Christian Brothers Academy
Syracuse, New York

2019-2020
Student & Parent Handbook

St. John Baptist de La Salle...Pray for us!
Live Jesus in our Hearts...Forever!
STUDENT & PARENT HANDBOOK COMPLIANCE CONTRACT
2019-2020

STATEMENT OF AGREEMENT

Each student and one parent/guardian, please submit electronic signature through your myCBA account by the 2nd student orientation day on Friday, Sept 6th, 2019

The rules and regulations in this handbook are intended to insure a positive and harmonious environment for the entire CBA community. By registering at Christian Brothers Academy, the cooperation and support of the students and their families to comply with these policies is expected.

Christian Brothers Academy wishes to be true partners with parents in the education of their sons and daughters. Support for school policies and respect for school staff are assumed in this relationship. In that regard, we presume that a family has chosen CBA because it’s mission and values align with their family’s priorities. Violations of the spirit, intent and letter of the philosophy and rules at Christian Brothers Academy will be considered just cause for administrative action. Christian Brothers Academy reserves the right to require the withdrawal of a student at any time when his parent(s) or guardian(s) demonstrate attitudes or behaviors clearly at odds with, or undermining of, the mission, values, or policies of CBA in their dealings with the school, it’s 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) have been advised of the change.

Christian Brothers Academy admits students of any race, gender, color, ethnic origin, or sexual orientation and does not discriminate in the administration of its educational policies, admissions policies, financial assistance programs, and athletic and other school-sponsored programs.

Parents and students are required to electronically sign the “CBA Student and Parent Handbook Agreement.” The parent and student signatures indicate their full compliance with all rules and regulations set forth within the handbook. The Principal reserves the right at his discretion to terminate the student’s enrollment when it is evident the student(s), parent(s), guardian(s) do not support school policies or treat personnel in an appropriate fashion.

Your signatures below verify that you have accessed the “CBA 2019-2020 Student & Parent Handbook,” read it, understand it, and agree to fully comply with the policies, regulations, guidelines, codes of conduct, and any amendments that may be added during the 2019-2020 school year.

Submit electronic signature through student’s myCBA account
Student Signature

Submit electronic signature through parent’s myCBA account
One Parent / Guardian Signature
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Mission Statement

Christian Brothers Academy is a Catholic, Lasallian, college preparatory school serving young men and women of diverse faiths and cultures.

The administration, faculty, staff, and the entire CBA family provide students with a safe, nurturing environment that fosters spiritual, intellectual, physical, emotional and social growth.

CBA challenges students to achieve excellence in all aspects of their lives, encouraging them to live as moral, responsible, contributing, and successful members of society.

HISTORY
The Christian Brothers have been educating youth for over 300 years. The Brothers came to the United States from France in 1848 and to Syracuse in 1867. Christian Brothers Academy was founded in 1900 and for many years occupied a building on the corner of State and Willow Streets. The Randall Road Campus was built in 1960 and the Junior High was established in 1977. In 1987, CBA welcomed its first female students.

CBA is a six-year, private, Catholic, college preparatory school permanently chartered by the Regents of the University of the State of New York. The Academy is also fully accredited by the Middle States Association of Colleges and Secondary Schools and is affiliated with the Christian Brothers Educational Association and with other national, state and regional professional organizations.

ADMISSIONS
Christian Brothers Academy seeks to enroll students who possess the aptitude and desire to be successful in a Catholic, college preparatory setting. An Open House is held in October for interested families followed by the entrance exam for applicants for grades 7 and 9 in November. A limited number of transfer students are accepted for grades 8, 10 and 11 based upon enrollment. Academic transcripts, standardized test scores, personal interview, and letters of recommendations will be used in the application process. Documentation of any special educational need on the part of the applicant must be submitted at the time of application.

TERMS OF ENROLLMENT
Christian Brothers Academy welcomes all admitted students and will take appropriate measures necessary to provide a structured and nurturing learning environment for all. It should be understood that all students are expected to favorably respond to the rules and expectations outlined in this Handbook and successfully perform the academic work required by the faculty to ensure satisfactory progress. Students attend Christian Brothers Academy at the school’s invitation. Continued enrollment is contingent upon favorable attendance, satisfactory academic performance, a positive attitude, and constructive behavior. A student considered to be in good standing is: (a) one who has not become subject to dismissal; (b) one whose record of conduct is satisfactory; and (c) one who has met all financial obligations to the school or made satisfactory arrangements with the school’s Director of Finance. As members of the CBA community, responsible conduct and decisions are also expected outside of school as well as during all school-sponsored functions. By enrolling at Christian Brothers Academy, families understand and agree that they may not bring any civil action in any local, state, or federal court or in any administrative agency to challenge any school decision relative to academics or disciplinary matters. Decisions relating to rules, regulations, procedures, discipline, or programs made within the administrative structures of the school are final.
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 they are not tolerated at CBA.

VIOLATIONS OF OUR ACADEMIC INTEGRITY POLICY
A. Using the work, ideas, and information of others, knowingly or unknowingly, as your own. Examples of cheating 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 friend’s or sibling’s 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.
   - Any other action of an inappropriate nature defined by the teacher.

B. The MLA Style Manual states: “Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another’s argument, and presenting another’s line of thinking. You may certainly use other person’s works and thought, but the borrowed material must not appear to be your creation. In your writing, then, you must document everything you borrow; not only direct quotations and paraphrases but also information and ideas.”
   Examples of plagiarism include, but are not limited to:
   - Copying the work of another person.
   - Submitting images and/or documents in whole or in part from the Internet without citation of the source.
   - Using someone’s ideas or writing without acknowledgement and proper citations.
   - Using graphs, charts, illustrations, and/or diagrams without citations.
   - Having a parent or another person write an essay or do a project which is submitted as your own work.
   - Any other action of an inappropriate nature defined by the teacher.

A student caught cheating or plagiarizing will receive a grade of zero for the assignment/assessment. Repeated violations and/or the severity of a violation could result in expulsion from CBA. Appropriate consequences and sanctions will be imposed and a cumulative record of reported violations will be maintained by the Assistant Principal for Academic Affairs.

CEEB IDENTIFICATION NUMBER
CBA 335465

CLASS RANK
Given the academic rigor of the college preparatory curriculum, CBA does not rank its students.

CLASS WORK AND HOMEWORK
Students should anticipate approximately 20 minutes of home study for each academic course.
COURSE AVERAGES (SEMESTER AND YEAR)
Semester averages for each individual course are determined by adding the three marking period grades and the semester exam grade together, then dividing by four. However, if in the spring semester, a student is taking a regents exam, that exam grade will not be factored into the second semester grade. The second semester grade will be determined by adding the three marking period grades and then dividing by three. Final Course averages for the year are determined by adding the grades for Semesters 1 and 2, then dividing by two.

COURSE PLACEMENT
CBA teachers and guidance counselors begin the student placement process for each school year early in the second semester. Teachers’ course placement recommendations are based on student performance (not potential) during the current year. Students are not permitted to register for any course that they have previously been enrolled. Final course placement decisions rest with the administration.

DIPLOMA REQUIREMENTS FOR CBA GRADUATION

<table>
<thead>
<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>Religion</td>
<td>3 credits (¾ credit per year)</td>
</tr>
<tr>
<td>English</td>
<td>4 credits</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4 credits</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 credits (in high school)</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits (in high school)</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2 credits (in high school)</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1 credit</td>
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<tr>
<td>Health &amp; Wellness</td>
<td>½ credit</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2 credits (½ credit per year)</td>
</tr>
<tr>
<td>Writing</td>
<td>½ credit</td>
</tr>
<tr>
<td>Electives</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

Freshmen - required to earn at least 7 academic credits
Sophomores - required to earn at least 7 academic credits
Juniors - required to earn at least 7 academic credits
Seniors - required to earn 6 academic credits, plus 32 hours of Christian service after their junior year.

DIPLOMA OPTIONS
CBA Diploma with either NYS Regents Diploma or NYS Regents Diploma Advanced Designation. Please refer to page 4 of the CBA Course of Studies Book for Regents Diploma requirements.

FIELD TRIPS
Field trips are privileges given to students; no student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic and/or behavioral requirements. In order to participate in any field trip sponsored by Christian Brothers Academy, students must present a consent form and insurance waiver, signed by a parent or guardian, on or before the date established by the teacher or principal. Students who fail to submit a proper form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of written permission slips, however faxed permission forms will be allowed.

Field trips are an academic activity. Students unable to attend must report to school and may be required to complete an alternative assignment.

