



# STUDENT & PARENT HANDBOOK





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# INTRODUCTION

## HISTORY

Founded in 1859, Christian Brothers Academy (CBA) is a Roman Catholic college preparatory school conducted by the Brothers of the Christian Schools, or Christian Brothers. The De La Salle Christian Brothers are a Roman Catholic religious teaching congregation, founded in France in 1680 by John Baptist de La Salle.

As a young priest in France, John Baptist de La Salle became increasingly aware of the lack of educational opportunities for impoverished boys in Rheims, France. To address this, De La Salle envisioned schools for the education of the poor. All young boys, regardless of their economic status, were to receive the same education in the same classroom for free. An educational pioneer and innovator, De La Salle believed that in addition to literacy and numeracy, catechizing the young in the Faith was integral to the educational process. His first teachers were laymen who took vows; the first Brothers. Canonized a saint in 1900, Saint John Baptist de La Salle was proclaimed the Patron Saint of Teachers by Pope Pius XII in 1950.

Animated by the example and charisma of Saint La Salle, the Brothers are consecrated and vowed to procure God's glory through the ministry of the Christian Education of the young, especially the children of the working class and the poor. Together with dedicated men and women, their Lasallian Partners, the Brothers continue to exercise the ministry of Christian Education in over 80 countries around the world.

In 1854, the Christian Brothers were invited to Albany to open an orphan asylum for boys on Western Avenue, the current La Salle School. To help support the asylum, the Brothers began a pay school in 1859 in which eighty boys enrolled. This was the beginning of the present Christian Brothers Academy. In 1869, CBA was chartered by the University of the State of New York. Over time the school outgrew its facilities. Each time, it relocated to a larger site in Albany and locations included Madison Ave, Lydius Street, Lodge Street and De La Salle Road. The new campus on Airline Drive in Colonie opened in 1998 and has incorporated current technological advancements into its design and structure. Athletic fields located on the 126 acres offer the student body ample opportunity



to engage in a wide variety of activities. In 2016 the administration and Board of Trustees approved the addition of a Fifth Grade to the school and an addition to the facility was constructed to house the Middle School and Music Rooms to accommodate the school's growing enrollment.

1892 saw military training introduced and the Civil War Zouave uniform was adopted for the cadets. In 1937, CBA was accredited as a military academy by the United States government. And in 2012, the Administration and the Board of Trustees made the decision to become a JROTC optional institution

Today's CBA offers a Catholic college preparatory program, in a Gospel centered environment, for young men in grades 5 through 12. While approximately one-quarter of our students live in cities, three-quarters come from suburban areas. Many students travel great distances from their homes, some upwards of fifty miles, to be a part of the CBA community and the CBA tradition.

CBA can be proud of its almost seven thousand living alumni, hundreds of whom are found in the professional fields of medicine, law, and engineering. Hundreds more are leaders in business, commerce, manufacturing, government, education and the clergy.

## **MISSION STATEMENT**

Christian Brothers Academy, a college preparatory Catholic School in the Lasallian tradition, provides young men in grades five through twelve with a balanced education through challenging academic and broad co-curricular programs in a safe, faith-filled environment. Sponsored by the Brothers of the Christian Schools, CBA is committed to meeting the needs of the individual, developing his full potential and guiding him toward his role as a successful member of society. The teachings of the Catholic Church, the traditions of the Brothers of the Christian Schools and the principles of American citizenship form the foundation of the school's Educational Philosophy.

## **GRADUATE PROFILE**

The faculty, staff and administration at CBA strive to develop and maintain a positive school environment where boys become men. Students at CBA go on to be leaders and productive citizens who strive to positively affect their community and contribute to building the Kingdom of God. The CBA graduate is:

## **DEVOTED TO LEARNING**

The CBA graduate is a life-long learner. Though the classroom is the most common location associated with learning, education does not end with graduation. Once he leaves this school the CBA graduate is going to be tested and challenged by the world around him. He will need to be a Gospel centered critical thinker, reader, writer and an effective communicator. It is at CBA that he will develop the necessary skills to become an intelligent and well-rounded citizen and member of the Church.

## **DEVOTED TO SERVICE**

The CBA graduate is a caring, socially-aware individual. It is within the walls of this school that he learns to exercise his civic duty and Christian responsibility to others. He understands and heeds the Gospel invitation to serve those who are in need. No matter what path he takes, he will always carry with him the desire to help others.

## **DEVOTED TO FAITH**

The CBA graduate realizes that his faith is an integral part of his being and that he is always in the holy presence of God. He continues to develop a personal relationship with God and matures in his faith. He has an appreciation for the diversity of the People of God. His faith in God will accompany him and guide him in the important decisions that he will make throughout his life.

## **BELIEF STATEMENTS**

The Christian principles of life that most strongly influence our Philosophy include:

- The universe was created by God and is sustained by God's Providence
- Humankind is a personal creation of God, composed of body and soul and placed on Earth to merit happiness through service to God and society
- We are endowed with intelligence and free will and we are responsible for our conduct, having rights and obligations
- The teachings of the Catholic Church and the traditions of the Christian Brothers throughout the world are the foundation of our philosophy
- An atmosphere must be created in which self-discipline, order and

respect be seen as important objectives in the development of mature Christians

- We are endowed with gifts and powers which are to be perfected
- Intellectual, spiritual, moral and social development hold the foremost place in our school

## **NON DISCRIMINATION STATEMENT**

Christian Brothers Academy does not discriminate on the basis of race, color, religion, national, or ethnic origin, or any other category protected by law, in administration of its educational policies, admissions policies, scholarship program, or any other school-administered programs. This policy is based upon the belief that diversity within our community enriches the educational experience for all. Students are encouraged to explore, understand, and value their differences.

## **SCHOOL CREST, COLORS, & MASCOT**

Any communication from Christian Brothers Academy or an affiliated organization (i.e. Booster Club) that represents the school through use of the school's logo and/or the use of the school name, "Christian Brothers Academy," or "CBA," must be approved by the appropriate Administrator prior to distribution. Christian Brothers Academy will be abbreviated as "CBA" (without periods) in all communication. Any apparel representing CBA must be approved in advance by the Office of Institutional Advancement to ensure proper use of the name and logo with approved colors.

## **SCHOOL STATIONERY**

School stationery is to be used for official business only and its use must be approved by the appropriate member of the CBA Administration. It must be the official stationery approved by the President.

## **ACCREDITATIONS AND MEMBERSHIPS**

Christian Brothers Academy is accredited by the University of the State of New York Board of Regents, as well as the Middle States Association of Colleges and Schools. Our institution is affiliated with the Catholic School Administrators Association of New York State and the National Catholic Education Association.

We are a proud member of the Institute of the Brothers of the Christian Schools and a JROTC School of Distinction.

# ABOUT THIS HANDBOOK

The Student and Parent Handbook is meant to be a general guide for families to policies and procedures at Christian Brothers Academy. The policies and procedures in this handbook are intended to ensure a positive and Gospel centered environment for the entire CBA community.

Please take time to go through this handbook with your son(s). It is expected that families understand and agree to the school's expectations and that families know the appropriate personnel to contact with questions and concerns. Students are expected to know and understand all information in this handbook as well as information distributed through announcements, information sheets, and the school information boards.

Support and respect for school policies is assumed in this relationship. In that regard, we presume that a family has chosen CBA because its Mission and Christian values align with their family's priorities. Enrolling at CBA indicates full compliance with all rules and regulations set forth within the handbook. CBA reserves the right to terminate a student's enrollment at any time when he or his parent(s) or guardian(s) demonstrate attitudes or behaviors clearly at odds with, or undermining of, the Mission, Christian values, or policies of CBA in their dealings with the school, its personnel, or while attending its events.

CBA reserves the right to make revisions to this document when deemed necessary by the school administration. Observance of any such change is expected once the student body, along with their parent(s) or guardian(s), has been advised of the change.

Each school year, during the enrollment or re-enrollment process, parents/guardians agree that the student and parents will comply with the rules, regulations, and other expectations of CBA.



# DAILY PROCEDURES

## ACADEMIC CALENDAR

Every year, Christian Brothers Academy establishes an academic calendar which outlines the dates of academic instruction and letter days for each day of instruction. This calendar includes dates regarding academic checkpoints, school events, holidays, special schedules and guidance events. The school builds additional days into the academic calendar to account for unforeseen circumstances necessitating a school closure. In the event of an unscheduled school closure the academic calendar will move on to the next letter day.

CBA reserves the right to amend or modify the academic calendar as needed, this includes amending or modifying the mode of instruction for the day. CBA will provide parents and guardians with notice of any modifications to the academic calendar.

