.00. Those who choose to pay the tuition in full may do so by submitting payment directly to CBC by August 1. Those who choose alternate payment plans must sign up for the automatic withdrawal or credit card payment plan offered through Smart Tuition, a 3<sup>rd</sup> party processor. Tuition assistance and academic scholarships will be credited at the time of determination and payment plans will be adjusted accordingly. The school reserves the right to apply a late payment charge of \$20 to all past due balances on a monthly basis. A fee of \$25 will be charged for all returned checks and credit card charges processed by the CBC Business Office.

### **THE FOLLOWING WILL APPLY TO THOSE STUDENTS WHOSE REGISTRATION, FEES, AND TUITION ARE NOT CURRENT:**

1. Report card will be held.
2. Laptop, which is leased from CBC, will be collected from the student.
3. The student will not be allowed to attend classes or take semester exams.
4. Transcript will not be released until the student's account is paid in full.
5. Continued enrollment at CBC will be in jeopardy.

## **FOR SENIORS: ACCOUNTS MUST BE PAID IN FULL BY APRIL 1.**

Delinquent senior accounts will result in the following consequences:

1. Student will not be permitted to attend the Senior Prom.
2. Laptop will be collected from the student.
3. Student will not be allowed to attend classes or take semester exams.
4. Diploma and/or transcript will not be released until the student's account is paid in full.
5. Student will not be permitted to participate in Baccalaureate and Graduation Ceremonies.

For parents/guardians who share financial responsibility, the above policies apply to both parents'/guardians' portion of the student's tuition account. Both parents/guardians must make all of their scheduled payments in a timely manner. Parents/guardians with delinquent accounts will be expected to meet with CBC's Tuition Review Board to resolve the issue. Failure to respond to such a request may result in immediate suspension of the student.

No student will be allowed to attend CBC for whom we do not have a signed tuition contract in place. CBC is committed to treating all families equally. Informal agreements with any representative of CBC are not appropriate and will not be honored. **There must be a signed tuition contract on file with the Business Office.**

Tuition assistance is available to all students. This is requested through parents/guardians filing the standard confidential financial statement through TADS (Tuition Aid Data Services). An application must be filed each year a student requests assistance. The amount of tuition assistance is determined by each family's demonstrated financial need. All academic scholarships and tuition assistance are contingent upon the recipient maintaining satisfactory academic, attendance, and discipline records.

## **PROCEDURES AND SERVICES**

### ***OFFICE HOURS***

The Academic Office is open every school day from 7:30 a.m. to 3:30 p.m. During the summer, the office hours are 8:00 a.m. to 3:00 p.m. Monday through Thursday, and 8:00 a.m. to 12:00 p.m. on Fridays.

### ***EMERGENCY CLOSING OF SCHOOL***

When an emergency situation arises, major news outlets and the school website will announce if CBC is to be closed. In an effort to ensure timely communications, CBC utilizes a communications system called *SchoolMessenger* that notifies you by phone of an emergency or unplanned event that causes an early dismissal, a school cancellation, or a late start. This service may also be used from time to time to communicate general announcements or reminders via phone or text message (for families who have opted to receive text message communications).

### ***TEACHER CONTACT***

The preferred method of contacting teachers is by email. Teachers are expected to respond to emails within twenty-four hours of receipt using their CBC email account. Teachers can be e-mailed using the appropriate link on the *Faculty & Staff Directory* on the CBC website (*About CBC* section). Telephone calls to teachers can be made at any time via voicemail. A message should be left and the teacher will return the call within twenty-four hours. Teachers cannot be interrupted during class to answer telephone calls.

## ***PERSONAL INFORMATION***

The following information will be listed in school publications and may be shared with other CBC parents/guardians and approved organizations (such as the Archdiocese and photographers for school publications): student's name, address, telephone number, e-mail address, photograph, date and place of birth, grade level, participation in school activities and sports, honors and awards, parent's/guardian's name, place of employment, work and/or cell phone number. CBC High School will take great care to ensure that this information is only shared with reputable persons and organizations.

## ***BUZZ BOOK***

Student and parent/guardian information will be made available in the *CBC Buzz Book*, a digital copy of which is available online via Blackboard. Parents/guardians who do not wish to have this information available must notify the school office in writing.

## ***CHANGE OF ADDRESS OR TELEPHONE NUMBER***

It is necessary to notify the school immediately of any change of address, email address, or telephone number. Such information should be provided to the Main Office (314-985-6121) or the Office of the Dean of Students (314-985-6030). A student must live with his parents or an adult guardian while he attends Christian Brothers College High School.

## ***IDENTIFICATION CARDS***

Students are required to have a CBC identification card. The picture for these cards is taken during orientation. Students are required to dress neatly for the pictures. The card also serves as an athletic pass and library card. Students **must carry this card with them while at school** and should provide it, upon request, to any administrator, faculty, or staff member. Students should retain their previous ID card through the summer months. Students who lose their ID card should report to the Office of the Dean of Students for a replacement.

## ***LOCKERS / BOOK BAGS***

Lockers are issued by the school and are property of the school. CBC reserves the right to search lockers at any time without notice. Lockers must be kept locked at all times, and only locks purchased at CBC are permitted on the locker. All others will be removed.

Students are to use ONLY the locker assigned to them. Lockers are not to be shared. (Combinations should therefore be protected.) Any deliberate damage to a locker or lock will be paid for by the individual(s) responsible. Lockers that are broken or locks that do not work properly should be brought immediately to the attention of the Dean of Students.

Any book bags/backpacks not issued by the CBC I.T. Department should be kept in your locker and are not permitted to be used any time during the school day.

## ***CELL PHONES / ELECTRONIC DEVICES***

The use of cell phones, SmartWatches, headphones, earbuds, and any other electronic devices is prohibited during class, between classes, in the corridors, in the locker rooms or bathrooms, or anywhere else in the school building during the school day, except for legitimate educational purposes as directed by a faculty member. Such devices should be kept in the student's locker or laptop bag.

## **FIDGET DEVICES**

The use of fidget devices (e.g. fidget spinners) is prohibited during class, between classes, in the corridors, or anywhere else in the school building during the school day, except with the approval of the Learning Specialist or an Administrator. Such devices should be kept in the student's locker.

## **WATER BOTTLES**

Students may carry a water bottle during the school day under the following conditions:

- **ONLY CBC-issued** water bottles purchased from the Student Leadership Council (SLC) are allowed. The use of non-CBC issued water bottles in any part of the building (other than Ross Hall) is not allowed and will result in disciplinary consequences and/or a fine.
- Water bottles may contain non-flavored water only. No other liquids of any kind are allowed.
- Any student who carries a CBC-issued water bottle must have his full name engraved in the bottle by the Dean of Students prior to using it in the school building.
- Students are not allowed to leave class to fill their water bottles.
- Filling a water bottle is NOT an acceptable excuse for being tardy to class.
- Water bottles are not allowed at any time in the gymnasium, theater, Innovation Commons, or any other space deemed off limits by a teacher, coach, or administrator.

## **SAFETY AND ORDER**

Christian Brothers College High School provides a safe learning environment for all members of the school community. The climate of the school reflects Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons which is the basis of community, and the rights and responsibilities of all persons which are the foundations of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated at CBC.

CBC develops and implements strategies to prevent violence and address situations resulting from violence. The Administration implements effective supervision and security procedures. The safety of all CBC students is a paramount concern.

All reported or observed instances of violence and threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner, according to state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given paramount consideration when making decisions regarding the discipline of persons who violate this policy.

CBC students are encouraged to report their concerns about potential violence to an administrator, counselor, or teacher. The Administration has implemented an Open-Door Policy and invites all students to share their concerns.

In an effort to encourage students to report incidents of bullying, harassment, or other safety-related issues, CBC utilizes a program called *Anonymous Alerts*. *Anonymous Alerts* is a web-based and app-based reporting system that allows students to send an email or text message to a professional staff member anonymously. Unless the student provides it, his identity will not be revealed to the person receiving the message. Staff members who receive a message through *Anonymous Alerts* will follow up through the appropriate channels.

The Administration will investigate the complaint in a confidential manner. It may become necessary to notify the student's parent/guardian. The administrator will recommend the appropriate procedures to be followed depending upon the severity and frequency of the offense. Discipline will follow the procedures outlined in this manual.

## HARASSMENT

Christian Brothers College High School is committed to providing an environment that is free from harassment based on race, religion, gender, ethnicity, body type, disability (emotional or physical), age, or sexual orientation. Any CBC student who harasses another student is in violation of this policy. Harassment includes but is not limited to:

1. Bullying – verbal or physical.
2. Using language that offends others.
3. Posting and/or distributing material that is derogatory (via the internet or otherwise).
4. Defacing property in a way that is derogatory of a person.
5. Using verbal and non-verbal communication that harasses an individual because of the individual's race, religion, gender, ethnicity, body type, disability (emotional or physical), age or sexual orientation.

**If a student feels he has been the victim of any form of harassment, observes any such harassment, or a parent/guardian knows of or suspects any form of harassment, it must be reported immediately.** Reporting is designed to be as non-threatening as possible to the student or parent/guardian reporting the incident. The information must be given to a school administrator, counselor, teacher, or his parents/guardians who have the responsibility of reporting back to the school administration for the student. No retaliatory action will be taken against any individual who reports conduct which he honestly believes may be in violation of this policy. Any student or other individual involved in retaliation will be disciplined.

## POLICY ON ANTI-BULLYING

CBC High School is committed to provide all students, faculty, and staff members a safe environment that is free from bullying and in which all members of the community are treated with respect. CBC believes that bullying is unwelcome and unacceptable at all times.

### DEFINITIONS

Missouri anti-bullying laws and regulations include the following definition of bullying:

*Bullying* means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts.

*Cyberbullying* means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

## **PROHIBITED ACTS**

Bullying and Cyberbullying are strictly prohibited at all times. CBC reserves the right to investigate all forms of bullying, cyberbullying, and harassment, regardless of the victims or reporting parties' desire to have the school intervene. Additionally, CBC will, if necessary and appropriate, impose discipline for bullying when it occurs at, or is delivered to, school property or at a school sponsored event. If the bullying occurs at a non-school sponsored event or in a non-school environment, but still interferes with the victim's educational opportunities or disrupts the orderly operation of the school, CBC will investigate the incident and, when appropriate, take disciplinary action.

## **FALSE REPORTING**

A student who knowingly makes false accusations of bullying may face disciplinary action at the discretion of the Administration.

## **RETALIATION**

Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about suspected bullying or cyberbullying is prohibited.

## **REPORTING**

**Students:** Any student who believes that he has been the victim of bullying should immediately report the incident to a member of the faculty, staff, or administration.

**Parents / Guardians:** Any parent / guardian who suspects, witnesses, receives a report of, or has information that a student may be the victim of bullying should immediately report the incident to a member of the faculty, staff, or administration.

**School Employees:** Any member of the faculty, staff, or administration who suspects, witnesses, receives a report of, or has information that a student may be the victim of bullying shall immediately report the incident to the Dean of Students.

## **RESPONSE TO REPORTS OF BULLYING**

Upon receiving a report of any suspected or verified bullying, the Dean of Students (or the Dean's designate) shall initiate an investigation within one regular school day. The parents / guardians of both the student suspected of bullying and the victim of the bullying shall be contacted either by phone, in person, or via email within two regular school days of the original report. The Dean of Students (or the Dean's designate) shall conclude the investigation within a reasonable time frame at his sole discretion.

Upon conclusion of the investigation, the Dean of Students shall report the findings to the parents / guardians of both the student suspected of bullying and the victim of the bullying. This notification must comply with the school policy and rules on confidentiality.

The Dean of Students shall maintain a written record of all incidents of bullying.

## **DISCIPLINARY ACTION FOR BULLYING**

Because bullying can occur in many different forms, there is no single response to a substantiated incident of bullying. If an investigation finds that a student has engaged in bullying conduct that is prohibited by this policy, the Administration shall determine the consequences on a case-by-case basis.

## **COURTESY**

When speaking to a brother, priest, teacher, or any other adult, the student must use the proper title of Brother, Father, Mr., Mrs., Miss or Ms. The title Coach is permissible when appropriate. At all times, whether in school, in public, or at a social or co-curricular event, good manners are always expected.

## **ACADEMICS**

### ***THE ACADEMIC PROGRAM***

CBC is committed to making every effort to match the demands of courses with the talents and needs of each student. To graduate from CBC, a student must have successfully completed a minimum of 26 required credits; have fulfilled the retreat and Christian service requirements; have maintained a satisfactory attendance record; have completed all financial obligations; and have demonstrated satisfactory conduct. It is important to note that credits and passing grades alone do not fulfill the graduation requirements.

### ***HONORS AND COLLEGE CREDIT COURSES***

Honors courses are available freshman through senior year. Generally, freshmen are placed in honors courses based on their data profile consisting of the following: Core Grade Point Average (GPA) and standardized test scores from 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade and CBC Placement Test scores. Thereafter, placement in honors courses is based on a student's academic performance each year and on the recommendation of each student's current teacher in each discipline and/or each Department Chair.