GRADING AND REPORT CARDS
Student grades may be viewed on-line through myCBA. Report cards are issued approximately every six weeks and may be viewed on-line. Printed report cards are issued at the end of the first and second semester. Only year-end grades and regents scores are entered on the student’s permanent record. At the start of the year (or semester), each course instructor will outline the grading requirements. When necessary, a teacher will review an individual student’s grades with the student and his/her parent or guardian. The passing grade at CBA is 70.
A student who fails:
• one or two courses on the final report card must attend summer school and must pass the course(s) in order to continue at CBA. No course may be retaken at CBA.

(more information continued on page 4)
GRADING AND REPORT CARDS (continued)

- three courses may not continue at CBA but may make a one-time appeal to the Academic Council (Assistant Principal of Academic Affairs, Chair; Principal; Assistant Principal of Student Affairs; Assistant Principal of the Junior High; Director of Guidance; two faculty representatives) within one week of receiving written notification of failures. Appeals are granted on a case by case basis and, if granted, will include an academic improvement plan that must be maintained to continue enrollment at CBA.
- more than three courses may not continue at CBA.

G.P.A. (GRADE POINT AVERAGE)
Semester grade point averages are weighted, based on the degree of difficulty of each course and on the credit value of each course. See page 3 of the Course of Studies book for more information.

GRADUATION PARTICIPATION
Participating in the CBA Graduation ceremony is a privilege. All students who receive the privilege of graduating from CBA do so with the understanding that they will conduct themselves with proper decorum and follow the regulations set by the school pertaining to dress and appearance. Seniors may be withheld from the ceremony due to disciplinary reasons. Before a diploma will be awarded, a senior must pass any course(s) failed during senior year in summer school.

HONORS
Students in grades 9-12 may obtain Honors based on their semester grades. Averages are not rounded up to obtain honors.

- High Honors: 93 semester GPA with no semester grade below 85
- Honors: 90 semester GPA with no semester grade below 80

INTERNATIONAL STUDY AND SPECIAL PROGRAMS
Students may opt to enroll in study abroad or other special programs that may be offered during the summer. Enrollment in such programs during the academic year will require a leave of absence without credit.

LEARNING DISABLED/SPECIAL EDUCATION STUDENTS
Christian Brothers Academy does not have a special education program. CBA does offer limited services to individual students who have been diagnosed with educational needs. While CBA will make minor adjustments to educate academically capable students, parents and students must recognize that, as a policy, the school does not have the means to accommodate students who require specialized educational programming or independent educational programs (IEP’s).

NATIONAL HONOR SOCIETY
Membership in the National Honor Society is based upon the four criteria of scholarship, leadership, service and character. Applications and guidelines for admissions are available to juniors and seniors from the Faculty Advisor.

SEMESTER EXAMINATIONS
All students must take a comprehensive examination at the end of the first semester. At the discretion of the instructor, exemptions are possible for second semester seniors, providing the student has maintained an 85% average in the subject for the 4th and 5th marking periods. School examinations count for 25% of the semester grade. All students taking Regents courses are required to take the regents exam in June. All students taking Advanced Placement courses are required to take the Advanced Placement exams in May. The College Board charges an administrative fee. No course credit is awarded until completion of Regents or Advanced Placement Examinations.

TRANSCRIPTS
Official transcripts are maintained in the Guidance Office. Copies of transcripts can be obtained from the guidance secretary by completing a transcript request form for a fee of $2.00. Unofficial copies of transcripts are available on-line in the students’ myCBA account and 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.
ACADEMIC ELIGIBILITY POLICY
WITH REGARD TO EXTRACURRICULAR ACTIVITIES

- If a student is failing one subject when report cards are issued, this should serve as a warning to the student. While participation in extra-curricular activities may continue, measures must be taken to work toward academic success.
- If a student is failing two courses when report cards are issued, the student will be placed on academic probation. While on probation, students are allowed to meet with their club or practice with their team. However, they may not compete in official contests, games or scrimmages. Students are required to meet with their counselor, teachers, coach/advisor, parents, and the administration to bring their grades up to passing.
- If a student is failing three or more courses when report cards are issued, they will be declared academically ineligible and may not participate in any manner. Students are required to meet with their counselor, teachers, coach/advisor, parents, and the administration to bring their grades up to passing.
- Senior students who are academically ineligible may not use early dismissal privileges.
- Academic eligibility will be reviewed at the midway point and end of each marking period. If warranted, a student’s status will be adjusted at that time.
- An Eligibility Appeals Board will be established each academic year. The committee will consist of the Assistant Principal for Academic Affairs, the Director of Athletics, the Student Senate supervisor, three teachers, and a guidance counselor. Appeals may be brought before the Board to consider special circumstances in which the conditions set forth in this code may be modified for specific students.

The Appeals Board will make a recommendation to the principal. A student is allowed one appeal per academic year. At no time does the Assistant Principal or Athletic Director have the power to circumvent the Appeals Board.

Students who fail two or more courses during the sixth marking period are immediately placed on an Academic Intervention Plan for the first marking period of the following year. The Academic Intervention Plan allows for students to participate in extracurricular activities but proactively addresses academic needs at the start of the upcoming school year; marking period one in the Fall. An Academic Intervention Plan is defined by the following procedures:

- Students must attend the after school Academic Support Center on Monday, Tuesday, and Thursday afternoons from 3:00 PM until 4:00 PM. (see Appendix E)
- Students must schedule a weekly grade check with their guidance counselor.
- Students must have no behavioral issues that result in disciplinary consequences by the school.
- Students will have a mid-marking period review at which time the failure of two or more classes will result in the removal from extracurricular activities, as described above.

The failure to meet any of these requirements will result in the immediate removal from extracurricular activities.

The Assistant Principal for Academic Affairs will assume the responsibility for the implementation of the eligibility policy. It is expected that the coaches, advisors, teachers, parents, and students will cooperate in the implementation of this code.

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. Athletes must pass a physical examination prior to the start of the athletic season. To participate in any athletic, extra-curricular or co-curricular event, attendance during the school day is expected. When legitimate circumstances dictate that a student must miss school, he/she must attend at least four of his/her regularly scheduled academic classes in order to participate in an activity. CBA will not be responsible for any event that is not officially sanctioned by the administration.
HEALTH/ PHYSICAL EXAMINATIONS
New York State Health Law requires the following students to have a physical examination:
- All students registering at CBA for the first time.
- All students in the 9th and 11th grade.
- All student athletes must have a physical dated within one (1) year of each sport season.
Physical examination paperwork must be given to the school nurse prior to practicing with any team.

OFFICE OF SCHOOL NURSE
All students must have a complete record of immunizations on file in the Health Office of the anticipated school year. Proof of immunization for poliomyelitis, mumps, measles, diphtheria, tetanus, pertussis, rubella, hepatitis B, varicella, and meningitis are required for attendance at CBA.

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 IDENTIFICATION CARDS
Each student is issued an identification card. This card is non-transferable. The card must be shown, upon request, to any member of the CBA faculty or staff.

TRANSPORTATION
Most school districts provide transportation to CBA. All students must conduct themselves in an appropriate manner at all times while riding buses to and from school. Students may lose their privilege to ride the bus to/from school for repeated or serious infractions.

WORKING PAPERS
Working papers are obtained through the student’s home school district high school. The Health Office and Main Office maintains a supply of application forms for the convenience of students who have a current physical on file. Completed forms must still be taken to the home school district high school along with proof of age.
Christian Brothers Academy educates its students in a Christian environment and provides faith-oriented guidance in the pursuit of academic excellence, high moral character, self-discipline, respect for the dignity and rights of all persons, positive self worth, and concern for the community and common good. The school administration assists each student in this program of personal responsibility by defining some rules of conduct and the consequences for breaking those rules to promote safety, discipline, and respect for the rights and property of others.

**ABSENCES**
When a student is absent from school, a parent or guardian must contact the school by 8:10 a.m. on each day of an absence by calling (315) 446-5960 ext. 1420 or emailing attendance@cbasyracuse.org. On the day of return, the student must present a dated note to the nurse, signed by the parent, that explains the reason for the absence. When leaving a phone or email message, parent must give student’s full name, grade, and reason for absence or late arrival.

If absence or late arrival to school is due to medical appointment(s), parents or students must provide an “official” dated statement by the student’s doctor, dentist, etc, upon arrival to school. The official statement needs to be on the doctor’s office letterhead in order to avoid being marked “UNEXCUSED ABSENCE OR TARDY”. All caregivers are prepared to provide this information to their patients. However, you may need to request the statement(s) or have them faxed to our school nurse at the following FAX Number (315) 446-1284.

- **Excessive Absences and/or Tardies:** The school reserves the right to deny credit for any class in which a student has been absent from class in excess of 18 days (10% of the class periods). Notification letters are sent to parents of chronically late or absent students.

- **Unexcused Absences:** Students may appeal to the Principal to have the unexcused absence changed to excused when the absence aligns with the educational or philosophical Mission of the school. This appeal must be completed in writing by the student at least 2 days prior to the requested absence.