## APPEARANCE & DRESS CODE

Pride in the CBA uniform and a student's appearance is an important part of a CBA education. The dress code/uniform helps to instill the habits of good grooming and self respect as well as identification with CBA. The dress code is in effect and the uniform is to be worn properly on and off school grounds, on buses, in stores, en route home, and in any public setting.

In the event that the school uniform cannot be worn due to injury or some extenuating circumstance, the student is to wear civilian attire. Proper documentation is to be provided explaining the reason why the student was unable to wear the school uniform. Civilian attire consists of a long sleeve button-down dress shirt with tie, dress slacks with a belt, dress socks, and dress shoes. Students have the option of wearing a sport coat or sweater over the dress shirt.

**Dress:** The following items of clothing are required dress for students and should be maintained in a neat and clean condition and be properly sized.

**JROTC:** Students in the JROTC program wear two uniforms during the year, the “Daily Uniform” and the “Dress Blues Uniform”. The Cadet Officer Corps will inspect students daily during the morning formation period.

- **Daily Uniform:** The daily uniform is issued by the CBA JROTC Supply Office courtesy of the U.S. Army. Students receive two pants, three shirts, a belt, one pair of JROTC dress shoes and jacket for all seasons. Students wear a white undershirt and black dress socks. This uniform is worn most days unless indicated on the academic calendar.
- **Optional Sweater:** Students are allowed to wear a sweater with the daily uniform however it is not mandated.
  - **JROTC Sweater:** The official black knit JROTC sweater can be ordered through the CBA website. It is worn with a name tag, crest pin and rank. This sweater can be worn at all times with the daily uniform.
  - **Quarter Zip Sweater:** The quarter zip black sweater with knit crest can be ordered through Student Styles. This is an alternate sweater to the JROTC sweater and can be worn at all times except during inspection and other military activities.
- **Dress Blue Uniform:** The dress blue uniform can be rented or purchased from Student Styles. Students will wear a navy blue military jacket, long sleeve white dress shirt, black tie, navy blue dress pants with a gold stripe, black dress socks and JROTC dress shoes. Starting in April students wear white pants with the dress blues. On the dress blue jacket students will wear their name tag, rank, ribbons, medals, chords and pins. These items are provided in the initial hat kit, individual purchase through the CBA website or by the JROTC supply office. The dress blue uniform is worn when indicated on the academic calendar and for all formal school functions.
- **Hat Kit:** All JROTC students are required to purchase an initial hat kit that comes with one JROTC service cap, white cap cover, white gloves, two name tags, two CBA crest pins, and gold chord. Replacement for any of these items can be made through purchase on the CBA website.
- **Officer's Gear:** Officer's Gear is ordered through the CBA website and is only for commissioned and non-commissioned senior leaders. Officer's receive an officer hat with plume, white belt and strap, pins and sword. Officer's gear is worn during drill and with the dress blue

uniform for all formal school functions when indicated.

**Non-JROTC High School Students:** The school has established the following guidelines for wearing the Non-JROTC high school uniform.

- **Sport Coat:** Students are required to wear a navy blue blazer anytime the JROTC Dress Blue uniform is scheduled on the academic calendar.
- **Dress Shirt and Tie:** Only a white long sleeve dress shirt and the CBA High School purple and gold tie is permitted. Shirts should be tucked in and ties properly knotted at the collar.
- **Dress Pants, Shoes, Socks and Belt:** Only gray dress slacks, black dress shoes, black dress socks and a black belt are permitted. Pants are to be worn above the hip and should not be exceedingly baggy. Short athletic socks are not acceptable.
- **Sweater and Sweater Vest:** The CBA black sweater and sweater vest are optional uniform items. All sweater and sweater vests must be free of holes or tears if worn.

**Middle School Students:** The school has established the following guidelines for wearing the middle school uniform.

- **Dress Shirt and Tie:** Only a solid yellow long or short sleeve dress shirt with the CBA Middle School purple and gold striped tie is permitted.
- **Dress Pants, Shoes, Socks, and Belt:** Only gray dress slacks, black dress shoes, black dress socks and a black belt are permitted. Pants are to be worn above the hip and should not be exceedingly baggy. Short athletic socks are not acceptable.
- **Sweater:** The purple CBA sweater is to be worn every day unless indicated otherwise by the Assistant Principal for the Middle School

**Grooming:** Students are responsible for complying with the following grooming standards.

- **Haircut:** Students are expected to keep their hair neat and clean at all times. Extreme, eccentric, or faddish haircuts or hairstyles are not authorized. In accordance with Army Regulations 670-1 which applies to all male JROTC students, hair is to be above the collar, gently tapered on the sides and the back and off the eyebrows. A

tapered appearance is one where the outline of the student's hair conforms to the shape of his head. Hair is to be off the ear with no large masses of hair on the top, sides, or back and sideburns may be no longer than the ear opening. Unauthorized haircuts include but are not limited to mohawks, fohawks, mullets or all kinds, braids, cornrows, twists, and dreadlocks. Shaved in designs, patterns and lines (including in eyebrows) and dyed hair is not permissible.

- **Shaving:** Students are required to be clean shaven each day. Students found in violation will be sent to the Assistant Principal for Students to shave prior to returning to class.
- **Tattoos:** Students are not to have visible tattoos while wearing the school uniform, whether inside or outside the school building. Those students who have made the decision to have a tattoo are required to cover it at all times while in uniform.
- **Jewelry:** Earrings, exposed jewelry and body piercing jewelry is NOT permitted with the school uniform.

**Dress Down Day Guidelines:** On occasion, Administration may approve a Dress Down Day for the purpose of recognizing or raising funds for a particular cause or community event. In such cases, students are to adhere to the following guidelines:

### **Shirts**

- **Acceptable Shirts:** Button-down, polo, or tee shirts; sweaters or "hoodies"
- **Unacceptable Shirts:** Tank tops; shirts displaying offensive language, messages, or illustrations (ie. portraying alcohol, drugs, violence, etc.)

### **Pants**

- **Acceptable Pants:** Appropriately worn jeans, khakis, athletic warm-ups, and sweatpants; appropriately worn styles of shorts (during the warm-weather months)
- **Unacceptable Pants:** Short shorts, pajama pants; any pants or shorts that sag or have holes, rips, or tears

### **Shoes**

- **Acceptable Shoes:** Closed-toed shoes, boots, or sneakers; sandals/ flip flops (during the warm-weather months)

- **Unacceptable Shoes:** Slippers

### **Miscellaneous**

- Hats, scarves, and sunglasses are not permitted. Hoods are not to be worn over the head.
- Earrings are not permitted. Chains or necklaces must be tucked under the shirt.
- Visible body piercings, markings, and tattoos are not permitted.
- No clothing with holes, rips, or tears.
- All grooming standards apply. Students must be clean-shaven and have the proper school haircut.

Administration will make the final decisions regarding student grooming and appearance. Students who are out of dress code may not be allowed to attend class until they are in dress code and may face further disciplinary action.

## **ATTENDANCE & SCHOOL HOURS**

**Attendance:** Daily attendance at school is the hallmark of a serious and successful student. It is expected that a student will miss school only for serious reasons. Responsibility for attendance rests jointly with the student and his parent/guardian. The academic school day begins at 7:55 AM and ends at 2:50 PM

**Absence:** A student who will be absent from school must have a parent or guardian call the Main Office prior to 8:00 AM. For an absence, a call must be made each day the student is absent. On returning to school, a note signed by a parent stating the day(s) absent and the reason for the absence must be presented to the Main Office. Students are responsible for all assignments missed due to absence. Students who are absent three or more hours of a day will be marked absent. In a case of prolonged illness, the parent/guardian should call the Guidance Office to arrange for homework and study assignments to be sent to the student's home. Excessive absences may result in a failure of courses, a requirement to attend summer school or being asked to withdraw from school. Parents will be notified if a student's number of absences is deemed unacceptable. The school does not approve of absences for vacation purposes. Please see pg. 28 of this handbook for more information.

**Student Illness:** A student who becomes ill during the school day will be sent to the Health Office with a written note from his teacher or an administrator. Upon the nurse's recommendation, a student may be dismissed from school after his

parents or guardians have been notified by the nurse. A student may not take it upon himself to contact his parents or guardians for purposes of leaving early due to illness. Only the nurse, President, Principal, or Assistant Principals may dismiss a student for sickness. A student leaving school without prior permission will be subject to strict disciplinary action. If a student leaves school sick, he may not participate or attend any extracurricular activity that day or evening

**Early Dismissal:** If an early dismissal is unavoidable, a note must be submitted to the Main Office upon arriving at school on the morning of the event and a parent should call the Main Office before 9:30 AM to verify the request. If a student misses three or more hours of school, he may not participate in school activities. Students returning to school from early dismissal are to report to the Main Office.