CBC offers the following college credit courses in conjunction with Saint Louis University, the University of Missouri-St. Louis, Drury University and/or the Advanced Placement Program by the College Board:

Ceramics II	Project-Based Physics
Drawing II	AP Computer Science Principles
Painting II	AP World History
Photoshop II	American Experience
Advanced Theater	AP U.S. History
Theater I (Theater Stagecraft)	AP Modern European History
Leadership in Action	Honors American Government
Pre-Calculus	AP American Government
AP Statistics	AP Psychology
AP Calculus AB	French III
AP Calculus BC	French IV
Honors World Religions	French V
Theological Foundations	Spanish III
Introduction to Philosophy	Spanish IV
AP Biology	AP Spanish V
AP Chemistry	Honors English III
AP Environmental Science	AP English III
Honors Human Anatomy	Honors English IV
AP Physics	AP English IV
AP Physics II	



## **ELIGIBILITY FOR PROMOTION AND GRADUATION**

1. Twenty-six (26) credits are required to graduate. These include:

Religion	4 credits
English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits, including ½ credit in American Government
Physical Education	1 credit
Health	½ credit
Fine Arts	1 credit
Practical Arts	1 credit, to include Personal Finance

(Note: Man for Tomorrow Leadership is required for the Class of 2022 and all subsequent classes.)
2. Deficiencies in numbers of required credits and required subjects must be made up in summer school. Failure to do so could result in dismissal from CBC.
3. Summer school courses taken are acknowledged on the transcript. The name of the course and the grade given are listed. Only those courses taken at CBC will affect the grade point average.
4. The following subjects fall in a category that allows for failing the first semester with a full year's credit still being given, provided the student maintains at least a "C" for the second semester: Mathematics, World Languages, and Science.
5. If a student passes the first semester but fails the second, he will receive credit only for the first semester.
6. After more than eight (8) days absent, the Administration may withhold credit for the semester. An exception to this policy may occur in cases of hospitalization or prolonged illness of the students or death of an immediate member of the family.

## **GRADING SYSTEM**

CBC utilizes the traditional grading system. All courses are designed with percentage equivalents and numeric valuations for Grade Point Average (GPA) ranking. Some courses, which are more challenging, have higher valuations. **It is the policy of CBC to NOT round grades.**

GRADE	PCT EQUIVALENT	REG COURSE VALUATION	WEIGHTED COURSE VALUATION
A	90-100%	4.000	5.000
B	80-89%	3.000	4.000
C	70-79%	2.000	3.000
D	60-69%	1.000	2.000
F	less than 60%	0.000	0.000

A grade of "I" means "incomplete." This grade indicates that a student has not completed all the required work or met all of the requirements of the course due to illness or unusual circumstances. **IT IS THE STUDENT'S RESPONSIBILITY TO FIND OUT WHAT WORK HE HAS MISSED AND TO MAKE IT UP.** If the work is not made up in a timely manner, a grade of "F" will be assigned. Coursework throughout the semester comprises 80% of the semester grade. Semester exams count for 20% of the final semester grade.

### **PHYSICAL EDUCATION POLICY**

Students who participate for a full season in one of the following CBC co-curricular opportunities will earn 0.5 Physical Education credit.

#### **FALL SEASON**

Cross Country  
Football  
Soccer  
Swimming

#### **WINTER SEASON**

Basketball  
Ice Hockey  
Wrestling

#### **SPRING SEASON**

Baseball  
Golf  
Lacrosse  
Rugby  
Tennis  
Track & Field  
Ultimate Frisbee  
Volleyball  
Water Polo

Earned credits will appear as *Fall Team Sports*, *Winter Team Sports*, or *Spring Team Sports* course on the transcript of the participating student. Credit for fall season sports will appear on the transcript in the first semester of the current year. Credit for winter or spring season sports will appear on the transcript in the second semester of the current year. A student may fulfill his Physical Education graduation requirement of 1.0 credit by participating for two full seasons in one of the aforementioned CBC co-curricular opportunities anytime throughout the student's high school career. Participation for a full season shall be defined as a minimum of forty (40) contact hours of organized physical team activities under the supervision and direction of a coach. Additionally, any student who willingly quits or is dismissed from a team for any reason prior to the conclusion of the season WILL NOT be awarded the 0.5 credit.

Earned credits will appear as a 'Pass' grade on a student's transcript but will NOT be calculated as part of a student's cumulative Grade Point Average (GPA). Additionally, the course and corresponding 'Pass' grade will not appear on the student's report card.

The Head Coach of any team (along with the Varsity Head Coach of the co-curricular program and the Director of Athletics) shall be responsible for submitting to the Administration the roster of student-athletes who successfully participate for the full season and the corresponding Log of Activity outlining the organized physical team activities in which those student-athletes participated during the season.

No student will be enrolled as a Freshman or Sophomore in a regular Physical Education course during the school year. A student may enroll in a regular Physical Education course during any summer or during his Junior or Senior year to earn the necessary Physical Education credits required for graduation. A student may also enroll in a Weight Training course at any time during his four years at CBC.

### **WORLD LANGUAGE POLICY**

Although not required for graduation from CBC, it is recommended that students complete at least two years of the same world language. Students should be aware that two (sometimes more) years of a language are required for admission to many colleges. At CBC we recognize that the study of a language can be challenging for some students. We also believe that mastery of skills taught in the first level of a language is critical for success in the second level of the language. Therefore, the following policy has been established:

- Students must achieve a second semester grade of C or better in the first level of a language (Spanish I/French I/Mandarin Chinese I) in order to continue to Level 2 (Spanish II/French II/Mandarin Chinese II).
- Students who do not achieve a second semester grade of C or better in Level 1 have the following options:
  - Attend summer school or work with a private tutor to strengthen their skills and understanding of the language AND pass the second semester exam for Level 1 of the language with a grade of 70% or better.
  - Repeat the Level 1 class at CBC the following year. Students who choose this option would be given credit for *Introduction to Spanish*, *Introduction to French*, or *Introduction to Mandarin Chinese* in their first year of study and would earn credit for *Spanish I*, *French I*, or *Mandarin Chinese I* in their second year of study. These students would need to finish the second course with a C or better to go on to Level 2. (Note: Colleges that require two years of study in a World Language will expect that the student completes Level 2, not just the introductory and Level 1 class. In addition, please be aware that the introductory course does not count as a core course with the NCAA Clearinghouse.) If a student repeats Level 1 of the language and does not achieve a second semester grade of "C" or better, he cannot progress to Level 2 of the language and he cannot repeat Level 1 again.
  - Discontinue their study of the language.

### **CREDIT FOR COURSES TAKEN OUTSIDE OF CBC**

**INCOMING FRESHMEN:** Credits earned while in middle school from an accredited high school program will be indicated on the CBC transcript and will count towards CBC's graduation requirements. Grades from these courses WILL NOT be averaged into the student's grade point average at CBC.

**CURRENT STUDENTS:** Credits earned by attending summer school or taking online courses, either for remediation or enrichment, will be indicated on the CBC transcript and will count towards CBC's graduation requirements provided the student receives permission from the Assistant Principal for Academics prior to beginning the course. Grades from these courses taken at CBC WILL be averaged into the student's cumulative grade point average. Courses taken outside of CBC WILL NOT be averaged into the student's cumulative grade point average.

**TRANSFER STUDENTS:** Credits will be indicated on the CBC transcript and will count towards CBC's graduation requirements. Grades will be averaged into the student's cumulative grade point average at CBC.

## **HONOR ROLL**

A 3.7 grade point average with no grade below a “C” earns First Honors and a 3.5 grade point average with no grade below a “C” earns Second Honors. Juniors who earn First Honors in four of their five semesters at CBC and seniors who earn First Honors in six of their seven semesters at CBC will be recognized at the Honors Convocation in the spring.

## **REPORT CARDS**

Parents/guardians are encouraged to track their son’s progress through Blackboard. The school year is divided into two semesters. Report cards are sent to parents/guardians after the conclusion of each semester. Parent/Guardian-Teacher conferences are held after the mid-point of each semester.

## **CLASSROOM EXPECTATIONS**

Students are expected to come to each class prepared to abide by the stipulations found in each of his teachers’ Classroom Expectations.

When a student’s behavior impedes the teaching and learning process in any class, each teacher will attempt to help the student improve his behavior. If misbehavior is persistent, the teacher may refer the student to the Dean of Students.

## **STUDENT CLASS PREPARATION AND HOMEWORK POLICY**

Christian Brothers College High School encourages a student to assume responsibility for his own education. To this end, homework is an important part of our educational program.

In addition to academic preparation, a student is responsible for bringing the necessary books, laptop, paper, pens, pencils and other required equipment to each class.

## **ACADEMIC INTEGRITY**

Christian Brothers College High School promotes honesty and integrity among all members of the CBC community. Cheating is clearly contrary to the goal of promoting these attributes. There are no degrees of cheating; any incidence of cheating is considered a serious infraction. What constitutes cheating will be decided by the members of the Administrative Team, in consultation with the teacher.

Each time a teacher discovers a violation of academic integrity, he/she will notify a member of the Administrative Team. A member of the Administrative Team will investigate the allegation. If the allegation is substantiated, the following consequences will be imposed:

- a. For the first substantiated incidence of cheating while a student is enrolled at CBC, the Dean of Students and either the Assistant Principal or Principal will meet with the student to discuss the allegation and consequences of any further incidence of cheating. The student will be required to tell his parent/guardian about the incident and have his parent/guardian call the Dean of Students by the end of school the next day.
- b. If a second incidence of cheating occurs thereafter while a student is enrolled at CBC, a meeting will be set up with the Administrative Team, the student, his parent/guardian, and the student’s counselor. The student will be placed on Academic Integrity Probation. The Administrative Team will decide the appropriate consequences.

- c. If a third incidence of cheating occurs thereafter while a student is enrolled at CBC, the student will be brought before the Administrative Team for an Academic Integrity Board Hearing and may be asked to withdraw from CBC.

## **TECHNOLOGY POLICY**

CBC has established an **Acceptable Use Policy** concerning student use of technology. The policy defines acceptable and unacceptable use of technology. The policy especially prohibits accessing Internet sites which promote violence or immorality, as well as the stealing of intellectual property (plagiarism) from any source, including fellow students.

### **ACCEPTABLE USE POLICY**

In accordance with the *Children's Internet Protection Act (CIPA)*, CBC uses filtering software to screen network traffic for offensive material. Students are cautioned that many websites contain offensive, sexually explicit, and inappropriate material. It is difficult to avoid at least some contact with this type of material when using the Internet. Even innocuous search requests may lead to sites with potentially offensive content. Additionally, having an e-mail address may lead to receipt of unsolicited email containing offensive content. Students accessing the Internet do so at their own risk.

CBC students may use the various resources provided by the school to pursue educational activities. Students will be expected to follow generally accepted rules of network etiquette.

Students are to report any breaches of security to a teacher, an administrator, or a member of the IT Department. Failure to report an incident promptly may result in disciplinary action.

In accordance with the *Family Educational Rights and Privacy Act (FERPA)*, CBC will protect all student data on its Network from unauthorized access by third parties. **The student has no expectation of privacy regarding records of his activity while using CBC technology.**

Students will be granted equal access to CBC technology until this agreement is violated. The use of CBC technology is a privilege, not a right. Misuse of privileges will be dealt with in a disciplinary manner. Student activity is regularly monitored both on and off campus. Any activities related to or in support of violations of this policy will be reported to the Administration for disciplinary action. In some cases, additional monitoring resources will be installed on the student's computer at the expense of the student and/or his parent/guardian.

Students whose laptops incur accidental damage may be assessed fines to offset the cost of repair or replacement of the damaged/missing parts. If it is determined that the damage was intentional in nature, the student will be responsible for the full cost of the repair.

### **CBC Technology Guidelines**

1. Use appropriate language when communicating using CBC technology.
2. Keep personal information, including logins, passwords, addresses, and telephone numbers confidential.
3. Use available resources responsibly so as not to disrupt the quality of service to others.
4. Assume responsibility for the condition of your laptop and its accessories.
  - a. Ensure that your laptop remains clean and free of physical damage. Stickers or labels of any kind are prohibited.

- b. Do not intentionally or neglectfully place the laptop in a position to be damaged, destroyed, or stolen. DO NOT leave your laptop unattended at any time.
  - c. Exercise care when visiting unfamiliar websites to ensure they do not pose a virus or security risk to your laptop.
  - d. Take care to update your computer: anti-virus definitions, Microsoft Windows 10, etc.
5. Retain accountability for behavior on the CBC Network.
- a. You are responsible for your credentials (username, password) and how you use the available resources on the CBC Network.
  - b. Ensure that your laptop is locked and/or put to sleep if left unattended.

### **Unacceptable Use of Technology**

Unacceptable use of CBC technology includes, but is not limited to the following:

1. Violating any state law, federal law, or local ordinance.
2. Using CBC technology for prohibited activities:
  - a. Storing, streaming, or accessing of any sexually explicit or inappropriate material.
  - b. Storing, streaming, or accessing of any kind of material acquired illegitimately: pirated games, movies, music, or other software.
  - c. Selling or purchasing illegal items or substances.
  - d. Any activity that is deemed by the Administration to be an abuse of bandwidth.
3. Causing damage to others or to others' property:
  - a. Soliciting or distributing information with the intent to incite violence, to cause personal harm or bodily injury, or to harass or stalk another.
  - b. Deleting, copying, modifying, or forging others' usernames, e-mails, files, or data; disguising one's identity; impersonating other users; sending anonymous emails.
  - c. Using profanity, obscenity, or generally offensive language in communication with persons of a particular race, gender, religion, sexual orientation, or disability.
4. Infringing on the protected rights of other individuals or organizations.
  - a. Plagiarizing any information.
  - b. Using copyrighted materials in violation of state, federal, or international copyright laws.
5. Using CBC technology for commercial or non-sanctioned activities.
  - a. Using CBC technology for financial gain or the transaction of commercial activities.
  - b. Using Internet tools such as discussion boards, chat rooms, and instant messaging for personal rather than educational purposes.
  - c. The use of social media websites is prohibited during the school day.
  - d. Using CBC technology for non-educational activities: games, wagering, gambling, junk mail, and private business activities.
6. Using the laptop and its software to record (video or audio) any classroom and/or school activities, discussions, etc. without the permission of a CBC faculty or staff member and the consent of those being recorded.