The school calendar will aid parents and students in planning trips and appointments. The school does not concede to parents the right to alter the school calendar. In cases of absences from school, it is the students’ responsibility to make arrangements with their teachers for any missed work. Students needing to leave school early must have a parent/guardian note, email, or fax granting permission to do so delivered to the nurse before student is permitted to leave. Due to liability issues, requests to leave school early cannot be made over the phone.

(Tardy and Truancy Explanation see page 13 in this handbook)

**ATTENDANCE AND REQUIREMENTS FOR PARTICIPATION IN ATHLETIC AND CO-CURRICULAR ACTIVITIES**
Attendance is taken in homeroom and at the start of each class and study period. For each student to achieve academic success, prompt and regular attendance is essential. To participate in any athletic, extra-curricular or co-curricular event, attendance during the school day is expected. If it is necessary for a student to miss classes, he/she must attend at least four of his/her regularly scheduled academic classes in order to participate in an activity. The Assistant Principal for Student Affairs will evaluate any extenuating circumstances.

**BUILDING SECURITY**
All students and guests should enter the school building through the main entrance at the front of the school. Once school begins, all visitors must provide identification and check in prior to be given access to the building.
BULLYING / AGGRAVATED HARASSMENT
It is the policy of Christian Brothers Academy that all students, faculty, and staff members are free from all forms of bullying in the school environment (NYS Penal Law 240.30 defines bullying as Aggravated Harassment). Bullying is deliberate and hurtful behavior meant to annoy, threaten, embarrass, humiliate, or exclude someone with the intention of hurting them repeatedly over time. Common forms of bullying include: physical, verbal, social, emotional, and cyber bullying. Any allegation that a student, faculty, or staff member has been bullied in any way will be fully investigated. If allegations are determined to be valid, appropriate discipline will be imposed, and when necessary, law enforcement will be contacted. Open defiance or disrespect to any teacher or staff member may result in suspension or expulsion.

CLOSING OF SCHOOL
If it becomes necessary for CBA to cancel classes, it will be broadcasted on television stations 3, 5, 9, and 10 and posted on their websites. Such announcements will clearly and specifically state that “Christian Brothers Academy is closed”. CBA is not included in Syracuse Catholic Schools closings. Under special circumstances it may be announced that a delayed opening will be in effect.

COMMUNICATIONS
As a general rule, communications from the school to parents will be in the form of emails and/or US mail. Parents are asked to keep email and mailing addresses current and inform the school office of any changes.

- Change of emergency/parent phone numbers: it is important that parents report any change of phone numbers (parent cell phone, emergency contact, work, etc.) to the main office immediately and also update information to myCBA. All unlisted phone numbers will be respected. If parents are working outside the home, it is important that CBA have a phone contact in the case of an emergency.
- Telephone messages to students: To avoid interruptions to instructional activities, the school will not deliver messages to students except in the case of extreme emergency.
- Anonymous messages: Parent concerns should be directed to the administration of CBA. Only signed or in-person communications will be acted upon.
- Parents are encouraged to contact the main office to communicate with their child during school hours. The use of electronic communication during the school day disrupts the educational environment.

CONFIDENTIALITY
Faculty and staff will keep confidential information entrusted to them so long as no one’s life, health or safety is at stake. Parents will be promptly notified of counselor and teacher concerns when deemed necessary.

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.

CUSTODIAL AND NON-CUSTODIAL RIGHTS
Christian Brothers Academy 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 and contact the main office. 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 that court order.

DETENTION
- Teacher Assigned Detention - A teacher may find it necessary to detain a student for violation of expectations. Under such circumstances, the student’s full cooperation is expected.
- Administrator Detention - The Assistant Principals may assign detention for infractions of school policies. Students must be in the designated location at the specified date and time, in dress code attire. Students are responsible for advising parents of detention dates and making the necessary transportation arrangements. For major infractions or repeated violations of school regulations, a student may receive Saturday detention. The Assistant Principal for Student Affairs will outline the designated dates, times and assigned tasks.
*Students must not miss an assigned detention unless there is authorization from one of the Assistant Principals.*
DISMISSAL FROM CLASS
In the event an instructor finds it necessary to dismiss a student from class, the student is to report immediately and without incident to the Main Office.

DRESS CODE (see Appendix C)

EARLY DISMISSAL FOR SENIORS
Seniors may leave school at the start of 9th period study hall if they are academically eligible and have a written parental permission form on file. This form is distributed in the fall and must be returned to the main office. Students who have already submitted such permission and received approval from the Assistant Principal for Student Affairs must sign out in the cafeteria study hall after attendance is taken. Early dismissal is a privilege and may be revoked or suspended at any time.

ELECTRONIC DEVICES
Cell phones and electronic devices may serve as an outstanding instructional tool and learning resource when used appropriately. However, since such devices may pose an undesired distraction to the learning environment, electronic devices must be turned off at the beginning of the school day and kept out of sight.

Devices such as Apple watches that act as cell phones, or connect to cell phones, are NOT permitted at any time.

At no time and place are students permitted to take exterior or interior photos or videos of the school, employees, or students without the approval of administration. All phone calls must be made in the Main Office and are not permitted in other areas of the building.

There are locations and specific times during the school day when students may use portable electronic devices such as cell phones, laptops, and tablet computers.

Areas of the school building where cell phones are NOT permitted are marked as “Red Zones.” In these areas, all cell phone use is prohibited. Areas of the building that are “Red Zones” are as follows: Classrooms (unless teacher declares yellow zone for particular day’s lesson); Library; Cafeteria Lunch Periods A, B, C; Hallways & Stairwells; Campus Ministry Office and Chapel; Restrooms and Locker Rooms

During an educational lesson, classrooms may be marked “Yellow Zones,” indicating that the use of portable electronic devices is permitted for educational purposes only, including conducting online research, completing assignments, studying, and communicating with teachers/colleges via email.

As a junior and senior privilege, cafeteria study halls and the Guidance Office are always “Green Zones,” indicating that cell phone use is permitted. In addition to the cafeteria study halls, the Main Office is a “Green Zone” for all students and students are encouraged to use this space to access their cell phones or electronic devices. With the exception of the designated “Green Zones,” students may not use electronic devices at any time during the school day for entertainment, games, or social networking. In the case of a family emergency that arises while classes are in session, parents should contact the Main Office.

Students are expected to use portable electronic devices only at the appropriate times/places, and in the appropriate manner. Failure to do so will result in confiscation and disciplinary action as follows:

- 1st offense = confiscation of device by faculty or staff member, brought to main office, and student surrenders it for 1 day.
- 2nd offense = confiscation of device by faculty or staff member, brought to main office, and student surrenders it for 1 week.
- 3rd offense = confiscation of device by faculty or staff member, brought to main office, and student surrenders it for 1 month.
- 4th offense = confiscation of device by faculty or staff member, brought to main office, and student surrenders it rest of the academic year.

Students found using such devices during testing will lose academic credit and may be subject to dismissal from CBA.

CBA highly recommends students to secure their electronic devices at all times. CBA is not responsible for lost, stolen, or damaged electronic devices.
**FIRE DRILLS**
New York State and Federal Law requires CBA to conduct periodic fire 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 administrative directives.

**FOOD SERVICES**
CBA provides a full service cafeteria to all students for breakfast and lunch. The cafeteria operates on a cashless system. Students are issued a PIN by the finance office for all cafeteria purchases. It is the responsibility of all families/students to maintain a positive balance on their account. Failure to comply will result in the student’s account being turned off and made inactive; purchasing lunch will 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. No food or drink other than bottled water may be consumed in the academic wing at any time.

**FUNDRAISING ACTIVITIES**
All groups and individuals conducting fundraising activities or events (including sponsorships) must have them approved by the Advancement Office. A fundraising application, along with a detailed explanation of CBA’s fundraising policy, is available from the Advancement Office (email advancement@cbasyracuse.org or call (315) 446-5960 x1140.) Forms are to be submitted to the Advancement Director at advancement@cbasyracuse.org or (315) 446-5960 x1140 or mailed to the school attention: Advancement Director.

Any non-school sponsored fundraising activities must receive approval of the Principal and Advancement Office.

**GAMBLING AND CARD PLAYING**
All forms of gambling and/or card playing on school property, or at school supported activities are prohibited at CBA.

**GUM CHEWING**
Students are not permitted to chew gum in the school building.

**HOMEWORK DURING ILLNESS**
In case of illness lasting 3 or more consecutive days, the parents should contact the Main Office to request and pick-up assignments.

**LEAVING SCHOOL PROPERTY**
CBA is a closed campus. Under no circumstances may students leave the school property during the school day without the permission of a parent and the school administration.

