



**Chaminade**  
**Julienne**  
CATHOLIC HIGH SCHOOL



**Student / Parent Handbook 2018-2019**

505 S. Ludlow St. • Dayton, OH 45402-9847  
(937) 461-3740 • FAX: (937) 461-6256  
[www.cjeagles.org](http://www.cjeagles.org)

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## OFFICE DIRECTORY

(937) 461-3740 • School Fax (937) 461-6256

### President's Office (Ext 202)

### Principal's Office (Ext 219)

### Main Office (Ext 200 or 203)

- Announcements
- Messages
- External Learning (Field Trips)
- Work Permits
- Grade Reporting
- Transcripts (Graduates)
- Change of Address

### Student Services (Ext 216)

- Attendance, Ext 465
- Extra-curricular Activities
- Student ID's
- Transportation
- Discipline (general)
- Parking permits

### Business Office (Ext 211)

- Tuition & Fees
- Withdrawal
- Financial Aid

### Communications (Ext 221)

- Parent Weekly

### Nurse (Ext 227)

- Medical Attention

### Ministry & Service Retreats (Ext 244)

- Community Service (Ext 209)

### Development (Ext 232)

### Guidance (Ext 243)

- Personal Issues
- Scheduling Issues
- College information

### Admissions (Ext 210)

### Performing Arts Department (Ext 246)

### Athletic Office (Ext 294)

## Mission Statement of Chaminade Julienne Catholic High School

Chaminade Julienne Catholic High School is an educational community of faith. Inspired by the goodness of God, we commit to educating the whole person, working for justice and developing family spirit. We offer a quality, integral learning experience to a culturally diverse student population.

Grounded in the gospel of Jesus Christ as reflected in Catholic Tradition and in the charisms of the Sisters of Notre Dame de Namur and the Marianists, we prepare young men and women to become life-long learners and contributing members of society and people of compassion, integrity and service.

### Core Values

#### Academic Growth

- We promote excellence in all subject areas.
- We foster a love of learning that will last a lifetime.
- We educate students for adaptation and change.

#### Service

- We serve a wide range of people.
- We inspire students to be reflective and informed

people of service.

- Our students serve the local, national and international communities.

#### Catholic Tradition

- Catholic Tradition forms our worship and informs our classroom instruction.
- We foster spiritual growth in all of our students.

- Catholic social teaching permeates our understanding of justice and peace and guides our actions inside and outside the school.

### **Diversity**

- We value and welcome people of different socio-economic backgrounds.
- We value and welcome people of different cultures and various faith traditions.
- We value and welcome people of various learning styles and ability levels.

### **Community**

- We value relationships and collaborative efforts both inside and outside the school.
- We build community in the classroom and in extra-curricular activities.
- We advance our mission through consensus, collegiality and family spirit.

### **Faith**

- The goodness of God inspires all that we do both inside and outside the school.
- St. Julie and Blessed Chaminade serve as models of faith in action.
- We make prayer and retreats a priority in our school.

### **Respect**

- We respect ourselves as children of God.
- We respect the dignity and individuality of other people and their communities.
- We promote an atmosphere of respect for rules and authority.

### **Holistic Education**

- We develop the whole person through a quality integral education.
- We integrate faith with all academic, artistic, and athletic activities.
- We emphasize a global perspective.

## **Vision**

Chaminade Julienne Catholic High School will be a leader for excellence in Catholic education.

### **The Founders of Our Sponsoring Religious Orders**

Chaminade Julienne Catholic High School was founded and remains sponsored and supported by the Sisters of Notre Dame de Namur and the Marianists. Each of these religious congregations was founded by people committed to education and the restoration of the Gospel message of Jesus Christ following the violence, political unrest, and religious upheaval of the French Revolution.

**St. Julie Billiart (1751-1816).** The founder of the Sisters of Notre Dame de Namur told her sisters regularly, “How good is the good God!” despite being paralyzed for 23 years of her life, surviving the French Revolution, and being challenged by the authority of the Church. In 1804 in Amiens, France, St. Julie and two other women began the Sisters of Notre Dame, promising to dedicate their lives to serving God by educating poor women. Within two years of their founding, St. Julie and her growing band of Sisters had founded numerous schools throughout France and Belgium, where she encouraged her sisters to provide their students with an education for life. The teachings and beliefs of St. Julie still today challenge the Chaminade Julienne community to work for justice, have a global perspective, and celebrate the goodness of God.

**Blessed William Joseph Chaminade (1761-1850).** Like St. Julie, Blessed Chaminade’s faith was greatly challenged during the time of the French Revolution. Forced to flee France and his work as a priest, Chaminade spent years in exile in Saragossa, Spain, where he began to see his mission of service in a new way. When he was finally able to return to Bordeaux, France in 1800, he established groups of lay persons who were dedicated to living as Jesus’ first disciple, his mother Mary, had lived. From these communities came women and men who wanted to make explicit public witness to their devotion to prayer, living in community, and the mission of forming more communities of faith. A religious order of Sisters was founded in 1816, called the Daughters of Mary, and a year later, a religious order of priests and brothers was founded, called the Society of Mary. They, along with lay persons who work with them in service, make up the Family of Mary, which today serves throughout the world. The teachings of Blessed Chaminade today challenge the Chaminade Julienne community to educate for service, justice, and peace, while providing a quality, integral education.

### **School’s Right to Amend**

The administration of Chaminade Julienne Catholic High School reserves the right to amend this handbook and its content.

### **Activities Not Covered in this Handbook**

This handbook is not designed to be an inclusive treatise of all acceptable and non-acceptable behaviors. Students are expected to always behave in ways reflective of the philosophy and ideals of the Chaminade Julienne community and in ways that do not impede the educational process. Faculty, staff and administration will be the sole judges as to inappropriate behaviors.

# DAILY SCHEDULES

Daily Schedule	
Period 1	8:05-8:53
Period 2	8:57-9:45
Period 3	9:49-10:37
Period 4a	10:41-11:04
Period 4b	11:07-11:30
Period 5a	11:34-11:57
Period 5b	12:00-12:23
Period 6	12:27-1:15
Period 7	1:19-2:07
Period 8	2:11-2:59

Liturgy Schedule	
Period 2	8:05 – 8:38
Period 1	8:42 – 9:14
Liturgy	9:14-10:48
Period 3	10:52-11:24
Period 4a	11:28-11:51
Period 4b	11:54-12:17
Period 5a	12:21-12:44
Period 5b	12:47-1:10
Period 6	1:14-1:46
Period 7	1:50-2:22
Period 8	2:26-2:59

Rally Schedule	
Period 1	8:05-8:46
Period 2	8:50-9:31
Period 3	9:35-10:16
Period 6	10:20-11:01
Period 4a	11:05-11:28
Period 4b	11:31-11:54
Period 5a	11:58-12:21
Period 5b	12:24-12:47
Period 7	12:51-1:32
Period 8	1:36-2:17
Rally	2:17-2:59

Block A	
Teacher Plan	7:45-9:30
Period 1	9:42-11:14
Period 4/5	11:19-1:22
Period 7	1:27-2:59

Block B	
Period 2	8:05-9:37
Period 3	9:42-11:14
Period 6	11:19-1:22
Period 8	1:27-2:59

Block A Liturgy	
Period 1	8:05-9:37
Liturgy	9:42-11:14
Period 4/5	11:19-1:22
Period 7	1:27-2:59

Block Lunch Schedule	
Lunch A	11:19-11:46
Lunch B	11:51-12:18
Lunch C	12:23-12:50
Lunch D	12:55-1:22

Block A 2 Hour Delay	
Period 1	10:05 - 11:30
Period 4/5 A	11:34 - 12:01
Period 4/5 B	12:04 - 12:31
Period 4/5 C	12:34 - 1:01
Period 4/5 D	1:04 - 1:31
Period 7	1:35 - 2:59

Block B 2 Hour Delay	
Period 2	10:05 - 11:05
Period 6 A	11:09 - 11:32
Period 6 B	11:35 - 11:58
Period 6 C	12:01 - 12:24
Period 6 D	12:27 - 12:50
Period 3	12:54 - 1:54
Period 8	1:58 - 2:59

One Hour Delay	
Period 1	9:05 - 9:43
Period 2	9:47 - 10:25
Period 3	10:29 - 11:07
Period 4a	11:11 - 11:34
Period 4b	11:37 - 12:00
Period 5a	12:04 - 12:27
Period 5b	12:30 - 12:53
Period 6	12:57 - 1:35
Period 7	1:39 - 2:17
Period 8	2:21 - 2:59

Two Hour Delay	
Period 1	10:05 - 10:33
Period 2	10:37 - 11:05
Period 3	11:09 - 11:37
Period 4a	11:41 - 12:04
Period 4b	12:07 - 12:30
Period 5a	12:34 - 12:57
Period 5b	1:00 - 1:23
Period 6	1:27 - 1:55
Period 7	1:59 - 2:27
Period 8	2:31 - 2:59

AM Assembly	
Period 1	8:05 - 8:43
Assembly	8:43 - 9:43
Period 2	9:47 - 10:25
Period 3	10:29 - 11:07
Period 4a	11:11 - 11:34
Period 4b	11:37 - 12:00
Period 5a	12:04 - 12:27
Period 5b	12:30 - 12:53
Period 6	12:57 - 1:35
Period 7	1:39 - 2:17
Period 8	2:21 - 2:59

PM Assembly	
Period 1	8:05 - 8:41
Period 2	8:45 - 9:21
Period 3	9:25 - 10:01
Period 6	10:05 - 10:41
Period 4a	10:45 - 11:08
Period 4b	11:11 - 11:34
Period 5a	11:38 - 12:01
Period 5b	12:04 - 12:27
Period 7	12:31 - 1:07
Period 8	1:11 - 1:47
Assembly	1:50 - 2:59