**Lateness:** Homeroom begins at 7:55 AM every day. Students are expected to be in class prepared for morning prayer, the pledge of allegiance, and announcements at that time. Students who arrive after 8:00 AM will be late and must check in at the main office upon arrival at school. Detention will generally be assigned to late-arriving students and students who do not bring in a note for lateness. Students must be in attendance by 9:45 AM to be permitted to attend or participate in any on-campus or off-campus school sponsored activities during the school day, afternoon, or evening. Students who arrive after this time must present a valid medical or legal excuse to receive administrative permission to participate; a note stating that the student was ill is not sufficient. Ten or more tardies could result in a Saturday detention and/or suspension.

**Leaving Campus:** Upon arriving at school students may not leave the property without permission of an Administrator. Students may not go to their cars or any outdoor areas without permission of an Administrator.

**Main Office Hours:** The Main Office is open on school days from 7:30 AM to 3:30 PM and 8:00 AM to 1:00 PM during the summer

**School Hours:** On school days, the building opens at 7:15 AM, however, direct supervision begins at 7:45 AM. Students who arrive prior to 7:45 must report to the cafeteria. School is in session from 7:55 AM to 2:50 PM. Students should arrive no later than 7:50 AM. All students are expected to arrive on time by leaving early enough to account for potential traffic and weather delays. Faculty, or other staff, are available before and after school. Arrangements for additional contact time can be made between the student and faculty member.



**Religious Services:** Liturgies and other religious services are an integral part of the Catholic mission of CBA. All students will attend all scheduled religious activities.

### **Dismissal:**

- **From Class:** In the event a teacher finds it necessary to dismiss a student from class, the student is to report immediately and without incident to the office of the appropriate administrator (Assistant Principal for Students or Assistant Principal for the Middle School)
- **From School:** Dismissal is at 2:50 PM every day. Buses are scheduled to leave at 3:10 PM and the CBA Saratoga Bus is scheduled to leave at 3:30 PM

**After School:** Students participating in after school activities should report to their designated location after dismissal. Beginning at 3:00 PM, students who are riding a bus or being picked up by a parent/guardian should be waiting for transportation in the front of the school. At 3:15 PM, all students must be in a designated, supervised area of the school.

All students not participating in an after school program must be picked up as soon as possible unless a prior arrangement has been made with school administration.

## **BELL SCHEDULE**

**Schedules:** There are three different bell schedules that students will follow based on the day: “Regular Schedule”, “AM Special”, “PM Special”. The “Regular Schedule” is the default schedule that students and teachers follow on most days. The “AM Special” and “PM Special” are used for occasions where students participate in drill, liturgy, or a special presentation.

**Homeroom/Formation:** The homeroom/formation period each morning are important components of the school day. Homeroom and formation are built into the student’s schedule and are conducted each school day. The period begins promptly at 7:55 AM. Prayers, attendance, morning inspection, announcements, and other school business will be conducted during this short period. Students who arrive to homeroom after 7:55 AM will be marked tardy.

## **CAMPUS ACCESS, SAFETY & SECURITY**

**Building Entry:** During the school day all students and guests must enter the

school building through their designated entrance. All visitors must enter through the front main entrance, identify themselves before the doors are unlocked and sign in at the main office. Doors are not to be propped open at any time.

**Confidentiality:** Administration, faculty and staff will keep confidential information entrusted to them so long as there are no health or safety issues. Parents will be promptly notified of counselor and/or teacher concerns when deemed necessary.

**Student Passes:** Students may receive a pass to report to a specific office/room at a particular time. This request is mandatory. If a student has a test/quiz during that time, he is asked to inform the faculty member who requested his presence so that he does not miss the assessment.

**Gymnasium and Weight Room:** These facilities are available to students only under the supervision of a faculty member. Students should be in proper athletic attire when using these facilities.

**Library and Collaborative Resource Spaces:** The library and other collaborative resource spaces are places for research and study and proper conduct is to be maintained at all times.

**Restrooms:** High School students are to use the restrooms in the 400 and 500 wings. Middle students are to use the 200 and 300 wings. Restrooms are not to be used as “hang out” places. Inappropriate use of a school restroom may be subject to disciplinary action.

**Security Cameras:** Security cameras are placed in various locations on campus. The cameras are not actively monitored, but do record activity. Security camera footage is for administrative use only.

**Safety Drills:** CBA will conduct periodic safety drills. Students are expected to follow the evacuation routes posted in each classroom. For the safety of all, the quick, orderly, and quiet evacuation of the building is imperative. In case of a drill or emergency, students must remain with their teacher in the designated area and follow any directives.

## **CONTACT INFORMATION AND COMMUNICATION**

**Change of Address and Emergency/Parent Phone Numbers:** Parents are asked to keep email, mailing addresses phone numbers and emergency contacts current and make all necessary changes through the PowerSchool Parent Portal. All unlisted phone numbers will be respected. If parents are working outside the

home, it is important that CBA have a phone contact in case of emergency.

**School Communications:** Communications from the school and or teachers to parents will be in the form of emails and/or US mail. Additionally teachers may reach out to parents through phone calls. Although teachers do not have a direct phone line, they do have extensions where parents can leave voice messages to be returned by the teacher.

**Telephone Messages to Students:** The school will deliver messages to students in case of emergency.

## EMERGENCY NOTIFICATION

**Notifications:** CBA uses the email and phone information provided by parents/guardians in the PowerSchool network. Notifications will be sent in the form of an email, text message or voice call.

**Closing of School:** If it becomes necessary for CBA to cancel classes, it will be broadcast on local television stations, posted on websites, and communicated via CBA's emergency notification system. Such announcements will clearly state that "Christian Brothers Academy is closed". CBA is not included in Albany Catholic Schools closings. Under special circumstances it may be announced that a delayed opening will be in effect. If CBA closes early due to weather conditions, the building will close and parents who drive their son(s) to school, must make every effort to pick up their son(s) by the announced closing time.

## FOOD AND CHEWING GUM

With the exception of specific circumstances, all food is restricted to the cafeteria. Students are responsible for disposing of their trash and recyclables and the cleanliness of their eating space. Proper behavior and cooperation is expected with all cafeteria staff in helping to keep the cafeteria clean. Students are not permitted to chew gum in the school building without permission from the administration.

## GOOGLE ACCOUNTS AND CHROMEBOOKS

**Email:** Student's are given an @cbaalbany.org email account for the duration of their time at CBA. This email and data associated with it is to be used for school use only. After graduation or withdrawal from CBA students have until September of the next school year to transfer all data to their personal accounts

before the school account will be suspended and data purged.

**Google Classroom:** Google Classroom is an online learning management system where teachers will post announcements, assignments, and resources associated with their class. All teachers will at least post homework assignments for students on Google Classroom. Each student is given access to Google Classroom using their CBA GMail account username and password. Teachers will provide students with classroom codes during the first days of the year. Students are required to check their accounts throughout the year to stay up to date on assignments and announcements distributed by the teacher. Parents are encouraged to use your son's email and password to sign in to stay up to date as well. Parents can also sign up to receive weekly email updates of their son's activity in Google Classroom but are only able to access the student view by using their son's email and password.

**Chromebook:** A chromebook will be provided to each student for school use during their time at CBA. With the exception of seniors, all students are required to use their CBA chromebook in school. CBA retains ownership of the device and the students are responsible for all damage that may occur while it is in their possession. In the event a chromebook is damaged the student must notify the Assistant Principal for Students and/or the Director of Technology. For more information about Chromebooks and the use of technology please refer to the "Acceptable Technology Use" section of this handbook.

## **PARKING**

There are designated parking spaces for CBA staff and students. Any student parked on CBA grounds must be registered with CBA, have paid the appropriate fee, be parked in his assigned spot, and must display the tag that has been assigned to him. Any student who fails to display the proper tag or who is parked in an area that is not designated as student parking may have his car towed at the expense of the student. Student parking is a privilege. All students who drive will respect the law and the posted signs. Students observed driving recklessly will lose their parking privileges. Cars are to be locked when parked in the school lot. Valuables should be stored properly. CBA is not responsible for any damage or theft that may occur while a car is parked in the lot. The student will assume all liability (see Vehicle Registration Form/Parking Contract). CBA is a drug-free school zone and this includes vehicles.

## PERSONAL BELONGINGS

**Backpacks:** Backpacks are not allowed to be used in the school building during the school day. Backpacks may be used to transport books and supplies to and from school. Students will only be allowed to carry a backpack to classes with the permission of the health office or administration.