**LOCKERS**
Student lockers are considered to be school property. Every student is issued a school locker in which they must store clothing and school-related items. It is the student’s responsibility to preserve the security of the assigned locker. Combinations should not be shared with others. Students purchase school issued combination locks for their gym lockers. Lockers should be kept reasonably clean, neat and orderly. The school does not accept responsibility for loss, theft, or damage. Students should not tamper with or disable the locking mechanism of the lockers. To prevent damage from adhesives, only blue painters tape or magnets are allowed to secure items to lockers. Student may be financially responsible for any damages to school property, including lockers.

**LONG TERM ILLNESS**—CBA has a policy that may be referred to as needed. Please refer to Appendix D.

**LOST AND FOUND**
All found articles should be submitted to the Main Office. Items will not be stored longer than two weeks.
OFF CAMPUS BEHAVIOR
All students are expected to conduct themselves off campus in a manner consistent with the philosophy, policy and expectations of Christian Brothers Academy as set forth with its student discipline policy and this handbook. 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, will be subject to disciplinary action including probation, suspension or expulsion. This includes those occasions when the local authorities do not feel it necessary to legally pursue the violation. CBA will not be responsible for any event that is not officially sanctioned by the administration.

Students whose off campus 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, including possible suspension or expulsion.

PARENT DROP-OFF AND PICK-UP AREAS
- The circle drive in front of the school is reserved for school buses only from 7:30-8:15 a.m. & 2:15-3:00 p.m.
- Student drop-off and pick-up areas are clearly marked in the large main parking lot.
- To prevent blocking Randall Road traffic, parents are asked to pull up as far as possible in the drop-off zone or to pull into any open parking space and use your cell phone to communicate your location to the student.

PARKING PRIVILEGES FOR STUDENTS
Driving and parking are privileges at CBA. Due to the limited number of parking spaces available and neighborhood concerns, students must adhere to the following guidelines/requirements:
- Display the parking decal on the back of the rear view mirror.
- Use only the assigned parking area during school hours.
- As a courtesy to parents and friends, use the upper lot for large events or as directed.
- For everyone’s safety, adhere to a 5 MPH speed limit while on school property.
- Students may not change clothes in the parking lot.
- In consideration of our neighbors, please do not play loud, profane or disruptive music.
- Under no circumstances may a student go to the parking lot during school hours without permission.
- All drivers assume their own risks when driving to and parking at CBA.
- Maintain punctual arrival and attendance to school.

Failure to adhere to these requirements may result in loss of parking privileges.

PHYSICAL ALTERCATIONS
Physical altercation is a serious infraction of school policy and disrupts the good order of the school. In the event that a physical altercation should occur, these procedures will be followed: Parents will be notified; students will be suspended; and other sanctions (including expulsion) may be imposed. Any student who engages in a physical altercation with another student, resulting in physical injury, may be immediately expelled from CBA.

PUBLIC DISPLAYS OF AFFECTION
Since they pose an undesired distraction, inappropriate 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.

SCHOOL HOURS
School is in session from 8:10 a.m. to 2:40 p.m. Students should arrive by 8:00 a.m. Jr. High students are expected to be in their CBA house by 8:00 a.m. 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. The Main Office is open from 7:15 a.m. to 4:00 p.m. on school days and 9:00 a.m. to 2:00 p.m. during the summer. The Academic Wing, including the Guidance Office and Campus Ministry are open from at least 8:00 a.m. to 3:15 pm on school days. The Library is open from 7:45 a.m. to 3:45 p.m. Supervision of students is not guaranteed after 4:00 p.m.
SEARCH BY SCHOOL PERSONNEL
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/her 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.

SEXUAL HARASSMENT
It is the policy of Christian Brothers Academy that all students are free from all forms of gender discrimination, including sexual harassment, in the school environment. Any allegation that a student has been sexually harassed, or has been involved in sexually harassing another, will be fully investigated. If allegations are determined to be valid, appropriate discipline will be imposed.

Sexual harassment may occur in a number of ways including (1) verbal, physical, or cyber conduct of a sexual nature; (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 or she has been subjected to sexual harassment should immediately report the incident(s) to the principal or guidance counselor so that the matter may be investigated and the student’s welfare protected.

SEXUAL MISCONDUCT
Students who engage in any form of sexual misconduct or activity at any time on school premises or at school-related activities will result in immediate expulsion.

SMOKING
Smoking or possession of tobacco, including chewing tobacco and e-cigarettes are not permitted by anyone on school property, or adjacent property, at any time.

SUBSTANCE ABUSE - (SELF DISCLOSURE OF A STUDENT INVOLVED)
A self-disclosure case is one in which a student voluntarily reveals to a member of the guidance department or an administrator that he/she is using drugs and or alcohol in or out of school. The student may initially wish to talk with a faculty member who will then consult with the guidance department or administration to implement this process:

- The counselor or teacher, through individual sessions with the student, directs the student towards seeking whatever help is necessary, which may include joining a drug/alcohol program and informing his/her parents.
- If a student is not responsible for his/her behavior in such a way that he/she has placed his/her life in jeopardy through certain actions, it is necessary for the counselor to assume responsibility for that student and report the situation to the Principal and parent/or guardian with the student’s knowledge.

SUBSTANCE ABUSE POLICY FOR CBA
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 environs.
- Possessing substances in the school environs.
- Supplying substances to others in the school environs.

If a student is suspected of using, possessing or selling an illegal substance or paraphernalia in any way in the school environs or at school sponsored activities or school events, the following procedures will be followed:

- The student will be suspended until the parents make an appointment with the Principal to discuss and enact an appropriate plan of action.
- The plan of action will consider the individual student, the student’s particular needs, the circumstances of the incident, and the welfare of the CBA community.
- The school reserves the right to require drug testing of students. Parents will assume the cost of any mandated drug testing.
- Failure to cooperate with any agreed upon plan of action will result in expulsion from CBA.
SUSPENSION AND EXPULSION
The school administration reserves the right to suspend or expel a student whose specific or chronic conduct warrants such a sanction. Expulsions are final and irrevocable. When a student is suspended from school, notice will be given to the student’s teachers. Upon return to school from suspension, students are required to submit any missed homework/class work assignments by the end of the school day on which they return. The student will be allowed to make-up quizzes and tests at a time to be determined by the teacher.

TARDY
Students are expected to be in their seats when the class period or homeroom period bell rings. Parents of students arriving late must contact the school at (315) 446-5960 ext. 1420 or emailing attendance@cbasyracuse.org by 8:10 a.m. All unexcused tardies to school and classes will result in a detention. Students arriving to school from appointments must have a note from the physician on official letterhead and must pick up an admit slip from the nurse before attending class. Only those medical appointments with an official statement by the doctor, dentist, etc. will be marked medically excused.

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 property of another student or a staff member without permission, will be subject to appropriate penalty. 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.

TRUANCY
When a student is truant (absent without permission) from school, class, homeroom periods or assigned activities, it is considered a serious breach of conduct. Accordingly, sanctions for such conduct may range from detention to expulsion. Credit will not be granted from class work or tests missed.

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 notify the Principal in writing prior to the beginning of the school year.
Computing, data storage, network, and information retrieval systems are provided to serve the students, faculty, and staff of the CBA community. Network and Internet access is provided to further the legitimate educational goals of CBA. CBA provides computing and network resources for the use of students, employees and others affiliated with the school. Members of the CBA community are encouraged to use the computers, software packages, electronic mail (e-mail), or other software outside the school’s network for educational or CBA related activities and to facilitate the efficient exchange of useful information. However, the equipment, software and network capacities provided through CBA’s computer services are and remain the property of CBA.

Students at CBA are expected to conduct any on-line 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. Appropriate or acceptable educational uses of these resources include but are not limited to:

- Using computers to learn more about the operation of computers, programming, networks and the internet.
- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- Electronic communications may be used to facilitate distance-learning projects.
- List serves, newsgroups, blogs, and forums on the World Wide Web may be used to gain access to current information on local, state, national, and world events.
- Graphic-arts, office/productivity, or media-authoring software may be used in the preparation and delivery of class assignments such as papers, presentations and/or audiovisual content.
- 3D modeling software and 3D printers may be used in the production of tangible items, demonstrating mastery of engineering principles and tools employed in custom manufacturing.

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.
- The manufacture of any items deemed illegal or hazardous.
- 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, is 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.

Deleting, examining, copying, or modifying files belonging to other users is prohibited.

Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school’s operator from intercepting and stopping e-mail messages, which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of CBA’s computer resources.

Access to CBA’s network communication systems are a privilege, and certain responsibilities accompany that privilege. CBA users are expected to demonstrate the same level of ethics and professional manners required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

Unauthorized attempts to access another person’s electronic communications, or to use another’s name, user credentials, computer address or assigned workstation to post electronic communications is prohibited and may subject the individual to disciplinary action. All users must understand that CBA cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated via e-mail.