## **School Leadership**

Steve Fuchs, *Assistant Principal*  
Julie Goetz, *Director of Finance and Accounting*  
Jeremy Greenleaf, *Athletic Director*  
Kelli D. Kinnear, *Ministry and Service*  
John C. Marshall '86, *Principal*  
Daniel J. Meixner '84, *President*  
Brandon Meyer, *Director of Admissions*  
Greg Mueller, *Assistant Principal*  
Tina Wagoner, *Director of Marketing and Communications*  
Deacon Jim Walworth, *Director of Development*

## **2018-2019 Board of Trustees**

Timothy M. Kroger '78, Chair  
Bro. Victor Forlani, S.M., Vice-Chair  
Sister Kim Dalgarn, SNDdeN, Secretary  
Joseph M. Geraghty '83, Treasurer  
Philip Chick  
Fr. Anthony Cutcher  
Lainie Dean  
Daniel K. Foley '83  
Robert E. Hickey, Jr.  
Elaine J. Lantz '70  
David Lawrence  
Thomas J. Lasley  
Tony Ortiz  
Thomas R. Petrovic  
Ellen Quinttus  
Julie Roach  
Jennifer Dalton Theibert '92

## **Student Council**

Alyssa Whatley, President

## **Senior Class Officers**

Anneliese Fisher, Co-President  
Paige Tincu, Co-President  
Cayley King  
Jack Nauseef  
Maria Osnaya

## **Junior Class Officers**

Erin McGraw, Co-President  
Elizabeth Chidera Tagbo-Nwachukwu, Co-President  
Agnes Guiselin  
Lia-Sophie Keller  
Aubrey Trimbach  
Andrew Wong

## **Sophomore Class Officers**

Kate Schinaman, President  
Claire Leingang, Vice President  
Chiamaka Ejinaka  
Lainey Groll  
Geroan Njumashua  
Kelsey Roach

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## TUITION/FEES

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Enrollment at Chaminade Julianne Catholic High School constitutes entrance into a contract. The terms of this contract require educational services to be rendered on the part of the school and payment of tuition, fees, and other obligations on the part of the student and family. Tuition for the 2018-2019 school year is \$10,055 for parish-affiliated families and \$10,850 for private students. Tuition for the following school year will normally be announced in mid-February. Each student is also required to pay a registration fee of \$200 at the time of course selection for the following school year. This registration fee is in addition to tuition and is non-refundable. For students to be officially registered, the online registration documentation must be complete and the registration fee paid. Tuition is paid through FACTS Management and four payment options are available.

### Fee Schedule (2018-2019)

Registration	\$200 <i>per student</i>
Re-Enrollment	\$200 <i>per student</i>
Technology	\$200 <i>per student</i>
Student initiated schedule change	\$150
Graduation (seniors)	\$100
Parking permit	\$60/ <i>year</i>
Saturday Detention	\$20
Returned check / payment charge	\$35
Junior retreat	\$60
Kairos	\$95
Athletic participation	\$100 <i>per season</i>

**TUITION ASSISTANCE:** Each year, students may qualify for scholarships or tuition assistance grants made possible because of the generous support of the Dayton community, CJ benefactors, and the Catholic Educational Foundation of the Archdiocese of Cincinnati.

To apply for a scholarship or tuition assistance grant, families must complete a CJ tuition assistance application form and submit all required information to FACTS by the deadline date (normally December 1 of each year), along with the application fee. Instructions and details are located on the school's website.

**SPECIAL ACTIVITIES:** Student accounts must be current before any participation fees can be accepted for special and/or unique activities for which the participation fee is \$250 or more. These may include, but are not limited to, summer mission trips, senior trip, and performing arts trips. This policy applies even if the person paying for the event (for example, grandparent, aunt, uncle, friend of the family, or any other person) is not the same person responsible for the tuition obligation. Additionally, student accounts must be current at the time of the special event for the student to participate.

**ACTION IN THE EVENT OF FINANCIAL DEFICIENCIES:** At the end of each quarter, students with delinquent tuition accounts may not be able to attend classes, participate in co-curricular activities, including practicing with or competing with CJ athletic teams. Participation can resume when the student's account is current.

Students not registered for the next school year by the last day of school will not be permitted to participate in any CJ-sponsored summer activities, including athletic camps or conditioning, until registration documentation is complete and the registration fee paid.

Graduating seniors with outstanding balances will not receive their diploma nor will their transcripts and other records be released until all financial obligations are met. Additionally, these students may not be able to participate in the graduation ceremony.

**REGISTRATION FOR THE FOLLOWING SCHOOL YEAR:** Current CJ families with returning students will receive a registration packet for the following school year in February. The packet will include all required activities to be considered registered, including completion of the online registration form and payment of the registration fee. This process must be completed by March 15 to avoid an increased registration fee.

If a current student has not completed the registration process by May 1, the school will assume the student intends to withdraw at the conclusion of the current school year. The student's course selections will be cancelled and the parents will be asked to complete a withdrawal form.

Students who are not registered for the next school year by the last day of the current school year are no longer considered students of CJ. They are not eligible to participate in summer activities including athletics, mission trips, extracurricular activities, and CJ sponsored summer courses; will forfeit any awarded tuition assistance for the next school year; and will need to re-apply to CJ through the admissions office. Registration fee under this process will be \$425.

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## ACADEMIC POLICIES

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### Admissions Policy

Chaminade Julienne Catholic High School admits students who are self-disciplined and motivated to continue to develop their faith, achieve their highest academic potential, and actively participate in their school, church, and social communities.

Chaminade Julienne is committed to educating the whole person. Thus, the school has high standards for excellence, ensuring that all graduates have the necessary academic tools and experiences so they have the choice to attend college following graduation. Because students arrive at Chaminade Julienne with varying educational experiences, interests, and abilities, the school strives to place each student in classes that most appropriately meets his or her ability and interest. Past academic performance, discipline, standardized test scores, attendance, and recommendations from persons in the students' previous school play a vital role in acceptance to Chaminade Julienne.

The following criteria are considered by the admissions team in making admissions decisions:

**Faith.** Chaminade Julienne places a high priority on a student's commitment to his or her spiritual development. All prospective students must be able to articulate the role that faith plays in their life and in the lives of their family. The school community welcomes students of all faith traditions and expects that all students will participate fully in our four-year religion curriculum and in our worship services, regular community prayer, and community service program, all of which are rooted in Catholic Tradition.

**Academics.** Each student's academic record must indicate that he or she can successfully complete course requirements and graduate in four years. To determine likely success at Chaminade Julienne, the admissions committee will consider grades from the applicant's grade school experience, particularly grades 6-8, standardized test scores, and recommendation from current teachers. Transfer students will be evaluated on a case-by-case basis.

**Attendance and Discipline.** Students at Chaminade Julienne are expected to maintain high standards of discipline and attendance and demonstrate respect for themselves and others as children of God. Thus, a student's discipline and attendance record over the previous two school years is an important part of the consideration for admissions. This information will be gained from attendance records on report cards, teacher comments on report cards, and reports from the student's current school.

### Nondiscrimination Policy

Chaminade Julienne Catholic High School does not discriminate on the basis of race, color, national or ethnic origin in admitting students to all its programs, or in administration of its educational or admission policies, financial aid programs, and athletic or other school administered programs.

### Academic Integrity Violations

It is expected that all CJ students continually strive to be persons of integrity. Cheating, forgery, and plagiarism will not be tolerated. Academic integrity violations on tests, quizzes, and major projects encompass, but are not limited to, the following:

- failure to cite borrowed ideas and thoughts in quotations or on bibliography /work cited page.
- giving or receiving information (orally, visually, electronically, etc.) during test or quiz situations.
- bringing prepared materials (i.e. notes on cheat sheets, hands, arms, clothing, study guides, or non-approved browser tabs) to the testing area. Using said materials and/or having them visible with or without intent.
- revealing test information to other students inside or outside of the test area.
- copying or allowing another student to copy all or part of a major assignment.

Plagiarism is defined as copying material from another source (i.e. printed materials, books, the internet, electronic files, etc.) and submitting it as if it was one's own.

Students knowing of these activities are expected to inform a faculty member or administrator.

### **Consequences for Major Academic Integrity Violations**

*These consequences will apply to the student's entire career at CJ.*

**First Offense:** A zero on any work related to the incident with no opportunity to make up the work for credit, and one Saturday detention. Parents will be notified.

**Second Offense:** A zero on any work related to the incident with no opportunity to make up the work for credit and at least one Saturday detention. A parent conference and an academic probation contract will be required.

**Third Offense:** Immediate withdrawal from Chaminade Julianne.

### **Cheating, forgery, or plagiarism on homework or other minor projects**

Each teacher will have clearly stated expectations for homework and other minor class projects in the course syllabus. A student not acting within the expectations of academic integrity will receive appropriate disciplinary consequences as determined by the teacher and/or department chairperson. Consequences may include, but are not limited to: a zero on work related to the incident, demerits, and/or after school detentions. An accumulation of two academic integrity demerits will result in a major academic integrity violation. Academic integrity demerits will apply to the student's entire career at CJ.

### **Academic Probation**

The Academic Probation program is designed to assist those students who have demonstrated academic deficiencies. Students may also be placed on contract at the request of the counselor or administration of the school when deemed necessary. Details will be explained to the parents at the time of placement on the contract.

### **Student Reviews**

Students not meeting expectations or not making adequate progress in the areas of academics, attendance or discipline will be notified as to the need to withdraw from Chaminade Julianne by a member of the administration. Additionally, the business office will review student accounts. Families not upholding their financial obligations may be notified as to the need to withdraw.