### **Security Considerations**

Students should exercise discretion and extreme caution when posting information anywhere on the Internet. While CBC recognizes the popularity of social media websites, students are reminded that any information they post on these websites may be made public, even if the student's intention is for it to be

private. Any information that poses a threat to the reputation and integrity of CBC will be handled according to the policies in this handbook.

1. The use of proxy sites or other avenues designed to circumvent CBC's security is strictly prohibited. Connecting to any other Internet Service Provider (ISP) or wireless hotspot while on CBC's campus is prohibited.
2. Connecting network components such as routers, hubs, or access points to the CBC Network is prohibited.
3. Intentionally disrupting the use of the CBC Network is prohibited.
  - a. Disruptive use of any processes or programs.
  - b. Utilizing tools or methods such as keystroke logging for gaining passwords.
  - c. Attempting to gain access to or use of any CBC administrative passwords.
  - d. Engaging in "hacking" of any kind.
  - e. Damaging or altering the software components of a computer or network system.
4. Intentionally spreading computer viruses or spyware applications such as Worms, Trojan Horses, Phishing, etc. is prohibited.
5. Disclosing the contents or existence of any files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients is prohibited.
6. Sharing personal logins or passwords of other users is prohibited.
7. Downloading any material that may cause a threat to CBC technology is prohibited.

### **SCHEDULE CHANGES**

Our goal is to provide every student as many of the classes that he requested as possible. In most cases, we are able to accomplish this. There are some cases, however, when unavoidable conflicts necessitate changes. Fortunately, these situations are rare.

The Master Schedule is built based on the course selections made by the students at pre-registration. Students are expected to sign-up only for courses that they want to take.

Schedule changes are made primarily in the case of an error in a student's schedule. Examples of schedule errors would include:

- A student is scheduled for a course he has already taken.
- A student is not scheduled for a course he needs for graduation.
- There is a class period with no class scheduled.
- A student needs to repeat a class due to failure and it is not on his schedule.

Schedule errors need to be corrected BEFORE classes begin. Except in the case of an error in the student's schedule, there is a \$20.00 fee to make a schedule change within the first two calendar weeks in either semester. No schedule changes will occur after the first two calendar weeks in either semester.

### **EXAMS**

At the end of each semester all students will be tested according to the following guidelines:

1. A comprehensive final exam will be administered in all courses.
2. Students will not be exempt from these exams, unless approved by the administration.
3. A special testing schedule will be established.

4. The semester exam counts one-fifth (20%) of the semester average.

Students are expected to take their exams on the scheduled day and time.

1. If a student is ill on an exam day, a parent/guardian must contact the Dean of Students to make arrangements to make up the exam. Exams must be made up in a timely manner. The student will receive an "incomplete" until the exam is taken and graded by the teacher.
2. Missing exams due to travel is strongly discouraged. Students who request to take an exam on an alternate date due to travel for any reason, must be aware of the following policy:
  - a. The student must present a written note from his parent/guardian stating the dates and reason for the absence to the Dean of Students.
  - b. A decision regarding the request will be made by the Administrative Team.
  - c. If the Administrative Team allows the student to take one or more exams on an alternate date, that date will occur after the student's return from his travel.
  - d. If the student's parent/guardian decides to allow the student to miss an exam without the permission of the Administrative Team, the student will not be allowed to make up the exam and will receive a grade of "F" for the exam.

During the senior exam days, the following policy will be followed with the same guidelines stated above with the following exception:

For a semester course, seniors who are in good standing at CBC with an A grade and eight (8) or fewer days absent (excused or unexcused) for the semester may be exempt from the semester exam. For a year-long course, seniors who are in good standing at CBC with an A grade and eight (8) or fewer days absent (excused or unexcused) for the second semester may be exempt from the second semester exam. Exemptions are at the discretion of the teacher.

#### ***ACADEMIC PROBATION POLICY***

Any freshman receiving a semester grade point average below 1.75, or two failing grades at the end of any semester, will be placed on Academic Probation. Any sophomore, junior or senior receiving a semester grade point average below 2.0 or two failing grades at the end of any semester will be placed on Academic Probation. Upon notification of Academic Probation, a conference with his counselor must be arranged by the student and his parent/guardian to develop a plan to improve his academic performance. The student's progress will be evaluated at the end of the subsequent semester.

To be removed from Academic Probation, a sophomore, junior or senior must have a grade point average of 2.0 or above for the subsequent semester. A freshman must have a grade point average of 1.75 or above for his second semester. If a student does not remove himself from Academic Probation, his plan for improvement will be reviewed by the Administrative Team to determine whether the student should be considered for dismissal from CBC. A student may be dismissed from CBC for poor academic performance, for failure to remove himself from Academic Probation, for returning to Academic Probation after removing himself, or for failure to make sufficient progress toward graduation. Academic or merit-based scholarships and/or tuition assistance may be reduced because of poor academic performance. Attendance at summer school will not change the status of a student on Academic Probation.

**Students who are on Academic Probation may not participate in Athletics, Theatre, and Scholar Bowl.** During this time, students on probation may not attend practices, dress out with the team, or participate in any way. However, a student on probation who meets MSHSAA academic standards may attend and participate in practices for the two weeks immediately preceding the mid-point of the semester if the student's then current semester GPA is 2.5 or higher and the student has no more than one failing grade. Student eligibility will be re-evaluated at the mid-point of the semester when progress reports are issued, according to the following criteria:



- ALL students must meet MSHSAA academic standards in order to be eligible for competition. The Director of Athletics will communicate with coaches and moderators of co-curricular activities the eligibility status of students. This includes MSHSAA-sanctioned activities as well as club sports and activities.
- Freshman students on probation whose grade point average (at the time of progress reports) is at or above 1.75 with no more than one failing grade will be eligible to participate in the co-curricular activities listed above for the remainder of the semester.
- Sophomore, junior and senior students on probation whose grade point average is at or above 2.0 with no more than one failing grade will be eligible to participate in co-curricular activities listed above for the remainder of the semester.
- Students will remain on Academic Probation for an entire semester even if he earns eligibility for co-curricular activities in the second half of the semester.

### **LEARNING RESOURCE CENTER**

The Learning Resource Center (LRC) opens every school day at 7:30 a.m. and closes at 4:00 p.m. Occasional deviations in LRC hours will be published in the daily bulletin.

Uses of the LRC may include:

1. Tutoring of individual students by LRC staff, faculty members, or National Honor Society tutors.
2. Completing make-up assignments or assessments.
3. Quiet study.

Students are encouraged to come to the LRC on their own initiative before or after school. Students may be sent or allowed to come to the LRC during class with the appropriate teacher's permission. There are several faculty members assigned to the LRC who can help students with almost any subject.

Parents may call the LRC staff at 314-985-6070.

## SCHOOL SCHEDULES

<b>WHITE DAY SCHEDULE</b>				
7:30	8:30	Faculty Collaboration	60	
8:40	9:20	Period 1	40	CSN Broadcast
9:25	10:00	Period 2	35	
10:05	10:45	Meetings / Advisory	40	
10:50	11:25	Period 4	35	
11:25	11:55	1st Lunch	30	
12:00	12:55	Period 3 Class	55	
11:30	11:55	Period 3 Class - First Half	25	
11:55	12:25	2nd Lunch	30	
12:30	12:55	Period 3 Class - Second Half	25	
11:30	12:25	Period 3 Class	55	
12:25	12:55	3rd Lunch	25	
1:00	1:35	Period 5	35	
1:40	2:15	Period 6	35	
2:20	3:00	Period 7	40	Announcements
3:00	3:10	Faculty in Classrooms (Mon. - Thurs.)	10	

<b>PURPLE DAY SCHEDULE</b>				
7:30	8:30	Faculty Collaboration	60	
8:40	10:05	Period 1	85	CSN Broadcast
10:10	11:30	Period 2	80	
11:30	12:00	1st Lunch	30	
12:05	1:30	Period 3 Class	85	
11:35	12:15	Period 3 Class - First Half	40	
12:15	12:45	2nd Lunch	30	
12:50	1:30	Period 3 - Second Half	40	
11:35	1:00	Period 3 Class	85	
1:00	1:30	3rd Lunch	30	
1:35	3:00	Period 4	85	Announcements
3:00	3:10	Faculty in Classrooms (Mon. - Thurs.)	10	

<b>PURPLE AFTERNOON ASSEMBLY SCHEDULE</b>				
7:30	8:30	Faculty Collaboration	60	
8:40	9:50	Period 1	70	CSN Broadcast
9:55	11:05	Period 2	70	
11:05	11:35	1st Lunch	30	
11:40	12:55	Period 3 Class	75	
11:10	11:45	Period 3 Class - First Half	35	
11:45	12:15	2nd Lunch	30	
12:20	12:55	Period 3 Class - Second Half	35	
11:10	12:25	Period 3 Class	75	
12:25	12:55	3rd Lunch	30	
1:00	2:10	Period 4	70	Announcements
2:10	3:00	Assembly	50	
3:00	3:10	Faculty in Classrooms (Mon. - Thurs.)	10	

<b>PURPLE DAY MORNING ASSEMBLY / LATE START / SNOW SCHEDULE</b>				
7:30	8:30	Faculty Collaboration	60	
8:40	10:05	Mass / Assembly	85	CSN Broadcast
10:10	11:10	Period 1	60	
11:10	11:40	1st Lunch	30	
11:45	12:50	Period 3 Class	65	
11:15	11:45	Period 3 Class - First Half	30	
11:45	12:15	2nd Lunch	30	
12:20	12:50	Period 3 Class - Second Half	30	
11:15	12:20	Period 3 Class	65	
12:20	12:50	3rd Lunch	30	
12:55	1:55	Period 2	60	
2:00	3:00	Period 4	60	Announcements
3:00	3:10	Faculty in Classrooms (Mon. - Thurs.)	10	

<b>PURPLE DAY ADVISORY SCHEDULE</b>				
7:30	8:30	Faculty Collaboration	60	
8:40	9:55	Period 1	75	CSN Broadcast
10:00	11:10	Period 2	70	
11:10	11:40	1st Lunch	30	
11:45	1:00	Period 3 Class	75	
11:15	11:50	Period 3 Class - First Half	35	
11:50	12:20	2nd Lunch	30	
12:25	1:00	Period 3 Class - Second Half	35	
11:15	12:30	Period 3 Class	75	
12:30	1:00	3rd Lunch	30	
1:05	1:40	Advisory	35	
1:45	3:00	Period 4	75	Announcements
3:00	3:10	Faculty in Classrooms (Mon. - Thurs.)	10	

<b>PURPLE HALF-DAY SCHEDULE</b>				
7:30	8:30	Faculty Collaboration	60	
8:40	9:40	Period 1	60	CSN Broadcast
9:45	10:40	Period 2	55	
10:45	11:40	Period 3	55	
11:45	12:40	Period 4	55	Announcements
12:40	12:50	Faculty in Classrooms (Mon. - Thurs.)	10	

<b>GOLD DAY SCHEDULE</b>				
7:30	8:30	Faculty Collaboration	60	
8:40	10:05	Period 5	85	CSN Broadcast
10:10	10:50	Advisory Period	40	
10:50	11:30	Activity Period	40	
11:30	12:00	1st Lunch	30	
12:05	1:30	Period 6 Class	85	
11:35	12:15	Period 6 Class - First Half	40	
12:15	12:45	2nd Lunch	30	
12:50	1:30	Period 6 - Second Half	40	
11:35	1:00	Period 6 Class	85	
1:00	1:30	3rd Lunch	30	
1:35	3:00	Period 7	85	Announcements
3:00	3:10	Faculty in Classrooms (Mon. - Thurs.)	10	

<b>GOLD AFTERNOON ASSEMBLY SCHEDULE</b>				
7:30	8:30	Faculty Collaboration	60	
8:40	10:05	Period 5	85	CSN Broadcast
10:10	11:30	Period 7	40	
11:30	12:00	1st Lunch	30	
12:05	1:30	Period 6 Class	85	
11:35	12:15	Period 6 Class - First Half	40	
12:15	12:45	2nd Lunch	30	
12:50	1:30	Period 6 - Second Half	40	
11:35	1:00	Period 6 Class	85	
1:00	1:30	3rd Lunch	30	
1:30	2:05	Advisory Period	35	Announcements
2:05	3:00	Assembly	55	
3:00	3:10	Faculty in Classrooms (Mon. - Thurs.)	10	

<b>GOLD DAY MORNING ASSEMBLY / LATE START / SNOW SCHEDULE</b>				
7:30	8:30	Faculty Collaboration	60	
8:40	10:05	Mass / Assembly	85	CSN Broadcast
10:10	11:30	Period 5	80	
11:30	12:00	1st Lunch	30	
12:05	1:30	Period 6 Class	85	
11:35	12:15	Period 6 Class - First Half	40	
12:15	12:45	2nd Lunch	30	
12:50	1:30	Period 6 - Second Half	40	
11:35	1:00	Period 6 Class	85	
1:00	1:30	3rd Lunch	30	
1:35	3:00	Period 7	85	Announcements
3:00	3:10	Faculty in Classrooms (Mon. - Thurs.)	10	

<b>GOLD HALF-DAY SCHEDULE</b>				
7:30	8:30	Faculty Collaboration	60	
8:40	9:40	Period 5	60	CSN Broadcast
9:45	10:40	Advisory Period	55	
10:45	11:40	Period 6	55	
11:45	12:40	Period 7	55	Announcements
12:40	12:50	Faculty in Classrooms (Mon. - Thurs.)	10	

## **ATTENDANCE**

1. Students are expected to attend and be on time for classes, morning announcements, liturgies, assemblies, conferences with teachers, and other school activities. A student who chooses to skip a class or other activity will receive proper disciplinary action.
2. Because the school is responsible for students between 8:40 a.m. and 3:00 p.m., it is necessary to know where students are at all times. Parents/guardians are expected to notify the Office of the Dean of Students of any absence or early dismissal involving their son. Failure to do so may result in disciplinary consequences for the student.
3. Students requesting an early dismissal must bring a note from a parent/guardian to the Office of the Dean of Students. This should be done prior to the start of the school day on the day the student is to be excused early.
4. In the event of an unexpected request for an early dismissal during the school day, a parent/guardian should contact the Office of the Dean of Students. Parents/guardians should NOT attempt to contact their son via cell phone during the school day. In the event of an emergency for which they need to contact their son, parents/guardians should contact the Office of the Dean of Students.
5. If a student is absent for less than a full day, but for more than one full period on a given day, it will count as one half-day absent.