**Cell Phones:** If a student feels the need to bring a cell phone to school they are allowed to use it before the start of homeroom, during lunch if permitted, at their locker and after dismissal only. Use of a cell phone in class or study hall is prohibited. If a student brings a cell phone to class they are expected to check it in upon entering the room in the designated cell phone holder. Phones that are seen or heard in the building without permission will be confiscated by school personnel and the student may be subject to disciplinary action. At no time should a student be using a cell phone to take pictures or record a video in school.

**Headphones/Buds:** If a student needs to bring headphones or earbuds they are allowed to use it before the start of homeroom and after dismissal without permission. Use of these devices during the school day is only with the permission of a teacher or study hall moderator. At no time should a student have headphones or earbuds visible during the change of classes in the hallways. If seen, teachers and administrators could confiscate the device and disciplinary action may be taken.

**Lockers:** Lockers are the property of CBA and are temporarily provided to the student to store necessary school supplies and personal items. Each student is assigned a locker and may not change lockers without the permission of the Assistant Principal for Students or Middle School. Locks on lockers must be school-issued. Lockers should be locked at all times. If the student loses his school lock, he will be charged a fee to replace it. Each student is responsible for the interior and exterior condition of his assigned locker.

All students will be subject to announced inspection of lockers as well as those that are unannounced. Students should have no expectation of privacy with respect to any item stored within the school locker. The school expressly reserves the right to conduct a search of any locker on school premises at any time it deems necessary. Any deliberate or unresolved damage will be billed to the parent and could delay the release of school records or diplomas. Athletic lockers are not to be used as school lockers at any time before or during the school day.

**Lost and Found:** All found articles should be submitted to the Main Office. The lost and found bins are located in the Cafeteria Hallway. Items will not be stored longer than two weeks.

**Water Bottles:** Students are allowed to bring their own water bottle to school. All water bottles need to be no larger than 24 oz, clear and plastic. Students are only allowed to use it for water. No other drinks such as coffee, juice or energy drinks are permitted outside the cafeteria.



## POWERSCHOOL

Christian Brothers Academy utilizes PowerSchool (PS) as its Student Information System (SIS) provider; the system is the repository for student and family demographic information as well as student grades, absences and tardies. Additionally, the system (PowerSchool) can and will be used as a communication tool by CBA. School Administration and teachers will deliver electronic messages and forms to both students and parents using the system throughout the year. Both students and their parents/guardians are assigned their own user accounts and should use those accounts to access the system through the PowerSchool Portal. If you have questions or problems with this you should contact the Main Office. [Click here](#) to access the PowerSchool Parent Portal.

## SEARCHES

In our efforts to maintain a safe school environment, the school reserves the right to search anything brought on school property. When school officials have a reasonable suspicion that a school rule is being violated, or that illegal contraband may be concealed in a student's personal belongings, lockers, car, or on his person, they may act upon that suspicion without the student's consent. The resulting evidence, if any, may be used in connection with a disciplinary proceeding and/or notification to appropriate law enforcement authorities. CBA works with the Colonie Police Department (PD) on such matters and the Colonie PD will be called in to school if the administration deems necessary.

## STUDENT INFORMATION

**Custodial and Non-Custodial Rights:** CBA abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, CBA will provide the non-custodial parent with access to academic records and other school information regarding his/her child. It is the responsibility of the non-custodial parent to request a second mailing. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.

**Use of Student Pictures:** CBA reserves the right to use student pictures in publications and/or the school's website. Any parent who does not wish his or her child's picture used must indicate this, in writing, to the Office of Institutional Advancement. If a parent changes their mind regarding the use of student pictures, they need to contact the Office of Institutional Advancement.

# ACADEMICS

## ACADEMIC STANDING

Student progress should be monitored by parents via the PowerSchool (PS) student information system (SIS). This service is accessible through a link on the CBA website ([www.cbaalbany.org](http://www.cbaalbany.org)). Report cards are issued electronically at the end of each marking period. Only final course grades are entered on the students' permanent record. Numerical grades are used to assess student achievement. A passing grade is 70 and above. Any student who receives an Incomplete on any report card must meet with the teacher and complete the missing work within three (3) weeks of receiving such Incomplete. Incompletes not made up within the aforementioned three week time period will result in a failing grade. Teacher comments are included on the report card at the discretion of the teacher.

### A student who fails:

- One or two courses on the final report card must attend summer school or a CBA approved summer educational program and must pass the course(s) in order to continue at CBA
- Three or more courses may not be allowed to continue his education at CBA

## ACADEMIC HONORS

Academic Honors are awarded to students in grades 5–12 based on semester grades. In the High School, only subjects that are one full credit will be used to calculate the student's semester average. In the Middle School, only the core courses will be used to calculate a student's semester average.

### The CBA Honor Roll is as follows:

Brothers List	95 average with no grade lower than 90
1st Honors	90 average with no grade lower than 85
2nd Honors	85 average with no grade lower than 80
3rd Honors	80 average with no grade lower than 75

## **ACADEMIC PROBATION**

All students with two or more failing grades at a PowerSchool Checkpoint or at the end of a marking period will be placed on Academic Probation. Notification will be sent to parents/guardians informing them of the student's placement on Academic Probation. Students are placed on Academic Probation for a minimum of two (2) weeks and must fulfill certain requirements. The intent of the Academic Probation program is to help students improve their study habits and grades.

### **Students on Academic Probation will:**

- Meet with the Principal/Assistant Principal for Middle School and discuss their academic work
- Work and meet with their counselor to develop an academic improvement plan
- Meet with his teachers after school to make up work and/or get extra help in the subject(s) he is failing

Students on the two week Academic Probation are eligible to participate in athletics and extracurricular activities. After two weeks, a review will take place to determine if the student has brought his grades up to passing. If that is the case, he will be removed from Academic Probation.

If a student has not met the criteria for removal from Academic Probation, the probation continues and he may not be allowed to participate in athletics or extracurricular activities. Future participation in athletics and extracurricular activities will be determined by student effort and improved grades. In addition, he will be required to attend an after school study hall. If the student fulfills all of the requirements of the extended probation and he is passing those classes he was failing, he will be removed from probation.

## **ACADEMIC INTEGRITY**

In keeping with our Mission Statement, Christian Brothers Academy challenges students to achieve excellence in all aspects of their lives by encouraging them to live as moral, responsible, contributing, and successful members of society. Building character and academic integrity, as well as academic success, is a priority at Christian Brothers Academy. Therefore, all forms of cheating, plagiarizing, and lying are unacceptable behaviors for a person of character and will not be tolerated at CBA.

## **VIOLATIONS OF OUR ACADEMIC INTEGRITY GUIDELINES**

**A.** Using the work, ideas, and information of others, knowingly or unknowingly, as your own. Examples include, but are not limited to:

- Sharing and/or copying homework, lab reports, projects, and all other assignments
- Sharing and/or copying test/quiz answers
- Using a paper or work from previous years
- Obtaining material for a quiz or test without the instructor's knowledge
- Bringing and/or using unauthorized information during class, including information stored in any electronic device
- Discussing information about a quiz or test with other students who have not completed the assessment

**B.** A student who violates the standards/provisions noted in the Academic Integrity Guidelines is subject to academic discipline from his teacher and/or administration. Repeated violations and/or the severity of a single violation could result in academic discipline including academic probation, failing the course involved, and expulsion from CBA. The Principal will impose appropriate consequences and will maintain appropriate records.

## **DIPLOMA OPTIONS**

CBA Diploma

CBA Diploma and NYS Regents Diploma

CBA Diploma and NYS Regents Diploma with Advanced Designation

## DIPLOMA CREDIT REQUIREMENTS

Subject	CBA Diploma	NYS Diploma
Theology	4 Credits	
English	4 Credits	4 Credits
Social Studies	4 Credits	4 Credits
Mathematics	4 Credits (in high school)	3 Credits
Science	3 Credits (in high school)	3 Credits
Foreign Language	3 Credits (in high school)	1 Credit
Fine Arts	1 Credit	1 Credit
Health	0.5 Credit	0.5 Credit
Physical Education	2 Credits ( $\frac{1}{2}$ Credit per year)	2 Credits
Electives		3.5 Credits
Totals	25.5 Credits	22 Credits

## HONORS COURSES

In the High School, there is an Honors course of study available to qualified students. In the Middle School, qualified students will be able to study Algebra I (Common Core) and Living Environment both of which are High School offerings. The High School program allows students to take Honors level courses in all of the core disciplines (Mathematics, Science, Social Studies, English, and Foreign Language) through a combination of Advanced Placement offerings and regularly scheduled courses.