### **College Credit Plus**

College Credit Plus is an initiative by the State of Ohio which gives qualified high school students the opportunity to take college courses and receive college credit for free. These courses will also count for high school credit. All public colleges and universities in Ohio participate in CCP while private colleges and universities have the choice whether to participate or not. Students have the option to take college classes either on the college or university campus, online through the college or university, or at CJ.

In order to participate, students must demonstrate college readiness, be committed to the rigor and pace of college level work, and complete the necessary paperwork by the specified deadlines. Students considering CCP and their parents should attend the informational meeting held in the spring. They should also carefully consider the student's ability to commit the necessary time and energy to these classes. Students enrolled in CCP are considered college students and are therefore required to follow the requirements and deadlines of the college or university. CJ's guidance counselors are available to discuss the CCP program with interested students.

### **Transcript Requests**

Transcripts are forwarded to colleges, universities, other high schools or other agencies only at the request of a student or parent. Students must request transcripts to send to colleges, NCAA, scholarships, etc. through the guidance office. CJ will send student transcripts through a secure electronic process whenever possible. All scores sent to Chaminade Julianne (HSPT, SAT, ACT, etc.) will be included with the transcripts sent to other high schools, colleges, scholarships programs, summer programs, etc. Transcripts will not be released to any outside school or agency if the student's tuition account is not up-to-date.

### **Courses and Credits**

Students take a minimum of six courses each semester. Only one full study hall is normally permitted per day. Courses offered for the current school year are listed in the *Course Catalog*. If a student takes more than seven CJ classes in a semester there will be a charge for the extra classes.

Credit for courses is awarded at the end of each semester. Receiving credit is dependent upon a passing grade at the end of the semester. For year-long courses, a student will be awarded half of the total course credit upon successful completion of a semester.

### **Credit Flexibility**

CJ participates in the State of Ohio's credit flexibility program. This is a program where a student can earn high



school credit beyond the normal classroom. For example, students may enroll in an online course, participate in a summer program, complete educational travel, etc. Students wishing to participate must receive prior approval before beginning an activity. Students interested in this possibility must see their counselor for further details.

### **Grading**

CJ uses a system of reporting grades called continuous progress. Each time a report is issued, whether as an interim or a report card, the grades reported are what the student is earning at that time. No previous grade is needed to be “calculated with” to determine an average. The report card that is issued in January (the second grading period) and June (the final grading period) will also report the grade the student earned on exams. For purposes of determining honor roll and eligibility, the grades reported for the first nine-week period, first semester, third nine week period, and final grading period will be used.

*The quantitative numerical grades have the following meaning:*

		<u>CP &amp; General classes</u>		<u>Honors/AP classes</u>
100-93	A	Superior Work	4 points	5 points
92-85	B	Work is better than avg.	3 points	4 points
84-77	C	Work is good, avg.	2 points	3 points
76-70	D	Work is below avg. improvement needed	1 point	2 points
69 or below	F	Receive a failing grade	0 points	0 points

A weighted average is also calculated for all students. To calculate the weighted average, students in AP and Honors level classes will be awarded a grade 14% higher than their numeric grade; students in College Prep level classes will be awarded a grade 7% higher than their numeric grade; students in General level classes will be awarded their numeric grade only.

Changes in grades need administrative approval. An incomplete grade is granted only when necessary because of prolonged medical absence during a marking period. Any incomplete grade left on a student’s record as a final grade will be recorded as a 50, a failure, on the student’s permanent record. It is the student’s responsibility to make up any incomplete grades within two weeks of the issuance of the grade card.

### **Honor Roll**

Students who have an unweighted average of 93% or better during each of the following grading periods will be recognized as being on the Honor Roll: first nine week period, first semester, third nine week period, and the final grading period.

### **NHS Requirements**

Invitations for membership in the National Honor Society will be sent to those students meeting the required cumulative average in the spring of their junior year. Eligible seniors who have heretofore not joined will also receive this information. Interested students will be guided through the selection process by the NHS moderator. Only juniors and seniors are considered for induction. A five-member faculty panel will review resumés and vote on who is admitted. The four categories considered are scholarship, leadership, service, and character.

### **Interim Reports and Report Cards**

During each grading period, interim reports will be posted in NetClassroom. Interim reports will not be printed unless requested by a parent/guardian. At the end of the grading period report cards are issued. First and third quarter report cards will be distributed to students. Second and fourth quarter report cards will be mailed home. Parents who wish to talk with a teacher should contact the teacher directly via email or voicemail.

### **Receiving a Failing Grade—Grades 9, 10, 11**

Any student receiving a final grade below 70 at the end of a semester fails that portion of the course. All required courses must be repeated in summer school the same year as the failure. If the course is not repeated, the student may not be permitted to return to Chaminade Julianne for the following academic year. Summer school course requirements:

- summer school courses must be approved by the student’s guidance counselor,
- students must receive a grade of 70% or above in order to receive credit,
- all summer school courses must be completed by the first day of the new school year,
- any summer school costs are the responsibility of the student’s family, and
- over a student’s high school career, no more than two credits may be remediated in any subject area.

A student receiving more than four F’s on his/her transcript during an academic year will not be permitted to return

to Chaminade Julienne.

### **Receiving a Failing Grade—Grade 12**

A senior failing a class first semester may add a failed course to their second semester schedule provided no schedule disruption results. A schedule change fee may apply. A failure in a second semester course or a year-long course must be made up in an approved summer school program prior to August 1 of the graduating year. Not successfully completing a summer school course by August 1 will make the student ineligible to receive a CJ diploma. Summer school course requirements:

- summer school courses must be approved by the student’s guidance counselor,
- students must receive a grade of 70% or above in order to receive credit,
- any summer school costs are the responsibility of the student and family, and
- over the student’s high school career, no more than two credits may be remediated in any subject area.

### **Exemptions from Exams**

Students who have a cumulative average of 93 or better on the last day of the 4th quarter in a year long course may be exempt from the final exam in that class. A student will forfeit this exemption if he or she:

- has been suspended,
- has earned more than one after school detention,
- has earned more than one Saturday detention, or
- has earned one after school detention and one Saturday detention.

*Students in AP courses who take AP exams are automatically exempt from regular exams in those courses.*

### **Graduation Ceremony**

Participation in the graduation ceremony is considered a privilege. The school administration may refuse to allow graduating seniors to participate in the ceremony for academic, discipline or financial reasons. All seniors must attend a mandatory Baccalaureate practice and graduation practice.

Seniors who have not met all State, Archdiocesan, and CJ requirements may not participate in graduation ceremonies. An exception may be granted in situations where a student is one credit or less short of the school requirements. Students in this situation must submit a written request to the principal at least one week prior to the date of graduation. The principal will review the case and render a decision. The decision of the principal is final.

Students’ comparative standing in their class will be reported using ranges rather than individual class rank. For example, a student’s standing will be reported as the “upper 10% of the class,” rather than “15th out of 220.” At graduation, the senior with the highest weighted GPA at the end of his/her eight semesters as a student at CJ will be designated as the recipient of the Bro. John Habjan, SM Senior Scholar Award. Students must have attended Chaminade Julienne for at least six (6) of the eight (8) semesters to earn this award.

### **Graduation Requirements**

Graduation requires accumulation of the proper number of credits and completion of State, Archdiocesan and school requirements. This includes successfully completing any state mandated testing requirements. Chaminade Julienne offers no fifth-year program. Any student unable to complete the requirements for a diploma including state tests will be unable to receive a CJ diploma.

Students are required to have a minimum of twenty-five credits for graduation. The student must accumulate credits and successfully complete semesters as follows:

<b>Religion</b>	1 Credit for each year of attendance at CJ	Must take each semester enrolled at CJ
<b>English</b>	4 Credits	8 semesters
<b>Mathematics</b>	4 Credits (must include a credit in Algebra II or higher)	8 semesters
<b>Physical Education</b>	0.5 Credit	2 semesters
<b>Health</b>	0.5 Credit	1 semester
<b>Social Studies</b>	3 Credits <ul style="list-style-type: none"><li>• 1 Credit World History or World Cultures</li><li>• 1 Credit American History</li><li>• 1 Credit American Government</li></ul>	6 semesters
<b>Science</b>	3 Credits <ul style="list-style-type: none"><li>• 1 Credit Life Science</li></ul>	6 semesters

	<ul style="list-style-type: none"> <li>• 1 Credit Physical Science</li> <li>• 1 Credit other Science Class</li> </ul>	
<b>Fine Arts</b>	1 Credit	2 semesters
<b>Foreign Language</b>	2 Credits in the same language	4 semesters
<b>Electives</b>	3 Credits	6 semesters
<b>Senior Capstone Project</b>	Seniors are required to successfully complete a Senior Capstone Project throughout their senior year	

### **Miami Valley Career Technology Center**

Students attending the Miami Valley Career Technology Center with the desire to graduate from Chaminade Julienne must successfully complete one credit in religion for each year of attendance at MVCTC. Students will work with the CTC counselor and the appropriate Jr/Sr religion teachers to complete their religion requirements. Seniors will also be required to complete a Senior Capstone project working with the Senior Capstone moderator. Students will pay a reduced CJ tuition rate if they wish to graduate from Chaminade Julienne.

### **Parent-Teacher Conferences**

The dates and times of these events are included in the CJ school calendar and will be published in the *Parent Weekly* emails.

Parents are encouraged to contact teachers by telephone 937-461-3740 or email at school anytime during the school year. Refer to the school website at [cjeagles.org](http://cjeagles.org) for a complete listing of faculty/staff email addresses.