## **ABSENCES FROM SCHOOL**

On the day when a student is absent, a parent/guardian **MUST** call the school between 7:15 A.M. and 8:40 A.M. A student must be present for a minimum of 2 blocks on a purple or gold day or 3 classes on a white day in order to participate in co-curricular activities that day. Exceptions are at the discretion of the Administration.

There are three types of absences:

1. **EXCUSED ABSENCES** are with the consent of the parent/guardian and the school. Excused absences include illness, funeral of a relative, and an emergency (the decision on what constitutes an emergency rests with the Administration). Students will be allowed to make up work missed because of excused absences. It is the responsibility of the student to check Blackboard and complete any make-up work.
2. **UNEXCUSED ABSENCES** are with the consent of the parent/guardian but not necessarily with the consent of the school. The school is not in favor of requests to excuse a student for extended periods of time, particularly vacations, while school is in session. The administration reserves the right to request official documentation for absences at any time, particularly in the case of a student with excessive absences. The administration may also deny a student from being allowed to make up work and tests missed as a result of an unexcused absence. Advanced written notice (a minimum of three days) from parent/guardian for an unexcused absence is required. The student will deliver the notice to the Office of the Dean of Students and will notify his parent/guardian of the decision concerning making up work missed. However, work may not be made up if the above procedure is not followed.
3. **TRUANCY:** A student is truant if he is absent from school without the knowledge and/or consent of the parent/guardian and the school. Truancy will result in disciplinary action. Leaving the school grounds without permission of the school and parent/guardian at any time during the day is considered truancy, even if the student returns to school that day.

A student who misses five days in a semester will be sent a notification letter from the Office of the Dean of Students. A student who misses eight days in a semester may have to meet with his parents/guardians and the Dean of Students to discuss the excessive absences. The same policy applies to a student who misses the same number of individual classes repeatedly.

### **TARDIES TO SCHOOL**

- Students who are late for school will report to the Office of the Dean of Students an sign-in using the e-hallpass kiosk. A call from a parent/guardian does not necessarily excuse the tardiness.
- If a student arrives to school more than thirty (30) minutes after the beginning of the school day, he must have a written note from a parent or guardian. If he does not have a note, the Office of the Dean of Students will attempt to notify the parent/guardian by phone. If a student fails to turn in a valid tardy note the next day from a parent or guardian, he will receive a demerit for that day and detention for each day thereafter.
- Students are allowed three (3) tardies per semester without consequences. For subsequent tardies per semester, students will serve one hour after school for each tardy. For the 9<sup>th</sup> and all subsequent tardies in a semester, the student will be subject to further disciplinary action.
- If a student arrives at school at the end of or after the first block or class, it is considered a half-day absent and a tardy. **If a student misses a quiz or test in the first block due to tardiness, he may be required to take the quiz or test before the end of the school day.**

### **ABSENCES FROM CLASS**

- When a student fails to report to a class, multiple hours of detention will be given.
- Coursework missed may NOT be made up.
- If a student fails to report to the same class twice during a semester, further disciplinary action may be taken.

### **COLLEGE VISITS**

Juniors and seniors are permitted excused absences from school to make college visits throughout the year, until March 1<sup>st</sup>. Students are not excused from class during March, April, or May for college visits.

### **STUDENT DRESS CODE**

Students are to be neatly dressed and well-groomed when arriving, attending, and leaving school.

#### **PANTS**

- Solid colored dress pants are to be worn and must fit to and be worn at the student's waistline.
- Pants must be properly hemmed (no worn or frayed pants)
- Cargo pants, jean and/or denim pants, jogger-style pants, and athletic pants are not permitted.

#### **SHORTS**

- Solid, plaid, and patterned shorts are permitted.
- Shorts may not be longer than the bend in the knee.
- Cargo shorts, jean and/or denim shorts, **and** athletic shorts are not permitted.
- Shorts will be allowed to be worn by students at periodic times during the school year at the discretion of the Administration.

**BELTS MUST BE WORN AT ALL TIMES DURING THE SCHOOL DAY.**



## SHIRTS

- Solid-colored, striped, or plaid-patterned dress shirts with a collar are acceptable.
- Dress sport shirts with a collar are acceptable.
- Shirts with large logos, numbers, advertisements, writing (other than CBC) on the front, back, or sleeves of the shirt are not permitted.
- CBC athletic game jerseys must be worn with a collar shirt on competition days.
- Shirts must be tucked into the pants or shorts **AT ALL TIMES**.

## OUTERWEAR

- All outerwear must be neat and presentable and worn over a collared shirt, and the collar of the shirt must be visible at all times.
- Plain colored, striped, or plaid outerwear that meets the criteria outlined below is acceptable.
- Sweaters, crewneck sweatshirts or quarter-zip pullovers are permitted and must fit properly.
- Full-zip jackets are permitted **ONLY** if they have a CBC logo and must fit properly. Full-zip jackets must be zipped to chest level or above.
- Outerwear with large logos, numbers, advertisements, writing (other than CBC) on the front, back, or sleeves of the outerwear is **NOT** permitted.
- **Appropriately-sized logos on sweaters, crewneck sweatshirts, or quarter-zip pullovers are limited ONLY to CBC or apparel brand logos (e.g. Under Armour, Nike, Polo, Patagonia, etc.). Logos of other educational institutions, colleges, universities, clubs, businesses, or organizations are NOT permitted.**
- **Unless allowed as a part of a special dress day, hooded sweatshirts (even those with a CBC logo) are NOT permitted during the school day (even with the hood tucked in).**
- All other outerwear is not acceptable and must be kept in the student's locker during the school day. Outerwear that does not comply with the above may be confiscated.

## SHIRT AND TIE

On days when an all-school Mass is celebrated, students are required to wear:

- Collared, button-down style dress shirt with a tie. Ties must be worn until the end of the day.
- Solid-colored dress pants as described above.

## SHOES

- Shoes must be in good condition.
- Socks must match and must be worn at all times, no matter what type of shoe is being worn.
- Athletic shoes are acceptable but must be clean and **not go above the ankle**.
- Closed-toe Birkenstock-style shoes are acceptable.
- Boots of any kind, sandals, shoes with overstuffed fleece lining (moccasins, slippers, etc.), and any style shoes that go above the ankle are not permitted.

## JEWELRY

- Distractive jewelry and earrings (including studs) are not permitted.
- Covering earrings with bandages or similar materials is not permitted.

## **BODY DECORATIONS**

- Body decorations, such as tattoos, must not be visible, including during co-curricular events.

## **HAIR**

- Hair is to be kept neat and clean.
- Hair must be natural in color.
- The length of the hair will not exceed the top of the collar in the rear nor fall below the eyebrows in the front.
- Hair on the side of the head may partially, but not fully, cover the ear.
- Stripes or designs cut into the hair, mohawks, mullets, or other non-traditional hair styles, are not permitted.
- No objects may be attached to or placed in the hair.

## **SHAVING**

- Students must shave, as needed, to present a clean-shaven, smooth face daily.
- Sideburns may not go below the bottom of the ear and must be neat and trimmed.
- Mustaches, goatees, and beards are not permitted.
- Students who need to shave will be sent to the Office of the Dean of Students to purchase a razor and shave. The student will also be issued demerits or detentions.

## **HATS**

- Hats and hoods are not to be worn in the school building at any time, including before and after school.

No brushes, combs, or any other hair care or hygiene products or devices are allowed in any part of the school building other than the locker room or bathrooms. Demerits or detentions may be administered for violation of this policy.

## **DRESS DOWN DAYS**

At the discretion of the Administration, students may dress down for certain occasions. When this occurs, students are to dress appropriately according to the guidelines given. Students choosing not to participate in the dress down days must abide by the normal dress code.

## **DRESS CODE VIOLATIONS**

The responsibility for compliance with the hair and dress code at Christian Brothers College High School lies with the student and the parents/guardians who send their son to school. The following procedures will be followed:

- Teachers will check students' dress and hair each morning after the morning announcements.
- The Dean of Students will be the final judge in matters pertaining to the dress or hair code.
- If a student is in doubt as to whether an article of clothing is proper dress code or a hair style conforms to the hair code, he should not wear the clothing but rather bring it separately to the Dean of Students for a decision.

## **STUDENT CODE OF CONDUCT AND SYSTEM OF DISCIPLINE**

### **PHILOSOPHY**

CBC High School utilizes a progressive system of discipline to enforce the Student Code of Conduct. The primary goal of the system is to correct inappropriate behavior, enforce the rules and regulations, and encourage students to act with character and integrity on a consistent basis.

Students are reminded that regardless of where they are, they represent CBC and are expected to behave in a manner consistent with the values, morals, and ethics of CBC. When a student's behavior outside of school poses a threat to the image or reputation of CBC, the school may take disciplinary action. To maintain a community built on honesty, students are encouraged to self-report any violations of the Student Code of Conduct to the Dean of Students. Consequences for students who self-report may be less severe.

Violations of the Student Code of Conduct will be dealt with on an immediate, fair, and consistent basis. For violations that are not considered major infractions, inappropriate behavior will be brought to the student's attention and corrected. If behavior is not corrected or warrants immediate disciplinary action, the following hierarchy will generally be followed:

1. Demerits
2. Detentions
3. Limited Disciplinary Probation (LDP)
4. Full Disciplinary Probation (FDP)
5. In School Suspension (ISS)
6. Out of School Suspension (OSS)
7. Discipline Board Hearing

It is important to realize that certain violations of the Student Code of Conduct may not necessarily follow the progressive system, depending on the severity of the incident and the student's individual circumstances.

### **DEMERITS**

Demerits are given to correct irresponsible or inappropriate behavior.

- Students must have a demerit card in their possession at all times and must present it to any faculty or staff member upon request.
- Failure to present a demerit card will result in one detention.
- Upon issuing a 5<sup>th</sup> demerit, the teacher will collect the card and forward it to the Dean of Students. Detentions will be issued and the student will receive a new demerit card marked as the 2<sup>nd</sup>, 3<sup>rd</sup>, etc.
- The number of detentions will increase as the student accumulates demerits (5 demerits = 1 detention, 10 demerits = 2 detentions, 15 demerits = 3 detentions).
- The accumulation of 15 demerits will require that the Dean of Students contact the student's parent/guardian.
- After accumulating 15 demerits, the student MAY be subject to additional consequences.
- If a student continues to accumulate demerits or detentions, a conference will be held with the student and his parent/guardian and additional disciplinary action may be assigned by the Dean of Students.

## **LOST DEMERIT CARD**

Demerit cards must be retained and cared for by the student.

- A lost demerit card will result in 1 hour of detention.
- When a student loses his card, he must purchase a new card from the Office of the Dean of Students for \$5.00.
- The new card will be marked with 4 demerits because there is no way of knowing how many demerits had previously been marked on the lost card.
- If a student loses a second demerit card, he will be issued 2 hours of detention and may be subject to additional consequences.

## **RENEWAL OF DEMERIT CARDS**

During the last advisory meeting prior to the mid-point of each semester and prior to the conclusion of the first semester, advisors will collect and check demerit cards. Any student who has fewer than 10 demerits will turn in his card and be issued a new "first" card (for 0-4 demerits) or "second" card (5-9 demerits) marked with no demerits.

## **DETENTION**

Detentions are issued for more serious violations of the Student Code of Conduct. Detentions will be held after school. Serving detention takes precedence over all other co-curricular activities. A student will have the option to serve a detention on the day it is issued or on the following day. Any student who accumulates excessive detentions (5 or more) may be subject to further disciplinary action.

The Dean of Students shall have the final decision on the assignment of detentions.

## **FINES**

The following violations of the Student Code of Conduct will result in the assessment of fines:

- Possession or use of tobacco or electronic cigarettes - \$100
- Possession or use of cell phone, smart watch, or other electronic devices - \$20
- Reckless driving on school property - \$20
- Gum, food, or drink (including non-CBC issued water bottles) outside of the dining hall - \$10
- Parking violation - \$20

## **LIMITED DISCIPLINARY PROBATION (LDP)**

Students will generally be placed on Limited Disciplinary Probation for 4-8 weeks. If the student completes the LDP period with no further incidents, he will be removed from LDP. Accumulation of demerits or detentions while serving on LDP will result in additional consequences. While on LDP:

- The student may not be permitted to participate in Activity Periods.
- If applicable, the student's co-curricular moderator or coach will be contacted and notified about the LDP and will be encouraged to take action based on the policies set forth by the co-curricular program.
- The student's parent/guardian will be contacted.
- The student may perform manual labor hours at CBC, in addition to any detention hours required.
- Failure to complete the terms of the probationary period may result in extended probation or additional disciplinary action as determined by the CBC Administration.