## ADVANCED PLACEMENT COURSES

The College Board offers the advanced placement program to high schools as an opportunity for students to pursue advanced credit in specific disciplines. CBA offers Advanced Placement courses in Biology, Calculus, English Literature and Composition, English Language and Composition, Physics, Statistics, United States History and World History. Students enrolled in an Advanced Placement course are required to sit for the AP exam scheduled in May and pay all necessary fees prior to November 15th.

## **COLLEGE CREDIT COURSES**

Christian Brothers Academy offers College in the High School (CHS) through Hudson Valley Community College (HVCC) and University in the High School (UHS) through the University at Albany as opportunities for students to earn college credit while attending CBA. CBA offers CHS/UHS courses in mathematics, business, Spanish, and social sciences. All courses in the CHS/UHS programs are college level courses and students are required to pay a reduced HVCC or University at Albany tuition.

## **NATIONAL AND JUNIOR HONORS SOCIETY**

Upperclassmen are eligible for membership in the St. Miguel Chapter of the National Honor Society. Middle School students are eligible for the St. Benilde Chapter of the National Junior Honor Society. If the student has maintained a cumulative weighted average of 90 or greater with all grades above 80 he meets initial eligibility requirements. A candidate must then provide evidence of his leadership, character, responsibility and service before he can be admitted to the NHS/NJHS. Faculty recommendations are included in the selection process. Students must meet all established deadlines in order to remain eligible and are expected to maintain the highest levels of compliance to remain members of the society. In addition, NHS members are expected to provide service at various school and community events or activities.

## **TRANSCRIPTS**

Official transcripts are maintained in the Guidance Office. Copies of transcripts can be obtained from the guidance administrative assistant by completing a transcript request form. Unofficial copies of transcripts will be issued to seniors for college visits at the start of the year. Upon graduation, the school will forward an official transcript to the college of choice free of charge. A student must be cleared of all holds (i.e. financial, service learning requirements, etc) before official transcripts will be released.



# STUDENT SERVICES

## ACTIVITIES AND ORGANIZATIONS

CBA offers a well-rounded program of activities and athletics that are designed to meet the needs and interests of as many students as possible. A student may be declared ineligible for participation in activities due to failing grades or other reasons determined by the school administration. In order to participate in athletics, students must pass a physical examination by a physician and have a valid physical on file in the Health Office. Additionally, there must be a valid Parent Permission and Health History Form on file in the Health Office. To participate in any athletic, extracurricular or co-curricular event, attendance during the school day is expected. Students must be in attendance by 9:45 AM to be permitted to attend or participate in any on-campus or off-campus school sponsored activities during the school day, afternoon, or evening. Students who arrive after this time must present a valid medical or legal excuse to receive administrative permission to participate; a note stating that the student was ill is not sufficient. CBA will not be responsible for any event that is not officially sanctioned by the administration.

## CBA'S CEEB (COLLEGE BOARD) IDENTIFICATION NUMBER

CBA 330050

## CRISIS INTERVENTION TEAM

CBA has a network of counselors and faculty available to assist and support students and families in the event of a tragedy in our school community. When appropriate, the team schedules training and implements important procedures for the school community.

## FIELD TRIPS

Field trips are privileges given to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements. In order to participate in any field trip sponsored by CBA, students must present a consent (permission) form which includes an insurance waiver, signed by a parent or guardian on or before the due date established by the teacher or administrator. Students who fail to submit proper

paperwork will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of written consent forms, however faxed consent forms will be allowed.

## **FOOD SERVICES**

CBA provides a full-service cafeteria to all students for breakfast and lunch via a third-party provider, Chartwells. Parents have the option to establish an account through My School Bucks ([myschoolbucks.com](http://myschoolbucks.com)) for all cafeteria purchases. Students are required to use their school-issued identification card for all purchases made through My School Bucks. It is the responsibility of all families/students to maintain a positive balance on their account. Using another student's account may result in the inactivation of a student's account and purchasing through this program may be prohibited. Students may also bring a bag lunch from home. Students are not allowed to order food to be delivered to the school or cafeteria during the school day.

## **FUNDRAISING ACTIVITIES**

Fundraising activities or events (including sponsorships) for all CBA booster clubs, groups, and individuals must be approved by the Director of Institutional Advancement (IA). Any booster club apparel designs and colors must be approved, in advance, by IA. Any programs must be reviewed by IA prior to going to print. Also, any marketing or solicitation letters and forms must be approved by IA. A detailed explanation of CBA's fundraising policy is available from the IA Office. Requests are to be submitted to the Director of IA, Colleen Ward, at [ward@cbaalbany.org](mailto:ward@cbaalbany.org) or call 518-452-9809 ext 113, or mailed to the school attention: Director of Institutional Advancement.

Any non-school sponsored fundraising activities must receive approval of the Director of Institutional Advancement.

## **HEALTH OFFICE**

All students, in accordance with New York State law, must have a complete record of immunizations on file in the Health Office for each school year.

## **PHYSICAL EXAMINATIONS**

New York State Health Law requires the following students to have a physical examination:

- All students enrolling at CBA for the first time.
- All students entering the seventh, ninth or eleventh grade.
- All student athletes must have a physical dated within one (1) year of each sport season.

Physical examination paperwork along with a properly completed Parent Permission Health History Form must be given to the school nurse prior to practicing with any team.

## **PHYSICAL EDUCATION MEDICAL EXCUSE POLICY**

If a student cannot participate in the physical education program, a note must be brought to the nurse signed by a parent or guardian. If a disability extends for more than one class, a doctor's note, stating the reason and duration for the excuse, must be submitted to the school nurse indicating the period of time the student is excused. Physical Education teachers will assign an alternative project or exercise program for students who are on medical leave (longer than one day).

## **STUDENT ACCIDENT INSURANCE POLICY**

This Insurance Plan is a program designed to reimburse parents/guardians for out-of-pocket expenses (i.e. co-pays and deductibles) incurred from hospital, physician, and other eligible medical expenses which occur as a result of an accident to their dependent child who is a full-time enrolled student at CBA. The Plan is an "Excess" Plan over other valid coverage meaning that the family's own health insurance is primary.

If your son is injured during a school sponsored activity or event, an accident report must be filed with the CBA Health Office. You will receive paperwork, which includes instructions on filing a claim. If you have any questions regarding this matter, you should contact the Main Office.

## **STUDENT IDENTIFICATION CARDS**

Each student is issued an identification card. This card is non-transferable.

## **TRANSPORTATION**

All students must be in full compliance with the CBA Code of Conduct while riding either public school buses or CBA's Saratoga Bus. Students may lose their privilege to ride the bus to/from school for repeated or serious infractions.

## **WORKING PAPERS**

Working papers can be obtained through the CBA Health Office during the school year. Otherwise, they must be obtained from the student's home school district. The Health Office maintains a supply of application forms and Certificates of Physical Fitness for the convenience of students who have a current physical on file.

# STUDENT CODE OF CONDUCT

In order for Christian Brothers Academy to provide a quality education in a safe, secure, and productive learning environment, students are expected to adopt and abide by the following guidelines:

- Attend and be on time for school every day indicated as an instructional, examination, or spiritual day in the school calendar. Attend assigned classes, on time, prepared to learn, with appropriate materials and a cooperative attitude
- Treat all students and staff members with respect
- Help maintain and preserve the building and all school equipment and materials
- Follow specific rules for each class
- Behave in a manner that is safe and healthy to yourself and others at CBA
- Take part in all mandatory school activities (example: school liturgies)

## ATTENDANCE

The major objectives of the CBA attendance policy are to:

- Ensure the maintenance of an adequate record verifying the attendance of all children at CBA in accordance with New York State Education Law
- Establish a practical mechanism for CBA to account to the parents or guardians for the whereabouts of each student throughout the school day
- Ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised study activities to permit each student to succeed

## ABSENCES FROM SCHOOL

The following is a list of reasons for absence and tardiness deemed to be excused and unexcused:

## Excused

- Personal illness up to 10 school days\*
- Academic activity/program recognized or required by the school administration
- Activity recognized by the school administration to be an educationally equivalent experience
- Recognized religious observance
- Death or serious illness in family
- Court appearance or legal obligation
- Military obligation
- Pre-approved college visit (not to exceed 6 per year – must be cleared through the student's Guidance Counselor first)
- Medical appointment

## Unexcused

- Truancy
- Any unexcused tardiness beyond 10 minutes
- Personal illness beyond 10 school days\*
- Personal and/or family vacation
- Absences for which a note is not provided within five (5) school days of student's return
- Activity not recognized by the school to be an educationally equivalent experience
- Other absences not listed above as "excused"

*\*For incidents of student illness beyond a total of 10 days over the course of the school year, medical documentation will be provided to the Principal so as to determine that extenuating circumstances exist.*

Parents/Guardians of students who accumulate 10 or more absences from an individual class or entire school day will be notified. If the number of absences continues to increase the administration will take the necessary steps to address the behavior up to and including a PINS referral to the county of residence or a referral to Child Protective Services for educational neglect. A student may be denied class credit if the number of absences in one class exceeds 25 in a school year. The Principal or designee will meet with the student, review the absences



and consider documentation that missed class and assignments have been made up by the student. The Principal will resolve the matter and communicate the decision in writing to all parties involved.