### **Schedule Changes**

Student schedule changes generally require a serious reason due to extenuating circumstances or an awareness of new significant information that was not available at the time of registration. Any student initiated course changes will result in a course change fee being applied to the student's account. Student initiated schedule changes without academic penalty will only be considered during the first five school days of the fall semester for year-long classes, and during the first five days of each semester for semester long classes. Classes dropped after these deadlines will result in a failure grade of 50 percent recorded on the student's transcript. This grade will be calculated into the student's average. Once during a student's high school career, a student may elect to withdraw from a class and receive a W on the transcript. If withdrawing from a class drops the student below six classes then the student must enroll in an outside class through CJ's flex credit program. The grade of W will have no penalty on the student's grade average.

### **Student Record Policy**

A student's permanent record may be reviewed by the student or his/her parent or guardian in the presence of a school official. Information considered inaccurate, inappropriate, or misleading may be challenged.

### **Textbooks**

The State of Ohio provides most textbooks. Students are responsible for the condition of their textbooks and returning the correct text at the end of the course. Students' accounts will be charged for damage to a text or returning a different text than issued (cost of the text).

### **Chromebooks**

Freshmen and junior students will be issued a Chromebook at the beginning of the school year. The Chromebooks are the property of CJ and students are responsible for the care of these machines. The Chromebooks will be collected at the end of each sophomore and senior school year and checked to make sure they are in working order and chargers are returned. Damage caused by the student to the Chromebook may result in a fee charged to the student's account.

Students and parents must sign a technology agreement each year. See the *Technology Handbook* for more information. (<http://www.cjeagles.org/academics/academic-tools>)

### **Testing**

Testing is an important portion of the student evaluation process and students are expected to prepare appropriately for all tests in every class. To this end, a student is not expected to take more than three tests in any given day. If a student has more than three tests scheduled for the same day, the student has the right to request to take a test at another time. This alternate time must be agreed upon by the teacher and student at least one day in advance of the test date. This policy does not apply to quizzes or long-term projects.

### **Tutoring**

Under special circumstances, tutoring provided by an Ohio licensed teacher is permitted for students who cannot attend repeat classes in summer school because the course is not offered. Only one (1.00) credit can be made up in this manner during a student's career at CJ. Administrative permission must be secured in advance of such arrangements. Students seeking this option should first consult their guidance counselor.

### **Withdrawal**

After the necessary forms have been completed and all obligations to the school have been met, the student's record will be sent to his/her new school. Students withdrawing or transferring during the school year will have grades in progress reported to their new school.

Students who are asked to withdraw for disciplinary reasons or are expelled may not attend any CJ sponsored function. When a student voluntarily withdraws, a final tuition balance is calculated as of the date a parent signs an official withdrawal form plus 20 school days of tuition. For students asked to withdraw, the balance is calculated from the day that the administration asks them to withdraw plus 20 school days of tuition.

Students voluntarily withdrawing and wishing to re-enter Chaminade Julianne must have the necessary courses and credits from their school of attendance. Failed courses must be made up prior to return. Complete transcripts must accompany any request for re-admittance. An administrative review will be done to consider the student for re-admittance.

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## **ATTENDANCE POLICIES**

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Chaminade Julianne reserves the right to dismiss or refuse credit to students who accumulate more than 12 unexcused days during the course of the school year.

- A probationary contract may be issued after seven days of unexcused absence.
- A Saturday detention will be issued for every unexcused absence over ten.
- Absences and tardiness due to medical, dental, or other professional appointments are considered excused (only with professional documentation) but count towards the student's total days absent. Chaminade Julianne reserves the right to request new medical documentation every month for extended medical issues that require school accommodations and/or attendance accommodations. School sponsored events such as retreats and field trips do not count towards absence totals.
- All student absences and tardiness will be recorded on the student's permanent transcript.

### **Absence Reporting**

If a student is going to be absent for a partial or full day, his/her parent should notify the office of student services at 461-3740, x465 (24 hour voice mail) or x216 (during school hours), each day of the absence. Students will be issued one demerit per day until parental contact has been made. Students can be considered truant until written or verbal parental contact is made to the office of student services.

### **Excused versus Unexcused**

An unexcused absence, tardy, or early dismissal is any time a student/parent does not submit professional documentation (doctor notes, court forms, funeral program, etc.) or any official form provided by Chaminade Julianne (college visit, enrichment, or family vacation) for the absence, tardy, or early dismissal. All written professional documentation (doctor notes, court orders, etc.) must be turned in to the office of student services within seven school days of the student's day of absence or the day may be counted as unexcused. Days where students are held from class due to financial deficiencies from the business office will be considered unexcused absences. The administration reserves the right to consider other absences not in accord with the spirit of these policies as "unexcused."

### **Inclement Weather**

All decisions regarding the day-to-day operation of Chaminade Julianne Catholic High School as it is affected by the weather are made by the principal. To ensure the safety of students, CJ has in place four separate strategies regarding inclement weather: a two-hour delay, a school closing, an early dismissal, and the cancellation of evening activities (i.e. practices, school events, etc.).

To determine the appropriate strategy, the principal relies on general weather reports, the predicted future conditions, and takes into account the actions taken by surrounding Dayton-area school districts. Due to the school's vastly spread family population, surrounding school districts must be used as a barometer to gauge the types of conditions impacting CJ students living in those communities.

Once a decision has been made, the school uses news sources, its Web site and social media accounts, the One Call Now telephone messaging system, and—on occasion—email alerts to inform parents and the community of the plan of action. Decisions regarding evening activities are also made by the principal, and cancellations will generally be announced around noon of that same day.

**Excused Absences:** For your family's safety, you may choose to keep your son or daughter home on days when CJ is open and the public school district in the community where you live is closed or delayed. Students will be considered excused from tardies and absences in these instances; however, parents must still call the office of student services 461-3740 x465 to report that your child is not coming to school.

### **Truancy**

Truancy is considered a major infraction. A student is considered truant if she/he is not in attendance at school and has no school-approved or parent-approved excuse or if the student leaves the campus for whatever reason, for however long a time, without permission. Any student found to be truant will receive a Saturday detention and will receive a zero for any work that was to be turned in, completed or assigned on the day on which the truancy took place.

Using a forged or falsified communication (i.e. telephone call, note, etc.) in relation to truancy will result in the issuance of an additional Saturday detention.

Any student found truant twice while at CJ will be asked to withdraw or may be expelled.

### **Tardy to School**

Students not in class by 8:05 a.m. (or 9:42 a.m. on block late-start days) will be considered tardy. Tardiness more than 30 minutes after the start of school must be verified by either a parent note or telephone call. Excused tardies are given only when the student presents professional documentation to OSS (defined in Excused versus Unexcused section) or in the case of an accident, documentation from the police. Students are allowed five unexcused tardies during each semester without consequence. A demerit will be issued for every tardy after five (each semester) not excused by professional documentation. A parent call or note is not considered an excused tardy.

### **Early Dismissals**

We ask that a student wishing to leave school during the day present a note from his/her parent to the office of student services by 7:50 a.m. Parents should indicate in the note the reason for the early dismissal and the time they would like the student to be released. At this time the student will be issued a pass to leave the appropriate class. Students are to sign the register in the office of student services upon leaving and are to check in with the office of student services upon return. Students leaving school due to medical, court, or other appointments are required to bring a note from the doctor or dentist within seven days upon returning to school to OSS. Students are allowed three unexcused early dismissals during a semester. A demerit will be issued for every early dismissal after three (each semester) not excused by professional documentation. Any student seeking permission to leave school early at regular intervals should complete the "Regular Early Dismissal Request" form found in OSS.

### **Enrichment Experiences**

Students are permitted five (5) enrichment experiences per academic year. Leadership trainings, leading retreats and grade school visits are some examples of enrichment experiences. Students are allowed to attend CJ sponsored retreats, field trips and participate in postseason athletic play without being charged an enrichment experience. Attending postseason events as a spectator during school hours is an unexcused absence. Students may not request enrichment experiences on exam days. For an enrichment experience to be excused, the student must obtain and complete an "Enrichment Experience" form and return it to OSS prior to the absence. Absences due to enrichment experiences not officially approved by the school will count as unexcused absences.

### **External Learning Experiences (*Field Trips*)**

Expectations on all external learning experiences are the same as a regular school day. Parents must complete the appropriate form and return it to school prior to the event. Phone confirmations will not be accepted. Students may be denied participation in an external learning experience due to academic, attendance or disciplinary reasons.

### **Family Vacations**

It is the responsibility of the student to obtain work from the teachers prior to leaving via the "Family Vacation Form." This form must be completed and returned to OSS prior to the absence. The student must be in good academic and disciplinary standing. It is not the obligation of the teacher to provide special or individual learning material and/or opportunities before or after the absence. Students may not take family vacations during exam times without approval from the principal.

## College Visits

Students are permitted a total of eight college visit days: three during their junior year that must be completed before the start of senior exams, and five during their senior year that must be completed before May 1. Official documentation from the college/university office of admission/scholarship visited must be given to OSS within seven school days upon return. Failure to do so will result in those days being counted as an unexcused absence. Students may not schedule college visits on exam days. For a college visit to be excused, the student must obtain and complete a "College Visit" form and submit it to OSS prior to the absence and return with the necessary documentation. Absences due to college visits not officially approved by the school will count as unexcused absences.

## Attendance on Exam Days

All students are expected to be present on exam days. Students will be excused from exams and allowed to make them up only in the case of severe illness, emergency situations, or extraordinary circumstances as determined by the administration. All illnesses require a doctor's note regarding the illness before an exam may be made up. Family vacations do not constitute an emergency.