## **FULL DISCIPLINARY PROBATION (FDP)**

Students will generally be placed on Full Disciplinary Probation for no less than 16 weeks. If the student completes the FDP period with no further incidents, he will be removed from FDP but monitored closely. Accumulation of demerits or detentions while on FDP or additional violations of the Student Code of Conduct after being removed from FDP will result in additional consequences. While on FDP:

- A meeting with the student, his parent/guardian, and his counselor will be held.
- If applicable, the student's co-curricular moderator or coach will be contacted and notified about the FDP and will be encouraged to take action based on the policies set forth by the co-curricular program.
- The student will not be allowed to run for an elected position in the Student Leadership Council.
- Further incidents of unacceptable behavior while on FDP may result in an Out-of-School Suspension.
- The student will perform manual labor hours at CBC, in addition to any detention hours required.
- The student may be required to participate in additional community service projects, character-building programs, or other projects as determined by the CBC Administration.
- Failure to complete the terms of the probationary period may result in an extended probation or additional disciplinary action as determined by the CBC Administration.

## **IN-SCHOOL SUSPENSION (ISS)**

The Dean of Students may assign a student an In-School Suspension for serious violations of the Code of Conduct. The student's parent/guardian will be notified of the suspension. During an In-School Suspension:

- The student will report to a designated classroom for the duration of the day.
- A faculty member will monitor the classroom while the student quietly completes classwork, homework, or make-up work.
- The student will not be permitted to use his laptop, except for specific academic work.
- If the student does not have any specific classwork to do, enrichment assignments will be given and turned in to the Dean of Students at the end of the day.
- The student will remain in the assigned room throughout the course of the day. He will not participate in Activity Period, field trips, or any other school activities.
- The student will eat lunch in the assigned room.
- The student will not be allowed to participate in co-curricular activities on any day that he is suspended.

## **OUT OF SCHOOL SUSPENSION (OSS)**

A student may be assigned an Out-of-School Suspension. The length of an Out-of-School Suspension will be determined by the Administration. When the decision to suspend a student has been made, the parent/guardian will be contacted for a meeting with the Dean of Students and the student's counselor. During an Out-of-School Suspension:

- The student will not be allowed to make-up any missed daily academic work during the suspension. However, students will be allowed to make-up summative assessments at the discretion of the administration.
- The student will not be allowed to participate in any co-curricular activities and may not attend any school-related functions, whether school-sponsored or not.
- The student may be required to complete service projects, community service, or other activities as directed by the Administration.

After serving an OSS, the student may be allowed to return to CBC. If the student is allowed to return, he may be placed on FDP.

### **DISCIPLINE BOARD HEARING**

When all prior methods of disciplinary action have been effective, or the student has committed a violation of the Student Code of Conduct so serious that he may be subject to dismissal from CBC, the student will be required to appear before the Discipline Board to determine the student's future at CBC.

The Discipline Board consists of the Administrative Team. The student's counselor will also be present in the hearing. During the hearing, the Board will consider all the facts and circumstances of the incident(s), the student's individual circumstances, the student's best interest, and the best interest and integrity of the school.

### **STUDENT COURT**

The Student Court is available for appeals of disciplinary matters regarding detentions only. A student wishing to come to court must submit a written appeal to the moderator of the Student Leadership Council. This request and subsequent hearing must be completed within seven (7) school days from the date of the detention. The student will not serve the detention until after the court and the Dean of Students render a decision. If the process is not completed within seven (7) days, the student will serve the detention(s) as originally assigned.

### **DISMISSAL FROM CLASS**

A student who is dismissed from class must report immediately to the Office of the Dean of Students. The teacher who dismisses the student must report the reason for dismissal to Office of the Dean of Students the same day and contact a parent/guardian of that student.

The teacher who dismisses a student from class a second time in the school year will call that student's parent/guardian within one day of the dismissal to set up a conference. Dismissals from class may result in disciplinary action. Any second dismissal from a class may result in a failing grade for that class.

### **WEAPONS**

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapon, including knives of any kind, on the premises of Christian Brothers College High School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

### **ASSEMBLY PROCEDURES**

Students are expected to move to and from assemblies, pep rallies, and liturgies in an orderly manner.

- Liturgy/Prayer Service/Assembly: Students are expected to conduct themselves in a reverent and respectful manner during these services.
- Pep Rally: Respect should be given to faculty, students, teams, or guests who address the student body.

## **LUNCH PERIODS**

Students are assigned to one (1) of three (3) lunch periods and will report to Ross Hall at that time. One student at each table is required to place his demerit card in the center of the table to indicate that he will be responsible for ensuring that the table and surrounding area are clean. A faculty or staff member will inspect each table before dismissal. Students must remain in Ross Hall until dismissed. All other areas of the school are off-limits during the lunch period with the exception of the LRC and any designated study classrooms. Students are not permitted to eat or drink outside of Ross Hall (except in accordance with the aforementioned Water Bottle policy). Each student is required to use a tray, to return trays to the tray window, and to clean the area of the table he uses.

Students are not permitted to order and have food delivered to the CBC campus during the school day.

## **PROCEDURES FOR EMERGENCY EXIT**

### **FIRE EXIT / FIRE DRILLS**

A chart has been placed in each classroom showing how to exit the building in case of fire or during fire drills. These exit directions are to be followed unless a faculty member instructs you otherwise. The primary signal for a fire alarm is the continuous sounding of the siren. You should be prepared to use an alternate exit in case your assigned exit is blocked.

Immediately after the fire alarm sounds, each class of students will leave the room, leaving all belongings in the room. Each teacher leads the class to the proper exit and designated area. An appointed student will close the door and go to the proper exit with the class. Silence is to be observed on the way out of the building, while outside, and when returning to the classroom. Students are to be attentive to directions given by faculty, staff, administrators, or emergency personnel. Never run, rather walk rapidly and listen for any announcements regarding a change of exits. Classes wait outside at their designated meeting location until instructed to move back inside the building.

### **TORNADO EXIT / TORNADO DRILLS**

The primary signal for a tornado will be an announcement over the P.A. system. The back-up signal will be an announcement over bullhorns. Students should follow the instructions of their teachers and evacuate to the designated areas according to the instructions posted in each room.

### **EARTHQUAKE**

Earthquake drills will be announced over the P.A. system. At the first sign of ground shaking, students should "drop and cover". Take shelter under desks or tables. Turn away from windows; huddle close to interior walls in hallways. Kneel, bend your head close to your knees, cover the sides of your head with your elbows, and clasp your hands firmly behind your neck.

## **FUNDRAISING**

Students are not permitted to sell candy, food, T-shirts, or other fundraising items. CBC logos are never to be used without the permission of the Administration.

## **LOST AND FOUND**

Students should mark all books and clothes at the beginning of the school year so that lost items can be identified. If a student has lost an item he should check in the Office of the Dean of Students to see if it has been turned in. Students who find lost items should take them to the Office of the Dean of Students.

Anyone keeping an item lost by another person may be subject to disciplinary action per the *Student and Parent/Guardian Handbook*. Items not claimed within two (2) weeks become the property of the school.

### **PARKING LOT**

Driving to school and use of the parking lot are privileges. Students are expected to drive responsibly and follow all parking lot procedures while on campus (obey speed limits and park only in designated areas). Anyone who drives a vehicle to school and parks on the school parking lot must register that vehicle with the Dean of Students and display the proper parking permit. Temporary parking permits are available from the Dean of Students. Vehicles not registered or students misusing a vehicle on the premises will receive a fine and/or detentions. Students are not permitted to park in the faculty or visitor parking spaces. Handicapped parking spaces are mandated by county ordinances. Police will ticket violators. A student may not go to a car without the permission of the CBC Administration.

### **STUDENT RETREATS**

As a Lasallian school, we are driven to fulfill the mission of St. John Baptist de La Salle and do all that we can to provide a human and Christian education to the young – particularly the poor – so that all might realize their salvation. In our effort to provide a Christian education, we offer at least one retreat experience per year that is specifically tailored to freshmen, sophomores, juniors, and seniors. The freshman and sophomore retreats are one day retreats, while the junior and senior retreats are overnight. All students are required to participate in the sophomore retreat and at least one overnight retreat. Beyond these requirements, students are welcome and encouraged to participate as much as they choose. In the event that a student is registered for a retreat and he needs to cancel for any reason within 30 days of the retreat date, he must work with the Director of Mission and Ministry to make alternate arrangements. In addition to our retreats, we invite all students to participate in other ministry events.

### **PRAYER TRADITION**

Following the tradition of the Christian Brothers, all classes, assemblies, and meetings begin with a prayer, using the invocation: **"Let us remember that we are in the holy presence of God. In the name of the Father, and of the Son, and of the Holy Spirit" with the response, "Amen"**. All prayers are concluded by the prayer leader saying, **"St. John Baptist de La Salle"** with the response, **"Pray for us;"** the leader saying, **"Live, Jesus, in our hearts"**, with the group responding, **"Forever."**

### **CHRISTIAN SERVICE PROGRAM**

Freshmen and sophomores are required to do a minimum of 16 hours of Christian Service each year, submitting at least 8 completed hours before the start of first semester exams. All remaining hours must be submitted before the start of second semester exams. Failure to complete and submit these hours for approval by the stated deadlines will result in a grade of "F" for the Religion class corresponding to the semester in which the student failed to meet his requirement. Failure to meet the service requirement will also render a student ineligible to participate in co-curricular activities until the requirement is met. Students are permitted to perform these hours in the summer prior to the academic year (provided that the previous academic year and all corresponding requirements have been completed). Service hours cannot be performed for a student's parent/guardian or immediate family. Hours may be performed with a parent/guardian or family member if it is for a larger charitable organization/event, but hours performed assisting a parent/guardian or family member with regular household tasks (e.g., babysitting siblings, yard work, cleaning the house) will not be accepted. Service hours cannot be performed with a for-profit business/organization unless it is in connection with a larger charitable organization or event (e.g., assisting a business with a food drive or charitable effort).



The Junior Service Project will be completed as the capstone of the junior year. After taking final exams during the first week of May, juniors will be released from academic responsibility for the remaining weeks of May to complete a fifty-hour service project at an agency working directly with people in need. Though the academic portion of the school year is completed with exams, juniors are not finished with the year until they have successfully completed their service requirements. The requirements for the Junior Service Project are as follows:

- A minimum of fifty (50) service hours must be completed during the final three weeks of May.
- The hours will be completed with an agency outside of CBC that works directly with people experiencing poverty (economic, social, physical, or emotional).
- The service will be direct and personal to the people whom the agency serves.
- The service may be through a pre-approved service agency or a mission trip sponsored by CBC. If the student chooses to go through an alternate agency, he must obtain approval from CBC.
- Students wishing to participate in a mission trip must apply by November 1.
- Each student must select and submit his service project by December 1. Failure to do so will result in a failing grade for the student's first semester Religion course.
- Each student must complete, document, and submit his 50 hours prior to final day of freshman/sophomore exam week in May.

Failure to meet the above outlined requirements will result in the following consequences:

- The student will be ineligible to participate in co-curricular activities until such time as all requirements have been completed.
- Any service hours the student fails to complete will be added to the senior service requirement.
- The student will not graduate from CBC until such time as all requirements have been completed.

Similar to the Junior Service Project, senior service must be direct and personal with people experiencing poverty (economic, social, physical, or emotional). A senior may begin his Senior Service Project upon satisfactory completion of his Junior Service Project as described above. The requirements for the Senior Service Project are as follows:

- A minimum of thirty-two (32) service hours must be completed by no later than March 1.
- The hours will be completed with an agency outside of CBC that works directly with situations of poverty involving people (economic, social, physical, or emotional).
- The service will be direct and personal to the people whom the agency serves.
- Each student must select and submit his service project by November 1. Failure to do so will result in a failing grade for the student's first semester Religion course.
- Each student must complete, document, and submit his 32 hours by March 1.

Failure to meet the above outlined requirements will result in the following consequences:

- The student will be receive a failing grade for his Religion course(s).
- The student will not graduate from CBC until such time as all requirements have been completed.

Upon the student completing all of the aforementioned requirements, the grade for his Religion course(s) will be changed to reflect his actual performance in the course(s) and he will be permitted to graduate.

Any questions regarding the service requirement should be directed to the Director of Mission and Ministry.

## HEALTH OFFICE

### MEDICATION POLICY

All medications must be kept in the nurse's office during the school day. In order for the school nurse to administer ANY medications, a Medication Permission form must be completed and on file with the school nurse. Advil, Tylenol, Tums, and over-the-counter medications may be administered by the school nurse if permission is granted by the parent/guardian on the Medication Permission form. Prescription medications, however, may be administered only if BOTH the prescribing physician and the parent/guardian have completed the appropriate portion of the Medication Permission form (and it is on file in the nurse's office). Prescription medication must be in the original bottle labeled clearly with the student's name.

### SPECIAL MEDICAL CONDITIONS

At the beginning of each school year and as necessary thereafter, the school nurse disseminates a summary of special health conditions and allergies of students to the faculty and staff. The purpose of this communication is to alert the faculty and staff of health conditions of students that they may encounter and to which they may need to respond during the school year.

### PHYSICALS

CBC requires all incoming freshmen and transfer students to have a medical exam completed and a form signed by a licensed physician or practitioner, performed after February 1 of a given year in order to be valid for the upcoming school year. The physician must indicate that the student can participate in the school's physical education program and co-curricular sports programs. Information must also include a copy of up-to-date immunizations. All seniors must have a current immunization record on file with the school nurse evidencing proof of a Meningococcal vaccination (administered after 16 years of age) prior to July 15 in the summer preceding their senior year.

### SPORTS PHYSICALS

In compliance with the Missouri State High School Activities Association all students trying out for a sport must have an up-to-date physical on file prior to July 15. A physical performed after February 1 of a given year is considered valid for the upcoming school year. The physical must be signed and dated by a licensed physician or practitioner and state that the student is able to participate in all sports activities. The MSHSAA Eligibility and Authorization Statement, as well as a CBC Student-Athlete Emergency form, are also required and can be obtained online from the CBC website.