All users must understand that CBA cannot guarantee the privacy or confidentiality of electronic documents. Messages that are confidential as a matter of law should not be communicated via e-mail.

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 will be used to filter out inappropriate sites. Attempts to access inappropriate sites will be recorded along with user information.

Computers and student records may be monitored to determine Internet sites visited.

Students will be monitored by teachers and support staff while using computers and the Internet.

Other monitoring means may be used to check the system for violations.

These expectations apply to stand-alone units as well as units connected to the network or the Internet. Attempts to violate provisions of this code will result in revocation of the user’s privilege, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of CBA regarding inappropriate use of technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.
PHILOSOPHY
The athletic program of Christian Brothers Academy is an important and integral part of a student’s total educational experience. Athletes are the school’s most visible representatives and as such all involved must accept the responsibilities, rules, and regulations that are unique to an interscholastic athletic program. High expectations are placed on athletes with regard to time, commitment, energy and loyalty. They are expected to maintain and foster standards of behavior reflective of the opportunity to represent Christian Brothers Academy. Students are considered athletes from the moment they begin practice with a CBA sponsored team. They are expected to observe these regulations from the first practice through graduation.

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 current physical dated within 12 months of the sport season and on file in the nurses office (i.e. A July 2019 physical is only good for sports through July 2020). Also, parents must also register online at the beginning of each sports season. The link will be available on the CBA website 30 days prior to the start of each season.
- Athletes must be in attendance at CBA for at least four academic class periods on the day of an event or practice in order to participate, unless excused by the Assistant Principal of Student Affairs. Athletes must also actively participate in their regularly scheduled physical education class or they may not participate in any CBA sponsored athletic activity on that day.
- Athletes must be academically eligible to participate in a school sponsored sport. See the academic eligibility policy on page 5.

COLLEGE PLACEMENT
The CBA Counseling and Student Services Department is a valuable source of information for planning post high school experiences. Athletes are expected to become familiar with the department’s services by their junior year. Letters of recommendation are available from all CBA coaches. Athletes should notify coaches at least two weeks in advance of the date such letters are needed.

DISCIPLINARY ACTION
Infractions of the athletic code may result in probation, suspension or dismissal from a team at the discretion of school officials. Athletes may request a formal hearing regarding disciplinary action taken towards them. The request must be made in writing to the Athletic Director. A hearing panel will be formed consisting of some or all of the following: the Principal, Athletic Director, Assistant Principal, and/or coaches.

SECTION THREE TRANSFERS
There are a number of rules and procedures regarding students who transfer from another school. The entire manifest is available through the Athletic Director, and should be thoroughly reviewed BEFORE transferring a student to avoid delays in participating on an athletic team at CBA. Transfer papers MUST be completed by the school that a student is PLANNING to attend with information from the student’s previous school. Be sure to provide time (about a month) for all paperwork to be processed by all parties.

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.
CBA Athletic Code of Conduct continued

**TEAM COMMITMENT**

- Athletes are expected to attend all practices, meetings and contests involving his or her team. Failure to do so may result in suspension or dismissal from the team. Interscholastic sport teams in-season must have priority over club and recreational teams.
- Athletes are expected to observe all regulations prescribed by their coaches as essential for the best interests of the team.
- Equipment and uniforms issued to an athlete by the school are his or her direct responsibility. They are expected to exercise reasonable care toward these items, including locked storage whenever the equipment is not in use. Athletes will be billed for items lost, damaged, stolen, or misused.
- When CBA provides transportation, student athletes are expected to travel to the event in the school designated vehicle. Exceptions must be covered by written request, with clearly identified parameters, from the parent to the coach or Athletic Director.

**TRAINING REGULATIONS and EXPECTATIONS**

- Use of tobacco in any form, 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 bring discredit to the school program or team as determined by the coach, athletic director or principal.
- 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.
Outside Agency Testing: ACT, SAT I, SAT II, Advanced Placement and similar fees are assessed to students who take these exams.

Textbook Purchases: The State of NY supplies the majority of required textbooks. Students are assigned numbered texts that correspond to a student’s name. Students must return the assigned numbered textbook at the end of the school year. Students must reimburse CBA for any lost/damaged text books. Fees are levied based on damage and cost of the textbook.

Book Bills: During the summer, all students will be mailed a book bill for the upcoming academic year. Book bills must be paid in full in August. Books will be distributed in homeroom on the first day of classes. The cost of the book bill varies for each student.

Book bill fees include soft cover workbooks, paper back books, religion books, Advanced Placement exams, PE Locks, Jr./Sr. art elective supplies, graduation fees, PE Fees (i.e. spring golf unit), yearbooks and student planners.

FINANCIAL AID
Christian Brothers Academy offers a comprehensive financial aid program to all of our families who have demonstrated need. Financial aid is designed to make the school accessible to all families who value a Christian Brothers Academy education. Financial Aid forms become available on our website in early January after acceptance letters have been mailed. Please be aware that financial aid recipients are subject to academic and behavioral reviews throughout the school year. Financial Aid applications must be completed each year and are due by January 31st.

SMART TUITION MANAGEMENT
The current annual fee is $39.00. Those opting for the One Payment Plan have no annual fee. Late Fees are charged at $35.00 per month and failed auto-debit and failed checks are charged $30.00. Every family is enrolled with Smart. Notification of payment obligations will come directly from Smart. Any late or NSF fees charged by Smart are the responsibility of the family.

If the school does not receive payment within 60 days of the due date the account is considered excessively delinquent. Once an account is excessively delinquent, a student may not be permitted to attend classes; report cards, transcripts, and diplomas will be denied; and students may not be permitted to attend extra- and co-curricular activities until all financial obligations are fulfilled. Families are responsible for all costs of collection on delinquent accounts, including collection agency fees, attorney’s fees and court costs. The school expects prompt payments in order to manage our own obligations and has the discretion to hold records at any point in time.
STUDENT ACCIDENT PLAN SUMMARY OF BENEFITS

This Plan is a program designed to reimburse parents/guardians for out-of-pocket expenses incurred from hospital, physician, and other medically necessary eligible expenses resulting from an accident to their dependent child who is a full-time registered student in a school which has agreed to participate in the Religious and Charitable Risk Pooling Trust. The Plan is an “Excess” Plan over other valid coverage, as explained below.* This policy does not cover football, rugby, flag football, hockey or lacrosse.

HOW TO REPORT AN INJURY AND INITIATE THE CLAIM PROCESS

To qualify for reimbursement for the benefits provided, the Eligible Expenses must be for Medically-Necessary Care and exceed the amounts for which a Covered Student is entitled to reimbursement by other valid insurance or health agreements. Please reference the Non-Duplication or Excess Provision on the following page.

Treatment must commence within thirty (30) days of the accident by a licensed physician. All medical/dental expenses are reimbursable only if incurred within one hundred and four (104) weeks from the date of injury. All bills must be submitted within one hundred eighty (180) days of treatment.

Submit the medical expenses to all other valid coverage available to or on behalf of the Student. This includes, but is not limited to, group or individual accident and health plans, prepaid-for-service plans, HMO’s, and provisions under the No-Fault Insurance Statute, including the self-insured equivalent of any minimum benefits required by law.

The following information must be received by the Plan Administrator for payment consideration:

1. Notification of Injury form provided by the school. Part 1 of this form must be completed and signed by an authorized school representative. Part 2 of this form must be completed and signed by the parent/guardian and submitted within 180 days of the injury. If injury is dental-related, Statement of Dental Injury must be completed by dentist and...

2. Copies of all itemized bills showing the provider's name, address, tax ID number, diagnosis and procedure codes. You can request copies of itemized bills from any provider. Receipts and statements are not valid and...

3. Explanation of Benefits or denial letter from the primary insurance carrier(s).

The unpaid portion of the charges will be considered for payment and paid in accordance with the terms of the Plan. Benefits can be paid to the medical provider if the parent/guardian sends written authorization to pay the provider directly; otherwise, payments will be made to the parent/guardian. If the parent/guardian(s) are employed but have no insurance, we must receive a letter to that effect on the employer's letterhead.