Consequences for failing to report to an exam at the appropriate scheduled time include, but are not limited to, a zero on the exam and a Saturday detention. If a student is tardy to an exam, the student will not be given extra time to complete the exam.

## Assignments During Absences

If a student will be out for three or more days due to illness, please contact teachers via email for assignments. If you do not have access to email please contact your child's guidance counselor, and allow for, at least a 24 hour turnaround time after your request. It is the student's responsibility to see their teachers and make up any required work missed during absences of any kind.

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# SCHOOL DISCIPLINE

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Members of the Chaminade Julianne community are expected to show respect for and courtesy to all members and conduct themselves in an orderly and appropriate manner in and out of the school setting. Additionally, students should take positive actions to ensure that others maintain similar conduct. CJ students are expected to be a positive part of the school atmosphere. Students and parents are notified as to the nature of specific offenses and dates of detentions. Ultimately, it is the students' and parents' responsibility to maintain all discipline correspondence.

## Off-Campus Conduct

Students should remember that they are responsible for the good name of Chaminade Julianne Catholic High School at all times. Behavior on or off campus that is not reflective of the philosophy and ideals of the CJ community may lead to disciplinary action including expulsion. Students involved in pending legal investigations may be suspended from school for a period of time designated by the school administration.

By the act of registering at Chaminade Julianne Catholic High School, a student and his/her parents (or guardians) understand and agree to pursue the educational objectives and practices as stated in this handbook and to observe the disciplinary code of the school. All rules and policies remain in effect for all students until, and including, graduation.

## Right to Appeal

Decisions resulting in suspensions of three days or more, ineligibility from a co-curricular activity, mandated withdrawals, dismissals marked on the transcript either "withdrawn for disciplinary reasons" or "expelled" may be appealed. The student/family wishing to appeal must contact the principal in writing within three days of the notification. The principal will convene an appeals board consisting of three teachers who will meet with the principal or a designated CJ administrator determined by the principal and the president, the student, and a parent/guardian to review the facts of the case and the decision rendered. Following the review of the facts and circumstances, this board will then confer and make a recommendation to the principal or the designated CJ administrator. The decision of the principal or designated administrator is final.

If a parent/guardian decides to appeal the decision, the student may return to school during the appeal period only if the administration deems it not to interfere with the academic process within the school.

## Discipline Options

**Teacher Detention:** Held with assigning teacher for time determined by teacher. Any student failing to serve a teacher detention will receive an after school detention.

**Demerit:** Issued for minor infractions and for violating class policies (per individual teacher's class policies).  
4 demerits = 1 Saturday detention

**After School Detention:** Students with classroom/hallway offenses, electronic devices infractions, dress code

infractions, or other discipline infractions meriting more than a demerit may be assigned an after school detention. After school detentions last from 3:15 p.m. until 4:15 p.m. on assigned days. Students must sit in silence for the entire period but may work on school work. Any student failing to serve an after school detention, failing to meet the requirements, or kicked out will be issued a Saturday detention.

4 after school detentions = 1 Saturday detention

**Saturday Detention:** Saturday detention is held from 8:00 a.m.-12:00 p.m. and students will be notified of the specific date that they are to serve. There is a \$20 fee for each Saturday detention billed from the business office. (See Saturday detention rules)

**Probationary Contract:** Students and parents will be notified as to the terms and conditions. Conditions must be met or signs of improvement noted in order to remain a CJ student. The school reserves the right to require a student to participate in counseling/therapy either as an ongoing means of remedying behavioral issues, or as a condition of returning to school.

**Out-of-School Suspension:** Students may not participate in or attend any school-related activity on assigned days. Class work missed may be made up by working with a student's individual teachers. Suspended students may not be on school property during suspension.

**In-School Suspension:** Students must report to school during normal school hours but may not participate in any after school extracurricular activities. Class work will be completed under the supervision of the assistant principal of student services or a designee. Suspended students will not attend any of their scheduled classes, homeroom, or lunch. Students will need to pack a lunch.

**Withdrawal/Expulsion:** Families may be offered the option of withdrawing the student before the permanent record is marked "withdrawn for disciplinary reasons" or "expelled" depending on the nature of the infraction(s). Students expelled or mandated to withdraw for disciplinary reasons may not attend any CJ sponsored function.

### **Major Infractions**

Students involved in any major incident or students with records of continual disruption of the school process may be suspended, mandated to withdraw, or expelled at the discretion of the administration. The administration reserves the right to share reason for suspension, withdrawal or expulsion with an administrator from the receiving school. The administration also reserves the right to mark a student's permanent record with "withdrawn for disciplinary reasons" or "expelled" depending on the nature of the infraction(s).

Students with two major infractions in one school year or three major infractions in their career at CJ will be asked to withdraw or be expelled.

Major infractions include but are not limited to the following:

- severe disrespect, insubordination, or inappropriate action,
- in unauthorized areas without adult permission or supervision,
- leaving the classroom without permission,
- inappropriate actions that require teacher/administrator to remove the student from the room,
- academic integrity infraction on major assignments, tests, or quizzes,
- causing major disruptions to the educational process ,
- harassment (as defined below),
- substance abuse violation,
- truancy (defined in attendance section),
- inappropriate/unapproved material (books/magazines/flyers/posters/electronic images, etc.),
- theft (CJ is not responsible for lost or stolen items),
- leaving the school without permission any time once in the building,
- forgery,
- fighting (in any capacity regardless of provocation),
- cutting class (zero credit),
- responsible Use of Technology Policy violation,
- second or third positive drug test within the CJ Drug Awareness and Universal Testing Program, and
- weapons, theft, involvement with drugs, drug paraphernalia, tobacco or alcohol\*, arson, destruction of school property or any other activity that is against the law—authorities may be contacted.

\* Representatives of Chaminade Julianne reserve the right to utilize an alcohol detection device to either confirm or dispel suspicion of alcohol use by student(s) at any school sponsored event.

### **Harassment**

Our Catholic faith embraces the value that each individual is a gift from God, worthy of love and respect. Therefore, harassment, intimidation, and bullying in any form, including but not limited to race, gender, religious belief, nationality, disability or sexual orientation, is prohibited both on and off campus. Harassment is defined as

repeated unsolicited, offensive behavior. It may be verbal – jokes, insults, innuendos, propositions, threats or threatening voicemails, or nonverbal – gestures, touching, assault, violence within a dating relationship, display of pictures, offensive text messages or emails, inappropriate posts on social media, or other visual material. Harassment causes mental or physical harm to another individual and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). What may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another.

School employees are required to report observed suspected incidents of harassment to an administrator. Students should report to a teacher, counselor, or administrator all observed suspected incidents of harassment. Teachers and counselors will document the report in writing and then forward the information to an administrator. Students may make anonymous reports of harassment to their school counselor who will then notify an administrator. Administrators will promptly respond to and investigate all reports of harassment by meeting with students and staff involved, documenting incidents in writing, creating an action plan deemed appropriate for each individual incident, and communicating with parents/guardians of students directly involved. Disciplinary action against students may include suspension, expulsion and/or notification of legal authorities. Any student found to have deliberately made false reports of harassment is subject to disciplinary measures.

In addition to addressing incidents of harassment, the school uses multiple opportunities each year to educate students and staff about harassment, intimidation, and bullying in order to help eliminate such prohibited behaviors.

### **Major Infraction Penalties**

Penalties for major infractions include but are not limited to:

- Saturday detention
- Probation
- Out of school suspension
- In-school suspension
- Withdrawal
- Expulsion

**Student Leadership and Major Infractions:** Students who are issued a major infraction during the school year may forfeit all student leadership opportunities for that school year, including leadership clubs (i.e. student council, Eagle Ambassadors, etc.), leadership positions in ministry and service (i.e. FLIGHT, retreat leaders, etc.), and leadership positions in extracurricular activities (i.e. team captains, performing arts leadership roles, etc.). The enforcement of this policy will be decided based on a meeting among a school administrator, a guidance counselor, and the moderator/coach/supervisor of the activity.

### **Minor Infractions**

The term minor infraction is used only for distinction from major infraction and should, in no way, be taken lightly. The Chaminade Julianne community considers all deviations from acceptable modes of behavior as worthy of concern from students and parents.

Minor infractions include but are not limited to the following:

- inappropriate behavior or language,
- disrespect,
- uniform violations,
- accumulation of tardiness or early dismissals,
- parking/driving violations,
- library violations,
- being in unauthorized areas or misuse of hall or library pass,
- eating or drinking other than in the cafeteria without teacher approval, and
- violation of electronic equipment policy.

### **Minor Infraction Penalties**

Students committing minor offenses will receive a demerit, after school detention or other consequence for each offense. The accumulation of four demerits or four after-school detentions will result in the automatic issuance of a Saturday detention.

### **Saturday Detention Rules**

1. All school rules including the uniform code apply to Saturday detention.
2. Saturday detention will meet from 8:00 a.m. until 12:00 p.m. Students will not be admitted late. Any student arriving late will be (1) sent home, (2) receive no credit for the time, and (3) be assigned an additional Saturday detention. Do not send cash with your student. \$20 will be billed from the business office due upon receipt.



3. Students must bring in enough work to keep them busy for the full four-hour period. Students who fail to have enough work will be dismissed and not receive credit for time served.
4. Students will remain seated and quiet. Students must raise their hands and be recognized to ask questions or speak. Students will receive breaks to use the rest room, sharpen pencils, get drinks, etc.
5. Students who talk, who do not appear to be working, or who rest their heads on their desks will be warned. A second violation or warning will result in the student being dismissed with no credit given for time served and another Saturday detention being issued.
6. Students caught sleeping will be dismissed without a warning. No credit will be given for time served and an additional Saturday Detention will be issued.
7. Cell phones, tablets, smart watches or other electronic devices are to be kept in the off position during Saturday detention. They should not be seen or heard.