If a student misses more than 10 minutes of instructional time, the student may be considered "Absent" from that class.

Although the school will make every attempt to notify parents of absences that are accumulating at a high rate under this policy it is the responsibility of the student and his parent/guardian to track absences or lateness/early departures. Students and parents who have questions about their status should contact the Assistant Principal for Students or the Assistant Principal for Middle School.

The Assistant Principal for Students and Assistant Principal for the Middle School are responsible for reviewing student attendance records and initiating the appropriate action consistent with this policy.

## **CHANGE OF CLASSES "PASS TIME"**

Students are to be seated in the classroom when the bell rings to begin a period. Students need to move efficiently from class to class and be on time. Talking in a reasonable and moderate tone and acting in a respectable manner in the hallways during pass time is expected. When a student is kept after class by a teacher, he will receive a pass from that teacher to his next class.

## **CRIMINAL ACTIVITY**

When the administration becomes aware of the involvement of CBA students in criminal activity inside or outside of school, the administration will communicate with law enforcement and may convene a disciplinary hearing.

## **DETENTION**

There are four types of detention assigned to students. When assigned after school or on a weekend, detention must be served; practices, games, or other extracurricular activities are not considered legitimate excuses for missing detention. Failure to do so could result in further disciplinary action up to and including suspension and a Principal's Committee Hearing.

**Teacher Assigned Detention:** A student may be assigned detention with an individual teacher. The teacher will determine the length of the detention and only the teacher who made the assignment may excuse a student. Any student

who misses a Teacher Assigned Detention will be referred to the Assistant Principal for Students or Assistant Principal for the Middle School.

**Lunch Detention:** A student is assigned lunch detention by the administration for violation of school rules. Students in lunch detention will eat separately from their peers and are responsible to help with lunch clean up.

**Administrative Detention:** Assigned for the violation of school rules. Detention may be held daily, after school and can range between 30 and 60 minutes long. Students are expected to be in full compliance with the dress code during detention. Detention will be held, when needed, on Tuesdays, Wednesdays and Thursdays.

**Saturday Detention:** Assigned for repeated violation of school rules and/or missing a detention or demerit line. The date and time of the detention will be assigned by the administration. Any student who misses their Saturday detention may be subject to a Principal's Committee Hearing and could be suspended from school.

## DEMERIT LINE

Demerit Line is assigned to students who accumulate 5 or more demerits for dress code violations, fail haircut inspection or are out of uniform for the day without administrative permission. Demerit Line will be held under the supervision of the JROTC Department. Please refer to the Cadet Handbook for a list of violations and number of demerits received for each violation. Students will be notified of their assigned Demerit Line in advance.

If a student misses an assigned Demerit Line, parents will be contacted, and the JROTC department will take the appropriate action(s) with the student and his parents. Additionally, the student may be referred to the Assistant Principal for Students and, if necessary, further disciplinary action may be taken. If a student accumulates an unacceptable number of demerits throughout the school year, or is a constant disruption to the JROTC program, he may be subject to suspension and a hearing to determine whether or not he will be allowed to continue to participate in the school's JROTC program.

## PRINCIPAL'S COMMITTEE HEARING

The Principal's Committee reviews severe infractions of the Code of Conduct. The committee may be made up of administrators, counselors, teachers, and students. This body reviews evidence of serious infractions, meeting with

32 the student and parents and comes to a decision regarding consequences for

the student. Hearings could result in long term disciplinary measures or even expulsion from CBA. Each hearing considers, but is not limited to these factors:

- Offense(s) that created the need for the Hearing
- Cooperation of the student and family
- The student's pattern of behavior and willingness to be accountable for their conduct

## **DISMISSAL FROM CLASS**

In the event a teacher finds it necessary to dismiss a student from class, the student is to report immediately and without incident to the office of the appropriate administrator.

## **GAMBLING**

All forms of gambling on school property, or at school-sponsored activities are prohibited at CBA.

## **HARASSMENT**

The harassment of other students or staff members at school or over the Internet, whether it is physical, verbal, or emotional, is not tolerated and will be addressed. Students exhibiting such behavior will be referred to the Assistant Principal for Students or Assistant Principal for the Middle School and could be subject to strict disciplinary action; if necessary, law enforcement will be contacted. Any student who continuously harasses other students may be suspended and may be subject to a Disciplinary Hearing with the possibility of expulsion from CBA. It is the responsibility of all students, faculty and staff to report alleged incidents of harassment to the appropriate administrator.

**Bias and Prejudice:** Bias and prejudice based on race, creed, ethnicity, or other differences runs contrary to the Gospel and the mission and philosophy of CBA.

**Bullying:** Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

**Hazing:** Hazing is a form of harassment which involves committing an act against a student or coercing a student into committing an act that creates a risk of

emotional, physical, or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

**Sexual Harassment:** Sexual harassment is a form of sexual discrimination that will not be tolerated by CBA. Sexual harassment may occur in a number of ways including (1) verbal, physical, or cyber conduct of a sexual nature included, but are not limited to, the display of sexually suggestive objects or pictures, sexual innuendo, jokes, suggestive comments, or offensive gestures. ; (2) situations where a student's submission to, or rejection of, such conduct becomes a basis for academic decisions affecting the student and/or impacts on the learning environment; or (3) when such conduct creates a hostile, intimidating, or offensive learning environment. Any student who believes he has been subjected to sexual harassment should immediately report the incident(s) to a member of the CBA faculty or staff.

## **MANDATORY SCHOOL ACTIVITIES**

Activities that occur throughout the academic year are part of the history and mission of CBA and our role in our community. Drill periods, liturgies, and community service are required of all CBA students. Failure to attend any mandatory school activity may result in disciplinary action. Legitimate excuses for non-attendance will be accepted, but the service time must be made up. Failure to comply with the scheduled make-up time may result in disciplinary action.

## **OFF CAMPUS BEHAVIOR**

Students whose actions are contrary to the moral, religious, or ethical principles of the Roman Catholic Church and the philosophy of CBA, may be subject to disciplinary action. The school reserves the right to discipline students for conduct on or off school property. Students who are in violation of civil or criminal law off campus, involving conduct that, in the opinion of the school administration, would cause discredit to the reputation of CBA, may be subject to disciplinary action. CBA will not be responsible for any event that is not officially sanctioned by the administration.

## **PHYSICAL ALTERCATIONS**

All participants in a physical altercation, whether on school property or at a school-sponsored event, can expect to be suspended indefinitely pending an investigation into the cause. Students who provoke and/or encourage a fight are

just as liable for the violence as the participants. Any student who engages in a physical altercation may be expelled from CBA.

## **PUBLIC DISPLAYS OF AFFECTION**

Since they pose an undesired distraction, public displays of affection at any time on school premises or at school-related activities are unacceptable.

## **RELIGIOUS ACTIVITIES**

Several times during the school year we require that all of our students be in attendance for liturgy and other religious activities. We ask that everyone show reverence and respect, follow procedures, and act in an appropriate manner during these assemblies.

## **SEXUAL MISCONDUCT**

Students who engage in any form of sexual misconduct at any time on school premises or at school-related activities are subject to disciplinary action.

## **SMOKING AND VAPING**

Smoking, vaping, or possession of any associated products or accessories are in violation of New York State and Federal Law are not permitted by students on school property, or adjacent property, at any time. If a student is found in possession of any of these item(s), they will be confiscated and will not be returned. This policy is in effect for all school sponsored events on or off campus. Violation of this policy will result in disciplinary action.

## **SUBSTANCE ABUSE POLICY**

Substance abuse is defined as being under the influence during the school day, being under the influence at any school sponsored function or on school property at any time, using substances in the school environment, possessing substances in the school environment or supplying substances to others in the school environment. All CBA students are subject to immediate suspension for the possession or sale of any controlled substance, associated products or accessories. The Colonie Police Department will be notified and a disciplinary hearing will be scheduled to determine the student's future at the school.