Send all claims to:

A-G Administrators, Inc.
P.O. Box 979
Valley Forge, PA 19482
Toll Free: 800.634.8628 Phone: 610.933.0800 Fax: 610.933.4122
Email: claims@agadm.com

Questions regarding payments or claim status can be directed to 610.933.0800
MEDICAL COVERAGES & LIMITATIONS

Treatment must begin within 30 days of an accident by a licensed physician. Coverage is included up to the Usual, Reasonable, and Customary Charges for eligible medical care expenses incurred for medically-necessary care as a result of an accident which occurs while a student is participating in a covered activity, with a limitation of $25,000 for each accident per benefit period, not to exceed 104 weeks. Coverage includes licensed hospital, physician, nursing, lab, x-ray, and other eligible medical expenses. Hospital room and board charges are limited to the most common semi-private rate of the hospital. Dental treatment is limited up to $1,000 per tooth. Confinement, treatment, or services to diagnose, prevent, or correct craniomandibular or temporomandibular joint disorders are limited to $1,000 per accident. Orthodontics is limited to $2,500 per accident. Chiropractic and acupuncture treatment is limited to $50 per visit and $300 per covered accident. Physical Therapy and Occupational Therapy are limited to $1,500 per covered accident. Ambulance/air ambulance to nearest treatment facility is not to exceed $1,000 per accident. Durable Medical Equipment (DME) is limited to $1,500 per accident. Therapy arising out of closed head injury is limited to $2,500 per accident.

Other Benefits
- $2,500 for accidental loss of life
- $2,500 for accidental loss of both hands, both feet, both eyes, or any combination thereof
- $1,250 for the accidental loss of one hand, one foot, or one eye

NON-DUPLICATION OR EXCESS PROVISION

Reimbursement for eligible expenses are limited to those expenses that are in excess of other valid coverage available to or on behalf of the Student for which the student and/or parent/guardian are legally obligated to pay. This includes, but is not limited to, group or individual accident and health plans, prepaid service plans, HMO’s, and provisions under the No-fault Insurance Statute, including the self-insured equivalent of any minimum benefits required by law.

If a student has coverage through an HMO, PPO, or similar arrangement, that plan must be used correctly or medical benefits under this Plan shall be reduced by 50%. If a Plan, representing other valid coverage available contains a similar non-duplication or excess provision of this Plan, reimbursement for eligible expenses will be shared on a 50/50 basis between the Plans.

EXCLUSIONS

This Plan does not cover expenses for (a) eyeglasses, contact lenses, or hearing aids; (b) intentionally self-inflicted injuries, suicide or any attempt thereof; committing or attempting to commit a felony; (c) injury or loss sustained due to the use of alcohol or drugs, unless taken under the advice of a physician; (d) disease or bacterial infection (except pyogenic infections due to accidental cut or wound); (e) hernia in any form; (f) accidental bodily injury occurring prior to the period of coverage; (g) illness or disease in any form; (h) any loss which is payable under Workers’ Compensation Law or Employers’ Liability Law; (i) any injury caused by air travel, or injuries occurring while operating, learning to operate, or serving as a member of the crew of any aircraft, except as a fare-paying passenger on a regularly scheduled commercial airline, or any accident where the insured is the operator and does not hold a valid motor vehicle operator’s license (except in a Driver’s Education Program; (j) travel in or upon any 2 or 3 wheel motor vehicle; (k) any injury that is caused by war or any act of war, or caused by taking part in a riot; (l) injuries resulting from participating in any activity which is excluded from the Coverage Plan selected by the Participating Institution including practice sessions or travel directly to or from such activities; (m) any part of a charge for confinement, treatment, or service that exceeds usual, reasonable and customary charges; (n) treatment by persons employed or retained by the participating school, or by any member of the student’s immediate family; (o) re-injury or complications of a condition due to accidental bodily injury occurring prior to the effective date of the school’s participation; (p) injuries sustained from repetitive use or over use of a body part; (q) the Plan does not provide accident coverage to any activity which is not sponsored by the Participating Institution.

Neither the Plan, the Plan Sponsor, the Trustees, nor any member of the Administrator will be responsible for the false or misleading statements and/or assurances with regards to coverages afforded under this Trust Plan that are made by the member institutions and/or its employees and representatives. Member Institutions are bound by the coverage terms and conditions as prescribed in the Plan Document.
### CBA Contacts

**Administration**
- Phone: 315-446-5960
- Fax: 315-446-3393
- cbasyracuse.org

**President**
- Br. Joseph Jozwiak, FSC  
  - ext. 1229
  - jjozwiak@cbasyracuse.org

**Principal**
- Mr. Matthew Keough  
  - ext. 1250
  - mkeough@cbasyracuse.org

**Assistant Principal for Academic Affairs**
- Mr. Steven Garraffo  
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  - sddunn@cbasyracuse.org

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- Mrs. Donna Newman  
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  - dnewman@cbasyracuse.org

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  - dmulcahey@cbasyracuse.org

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- Mrs. Karin Toole  
  - ext. 1120
  - karin.toole@cbasyracuse.org

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**Director of Operations**
- Mrs. Brenda Mulhern  
  - ext. 1134
  - bmulhern@cbasyracuse

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- Mrs. Anne Schell  
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  - aschell@cbasyracuse

**Accounting Assistant**
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- Phone: 315-446-1284
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- Ms. Lori Walker  
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  - lori.walker@cbasyracuse.org

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**Counseling & Student Services Office**
- Phone: 315-446-5499
- Fax: 315-446-5499

**Director of Counseling & Student Services and Counselor Grades 11-12 (A-K)**
- Mrs. Kathleen Hanson  
  - ext. 1125
  - khanson@cbasyracuse.org

**Counselor Grades 11-12 (J-Z)**
- Mr. Christopher Dopkowski  
  - ext. 1262
  - cdopkowski@cbasyracuse.org

**Counselor Grades 9-10**
- Mrs. Valerie Stedman  
  - ext. 1263
  - vstedman@cbasyracuse.org

**Counselor Grades 7-8**
- Ms. Sarah Moran  
  - ext. 1254
  - Sarah.moran@cbasyracuse.org

**Administrative Assistant, Guidance**
- Ms. Connie Bassett  
  - ext. 1202
  - cbassett@cbasyracuse.org

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- Phone: 315-446-3393
- Fax: 315-446-3393
- Mrs. Holly Dowd  
  - ext. 1231
  - hdowd@cbasyracuse.org

**Director of Advancement**
- Mrs. Patricia Callahan  
  - ext. 1139
  - pcallahan@cbasyracuse.org

**Director of Athletics**
- Phone: 315-446-5868
- Fax: 315-446-5868
- Mr. John (Buddy) Wleklinski  
  - ext. 1123
  - jwleklinski@cbasyracuse.org

**Director of Campus Ministry**
- Phone: 315-446-3393
- Fax: 315-446-3393
- Mrs. Margaret Perkins  
  - ext. 1133
  - mperkins@cbasyracuse.org
## APPENDIX B

### Christian Brothers Academy 2019-2020 Calendar

**August 2019**
- **Thurs 15** HS Fall Sports Parents’ Meeting 7PM
- **Mon 19** HS Sports Begin
- **Tues-Thurs 20-22** New Teacher Orientation
- **Mon 26** Guidance Counselors available for appointments this week 9AM–2PM

**September 2019**
- **Mon 2** Labor Day – **No School**
- **Tues&Wed 3&4** Faculty & Staff Orientation
- **Tues 3** Drop in Day (new students only) 4-6:30PM
- **Thurs 5** Peer Ministry Training 12:30-3:30PM
- **Thurs&Fri 5&6** Orientation Grades 7-12 Noon Dismissal
- **Mon 9** First Day of Classes
- **Wed 11** College Planning Night (Junior Class) 7PM
- **Wed 18** Opening Mass for School Year
- **Thurs 19** Back-to-School Night for Parents 7PM
- **Fri 20** Junior High Back-to-School Party 7-9:30PM
- **Mon-Fri 23-27** Spirit Days
- **Fri 27** Homecoming Tailgate & Game
- **Sat 28** Homecoming Dance 8-11 PM

**October 2019**
- **Fri 4** First Friday Mass 7:30AM
- **Sat 5** SAT at CBA
- **Mon 7** Board of Trustees Meeting 4PM
- **Fri 11** Staff Development Day – **No School**
- **Mon 14** Columbus Day – **No School**
- **Wed 16** 7th Grade Field Trip 8AM-4PM
- **Thurs&Fri 17&18** 8th Grade Gettysburg Trip
- **Sat 19** Senior Class Fashion Showcase
- **Thurs 24** Junior High Winter Sports Parents’ Meeting 7PM
- **Thurs&Fri 24&25** 10th Grade Retreat
- **Sun 27** Open House 1-3PM
- **Mon 28** Junior High Sports Begin
- **Thurs 31** Halloween Costume Day

**November 2019**
- **Fri 1** All Saints’ Day Mass 9:30AM
- **Fri&Sat 1&2** Fall Drama Performance 7PM
- **Sat 2** Entrance Exam #1 Grades 7&8 8AM
- **Sun 3** Alumni Memorial Mass 9:30AM
- **Tues 5** **No School**
- **Mon 11** Veterans Day – **No School**
- **Wed&Thurs13&14** Girls’ Overnight Retreat
- **Thurs 14** HS Winter Sports Parents’ Meeting 7PM
- **Sat 16** Entrance Exam #2 Grades 7&8 8AM
- **Sun 17** 7th Grade Grandparents’ Mass & Recept.
- **Mon 18** HS Winter Sports Begin
- **Thurs 21** Junior High Musical Dress Rehearsal 3:45PM
- **Fri-Sun 22-24** Junior High Musical
- **Wed-Fri 27-29** Thanksgiving Recess – **No School**