The only acceptable excuse from a Saturday detention is illness verified by parental contact. If a student is ill on the Saturday morning on which he/she was to serve, the parent must call the assistant principal or the office of student services or the student must bring in a note no later than Monday at noon. An additional Saturday detention will be given if the communication is after this time period.

Saturday detentions may only be rescheduled once through the assistant principal. Work, athletic, or social events are not acceptable excuses for missing Saturday detentions.

If a student fails to serve the Saturday detention by the date specified, an additional Saturday detention will be issued. Any student refusing to serve a Saturday detention will receive a one day suspension from school.

Students will not receive grades, be registered for the next year's classes, or in the case of graduating seniors, receive diplomas or have final transcripts sent to colleges until all Saturday detention obligations have been met.

**Saturday detentions will impact extra/co-curricular eligibility in the following manner:**

Students receiving three Saturday detentions in a semester will be denied participation in competition or activity for one week (or a minimum of one game or activity). To be denied participation in competition means that (1) the student may not dress for the game, (2) the student may not be on the floor, field, or track, and (3) the student cannot be with the team in any manner on game day. The student may participate in practice and/or conditioning during this week. If the student receives a third Saturday detention during a quarter in which they are not participating in a sport/activity, they will be denied participation in the first week of competition. If a student receives a fourth Saturday detention in one semester, he/she will be ineligible for the remainder of the semester. The count of Saturday detentions as it affects eligibility will start over at semester.

Additionally students accumulating Saturday detentions may be subject to the following:

- four Saturday detentions: Student is placed on a disciplinary probation contract and may be asked to participate in a selected behavior modification program.
- six Saturday detentions: one-day suspension
- seven Saturday detentions: one-day suspension
- eight Saturday detentions: mandated withdrawal or expulsion

## STUDENT LIFE

### CLUBS & ORGANIZATIONS

Anime Club  
 Bullet Journaling Club  
 Communications Club  
 Eagles for Life  
 Eagle Ambassadors  
 Fashion Club  
 FreshMan Club  
 Freshwomen Club  
 JCOWA  
 Juggling Club  
 Mock Trial

National Honor Society  
 Quiz Bowl  
 Science Olympiad  
 Ski Club  
 Society of St. Julie Club  
 Special Ops  
 Student Council  
 Student Development Chairs  
 Students in Action

### Attendance for After-School Events

Students must be present at school for three and a half hours to be eligible for any CJ related event that takes

place after the school day hours (unless proper documentation is provided before the event or a student has an approved enrichment, college visit, or funeral absence).

### **Cafeteria**

Students are to report to the cafeteria during their assigned lunch period. While in the cafeteria, students will demonstrate appropriate behavior such as waiting turn in lines, handling food properly, keeping noise to an appropriate level and discarding all trash around the area into proper containers. Students are asked to help clean tables as an act of service to the CJ community. Students not following the cafeteria guidelines may receive disciplinary consequences. Students will use the rest rooms located closest to the cafeteria on the first floor only. Students will not leave the cafeteria without permission of a faculty/staff supervisor. Food and drinks are not allowed in the halls at any time from the cafeteria after lunch. Students must finish all food and drink prior to dismissing from lunch or store it away.

The ordering of outside food for special celebrations such as birthday parties in the cafeteria is not allowed.

### **Cell Phones/Electronic Equipment**

Personal cell phones, smart watches, communication devices, CD players, iPods, MP3, cameras, tablets, game systems, etc. all must be kept in the off position while in the school building from 8:00 a.m. – 3:00 p.m. Students are not permitted to possess such devices on them during the school hours. Students must place them in their lockers, or not bring into the building. Bluetooth technology on electronic devices must be turned off during school hours. No picture taking, no audio recording, no harassing or threatening messages – either voice, text, or image – are permitted at any time. Students are permitted to use personal cell phones before/after these hours only. These items will be confiscated if seen or heard during the regular school day – including both intentional use and accidental use – and may be searched for inappropriate content and activity. A parent/guardian will be required to claim them in the office of student services from 7:30 – 8:00 a.m. or 3:00 – 3:30 p.m. Teachers, staff, and administrators will not be responsible for confiscated items. Unauthorized use will result in the issuance of an after school detention for the first infraction and a Saturday detention for the second infraction. Continuous or offensive violations may earn additional disciplinary consequences. Only through an administrator and verified through parent/guardian contact, students may request a Saturday detention for their first infraction to have the item returned to them at the end of that school day.

CJ is not responsible for lost or damaged personal electronic equipment that students bring to school.

### **Chapel**

The chapel is a sacred space for prayer and reflection for all members of our school community. We hope all that come to this space will encounter the peace and love of Jesus Christ and renewal in the Holy Spirit.

Students who would like to spend time in the chapel during the school day should get a pass from the teacher who is responsible for them during that time. Students wishing to visit the chapel during homeroom should get a pass from the ministry and service office (Rm. 132). Please review the guidelines for chapel use:

- come to the Ministry and Service office to sign in whenever you wish to visit the chapel,
- refrain from chewing gum,
- do not bring food or beverages into the chapel, and
- please do not move the altar, ambo, font, or presider's chair.

### **Classroom / Hallway Policies**

All school-wide discipline policies remain in effect inside the classroom. Students are also expected to comply with each teacher's individual classroom expectations for behavior and performance. Parent questions pertaining to individual teacher policies should be addressed directly to the teacher. The office of student services can address school-wide discipline questions.

Students are to be on time to all classes. Students also move between classes in a quiet and orderly manner. Students are to be particularly quiet when other classes are in session (i.e. moving to and from lunch).

Students late for class may receive a teacher detention, a demerit or an after school detention by the teacher.

It is the responsibility of the student to be in the proper place at all times. Students must have a pass or have signed a teacher's "Daily Sign In/Out" sheet. Students should not be in the hallway during normal class hours without a hall pass and should be at or moving in the direction of the specific destination. Lockers are to be used only during change of class time. Failure to comply may earn consequences.

### **Dances**

While music and dance styles have certainly changed over the past years, students should be reminded that school-sponsored dances are not clubs or private parties. Students must be reminded that dancing, which the school administration considers lewd or overtly sexual in nature, will not be tolerated. Students dancing in a manner deemed lewd or inappropriate will be removed from the dance floor for the first offense and will be

removed from the dance altogether on the second offense. Front to back contact (grinding) is an example of inappropriate dancing and will not be tolerated. Continued inappropriate dancing/behavior at dances could affect attendance in future dances at CJ. CJ students are responsible for their outside guests' behavior.

Any student – both CJ students and guests from other schools – attending a CJ sponsored dance will be administered a breathalyzer test by a trained school representative before admittance into the dance. The school administration always reserves the right to administer additional breathalyzer tests on a random basis and/or when there is reasonable suspicion. Students found to be under the influence of any substance as defined in the Substance Abuse Policy will be subject to disciplinary procedures.

#### *Dance Rules for Homecoming, Christmas Dance, & Prom*

- Students must be in attendance at school at least three and a half hours on the day prior to the dance.
- Everyone must be at the dance by 9:00 p.m. No one will be admitted after 9:00 p.m.
- A student may only use the ticket he or she was assigned for admission to the dance.
- Only those students whose names are on the list will be allowed into the dance. An ID may be required for entrance.
- Tickets must be purchased during the designated purchase time – no tickets will be available after the purchase time or at the door.
- **Guest Policy:** Any CJ student wishing to bring a guest to a CJ dance must complete all sections of the "Guest Request" form before purchasing a ticket. Guests may not be in middle school and may not be over the age of 20. All guests must bring a photo ID for admittance into the dance.
- Anyone who has been asked to leave CJ for discipline reasons is not allowed to attend any CJ dance.
- Freshmen are not allowed to attend Homecoming or Prom.
- Students who do not meet the dance dress code requirements will not be permitted to enter the dance.
- No same-sex couples. Any couple must include at least one CJ student.
- For Prom, a couple must include at least one junior or senior CJ student.
- Students leaving the dance may not re-enter.
- For all dances it is the student and parent's responsibility to know when the event ends. Parents or guardians are required to pick their child up within 15 minutes of the ending time. If students are not picked up in a timely manner they may not be allowed to attend future dances.

#### *Dance Rules for Soc-hops and Mixers*

- Only CJ students may attend.
- Anyone who has been asked to leave CJ for discipline reasons is not allowed to attend any CJ dance.
- No one will be allowed to enter the dance more than one hour after its starting time.
- Students leaving the dance may not re-enter.
- For all soc-hops and mixers it is the student and parent's responsibility to know when the event ends. Parents or guardians are required to pick their child up within 15 minutes of the ending time. If students are not picked up in a timely manner they may not be allowed to attend future dances.

#### *Dress Code for Homecoming, Christmas Dance, and Prom*

- Men must wear a shirt with a collar and a tie and dress pants and dress shoes (no gym shoes). Banded neck shirts are permitted. For Prom, men must wear a sports coat, a suit, or a tuxedo.
- Women must wear a dress or pantsuit. Dress shoes are required. Dresses must be at the knee or longer. Sheer tights or leggings are not acceptable ways to make up for a dress that is not the appropriate length. Dresses may not be cut below the bust line. The bust continues around your sides directly under the armpit. Dresses are not allowed to have a plunging neckline. Dresses may be backless as long as they are not cut below the navel. No bare midriffs and no tube tops. Cut-outs exposing midriffs are not acceptable – this includes both front and side. Dresses may not have a slit that exceeds mid-thigh. Fabric inserts must be sewn, not pinned, if the dress does not meet the dress code without inserts.
- Students failing to meet the dance dress code will not be allowed in the dance and may be sent home to change.
- No hats.