### INJURIES

If a student suffers a serious injury, **it is the responsibility of the parent/guardian to notify the school nurse prior to the student's return to school.** Any orders from a physician obtained by the parent/guardian should also be submitted to the nurse when the student returns to school. Any academic or physical accommodations suggested by a physician and approved by the Administration will be communicated by the school nurse to the student's teachers.

### CONCUSSIONS

Any concussion sustained by a student is a unique situation that will be handled in a manner consistent with the best interest of each individual student. Concussions are considered injuries to the brain and may impact a student's academic performance. **If a student suffers a concussion, it is the parent/guardian's responsibility to notify the school nurse prior to the student's return to school**

**so that the school can follow a specific concussion protocol.** The concussion protocol of the school applies to all students who have sustained a concussion regardless of whether the concussion occurred in school, during a school-sponsored co-curricular event or contest, or during an incident unrelated to the school.

## **HEALTH AND WELLNESS**

According to its Philosophy of Education, Christian Brothers College High School is "a Catholic academic institution dedicated to comprehensive education in the spirit of St. John Baptist de La Salle. We seek to maintain an environment in which students can develop their unique talents and leadership potential while learning self-discipline and self-motivation, creative and critical thinking skills, Christian virtues and spirituality, responsible freedom and community service".

In support of its philosophy, students are provided with instruction of the available facts and issues pertaining to matters of personal health, growth and development, including human sexuality and the use of mood-altering chemicals. Keeping in mind Christian Brothers College High School's responsibility to provide opportunities for discussion of these issues by knowledgeable professionals on all levels--spiritual, moral, physical, and emotional--CBC endeavors to provide students with the potential to make mature and prudent decisions with respect to the manner in which they conduct themselves and their personal relationships.

## **MANDATORY DRUG TESTING POLICY AND PROCEDURES**

Students are randomly selected and summoned to the office of the nurse.

The nurse clips a sample of hair from the student and places it in an envelope. The nurse seals the envelope and the student verifies his identification number.

The collected samples are sent to a drug testing facility for analysis.

Students and parents/guardians are contacted by the Site Administrator and given the test results within two weeks. Students and parents/guardians are notified of negative results by mail and positive results by telephone.

The Site Administrator meets with parents/guardians and students who test positive. A second test is administered after 100 days. A \$60.00 fee is assessed to cover the cost of the second test.

If a student tests positive a second time during his years at CBC, his parents/guardian will be expected to withdraw him from CBC in lieu of expulsion. The status of student-athletes on MSHSAA eligibility forms will be marked "not eligible to participate."

Once tested, the student's name is placed in the general pool for further random testing. It is possible that a student is tested more than once during the school year. There is no charge for a second test drawn from the pool.

Test results are available only to the student, his parent/guardian, and the CBC Site Administrator. The test identifies the presence of marijuana, cocaine (including crack), opiates (including heroin), methamphetamines, and PCP. Traces of drugs taken up to 90 days prior to the test are detected.

Hair samples taken from areas of the body other than the scalp retain drug traces for longer periods of time.

This program does not test for the presence of alcohol or tobacco.

The professional staff members of CBC stand ready to assist students and parents/guardians in dealing with drugs and alcohol through counseling and referrals.

### **ALCOHOL AND DRUGS**

**The possession and/or use of drugs or alcohol is not condoned or permitted by CBC. These acts are illegal and will not be ignored whether or not one agrees with all of the existing laws.** These substances can seriously interfere with a student's ability to carry on his academic and social life and can, in some cases, interfere with the normal processes of growth. It must be clearly understood that when a student uses drugs or alcohol, or encourages others to do the same, or provides such substances to other students, then the school must be concerned with the effect on the rest of the school as well as the student himself.

When a student's overt behavior and/or appearance indicate his involvement with alcohol and/or drugs at school or at a school-sponsored event, or when the reputation of the school is involved, the school Administration will respond in the following ways:

- A member of the Administration will attempt to ascertain the nature and extent of the student's involvement (e.g. under the influence, possessing, giving, receiving, selling, etc.)
- The student's present physical condition will be determined.
- The student's parents, legal guardian, and/or the legal authorities will be notified.
- The student will be suspended.
- The Administration will determine a plan, if necessary, for the student's return. No plan will be developed if the Administration determines that the student will NOT return to school.
- The names of students who violate this policy will be forwarded to the Director of Athletics and/or Activity Moderator and will be handled according to MSHSAA standards and the policies of the Athletics Department.

In addition, CBC's professional staff stand ready to assist our students and their parents/guardians in overcoming the use of alcohol and drugs through counseling and referrals.

### **SMOKING AND SMOKELESS TOBACCO**

Through the curriculum, assemblies, and other programs, students are made aware of the dangers of tobacco. Smoking and the use of smokeless tobacco or electronic cigarettes are not permitted on campus at any time. A student who smokes or uses smokeless tobacco or electronic cigarettes will receive disciplinary consequences, fines, and may be placed on disciplinary probation. Chronic offenders may be referred by the Dean of Students to participate in a tobacco rehabilitation program. The names of students who violate this policy will be forwarded to the Director of Athletics and/or Activity Moderator and will be handled according to the MSHSAA standards and the policies of the Athletics Department.

### **COMMUNICABLE DISEASES**

Christian Brothers College High School will follow the recommended policies and procedures on communicable diseases established by the Missouri Conference of Catholic Bishops, the Missouri Department of Health, and the Archdiocese of St. Louis.

The gospel values of care, compassion, and justice will be the guiding principles in any situation involving serious illness. Therefore, when it becomes known to the Administration that a student is diagnosed as having a communicable disease, the Administration will consult the student's parent/guardian and physician to determine whether or not the student is to remain in the regular classroom and what special

needs must be met. The rights and care of the infected student, as well as the welfare of the total community, will be taken into consideration.

## CO-CURRICULAR CODE OF CONDUCT

As a member of the Missouri State High School Activities Association, Christian Brothers College High School adheres to the belief that participation in co-curricular activities is a privilege. It is the philosophy of MSHSAA and its member schools that students should be encouraged and supported in their efforts to develop and maintain a chemical-free lifestyle. MSHSAA and its member schools recognize the use of mood-altering chemicals as a significant health problem for many students, resulting in negative effects on behavior, learning, and the total development of each individual.

MSHSAA and its member schools believe the close contact of coaches, advisors and students in the classroom and/or activities provides a unique opportunity to observe, confront and assist one another.

Based on the recommendations of the National Council on Alcohol and Drug Abuse and the input of our athletes, alumni, parents, coaches and administrators, the following Code of Conduct is in effect at Christian Brothers College High School:

1. **Definition of Offense:** An offense shall consist of a student possessing, using, consuming, and/or being under the influence of alcohol, tobacco (including electronic cigarettes), or mind-altering drugs; or if the student provides and/or encourages such substance abuse to other *students*. There is no minimum amount of substance to warrant an offense.
2. For the **first offense** . . .
  - a. Suspension over a 365-day period from any and all sports or fine arts competitions or performances for 25% of MSHSAA-sanctioned or club sport competitions during a season. Students may still practice with teams/groups. There are three recognized sports seasons; fall, winter and spring. The entire school year is the length of a fine arts season.  
  
Example: A student violates the Code of Conduct agreement during a fall sport season. That student may still practice with the team/group but would miss the next 25% of that team's/group's competitive games or performances. If that student plays or partakes in a winter and/or spring sport or activity, the student may try out if applicable and practice but will miss the first 25% of that team's/group's competitive games or performances.  
  
For theatrical performances, a student who violated the Code of Conduct would not be allowed to try out for the next subsequent performance offered by CBC.
  - b. **Self-Reporting:** Students who self-report a violation can reduce the suspension to 10%. The 10% suspension also applies to all seasons for a 365-day period.
3. For the **second offense** . . .
  - a. Suspension over a 365-day period from any and all sports or fine arts competitions or performances for 100% of MSHSAA-sanctioned or club sport competitions during a season.
4. For the **third offense** . . .
  - a. Students will not participate either competitively or in practice for any sports or fine arts competitions for the duration of their CBC career.

Regarding the implementation and execution of the CBC Code of Conduct:

1. Participation in co-curricular activities is a privilege. Students are expected to exhibit proper behavior and follow the Code of Conduct at any school event, whether at CBC or another location. School policies prohibiting the use or possession of tobacco, drugs, and alcohol apply at all co-curricular events in which the school is involved, regardless of the site.
2. Suspension for first and second offenses does not necessarily encumber a student's ability to be a member of an athletic or fine arts program in future seasons.
3. Following the completion of the student's suspension and prior to his return to participation in CBC competitions, the Director of Athletics will meet with the student and his parent/guardian.
4. Tobacco or electronic cigarette use is not tolerated at CBC, including by students 18 years of age.
5. The parent/guardian and student signatures required on the *Student and Parent/Guardian Handbook* acknowledgement form shall confirm a working knowledge on the part of all CBC parents/guardians and students of both the existence and processes of the Code of Conduct.
6. The Director of Athletics and coaches will be available during pre-season sport meetings to discuss with parents/guardians the Code of Conduct.
7. The reporting of violations of the CBC Drug and Alcohol Policy shall be as follows:
  - a. All violations shall be reported directly to the Dean of Students.
  - b. Any reporting agents must identify themselves in order to be considered a reliable source.
  - c. It will be the responsibility of the Dean of Students to confirm or deny the alleged violations through various interviews with the student and various relevant parties.
  - d. If the Dean of Students determines that a violation of the policy has occurred, he shall notify the coach/sponsor of the sport/activity in question, the student, and the student's parent/guardian of the punishment.
8. The process for reduction of penalty from 25% to 10% of competitions per season for a first offense is as follows:
  - a. The student must **self-report** his violation to the Dean of Students.
  - b. The Dean of Students shall notify the coach/sponsor of the sport/activity in question, the student, and the student's parent/guardian of the punishment.

## **ADDENDUM TO THE STUDENT & PARENT/GUARDIAN HANDBOOK COVID-19 Return to School Protocols**

The policies included in the following addendum shall be deemed a part hereof and shall supersede any conflicting terms or provisions contained in this *Student & Parent/Guardian Handbook*.

### **FLEXIBLE LEARNING MODELS**

Following an initial phase of utilizing the Cohort Learning Model, the school intends to then primarily follow a normal school schedule. However, the school is prepared to utilize any of the following three learning models based on the current conditions or mandates required by local or state officials. The school will remain flexible and nimble as conditions change throughout the fall.

#### **Normal Learning Model**

All students will attend in-person classes following the normal Purple Day or Gold Day schedule as indicated on the Master Calendar. The school community will follow the new campus protocols implemented for this school year to ensure the health and well-being of students, faculty, and staff.

#### **Cohort Learning Model**

Students are sub-divided into two cohorts based on the first letter of their last name and attend in-person classes on campus when indicated on the Master Calendar. Cohort A (students whose last names begin with the letters A - K) will attend in-person classes on Mondays, Tuesdays, and some Wednesdays. Cohort B (students whose last names begin with letters L - Z) will attend in-person classes on Thursdays, Fridays, and some Wednesdays. On a day when a cohort is not scheduled to be on campus, those students will participate in live, synchronous classes online from home via Microsoft Teams.

#### **Online Learning Model**

The school will transition to a fully online learning model if mandated by the St. Louis County Health Department, the St. Louis County Executive, or the Governor of the State of Missouri. Should a fully online learning model be mandated for an extended period of time during the semester, we will transition to a consistent weekly schedule as follows:

Monday Purple Day	Tuesday Gold Day	Wednesday Support Day	Thursday Purple Day	Friday Gold Day
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#### **Opt-In to Online Learning**

To meet the individual needs of our learners as personal circumstances and the current environment evolves throughout semester, a family may choose a full-time Online Learning Model. If a family chooses this option and subsequently wishes to return to the Normal Learning Model, they must notify the Assistant Principal a minimum of one week in advance so that our faculty can adjust and prepare accordingly.

### **PRIOR TO THE START OF THE SCHOOL DAY**

#### **Assigned School Building Entrances**

Any student who arrives to school prior to 7:30 AM (including those enrolled in X-Period classes) shall enter the school building using the Activities Wing entrance.

Students who arrive to school at 7:30 AM or later shall enter the school building using their assigned entrance. Students dropped off on campus using the circle driveway shall enter the building using the main entrance (brick walkway). The assigned entrance for any student who parks on campus (or who car pools with a student who parks on campus) is based on his assigned parking space number.

Circle Driveway Drop-offs      Main Entrance (Brick Walkway)

Space # 357 - 541                  Activities Wing Entrance

Space # 155 - 226                  Theater Hallway Entrance

Space # 314 - 340                  Theater Hallway Entrance

Space # 092 - 154                  Athletics Entrance

Space # 227 - 313                  Athletics Entrance

Space # 341 - 353                  Athletics Entrance

### **Daily Health Screening**

Prior to entering the school building, each student shall verbally answer the following COVID-19 screening questions to the assigned faculty member conducting the screening process at their entrance. The questions are posted on large signs outside each entrance to ensure efficiency in the screening process.

- 1) Today or in the past 24 hours, have you experienced any of the following symptoms:
  - a. Fever
  - b. A new or worsening cough
  - c. Shortness of breath or trouble breathing
  - d. Nausea or muscle pain
  - e. Chills and / or repeated shaking
  - f. Congestion or runny nose (not attributable to allergies or previous conditions)
  - g. A new loss of smell or taste
  - h. Diarrhea or vomiting
  
- 2) Have you had close contact (within 6 feet for 15+ minutes) with a person who has been diagnosed with COVID-19 within the past 14 days?

Note: All families MUST conduct a daily health screening of their CBC student(s) using the above questions prior to sending them to campus.