**December 2019**
- **Mon 2** Board of Trustees Meeting 4PM
- **Fri 6** First Friday Mass 7:30AM
- **Sat 7** HS Winter Semi-Formal 8-11PM
- **Tues&Wed10&11** 7th Grade Retreat
- **Fri 13** Junior High Event 7-9:30PM
- **Sun 15** Mother/Son Communion Breakfast 9:30AM
- **Wed 18** Choral Concert 7PM
- **Thurs 19** Band/Orchestra Concert 7PM
- **Fri 20** Advent School Assembly
- **Mon 23** Christmas Recess Begins – **No School**
- **Sun 29** CBA Alumni Basketball Games

### Marking Period Dates:
- **MP1:** Mon. Sept 9 – Fri. Oct. 18
- **MP2:** Mon. Oct. 21 – Tues. Dec. 3
- **MP3:** Wed. Dec 4 – Fri. Jan. 24
- **MP4:** Mon. Feb. 3 – Fri. Mar. 13
- **MP5:** Mon. Mar. 16 – Fri. May 1
- **MP6:** Mon. May 4 – Wed. Jun 10
### Christian Brothers Academy 2019-20 Calendar

**- APPENDIX B -**

### January 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 6</td>
<td>Students Return to School</td>
</tr>
<tr>
<td>Fri 10</td>
<td>Letters of Admission Decisions Mailed</td>
</tr>
<tr>
<td>Mon 20</td>
<td>Corvette Raffle Drawing/Assembly</td>
</tr>
<tr>
<td>Mon-Fri 27-31</td>
<td>Midterms</td>
</tr>
<tr>
<td>Wed 20</td>
<td>MLK Holiday – No School</td>
</tr>
<tr>
<td>Mon-Fri 27-31</td>
<td>Accepted Student Reception 7PM</td>
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</tbody>
</table>

**February 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Mon 3</td>
<td>Second Semester Mass</td>
</tr>
<tr>
<td>Mon-Fri 17-21</td>
<td>Winter Recess – No School</td>
</tr>
<tr>
<td>Tues&amp;Wed 11&amp;12</td>
<td>8th Grade Retreat</td>
</tr>
<tr>
<td>Thurs 13</td>
<td>Parent/Teacher Conf. 4-7PM</td>
</tr>
<tr>
<td>Tues&amp;Wed 25&amp;26</td>
<td>Boys' Overnight Retreat</td>
</tr>
<tr>
<td>Wed 26</td>
<td>Ash Wednesday</td>
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### March 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Thurs-Sat 5-7</td>
<td>Junior Class Trip to Washington DC</td>
</tr>
<tr>
<td>Fri 6</td>
<td>First Friday Mass 7:30AM</td>
</tr>
<tr>
<td>Sat&amp;Sun 7-8</td>
<td>Mom’s Overnight Retreat</td>
</tr>
<tr>
<td>Thurs 12</td>
<td>Spring Sports Parents’ Meeting (Grades 7-12) 7PM</td>
</tr>
<tr>
<td>Sun 15</td>
<td>Father/Daughter Communion Breakfast 9:30AM</td>
</tr>
<tr>
<td>Mon 16</td>
<td>HS Spring Sports Begin</td>
</tr>
<tr>
<td>Fri 20</td>
<td>8th Grade Passion &amp; Purpose Fair</td>
</tr>
<tr>
<td>Mon-Fri 23-27</td>
<td>Music Appreciation Week</td>
</tr>
<tr>
<td>Wed&amp;Thurs 25&amp;26</td>
<td>8th Grade NYS ELA Exam</td>
</tr>
<tr>
<td>Fri&amp;Sat 27&amp;28</td>
<td>Spring Musical 7PM</td>
</tr>
<tr>
<td>Mon 30</td>
<td>Junior High Spring Sports Begin</td>
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</tbody>
</table>

**April 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wed 1</td>
<td>ARC Blood Drive</td>
</tr>
<tr>
<td>Fri 3</td>
<td>First Friday Mass 7:30AM</td>
</tr>
<tr>
<td>Mon-Mon 6-13</td>
<td>Easter Recess – No School</td>
</tr>
<tr>
<td>Thurs 16</td>
<td>Brothers Idol</td>
</tr>
<tr>
<td>Fri 17</td>
<td>Junior Prom 7-11PM</td>
</tr>
<tr>
<td></td>
<td>(11th Grade Dismissed at 12:30PM)</td>
</tr>
<tr>
<td></td>
<td>Senior Class Alumni Luncheon</td>
</tr>
<tr>
<td>Tues&amp;Wed 21&amp;22</td>
<td>9th Grade Retreat</td>
</tr>
<tr>
<td></td>
<td>8th Grade NYS Math Exam</td>
</tr>
<tr>
<td>Thurs 23</td>
<td>High School Honors Night Ceremony 7PM</td>
</tr>
<tr>
<td>Fri 24</td>
<td>Staff Development Day – No School</td>
</tr>
<tr>
<td>Sat 25</td>
<td>Lasallian Auction Dinner</td>
</tr>
<tr>
<td>Tues 28</td>
<td>Choral Concert 7PM</td>
</tr>
<tr>
<td>Wed 29</td>
<td>Band/Orchestra Concert 7PM</td>
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</table>

### May 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Fri 1</td>
<td>First Friday Mass 7:30AM</td>
</tr>
<tr>
<td>Sat 2</td>
<td>SAT at CBA</td>
</tr>
<tr>
<td>Mon 4</td>
<td>Board of Trustees Mtg/Dinner 4PM</td>
</tr>
<tr>
<td>Mon-Fri 4-15</td>
<td>AP Exams</td>
</tr>
<tr>
<td>Wed 6</td>
<td>High School Info Night for Grade 8</td>
</tr>
<tr>
<td>Fri 8</td>
<td>Junior High Event 7-9:30PM</td>
</tr>
<tr>
<td>Tues 12</td>
<td>Giving Day</td>
</tr>
<tr>
<td>Thurs 14</td>
<td>Art Expose in LGI Area 4PM</td>
</tr>
<tr>
<td>Sat 16</td>
<td>Senior Ball 7-11PM</td>
</tr>
<tr>
<td>Mon 18</td>
<td>Founder’s Day</td>
</tr>
<tr>
<td></td>
<td>Seniors’ Last Day of Classes</td>
</tr>
<tr>
<td>Tues-Thur 19-21</td>
<td>Senior Exams</td>
</tr>
<tr>
<td>Thurs 21</td>
<td>Ascension Thursday Mass 9:30AM</td>
</tr>
<tr>
<td>Fri 22</td>
<td>No School</td>
</tr>
<tr>
<td>Mon 25</td>
<td>Memorial Day – No School</td>
</tr>
<tr>
<td>Fri 29</td>
<td>Senior &amp; Parent Breakfast &amp; Graduation Rehearsal 7:45AM</td>
</tr>
<tr>
<td>Sat 30</td>
<td>Baccalaureate Mass 7PM</td>
</tr>
<tr>
<td>Sun 31</td>
<td>Graduation 11AM</td>
</tr>
</tbody>
</table>

### June 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Wed 3</td>
<td>8th Gr Moving Up Mass &amp; Ceremony 7PM</td>
</tr>
<tr>
<td>Thurs 4</td>
<td>8th Gr Picnic 8:15AM- 2:30PM</td>
</tr>
<tr>
<td>Fri 5</td>
<td>First Friday Mass 7:30AM</td>
</tr>
<tr>
<td></td>
<td>Junior High Ice Cream Social 2:45-3:30PM</td>
</tr>
<tr>
<td>Mon 8</td>
<td>Incoming 7th Grade Student &amp; Parent</td>
</tr>
<tr>
<td></td>
<td>Orientation 7PM</td>
</tr>
<tr>
<td>Wed 10</td>
<td>Last Day of Classes –</td>
</tr>
<tr>
<td>Thurs 11</td>
<td>Study Day – No School</td>
</tr>
<tr>
<td>Fri-Tues 12-16</td>
<td>School Exams</td>
</tr>
<tr>
<td>Wed-Thurs 17-25</td>
<td>Regents Exams</td>
</tr>
<tr>
<td>Fri 26</td>
<td>Grading Day</td>
</tr>
<tr>
<td>Mon 29</td>
<td>Alumni Golf</td>
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### July 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Thurs 2</td>
<td>Counselors’ Last Day</td>
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</tbody>
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**Parents’ Club Meeting Dates (6:30PM)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed. Sept. 18th</td>
<td>Wed. Jan. 15th</td>
</tr>
<tr>
<td>Wed. Oct. 16th</td>
<td>Wed. Mar. 14th</td>
</tr>
<tr>
<td>Wed. Nov. 13th</td>
<td>Wed. May 13th</td>
</tr>
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</table>

**Athletic Booster Club Meeting Dates (6:00 PM)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. Sept. 23rd</td>
<td>Mon. Mar. 16th</td>
</tr>
<tr>
<td>Tues. Nov. 12th</td>
<td>Mon. May 11th</td>
</tr>
<tr>
<td>Mon. Jan. 13th</td>
<td>Mon. Mar. 16th</td>
</tr>
</tbody>
</table>
Each family is required to be familiar with the guidelines for appropriate attire before the start of classes in September. Students are required to wear clothing as pictured by our approved clothes vendor, Land’s End: CBA homepage → Parent or Student tab → Dress Code → landsend.com. Unacceptable attire and grooming reflect a poor image of the student as well as the school. It is important that students take PRIDE in their appearance. Administration reserves the right to keep a student out of class if the student is not in appropriate attire and properly groomed.