## **SUSPENSION AND EXPULSION**

The school administration reserves the right to suspend or expel a student whose specific conduct or pattern of behavior warrants such a sanction. When a student is suspended, his parents will be notified as soon as practicable. External suspension means that the student is not allowed on the CBA campus, is not to attend any school-sponsored function, and is to stay away from any school during school hours. Notice will be given to the student's teachers. The student will be allowed to make up quizzes and tests at a time to be determined by the teacher. The student may not return to school until a parent conference with administration has been held. If a student fails to comply with the conditions of suspension and the probation period that follows, he will be considered for expulsion from CBA. In addition, if a student commits a serious offense against CBA's regulations, the student may be expelled at the President's discretion even without prior suspensions.

## **THEFT AND VANDALISM**

Each student is responsible for keeping all personal property secure. Locks are issued for this purpose. However, any student found stealing from or using the property of another student or a staff member without permission, may be subject to disciplinary action. This may include restitution for property taken, suspension, expulsion and/or referral to the police. The school will request reimbursement for the damage to, destruction of, or removal of any school property resulting from abuse, rowdiness, or malicious behavior on the part of the student.

## **WEAPONS**

The possession or use of any weapon or any object that may be used as a weapon is not tolerated. Any student found in possession of a weapon will be suspended immediately and a disciplinary hearing may be held. If warranted, the Colonie Police Department will be notified.

## **WEBSITES**

The development of any website(s) related to Christian Brothers Academy within websites developed by students and/or parents (parent groups) must be approved in advance by the appropriate Administrator.

# ATHLETIC CODE OF CONDUCT

## PRINCIPLES OF THE INTERSCHOLASTIC ATHLETIC PROGRAM AT CBA

At Christian Brothers Academy, we feel athletics serve as a model of life. They provide opportunities to students in regard to:

- Responsibility
- Teamwork
- Cooperation
- Leadership
- Respect for Authority
- Good Citizenship
- Loyalty
- Tolerance
- Dedication

Winning games has often been considered a measure of success. While winning is a very important part of athletics at CBA, it is just one part of our athletic program here at CBA. It is the development of the person and his ability to reach his potential that is of greater importance. Athletics, centered on the welfare of the student, is a vital part of the total Christian Brothers Academy curriculum. To realize the full potential of athletics for educational enrichment, the interscholastic athletic program:

- Is regarded as an integral part of the academic program and is conducted in a way that it is worthy of such regard
- Is under the same administrative control as the academic program
- Is conducted so the physical welfare and safety of participants is protected and fostered
- Is conducted in accordance with the spirit of the rules and regulations of the state, section, league, and national athletic associations

## **PARTICIPATION IN INTERSCHOLASTIC ATHLETICS**

Participation in interscholastic athletics is a privilege for CBA students. They, in turn, have a responsibility to themselves, their team, school, family and community to maintain high standards of physical and mental fitness and citizenship.

- In order to try out, practice, or participate in any sport, a student must have a valid physical dated within 12 months of the sport season on file in the Health Office (i.e. A July 2017 physical is only good for sports through July 2018). In addition to the valid physical, parents/guardians must submit a CBA Interscholastic Athletics Parent/Guardian (Parent) Consent and 30 Day Health History Form for each student within 30 days of the start of each athletic season
- Students must be in attendance by 9:45 AM to be permitted to attend or participate in any on-campus or off-campus school sponsored activities during that school day, afternoon, or evening. Students who arrive after this time must present a valid medical or legal excuse to receive administrative permission to participate; a note stating that the student was ill is not sufficient
- Athletes must be academically eligible to participate in a school sponsored sport

## **COMMUNICATION BETWEEN PARENTS AND COACHES**

Both parenting and coaching can be very challenging. By establishing an understanding of each position, we develop a relationship which allows us to provide great benefit to our students. As parents, when your son becomes involved in our program, you have a right to understand expectations placed on the athlete. This begins with clear communication from the coach of your son's team.

**You should expect your son's coach to communicate the following to you, as parents:**

- Philosophy of the coach and program
- Expectations the coach has for your son, as well as the entire team
- Locations and times of all practices and contests
- Team requirements, i.e. special equipment, off-season training, etc.
- Procedure should your son become injured during practice or a game



- Disciplinary actions that may result in the denial of your son's participation

**You, as a parent, should communicate the following to your son's coach:**

- Any scheduling conflicts
- Concerns should be expressed directly to the coach only after the student has talked to the coach
- Specific concern in regard to a coach's philosophy and/or expectations
- Concerns regarding the treatment of the athlete, mentally and/or physically
- Ways for the athlete to improve
- Concerns about your son's behavior and/or academics

It is very difficult to accept your son not playing as much as you would like.

Coaches are professionals and they make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can and should be discussed with your son's coach. However, it is not appropriate for you to discuss the following with your son's coach:

- Team strategy and/or play calling
- Other student-athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of one another's position. When these conferences are necessary, the following should be followed to help promote a resolution to the issue of concern:

- The student-athlete is to contact the coach first in an attempt to resolve the situation. A call should be placed to the coach in order to schedule a meeting
- If a resolution is not reached between the student-athlete and the coach, the parent is to contact the coach to schedule an appointment
- If attempts to reach the coach are unsuccessful, the parent is to call the Director of Athletics
- Please do not attempt to meet with a coach immediately before or

after a contest or practice. These can be emotional times for both parties. Meetings of this nature do not promote resolution

- If the meeting between the coach and parent did not provide a satisfactory resolution, call the Director of Athletics and request a meeting of all parties to discuss the concern or issue

## **DISCIPLINARY ACTION**

Infractions of the athletic code may result in probation, suspension or dismissal from a team at the discretion of school officials.

## **TRANSFER RULE**

There are a number of rules and procedures regarding students who transfer from another school. Before a student who transfers into CBA from another school can participate in athletics, he must be cleared by the Director of Athletics in accordance with NYSPHSAA transfer guidelines.

## **PARENTAL GUIDELINES**

- Do not coach from the stands. Remember you are the spectator
- Be positive about your son's participation
- Show appreciation for good play by both teams
- Learn the rules of the game in order to become a better-informed spectator
- Avoid remarks about other players; their families may be sitting near you
- Set the example where there is a bad call, don't overreact
- Avoid comments about coaches; their families may also be in the stands
- Avoid critiquing your son's performance right after the game, let him enjoy the win or cope with the loss
- Stay in the spectator areas
- Any aggressive behavior directed at officials, players, spectators, or coaches will be cause for immediate ejection from the contest site. School administration will review the situation and possibly request that the individuals no longer attend athletic contests

## SUMMARY

CBA athletes have traditionally set a high standard for good sportsmanship, fair play and exemplary behavior. Athletes are expected to conduct themselves, at all times, in a manner that reflects their Lasallian education and the morals and values of a student representing Christian Brothers Academy.

## TEAM STANDARDS

### Student Athletes must:

- Attend ALL practices and games unless excused by the coach
- Never provoke, cause, or engage in a fight
- Never engage in any activity that may cause criticism to the team or CBA
- Never be disrespectful to officials or coaches
- Follow the rules and guidelines set by the coach
- Never taunt or embarrass an opponent
- Accept victory with grace and defeat with dignity

**Note:** Coaches will impose an appropriate penalty and notify the Director of Athletics if a student does not abide by these team standards. Continued violations will result in dismissal from the team. Fighting or attempting to engage in a fight will warrant disciplinary action by school administration which could lead to immediate suspension from all contests.

## TRAINING REGULATIONS AND EXPECTATIONS

- Use of tobacco in any form, vaping, alcohol, drugs, and performance enhancing substances present significant health risks for all students. CBA athletes are to refrain from the use, possession, buying, selling, or the giving away of the above mentioned items. Abusive use of legally obtained medication is also prohibited
- Athletes are expected to comply with all training rules communicated verbally or in writing by their head coach
- Athletes will not engage in activities or actions, on or off campus, which discredits the school program or team as determined by the administration

- CBA athletes are expected to exhibit proper conduct regarding school authority and regulations. Acts of vandalism, thievery, and disrespect to authorities of the school and team will not be tolerated

We hope the information provided above will make you and your son's experience with our Athletic Program less stressful, more enjoyable, and rewarding. Go Brothers!

# ACCEPTABLE TECHNOLOGY USE POLICIES

Students will be granted access to Chromebooks and other electronic devices during the school day for academic work. Electronic devices have many advantages for parents and students but can be a distraction and potential problem in school. Text messaging, cameras, and recording features on many of these devices raise issues of privacy, propriety, potential Internet abuse, and cheating. It is the policy of CBA to instruct students on how to become more competent and responsible users of technology. Students in grades five through twelve will rent a CBA Chromebook for academic purposes throughout the school year. Students in grades five through eight will have access to a chromebook throughout the school day. This chromebook is the responsibility of the student and/or his parent/guardian.