If the student provides a 'Yes' answer to any of the above questions, the assigned faculty member shall immediately remove him from the screening process. The School Nurse will conduct a follow-up screening and determine the need to follow isolation protocols or other courses of action.

If the student provides 'No' answers to each of the above questions, the assigned faculty member shall use an infrared thermometer to take the body temperature of the student.

If the body temperature of the student is below 100.4 degrees (F), the student shall enter the building and immediately obtain hand sanitizer (one press of the pump) from the bottles or wall dispenser.

If the body temperature of the student is 100.4 degrees (F) or above, the assigned faculty member immediately shall remove him from the screening process. The School Nurse will conduct a follow-up screening and determine the need to follow isolation protocols or other courses of action.



### **Upon Entering the School Building Prior to 7:30 AM**

Any student who enters the school building prior to 7:30 AM shall immediately proceed to Ross Hall and identify an open chair at one of the tables.

Prior to sitting down, the student shall obtain one disinfectant wipe from the sanitation station tables located in Ross Hall and immediately wipe down his chair and the portion of the table nearest his chair.

The student shall then discard the disinfectant wipe into a trash can and obtain hand sanitizer (one press of the pump) from the bottles available on his table.

The student shall then sit at his aforementioned selected table until he is dismissed at 7:30 AM by the assigned faculty member supervising Ross Hall.

Upon dismissal from Ross Hall, the student shall push his chair in and immediately proceed to his locker, if necessary, and then to his Period 1 (Purple Day) or Period 5 (Gold Day) classroom.

### **Upon Entering the School Building after 7:30 AM**

Any student who enters the school building after 7:30 AM shall immediately proceed to his locker, if necessary, and then to his Period 1 (Purple Day) or Period 5 (Gold Day) classroom.

### **Visits to Learning Resource Center (LRC)**

If a student needs to visit the Learning Resource Center in the morning prior to the beginning of Period 1 or Period 5, they shall obtain permission from their Period 1 or Period 5 teacher via the e-hallpass system.

## **DURING THE SCHOOL DAY**

### **Wearing Personal Protective Equipment**

Students shall properly wear face masks in all classrooms and common areas (hallways, restrooms, Ross Hall, etc.) of the building before, during, and after the school day. Students shall ONLY remove face masks WITH THE PERMISSION AND AT THE INSTRUCTION OF A TEACHER when outside the school building or during times when they are able to be at least 6 feet from any other student. (See protocols for specific guidelines related to the lunch period)

#### [CDC Guidelines for How to Wear Cloth Face Coverings](#)

Each student shall purchase three custom CBC face masks from the CBC bookstore during their class orientation session in August to wear while at school. However, if students have an alternative solid-color (no designs or logos) face mask that fits more comfortably, they may also wear it upon obtaining approval from the Dean of Students. Additional custom CBC face masks are available for purchase from the Cadet Store. Face masks with valves are NOT allowed during the school day. Neck gaiters are NOT allowed as a replacement for face masks during the school day.

Students shall clean / launder cloth face masks after each daily use.

#### [CDC Guidelines for How to Wash Cloth Face Coverings](#)

Students may also wear a clear face shield at their discretion as an additional precaution. However, face shields are NOT a replacement for wearing a face mask.

## **Hand Washing**

Students are encouraged to develop proper health hygiene routines, especially washing or disinfecting their hands regularly before, during, and after the school day. Students will find hand sanitizer in the school building in pump-bottles on the sanitation cart at the front of each classroom, on each table in Ross Hall, at each building entrance / exit used by students, and in all school offices. Hand sanitizer wall dispensers are also strategically placed around the school building to ensure maximum access in high-touch areas. Students may also use traditional soap and water to wash hands using any student restroom in the school building.

### [CDC Guidelines for How to Wash Hands](#)

## **Classroom Setup**

All classroom desks are setup in standard row configurations (with either 20, 25, or 30 desks) facing the same direction to maximize distance between students. Teachers shall assign a desk to each student at the beginning of the semester, and those will be the assigned desks used by students for the entire semester.

## **Upon Entering a Classroom**

Upon entering a classroom, each student shall obtain a small disinfectant wipe from the sanitation cart at the front of the classroom and proceed to their assigned desk. Using the disinfectant wipe, the student shall clean the entire surface of his desk and desk chair.

As directed by the teacher, one selected student shall push the sanitation cart from the front to the rear of the classroom down the path of every other row. Each student shall then discard the disinfectant wipe into a basket on the lower-level of the sanitation cart and obtain hand sanitizer (one press of the pump) from the bottle available on the cart.

No student should enter a classroom unless he is enrolled in the course occurring during that particular period or he has set an appointment with the teacher in advance.

## **Charging a Laptop in a Classroom**

Students are STRONGLY encouraged to ensure that their laptop battery is fully charged each night prior to departing for CBC in the morning. However, if during the school day (particularly near the end of the school day) a student determines that his battery is low power, he shall plug-in his charger into one of the four or more extension cord reels placed strategically throughout each classroom. Students should NOT change desks or move to a different location in the classroom to obtain power for his laptop charger.

## **Passing Period Protocols**

Passing periods shall follow a 5+5 protocol. The length of passing periods in-between classes will remain 5 minutes in length. However, teachers shall also utilize a portion of the beginning of the subsequent class period (up to 5 minutes) to ensure students follow appropriate disinfecting protocols.

When the bell rings to conclude a class period, the teacher shall dismiss the class two rows at a time to minimize congestion as students attempt to flow into the hallway to travel to their next class.

Except for when going to or returning from Ross Hall during the lunch period (Period 3 or Period 6), students shall not use their lockers during passing periods.

Floor markings and extra directional signage has been added to hallways to ensure student traffic flows in a single direction throughout the Academic Wing of the building.

Hallways shall generally flow counterclockwise. Hence, students shall always exit from exterior classrooms to the right and from interior classrooms to the left. Students should walk on the inside (left side) of all Academic Wing hallways. When a student arrives at their classroom, they shall stand on the right side of the hallway outside the door until all students in the previous class exit. They shall maintain physical distancing while they wait, and they may enter the classroom once all students have exited.

Center hallways in the academic wing shall flow from south to north (from the classrooms nearest Highway 40 towards the Administrative Offices or Innovation Commons).

Main hallways in the center portion of the school (connecting the academic wing to the activities wing) shall flow both directions, with students always walking on the right side of the hallway.

The center staircase in the academic wing shall flow UP ONLY from the first floor to the second floor. Students shall flow to the left when they reach the top of the staircase.

Both the west staircase (nearest the stadium) and the east staircase (nearest the faculty parking lot) shall flow UP AND DOWN. When facing the staircases on the first floor, the right side of the staircases will flow UP ONLY and the left side of the left side of the staircases will flow DOWN ONLY.

The staircase in the main lobby of the school building will flow DOWN ONLY.

The staircase adjacent to the gymnasium lobby will flow UP ONLY.

The staircase in the southeast corner of the gymnasium (east of the Cadet Crew bleachers and nearest the faculty parking lot) will flow DOWN ONLY.

The staircase in the activities wing hallway (across from the Black Box and the hallway leading to the Band Room) will flow DOWN ONLY.

### **Restroom Usage**

Students may use restrooms either during passing periods or during class with the permission of their classroom teacher. Teachers shall use the e-hallpass system to document any student who leaves the classroom for any reason and to track the times that the student both left and returned to the classroom.

During passing periods, available teachers or administrators shall provide supervision to the restroom areas to minimize congestion, eliminate loitering, and remind students to wash their hands. Detailed graphics with hand washing instructions are posted in all restrooms.

Students must ALWAYS wash their hands following CDC guidelines after using the restroom.

Upon return to the classroom at any time during the class period, the student shall obtain hand sanitizer (one press of the pump) from the bottle available on the table at the front of the classroom.

### **Water Fountains**

All traditional water fountains in the school building have been temporarily shut off. Five of the water fountains have been replaced with water bottle filling stations. Similar to past years, students may purchase a clear CBC water bottle from the bookstore during their class orientation session in August to

use before, during, and after the school day while on campus. If a line begins to form, students waiting to fill their water bottle shall stand on the right side of the hallway opposite the bottle filling station until the student currently filling their bottle has finished doing so. They shall maintain physical distancing while they wait, and they shall move to the bottle filling station in an orderly manner once the previous student has left.

## **LUNCH**

### **Advance Ordering**

Students interested in purchasing a safely-prepared, pre-packaged lunch option from Birch Culinary shall pre-order their selection during the prior week using the Microsoft Forms ordering system. A link to access the system will be available by Monday of the prior week. Students may pre-order meals for any or all school days during the following week. All pre-orders are due by 3:00 PM on Thursday of the prior week.

Birch Culinary will charge all orders to the MySchoolBucks account of a student. Students will NOT be able to pay with cash upon checkout as in past years. However, in addition to adding funds to their MySchoolBucks accounts online using a credit card, students may add funds to their account by bringing cash or a check in a sealed envelope with their name and student ID number to the Office of the Dean of Students.

Birch Culinary will offer three to four options each day, and those options will appear both on the Microsoft Forms ordering system and on the monthly food menu calendar published on school website.

All orders placed using the Microsoft Forms ordering system are FINAL and shall be charged to the student account.

### **Available Locations for Eating Lunch**

During the lunch period (Period 3 on a Purple Day or Period 6 on a Gold Day), the three lunch shifts shall be further sub-divided into groups of students based on their Period 3 or Period 6 teacher. Weather-permitting, the groups shall eat lunch in Ross Hall, the Chapel Courtyard, the gym mezzanine, the stadium, or their classroom. The Semester Lunch Schedule identifies which groups will eat in each location on a given school day.

In the case of inclement weather, either student Cohort A (A - K) or student Cohort B (L - Z) will eat lunch in Ross Hall, in the gym mezzanine, and the Activities Wing Hallway. Students in the opposite cohort and ALL teachers will eat in classrooms.

### **Shifts & Groups**

Similar to how the three lunch shifts are assigned, the groups of students for each lunch shift shall, in general, be based on the class and teacher to which each student is assigned during the lunch period. However, there may be some rare exceptions for which an individual class with a cohort enrollment that exceeds 20 may be sub-divided for lunch in an effort to alleviate large numbers of students eating together in a classroom.

### **Movement to Ross Hall / Chapel Courtyard / Gym Mezzanine**

When the bell rings to end the period preceding the lunch period (Period 2 on a Purple Day or Activity Period on a Gold Day), students whose classes are assigned to the second or third lunch shift shall proceed normally to their Period 3 or Period 6 class.

Students whose classes are assigned to the first lunch shift, whose lunch group is assigned to eat in the stadium or classroom, and who purchased a pre-packaged lunch in advance or need to purchase a drink shall immediately proceed to Ross Hall. Upon obtaining their meal or drink, they will return to their Period 3 or Period 6 classroom to eat lunch or to join their class prior to moving to the stadium. Their teacher will take attendance, and the class will then immediately proceed to the stadium.

Students whose classes are assigned to the first lunch shift, whose lunch group is assigned to eat in the stadium or classroom, and who brought their lunch shall first proceed to their Period 3 or Period 6 classroom where their teacher will take attendance. The teacher shall then dismiss any student who needs to obtain their lunch from their school locker. Those students shall obtain their lunch and immediately return to their classrooms to eat lunch or to join their class prior to moving to the stadium.

Students whose classes are assigned to the first lunch shift and whose lunch group is assigned to eat in Ross Hall, the Chapel Courtyard, or the gym mezzanine shall first proceed to their Period 3 or Period 6 classroom where their teacher will take attendance. The teacher shall then dismiss the class for lunch, and students shall obtain their lunch from their school locker, if necessary, and proceed to Ross Hall, the Chapel Courtyard, or the gym mezzanine.

Students whose classes are assigned to the second or third lunch shift and whose lunch group is assigned to eat in Ross Hall, the Chapel Courtyard, or the gym mezzanine shall be dismissed for lunch in one-minute intervals by their teachers. The order for dismissal to each lunch location shall be as follows: stadium or classroom, gym mezzanine, Chapel Courtyard, and Ross Hall. Upon dismissal, students shall obtain their lunch from their school locker, if necessary, and proceed to their assigned lunch location.

### **Pick-up of Purchased Meals**

Upon arriving in Ross Hall, those students who purchased a pre-packaged lunch in advance shall proceed to the line designated for pick-up and remain physically distanced using the floor markings while in line. When arriving to the front of the line, the student shall proceed into the kitchen, enter their student ID number, and obtain hand sanitizer (one press of the pump) from the bottles available on the counter. The chef shall confirm the identity of the student, provide him with his pre-ordered meal, and remind him of his current account balance. Those students would then exit the kitchen towards the Activities Wing hallway and select a bottled drink from the choices available at the west Canteen window.

### **Purchasing Bottled Drinks**

Upon arriving in Ross Hall, those students who need to purchase a bottled drink shall proceed to the line designated for the Canteen and remain physically distanced using the floor markings while in line. When they arrive at the window, students shall enter their student ID number and obtain hand sanitizer (one press of the pump) from the bottles available on the counter.

The cashier shall confirm the identity of the student, provide him with his requested bottled drink (or snack), and remind him of his current account balance.

### **Eating Lunch in Ross Hall / Chapel Courtyard / Gym Mezzanine**

Any student assigned to eat lunch in Ross Hall, the Chapel Courtyard, or the gym mezzanine shall identify an open chair at one of the tables.

Prior to sitting down, the student shall obtain one disinfectant wipe from the tables located on the south or west sides of Ross Hall, on the patio leading to the courtyard (Chapel Courtyard), or near the elevator (gym mezzanine) and immediately wipe down his chair and the portion of the table nearest his chair.