**Oxford Shirts**

- ACCEPTABLE OXFORD SHIRTS: Long or short-sleeved, generously fitting, clean, pressed, solid oxford style shirts, that are long enough to remain tucked in at all times (including when seated).
- Girls: Only the top button may be undone, no visible undergarments.
- Boys: All buttons fastened, worn with a tie, no undergarments with visible writing or designs.

**Polo Shirts**

- ACCEPTABLE POLO SHIRTS: Long or short-sleeved, generously fitting, clean, wrinkle free, solid colored shirts with no writing or large logos, that are long enough to remain tucked in at all times (including when seated).
  Polo shirts may be worn with plain white undershirts only. Long sleeved garments are not to be worn under short sleeved polo shirts.

**Pants**

- ACCEPTABLE PANTS: Generously fitting khaki, gray, navy, or black solid colored Docker–style dress pants, with internal pockets only and worn appropriately with belt not hanging below the belt line.
- UNACCEPTABLE PANTS: Pants with external stitched pockets, Low riders, Capri pants, Cargo pants, jogger pants, excessively loose or tight pants, sagging pants, pants with frayed edges, pants made with lycra or stretch material, velour, corduroy, pants with denim or jean-like material.

**Skirts**

- ACCEPTABLE SKIRTS: Generously fitting khaki, charcoal, navy, or black solid colored, knee length.
- UNACCEPTABLE SKIRTS: Tight fitting skirts, skirts made of velour or denim type fabric, skirts with slits, and skirts with frayed edges.

**Sweaters**

- ACCEPTABLE SWEATERS: Any crew, cardigan, v-neck worn with proper dress code oxford-style shirt underneath. Note sweaters don’t have to be solid colored, patterned sweaters are okay.
- UNACCEPTABLE SWEATERS / TOPS: Sweaters with zippers, collared sweaters with snap buttons, writing or large logos, hooded sweaters of any kind, turtlenecks, fleece, sweatshirts, knit shirts, warm-ups, team shirts, jackets.

**Shoes**

- ACCEPTABLE FOOTWEAR: Black or brown dress shoes, loafers, boat shoes, ballet flats, or clogs.
- UNACCEPTABLE FOOTWEAR: Boots, sneaker or sneaker-style, skateboard, athletic, croc, moccasin, slipper-style, open-toe, and heels greater than 2”.
- Only during announced winter months, black or brown boots appropriately worn (i.e. laced and tied) are allowed.
- Socks or stockings must be worn at all times.

**Hair**

- Must be a solid natural color (students dying hair with unnatural colors may be suspended until hair color is corrected).
- Neat, clean and acceptably styled (no designs, no mohawks, dreadlocks, etc.)
- Boys must be clean shaven and hair must be cut short (i.e above the collar, ears, and eyebrows)
- Beards, mustaches, sideburns below ears, and cornrows not permitted for boys.

**Miscellaneous**

- Hats, scarves, and sunglasses are not permitted.
- Visible body piercings, markings, and tattoos are not permitted.
- **Earrings are not permitted for boys, girls may wear earrings only.**
- Coats, jackets and other outerwear are not permitted during the school day.
- All students must wear belts with all pants.
DRESS DOWN GUIDELINES

Shirts

▪ ACCEPTABLE SHIRTS: Generously fitting polo shirts or T-shirts.
▪ UNACCEPTABLE SHIRTS: Tank tops, spaghetti straps, tube tops, tight stretch material, short shirts, low cut tops or bare midriffs, shirts revealing underclothing, shirts displaying inappropriate words or pictures (i.e. portraying alcohol, drugs, violence, etc.).

Pants

▪ ACCEPTABLE GIRLS PANTS: Any generously fitting and appropriately worn style of jeans, pants, athletic warm ups, Capris.

▪ ACCEPTABLE BOYS PANTS: Any generously fitting and appropriately worn style of jeans, pants, athletic warm ups.

▪ UNACCEPTABLE PANTS: Any jeans, pants, warm-ups, Capris with rips, holes, or tears. No shorts allowed.

Shoes

▪ ACCEPTABLE SHOES: Sneakers
▪ UNACCEPTABLE SHOES: Open-toed shoes (i.e. sandals, flip flops, etc.)

Miscellaneous

▪ Hats and sunglasses are not permitted.
▪ Earrings are not permitted for boys. Girls may wear earrings only.
▪ Visible body piercings, markings, and tattoos are not permitted.
▪ NO clothing with rips, tears or holes.

The Administration will make the final decisions regarding student grooming and appearance. Students who are out of dress code will not be allowed to attend class until they are in dress code. Teachers will have the option of giving a zero for work missed, including tests and quizzes missed.
A CBA student who is unable to attend school because of a physical, mental, or emotional illness or injury as substantiated by a licensed physician is eligible to be instructed at home or in a hospital by a tutor provided by the school district in which the pupil resides. An absence of two weeks is generally considered a prolonged absence. The request for homebound instruction must be submitted to the student’s home school district; this request is permitted after five consecutive days absent.

Commensurate with C.R. 175.21, instruction will be provided for a minimum of ten hours per week, preferably two hours per day.

Communication between CBA personnel and the tutor employed by the district is essential to ensure continuation of the pupil’s normal program. At the conclusion of this interim service, the tutor should submit to CBA a report of the pupil’s progress, including attendance, during the period of homebound instruction (http://www.p12.nysed.gov/nonpub/handbookonservices/homeboundinstruction.html).

The goal of homebound instruction is to allow students who have a medically documented illness to receive instruction and maintain academic progress. The following protocols are necessary to ensure that academic progress is maintained and that the student is supported throughout their illness.

- Assignments collected from the classroom teachers will be picked up by the tutor in the Main Office.
- At the conclusion of Homebound Instruction, student’s attendance will be updated to reflect “Present- Out of Building.”
- Homebound Instruction is considered to be equivalent to classroom instruction and assignments are due accordingly. Assignments are due on a reasonable due date determined by the classroom teacher, tutor, and physician.
The Academic Support Center is a proactive program aimed at improving academic performance. The goal of the Center is to support students in achieving academic success by offering a structured after school study area to complete assignments and prepare for exams. The Academic Support Center is open to any student from 3:00 PM until 4:00 PM on Monday, Tuesday, and Thursday afternoons in room 214.

Students who have failed to demonstrate academic proficiency by failing two or more classes are required to use the Academic Support Center to improve their performance. It is important that students take advantage of this support center and work to achieve the academic standards that are expected at Christian Brothers Academy. The following rules are in place to ensure that students who are not currently demonstrating successful academic performance are using all of the resources of CBA to improve academic achievement.

1. Students must arrive to the Academic Support Center by 3:00 PM on Monday, Tuesday, and Thursday each week throughout the marking period.
   - The Academic Support Center takes precedence over any other after school activity.

2. Students are encouraged to visit content specific teachers but must have a pre-signed pass from their classroom teacher.

3. On the occasion that Mr. Marshall is not present, students will be required to go to a teacher or the library after school and complete work/study. The next day, students must provide Mr. Marshall with a pass from that teacher/librarian showing the times that they attended (this includes the library). A student who does not provide a pass the next day will be considered an unexcused absence and are subject to the consequences listed below.

Failure to arrive on time or on a consistent basis is unacceptable and demonstrates an unwillingness to improve academic performance. The following consequences will be issued for the failure to adhere to timely and consistent attendance each marking period.

First Offense: Verbal Reprimand
Second Offense: Parents Notified
Third Offense: 1 After-School Detention (Wednesday or Friday Afternoon)
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