## GENERAL GUIDELINES

CBA retains the right to review the contents of any data storage device and e-mail of any user. Network etiquette, consistent with expected school behavior, should be observed (e.g., no abusive language, inappropriate behavior, cyberbullying or illegal activities will be allowed).

Students may not misrepresent themselves or CBA through any communication or publication via the Internet or other media/information outlet. Real time conference uses (e.g. video conferencing, use of “chat rooms,” etc.) must be approved and supervised by the appropriate staff member, teacher, principal, IT staff member, etc.

Students should never give out their own or anyone else’s personal identification information such as home addresses, age, telephone number or physical location in an email message or any online communication without approval of parent/guardian and teacher.

Students are expected to never give out their passwords to anyone other than their parent(s)/guardian(s) for any reason. If there is reason to believe that a password is no longer confidential the student should contact the system administrator immediately.

Students are expected to use their school email for all academic uses and only

academic uses. The use of a school email for personal use is prohibited.

Students should never arrange a face-to-face meeting with the Internet user without parent/guardian permission.

Students should never respond to email messages that are threatening, obscene, or from an unknown source. They should seek the supervising adult if any inappropriate messages are received.

Students should remember that online users may or may not be who they say they are. The anonymity of the Internet allows some users to misrepresent themselves or their intentions.

Students may participate in only those Internet exchanges approved by school personnel. Any Internet security problems must be reported to the supervising adult.

All materials over the Internet should be assumed to be copyrighted for citation purposes. CBA has no responsibility for the accuracy or quality of information obtained through Internet services.

Email is not confidential and messages related to or in support of illegal activities may be reported to the authorities. Use of another individual's account without permission from that individual is strictly prohibited. Student account numbers are confidential to the student and should not be revealed to other students.

## **PROCEDURES**

Students are only allowed to use the CBA Chromebook that was issued to them at the beginning of the school year. All other personal laptops, tablets, or iPads are not allowed in the classroom and are brought to school at the student's own risk. CBA is not responsible for any broken, lost or stolen personal devices that are brought to school.

Electronic devices that are not academic in nature (portable video games, laser pointers, etc.) are not allowed during the school day. Students who use these items on the way to school must put them away upon entering the building and store them in the student's locker until dismissal.

Students are expected to bring their Chromebook with them to school every day. The devices must be fully charged and ready to be used when they arrive at school.

Students are allowed to use the device at the discretion/direction of the teacher

and/or study hall moderator. In other words, the teacher has the ability to restrict usage of the device in class in accordance with their lesson for that day.

During a scheduled lunch period in the cafeteria, a student may use his chromebook for academic purposes in a separate area determined by the school. This will require the student to sit separately from friends and classmates in an effort to complete school work without distractions or disruptions. Students who wish to do this during lunch must get permission from the Assistant Principal for Students.

Provided they are in good standing, seniors may use such devices during the "Senior Study" in the cafeteria.

Use of outside wireless Internet networks, such as a personal hotspot, are prohibited.

Students at CBA are expected to conduct any online activities in an ethical and legal fashion at all times, inside and outside of school, whether utilizing personal or school resources. Use of school resources is regarded as a privilege and not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and/or monetary consequences.

CBA will provide age-appropriate training for students in regard to safety on the Internet: appropriate behavior while online in social networking sites and in chat rooms, and cyberbullying awareness and response.

## **EXPECTATIONS OF PRIVACY**

Users have no expectation of privacy in materials or content created, received, sent, viewed, or otherwise accessed on the CBA network even if using a personal account (such as a personal webmail or social media account).

Chromebooks may contain tracking and/or monitoring software that allow CBA to obtain and record information concerning the use of the Internet. CBA may review and record activities on the Internet, use of personal, password protected websites and accounts, webmail, social media, or other accounts accessed on the chromebook.

CBA may use tracking location services or a mobile device management system to identify the geographic location of the device.

CBA may install and use such software for the purposes described above at any time, including but not limited to if a device is lost, stolen, or not returned.

Students and/or their parent(s)/guardian(s) will not be notified individually when such software is used for the purposes described above.

CBA will not actively track or monitor the use of the devices outside CBA's internal network. As a result, CBA is not responsible for assisting with the recovery of any lost or stolen devices no matter where or when the loss occurs.

Students must provide requesting staff members with all passwords/passcodes to Chromebooks and its contained software, applications or accounts upon request. Failure to provide staff with access to the device may result in lost content due to the resetting process. In addition, the student may also be subject to discipline or other consequences if the student is unwilling to provide such access.

CBA may retain any records, including but not limited to electronic communications, such as emails and messages on personal social media accounts, from the Chromebook that it determines must be retained by law, including public records under the NYS Student Records Act, and educational records under the Family Educational Rights and Privacy Act.

CBA reserves the right to access e-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.

Any information contained on a CBA computer's hard or computer disks that were purchased by CBA is considered the property of CBA.

Filtering software is used to filter out material deemed obscene, inappropriate, or to any material deemed harmful to minors in compliance with the Children's Internet Protection Act (CIPA). Attempts to access inappropriate sites will be recorded along with user information.

## **PROHIBITED ACTIVITIES**

Inappropriate and unacceptable use(s) of these resources include, but are not limited to, uses that violate the law or rules of network etiquette, or which hamper the integrity or security of any network connected to the Internet.

### **Unacceptable practices include but are not limited to:**

- Sharing of passwords or security codes
- Attempting to install software or load files onto CBA computers or network without authorization. This includes, but is not limited to



game files

- Connecting personal computers or peripherals not owned by CBA to the network without authorization
- Use of software not owned, licensed or authorized by CBA
- Harassing, insulting, threatening or attacking others via electronic means
- Posting personal contact information about yourself or others on the Internet
- Downloading software from the Internet and installing it on CBA owned equipment
- Posting inappropriate material or creating links to inappropriate sites when designing web pages or web based resources

Transmission of any material in violation of any US or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through the school's e-mail or other network resources in violation of US copyright law is prohibited. As with all forms of communications, network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of images, cartoons, or messages deemed offensive or sexually explicit all constitute harassment, which is prohibited by CBA. It is also illegal for anyone knowingly to allow any telecommunications facility under their control to be used for the transmission of illegal material.

The use for personal, financial or commercial gains, product advertisement, political lobbying, or sending of unsolicited junk mail, or chain letters is prohibited.

Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, any networks or sites connected to the network/Internet, or to disable any function or feature of the school's or another person's equipment. Attempts to defeat or circumvent security measures, including passwords, are considered a form of vandalism.

The creation, propagation and/or use of computer viruses is prohibited.

The forgery, reading, deleting, copying, or modifying of electronic communications by other users is prohibited.





# TUITION AND FEES

## PAYMENT PLAN OPTIONS

Families have the following three (3) options with respect to how they pay their son's tuition here at CBA:

**Plan 1:** Payment of the Base Tuition minus any applicable tuition discounts (scholarships and/or financial aid) is required to be paid in full before July 1st. A late fee of \$25 per month will be assessed if the account is not paid in full by July 1st

**Plan 2:** Payment of the Base Tuition Plus \$75 minus any applicable tuition discounts to be paid in two (2) equal installments on July 1st and December 1st through the FACTS Tuition Payment Plan Program, an online service for which there is an annual fee

**Plan 3:** Base Tuition Plus \$250 minus any applicable tuition discounts, to be paid in ten (10) equal installments beginning no later than July through FACTS. A minimum of two (2) monthly installments must be made before a student may begin the school year

## CANCELLATION AND REFUND POLICIES

If a student is withdrawn prior to the first day of school, the parent(s)/guardian(s) will be responsible for two-tenths or 20% of the annual net tuition (tuition less any applicable discounts).

If a student is withdrawn between the first day of school and October 1, the parent(s)/guardian(s) will be responsible for one-half of the annual net tuition.

If a student is withdrawn or dismissed after October 1, the parent(s)/guardian(s) agree to pay the full annual net tuition amount. After October 1, no portion of such tuition or fees will be forgiven, canceled, or refunded in the event of absence, withdrawal for any reason whatsoever, or dismissal of a student from CBA.

CBA reserves the right to: refuse admittance to class, refuse to allow students to take exams, withhold report cards, refuse graduation, and/or refuse to provide any credits or transcripts for any student whose financial account is not paid in accordance with this policy.

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CBA is an inclusive educational community in the Lasallian tradition. Centered upon Catholic values, we emphasize academic excellence, faith formation, respect, service, and social justice.

*Saint John Baptist de La Salle, pray for us.  
Live Jesus in our hearts, forever!*



**CHRISTIAN BROTHERS**  
A C A D E M Y