#### *Dress Code for Senior Dinner Dance*

- Men must wear a shirt with a collar and a tie. Dress shoes, dress pants or khakis only.
- Items not permitted include: hats, denim, gym shoes, flip flops, or sweats.
- Women may wear dresses, skirts, sundresses, or dress pants.
- Skirts and dresses must be at knee length or longer.

## **Disaster Drills**

Fire, tornado, evacuation, lock-down, and other school safety drills will be conducted regularly in accordance with the Ohio Department of Education and the Department of Homeland Security. Teachers will indicate the direction and destination of each room during the first week of school. Because of the serious nature of these drills, students are expected to be cooperative and responsive to all directions given.

## **Dismissal Procedure**

All students not taking part of any after-school related activity must be out of the building or in the Eagles Learning Center (ELC) by 3:30 p.m. Students must be accompanied by an adult if in the building after the specified time. Students may not use the main Ludlow entrance as an exit during dismissal. Excessive noise and horseplay will not be tolerated during this time. Students will need to dismiss in an orderly fashion. There is no student pick-up allowed in the designated bus loading zone. Parents need to make sure they are picking their student up in a timely manner each school day on the Franklin Street side of the building.

## **Drug Awareness and Universal Testing Program**

### *Background*

As a leader for excellence in Catholic education, Chaminade Julienne continues to find ways to strengthen the Catholic educational experience for its students. In recent years, research and national and local news headlines have illustrated the growing problem of substance abuse in our society. In the fall of 2016, a fact-finding committee comprised of teachers and counselors from our City Connects\* implementation team, health professionals, and administrators took a fresh look at how the issue of substance abuse is affecting CJ students. After reviewing research, data and speaking to other schools that have successfully adopted a drug awareness and testing program, the committee recommended the adoption of student health and wellness initiative that includes new efforts to educate students on the dangers of the use and abuse of alcohol and illegal substance, provide tools that may aid students facing temptation, and, when necessary, identify resources necessary for students who have made unhealthy choices. This more proactive approach will include universal drug testing for every student starting with the 2018-2019 school year.

This program was implemented not because we perceive that there is a widespread issue with substance abuse at CJ, but because we have come to understand more fully that CJ students, just like adolescents everywhere, are faced with difficult decisions about whether not to use and abuse drugs and alcohol. We feel called to develop and implement strategies that support them in becoming the young adults that God and their families want them to be.

\*City Connects is a student support program that helps students remove barriers that impede him or her from performing at the fullest potential as a student.

### *Goals*

- Educate students for a lifelong understanding of the dangers of substance use,
- Empower students with tools that can assist them in moments of temptation,
- Identify students who are struggling with abuse in their lives, and direct them to supportive resources in regaining healthy control of their lives,
- Provide students with four years of experience of establishing and reinforcing patterns of making health-minded decisions – especially at a time when research shows that crucial brain development is still taking place through the age of 25,
- Cultivate students to become peer leaders, who, by example, are supportive to others in making health-minded decisions,
- Provide intervention strategies that address illegal substance use and abuse before what could become a disciplinary issue at school, and
- Provide the expectation that CJ students will be drug-free, preparing them for the zero tolerance expectations they will find in workplaces, college athletics, and the military.

### *Process*

Each school year, all students will have a hair sample taken and tested for the presence of drugs. The test includes the following types of illegal substances: cocaine, marijuana, opiates (including heroin, codeine, morphine, oxycodone, hydrocodone and hydromorphone), methamphetamine, Ecstasy (MDMA), Eve (MDEA) and phencyclidine (PCP). The hair drug test can detect past drug use up to 90 days. Every student will have an initial drug test completed within the first quarter. Additional random tests will occur throughout the second, third, and fourth quarters. The drug testing company will use a randomizer to select the students for random additional testing. CJ has partnered with a professional drug testing company to collect hair samples using strict chain of

custody procedures that maintain confidentiality and a professional testing lab to conduct all hair screening. For the 2018-2019 school year, parents may choose to include a screening for alcohol for an added cost.

On the day a student is tested in school, his or her parents/guardians will be notified via email.

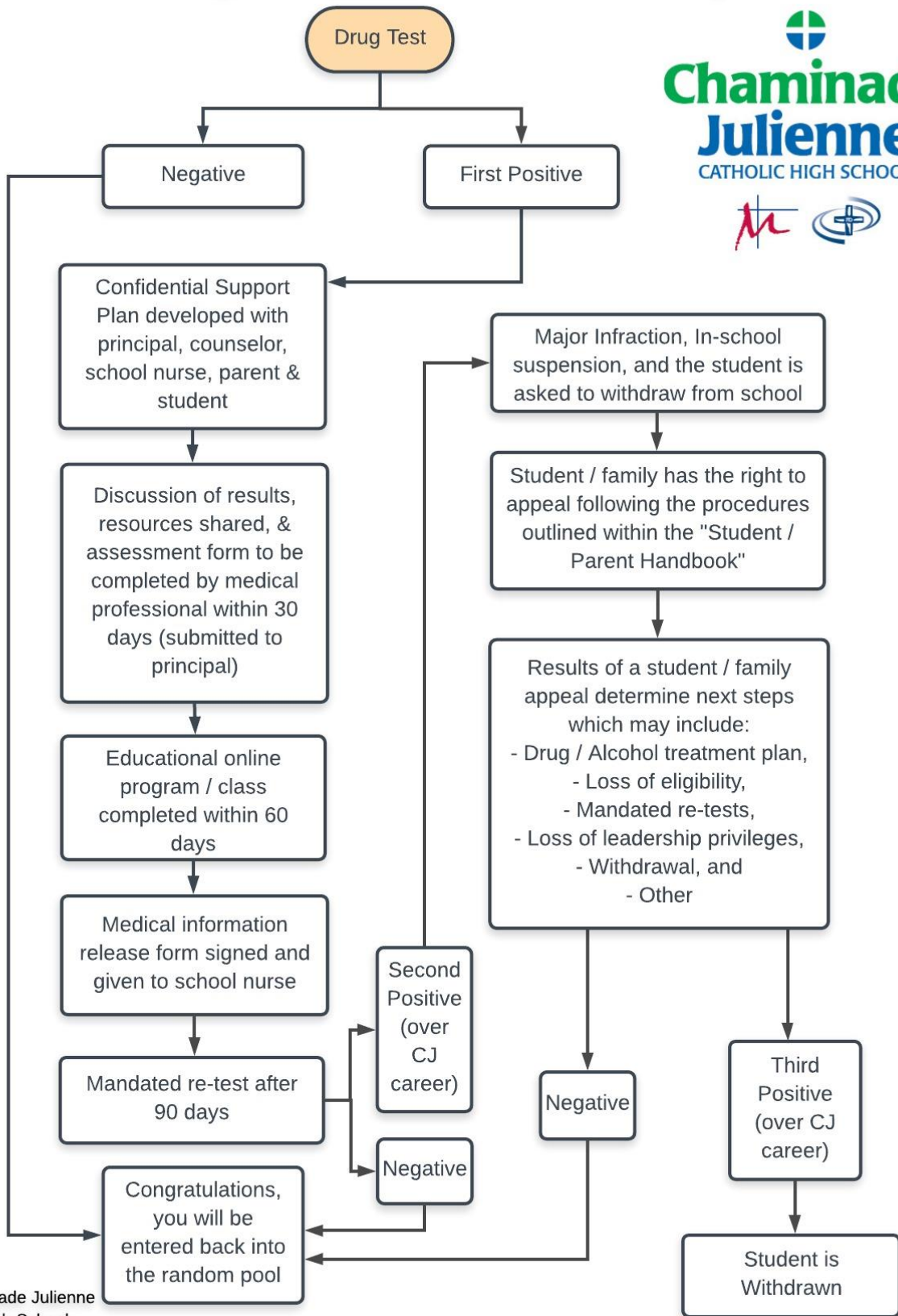
- Negative (no drugs detected) test results will be communicated to parents/guardians via email typically within two weeks after the sample is collected.
- Non-negative (presence of drugs detected) test results will be communicated to parents/guardians via phone call from the principal. If a non-negative test result is due to a prescription medication the student is taking under a doctor's care, parents/guardians will work with the principal to verify this result.
- Positive (confirmed drug abuse detected) test results occur if the non-negative test result is not due to a prescribed medication. The principal will work with students and their families as outlined in the TRUST (Together, Responsible for Universal Student Testing) plan found below. The first positive test result will initiate a confidential support meeting in order to create a plan for improvement with no disciplinary measures recorded. Costs and responsibilities to enact measures in the TRUST plan – such as medical or mental health appointments, online educational programs, and retests – are the responsibility of the parents/guardians. A second positive test over a student's career at CJ will result in a major disciplinary infraction, and the student will be asked to withdraw from school with the option of appealing the decision through the Right to Appeal process outlined in the School Discipline section of the handbook. Students receiving a third positive test over his or her career at CJ will be withdrawn.

If a student refuses to cooperate with the testing process, CJ will consider that as a positive test result according to the TRUST plan.

Students are strongly encouraged to come forward about prior drug or alcohol use to enlist the help and support of the school community. A goal of this program is helping students recover to healthy lives. Self-referrals will initiate the same steps listed in the TRUST plan as a first positive result, including the completion of a drug test to determine baseline levels of dependency. As long as the steps of the support plan are followed, students may avoid disciplinary actions.

The most up to date information, including frequently asked questions, can be located on the [cjeagles.org](http://cjeagles.org) website.