The student shall then discard the disinfectant wipe into a trash can and obtain hand sanitizer (one press of the pump) from the bottles available on his table. At that point, a student may remove his face mask and shall remain seated at his aforementioned selected table to eat lunch until he is dismissed to return to his classroom by the assigned faculty member supervising Ross Hall or the Chapel Courtyard.

### **Restroom Usage**

Any student needing to use the restroom during his lunch shift shall seek permission from any faculty or staff member providing supervision in his lunch location. In doing so, the student shall not leave his lunch table until dismissed by the faculty and staff member. Students are encouraged to wait until returning to their subsequent class, if possible, to obtain an e-hallpass from their teacher to visit the restroom.

## **OPERATIONAL & CAMPUS PROTOCOLS**

### **Absences from School**

On the day when a student is absent or is unable to participate in online learning synchronously with his classes, a parent/guardian MUST call the school between 7:15 A.M. and 8:40 A.M. A student must be present, either in-person or online, for a minimum of 2 blocks on a purple or gold day or 3 classes on a white day in order to participate in co-curricular activities that day. Exceptions are at the discretion of the Administration.

### **Visitors to Campus**

Prior to entering the school building, any approved visitor will participate in a daily health screening that includes answering the COVID-19 screening questions and having their temperature checked using an infrared thermometer. All visitors must also wear face masks throughout the duration of their time in the school building.

Non-essential visitors will not be permitted into the school building. The Office of the Dean of Students will maintain a record of any person permitted inside the school building.

### **Parents / Guardians Visiting Campus**

Parents / guardians should endeavor to avoid entering the school building, if possible, and obtain approval from the Office of the Dean of Students, in advance, in order to do so.

Parents picking up their son prior to dismissal should wait in their car using the circle driveway or one of the parking spaces designated for Visitors in the parking lot.

If a parent / guardian wishes to drop-off an item to their son, they may do so using the table located in the contained vestibule area at the main entrance of the school building. They should use the speaker system to notify the greeter or the Office of the Dean of Students of the item they are leaving for their son.

## **AFTER THE SCHOOL DAY ENDS**

### **End of Day Dismissal**

At the conclusion of the school day, the Dean of Students will use the public address system to dismiss multiple classrooms at a time based on their location in the school building. Upon their class being dismissed, the teacher shall dismiss the class two rows at a time to minimize congestion as students attempt to flow into the hallway. Students shall proceed to their locker, if necessary, following the one-

directional flow of the hallways. After visiting their locker, students shall proceed to the closest exit on the west side of the building.

### **Remaining on Campus**

If a student intends to remain on campus for after-school co-curricular activities, he shall proceed to his assigned space (locker room, meeting room, etc.). If a student is awaiting pickup, he can wait outside or at a table in Ross Hall. Upon arriving in Ross Hall, he shall identify an open chair at one of the tables.

Prior to sitting down, the student shall obtain one disinfectant wipe from the sanitation station tables located in Ross Hall and immediately wipe down his chair and the portion of the table nearest his chair. The student shall then discard the disinfectant wipe into a trash can and obtain hand sanitizer (one press of the pump) from the bottles available on his table. The student shall then sit at his aforementioned selected table until he exits the school building for pickup.

### **School Bus Transportation**

All buses will leave campus immediately after school (no later than 3:15 P.M.). After visiting their locker, students shall exit the school building and proceed to the location of their assigned bus.

## **BUS TRANSPORTATION**

### **Pick-Up Points**

When using bus transportation, each family should plan to use the same pick-up point each morning.

### **Daily Health Screening**

It is important that parents / guardians transporting students to a pick-up point NOT leave until their CBC student has completed and passed all screening protocols. Any student who communicates the presence of COVID-19 symptoms or fails the body temperature screening will NOT be allowed to travel on the school bus and shall immediately return home.

Prior to entering the school bus in the morning, each student shall verbally answer the following COVID-19 screening questions to the bus driver conducting the screening process at their pick-up point. The questions are posted on small signs just inside the door of each bus to ensure efficiency in the screening process.

- 1) Today or in the past 24 hours, have you experienced any of the following symptoms:
  - a. Fever
  - b. A new or worsening cough
  - c. Shortness of breath or trouble breathing
  - d. Nausea or muscle pain
  - e. Chills and / or repeated shaking
  - f. Congestion or runny nose (not attributable to allergies or previous conditions)
  - g. A new loss of smell or taste
  - h. Diarrhea or vomiting
  
- 2) Have you had close contact (within 6 feet for 15+ minutes) with a person who has been diagnosed with COVID-19 within the past 14 days?

Note: All families MUST conduct a daily health screening of their CBC student(s) using the above questions prior to sending them to campus.

If the student provides a 'Yes' answer to any of the above questions, the bus driver shall immediately remove him from the screening process and return him to the vehicle that transported him to the pick-up point.

If the student provides 'No' answers to each of the above questions, the bus driver shall use an infrared thermometer to take the body temperature of the student.

If the body temperature of the student is below 100.4 degrees (F), the student shall enter the school bus and immediately obtain hand sanitizer (one press of the pump) from the bottle available at the front of the bus

If the body temperature of the student is 100.4 degrees (F) or above, the bus driver shall immediately remove him from the screening process and return him to the vehicle that transported him to the pick-up point.

### **Disinfecting Buses**

Prior to moving to his assigned, each student shall obtain hand sanitizer (one press of the pump) from the bottle available at the front of the bus.

At the conclusion of the bus route each morning, the bus driver will spray a non-toxic (EPA Category IV) disinfectant (often used in medical care facilities) on all seats to disinfect the bus in preparation for the afternoon route.

At the conclusion of the bus route each afternoon, the bus driver will spray a non-toxic (EPA Category IV) disinfectant (often used in medical care facilities) on all seats to disinfect the bus in preparation for the morning route.

### **Physical Distancing**

To maximize the distance between students on the school bus, the bus driver shall, if possible, use only every other row of available seats and assign only one student to each seat used.

Each student shall sit in his assigned seat nearest the window to maximize the distance between himself and a student in the seat across the aisle.

### **Seat Assignments for Morning Routes**

Consistent seat assignments reduce the risk of transmission of COVID-19 and assist with contact tracing protocols, if necessary. Unless otherwise directed by the bus driver, each student who rides a bus to school in the morning shall be assigned a particular seat location where he will ALWAYS sit during the morning route.

### **Seat Assignments for Afternoon Routes**

Unless otherwise directed by the bus driver, each student who rides a bus home from school in the afternoon shall be assigned a particular seat location where he will ALWAYS sit during the afternoon route. Whenever possible, that seat assignment shall match the assignment used during the morning route. For the two afternoon St. Charles County bus routes, it is possible that seat assignments may not match the assignments used during the morning route due to the staggered route times of the two buses (early bus and late bus).



## **Wearing Personal Protective Equipment**

Students shall properly wear face masks at all times when entering school buses, during the route, and until departing the bus at their drop-off point. Students shall only remove face masks with the permission and at the instruction of a bus driver during times when they are able to be at least 6 feet from any other student on the bus.

When possible, and with the permission of the bus driver, students may open windows to increase air flow and circulation throughout the bus.

## **Eating & Drinking on Buses**

In an effort to maintain the utmost cleanliness and minimize the possible transmission of germs on our school buses while being transported to their destination, students are NOT allowed to eat while riding on the buses. Similar to past years, students may purchase a clear CBC water bottle from the bookstore during their class orientation session in August to use to drink from while on buses. No other containers containing liquids are allowed.

## **STUDENT STANDARDS FOR ONLINE LEARNING**

### **Troubleshooting Problems**

If you encounter a technology problem (laptop, charger, camera, or software issue), you can immediately contact the I.T. Help Desk via e-mail at [ithelpdesk@cbchs.org](mailto:ithelpdesk@cbchs.org) or by calling 314-985-6068.

If you encounter an issue specific to using Microsoft Teams, Microsoft Outlook, or Blackboard for one of your classes, you can contact Online Learning Help via e-mail at [onlinelearning@cbchs.org](mailto:onlinelearning@cbchs.org) or by calling 314-985-6103.

### **Ready to Learn**

Prepare a suitable workstation for learning. Be seated at a desk or table inside your home with a chair that allows you to sit upright. Choose a private or quiet area of your home where you will not be disrupted by friends or family members. Sitting in or on a bed, on a couch, in a hammock, or on another lounge space is not acceptable.

### **Be Presentable**

Dress appropriately for school learning. Wear a collared shirt and remove all headwear (hats and sunglasses are not acceptable) and outerwear that doesn't conform to the school dress code. Be as presentable online as you would be for in-person learning at school.

### **Regularly Check Blackboard / Outlook / Teams**

Check Blackboard at the beginning and end of each class period for new content and assignments. At a minimum, check your school-issued Microsoft Outlook e-mail account at the beginning and end of the school day and at least once each evening. Outlook is the primary means of communication amongst teachers and students within the school community. Be responsive and timely to teacher requests and other e-mails. Check your Teams Calendar and Chat feature for upcoming meetings and other important information throughout the day.

## **Be On Time**

Join your class on time using Microsoft Teams each class period. Navigate and click on the Teams feature on the left side of the screen, and subsequently click on the Team for your next class period. Wait for your teacher to begin a new session and click the Join Now button. Be engaged and attentive throughout the class period while online. Teams will track your attendance (including duration) and monitor your engagement throughout the class period. Hence, it not acceptable to check into a class and then subsequently leave it without the approval of the teacher.

## **Remain Engaged**

Be engaged during a class period. Remain ready to be called on by the teacher, actively participate in class discussions, and work collaboratively when assigned to a group--especially when in a breakout room.

## **Cameras On**

During online learning, your camera **MUST REMAIN ON**. There is no excuse for inoperable technology. Contact the I.T. Help Desk immediately if you encounter a problem with your technology.

## **No Recording**

Do NOT record any Teams video or audio during the online learning experience without the written permission of the teacher. This includes using any device (laptop, cell phone, etc.) that has the ability to record.

## **Logged In**

Use **ONLY** your school-issued Microsoft Office 365 account to log-in to Teams using your laptop. Do not use your cell phone or other device or log-in using a personal or generic account.

## **Use Your CBC Screen Name & Background**

Your screen name automatically aligns with your school-issued Office 365 account. Never change your screen name. Use **ONLY** the CBC graphic developed by the school as your background. Other background graphics are not acceptable.

## **Use Mute And Other Teams Features To Participate**

Use the features included in Microsoft Teams to participate in class activities. Respect your teacher and classmates by using the Mute function whenever you are not speaking. Use the Raise Hand and Chat features to actively participate or ask questions during class.

## **Move Around Between Classes**

Detach yourself from your laptop between classes. Get up and move around. Go outside for some fresh air or some brief exercise when time allows. Don't remain seated during breaks. Get up and get your blood flowing.

## **Have a Plan For Lunch**

Make a plan in advance for what you will have for lunch. You will have approximately 30 minutes to make and eat your lunch before returning to your workstation to begin class.

## COVID-19 ILLNESS OR SUSPECTED ILLNESS

### Office of the School Nurse

Any student who indicates having COVID-19 symptoms or fails a temperature check during a daily health screening or who feels ill during the school day will be sent to the School Nurse. Ill or potentially ill students will use one of two new contained isolation areas in the Office of the School Nurse to wait to be picked up by a parent or dismissed to go home, if necessary. The school will reference the COVID-19 School Nurse Algorithm developed by the Washington University Pediatric & Adolescent Ambulatory Research Consortium as guidance for testing, quarantine, and return to school decisions.

### Testing for COVID-19

Any student who indicates having COVID-19 symptoms (as a basis for a reported absence or while on campus), fails a temperature check during a daily health screening, or feels ill during the school day and is sent home should be tested for COVID-19.

If the student **tests negative** for COVID-19 and has no other confirmed non-COVID-19 illness, he may return to school upon providing documentation from a healthcare provider.

If the student **tests positive** for COVID-19, he must isolate at home following public health guidelines. The student may return to school after ALL of the following have occurred:

- At least 10 days have passed since his initial symptoms.
- He has had no fever for 72 hours (3 days) without the use of fever-reducing medication.
- His respiratory symptoms have improved.
- His parent / guardian have obtained medical clearance documentation from the St. Louis County Health Department.

If the student is **not tested** for COVID-19, he is presumed to be positive and must isolate at home following public health guidelines. The student may return to school after ALL of the following have occurred:

- At least 10 days have passed since his initial symptoms
- He has had no fever for 72 hours (3 days) without the use of fever-reducing medication.
- His respiratory symptoms have improved.
- His parent / guardian have obtained medical clearance documentation from the St. Louis County Health Department.

### Contact Tracing

Any student or staff member who has been in close contact with a person who has tested positive for COVID-19 will need to quarantine for 14 days from the point of their last contact with that individual.

**Close contact** includes the following:

- Being within 6 feet of a person who has tested positive for COVID-19 for at least 15 minutes
- Close, direct, and extended physical contact with the person (such as hugging or kissing)
- Sharing eating or drinking utensils with the person
- Being sneezed or coughed on by the person

The school will reference the COVID-19 Protocols for Schools Assisting Contact Tracing developed by the Washington University Pediatric & Adolescent Ambulatory Research Consortium as guidance for contact tracing.

To prevent the spread of the virus, the school will work closely with the local health department to provide a list of close contacts and corresponding contact information to ensure timely and efficient contact tracing.

The Dean of Students, working with the School Nurse and faculty, will attempt to trace all individuals who have been in close contact on campus with a person who has tested positive for COVID-19. Tracing sources include classroom seating charts, bus seating charts (when applicable), class rosters, e-hallpass data, co-curricular cohort groups, and visitor logs.

We will comply with the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) whenever required (unless waived by families) to ensure confidentiality for our students, families, and staff.

***The Administration retains the right to amend any or all parts of the Student & Parent/Guardian Handbook at any time.***