TRUST Plan: Together, Responsible for Universal Student Testing



## **Substance Abuse Policy**

In an effort to be a supportive and caring agent for student growth, the following policy was developed. The intention is to very clearly state the community's position on substance use while being proactive in dealing with situations of use and abuse. The goal of this and all programs is to support the development of the spiritual, intellectual, and social potential of each member of the Chaminade Julianne community.

### Prevention Programs

The community will continue to develop programs with emphasis placed on prevention of drug use. Currently, the school sponsors activities designed to specifically promote a drug-free lifestyle. The CJ community has pledged to sponsor only "substance-free" programs on the school campus or at events where students are present.

### Referral and Treatment Services

The CJ community has identified professional resources in which families can seek services. In creating this resource network, attention is given to affordability, (including insurance compatibility), compatibility of the school and agency's goals, and accessibility. It is the intention of the school to lead, where necessary, individuals and families to resources that are best suited to deal with substance use-related problems. A complete list of referral agencies is available through the office of students services and/or the guidance office. Families may be required to seek such services as a condition of continued attendance at Chaminade Julianne.

### General Student Substance Abuse Guidelines

Students are strongly encouraged to come forward about prior drug or alcohol use to enlist the help and support of the school community. A goal of this program is helping students recover to healthy lives. Self-referrals will initiate the same steps listed in the TRUST plan as a first positive result, including the completion of a drug test to determine baseline levels of dependency. As long as the steps of the support plan are followed, students may avoid disciplinary actions.

Any student found to be trafficking or in possession of alcohol, illegal drugs, or nicotine may be immediately mandated to withdraw or be expelled from Chaminade Julianne with notification of law enforcement officials. Any student found to be in violation at a school sponsored event or on school grounds will receive a mandatory three days out of school suspension, asked to withdraw or expelled at the discretion of school administration. Students are always responsible for behaviors in and out of the community. Involvement in any substance use, possession or trafficking, regardless of location will result in a response from the community.

Additionally, students may not possess any controlled substance, alcohol, electronic cigarette, vape, nicotine look-a-like drug, or paraphernalia used in the use or trafficking of drugs or tobacco on their person, in his or her locker, car, or other belongings while on school property, while traveling to or from school, at any school sponsored function or traveling to or from such functions.

Students shall not in any way be under the influence of any of the above-mentioned substances while on school property, while traveling to and from school, at any school-sponsored or sanctioned function or traveling to or from such functions.

Students are encouraged to report any knowledge of above-mentioned activities. Additionally, they are expected to remove themselves from people or situations violating these principles.

### Referral/Treatment Opportunities

The following types of situations will merit investigation by the school community and follow up with the family:

#### **• Incident Driven •**

When a student is found to be in violation of any of the General Student Substance Abuse Guidelines:

- The student will be confined to the school activity until a parent or legal guardian is contacted and can pick up the student. If parents cannot be reached, efforts will be made to reach an emergency contact submitted to the school or given to the school by the student. If no contact can be made, emergency or law enforcement officials may be contacted as needed.
- A meeting will be held with the family as soon as possible at a time designated by the school.
- A professional assessment and/or drug test at a recognized chemical dependency clinic will be scheduled before the student returns to school. The school can provide recommendations for testing sites, many of which are parent insurance referenced.
- The administration may require that the results of the assessment be shared with the school.
- The results of the assessment may lead to a requirement of more out-of-school treatment, as designated by the school in consultation with the parents, school counselor, or administrator.
- The student will face disciplinary actions that may include suspension or expulsion.
- The student will be placed on a probationary contract. A second violation of the substance use guidelines may lead to immediate mandated withdrawal from Chaminade Julianne.

• A student participating in athletic activities will face further participation penalties as described in the section “Athletic Participation Guidelines.”

• Observation Driven •

If the student’s in-school behavior indicates possible substance use the following steps will be followed:

• Faculty, staff members, or students may be asked to complete an "Observable Behavior" form used to assess substance use and abuse. These forms are to be given to the student’s guidance counselor or a school administrator. Parents will be informed that such a form has been completed.

• Parents are contacted and a conference is held with a school administrator, counselor and other school personnel (i.e.. nurse). The school may require further assessment and testing. Parents may be asked to have students participate in substance abuse counseling or treatment.

• The student’s compliance to treatment and/or non-use is periodically evaluated. Student non-compliance could result in disciplinary action or expulsion.

*Athletic Participation Guidelines*

Any student involved in a substance use related incident will be subject to school-wide disciplinary procedures before any athletic participation penalty will apply.

Students participating in athletic activities and found to be in violation of any of the General Student Substance Abuse Guidelines may face participation penalties. The following guidelines will be used for athletics:

The student will be ineligible for a period of one month or the next 20 percent of athletic competition. Athletes found in violation a second time will lose the privilege of athletic participation for one calendar year. Any athlete found in violation a third time would permanently lose the privilege of athletic participation while a student at CJ.

Athletes will be permitted to practice with a team but are not permitted to travel to or from contests, dress in the team uniform or sit in designated team areas. In areas of crossover between two sport seasons, the ineligibility will carry over into the next sport the student participates in.

Mental health services may be required by the administration for continued enrollment as a response to student behavior.

**Eagles Learning Center Guidelines**

The Eagles Learning Center (ELC) is an after school program for students to do homework, get tutoring, and to wait respectfully for rides or practices by completing classroom assignments. The goal of the ELC is to produce a relaxed yet productive work space for students.

The Eagles Learning Center is located in the school cafeteria and will utilize the library space as a back up as needed. All students should make arrangements to be picked up in Lot A/B off Washington Street.

In order to create the proper learning environment, we ask that all students respect the following ELC expectations:

- All students must sign in/out of the ELC each day.
- Students must ask and receive permission from an ELC supervisor before leaving the ELC to use the restroom, visit a locker, or look for a teacher.
- Students must be seated at all time, with a maximum of four people per table.
- As the technology policy states, Chromebooks are for educational purposes only.
- Personal headphones must be used for listening to any music in the ELC.
- Students are responsible for cleaning up any trash from food and drinks.
- Students may not leave campus (McDonalds, gas station, etc) and return to eat in the ELC.
- Talking should remain at a soft, conversational level. The person sitting one table away should not be able to hear your conversations. Violators of this rule will be spread out in the ELC or be asked to leave.
- Students may work independently or with groups as long as they are not disruptive.
- Students may not make phone calls in the ELC unless the purpose is for coordinating rides. Cell phones are allowed to be used as long as they are not a distraction to others. Please refrain from taking pictures or videos, as this creates a distraction.
- Please refrain from any other actions that can be considered a distraction to other students in the ELC.
- You must be picked up in Lot A/B by 5:00 p.m. Penalties will apply to this rule.

*Steps of Penalties:*

- Verbal warning
- Demerit, parent communication, and/or one day loss of privilege to attend ELC
- After school detention and/or one week loss of privilege to attend ELC
- Saturday detention and/or no longer permitted to attend ELC

**Elevator**

The CJ elevator is intended to help students and individuals with physical limitations gain access to the second



floor. Any student experiencing mobility problems or having a physical condition requiring the use of the elevator should bring a doctor's note to the school nurse with information about the diagnosis or reason for elevator use, duration of request, and a physician's signature and contact information. The school administration will review these requests and issue a temporary elevator key when approved. The student to whom the key is issued is the only person authorized to use the elevator, unless another student is needed to carry books or bags. Any inappropriate behavior while using the elevator (e.g. unnecessarily triggering the alarm, allowing other students to use the elevator with you, damaging the elevator) will result in disciplinary action. A lost elevator key may result in a student fine and/or loss of elevator privileges.

### **Eligibility Standards for Extra/co-curricular Activities**

CJ values the participation in activities outside the traditional school day. We have an obligation to the students to ensure that academics are always the first priority and often times are a means to a greater end.

- CJ follows OHSAA guidelines. A student must pass five (5) full credit academic courses from grading period to grading period, excluding PE. Students become eligible/ineligible on the fifth school day of the new quarter.

Chaminade Julianne has adopted the following as additional criteria for eligibility.

- Any student failing two (2) or more subjects at the end of the quarter is ineligible.
- Students must maintain a 2.0 GPA on the 4.0 scale, excluding PE, at the end of each quarter. If they do not they are ineligible.
- Eligibility will be reviewed at each interim time and the end of the quarter. If the student meets the CJ eligibility criteria, they will be reinstated for athletics and/or co-curricular activities. Students will not lose eligibility at interim time.
- An individual student review (ISR) may be required for any student when they first become ineligible.

### **Extra-curricular and Co-curricular Activities**

Extra/co-curricular activities include all school-sponsored activities in which a student does not directly receive a grade.

In order for students to participate in any activity the student/family must currently be meeting all academic, financial and discipline commitments.

The administration may render a student ineligible for a specified period of time for failing to comply with academic, financial and/or discipline responsibilities.

### **Food and Drinks**

Students may not consume food or drinks in any science lab, the gym, the auditorium, carpeted areas (hallway or classroom), or classroom and office not approved by an adult. Teachers must give their approval for any food or drink to be consumed in the classroom. Water bottles may be allowed in a classroom at the teacher's discretion. Under no circumstances are glass containers allowed in the building.

### **Lockers**

Students will be issued a school locker to store books and other academic material. Students should not give their combination to anyone else and should always make sure that locks are secured. Students should not share their lockers in hallways or locker room. The locker is to be free of any material that is not consistent with school philosophy. Lockers are the property of Chaminade Julianne and they, as well as materials inside, may be entered at the discretion of the school. Students in P.E. classes and those involved in athletics must provide their own locks for the lockers in the locker room. All lockers must be cleaned out at the end of each school year.

Students may store athletic equipment in the athletic locker rooms at their own risk. The locker rooms will be locked from 8:30 a.m.-3:00 p.m. every day (except for phys ed class). If a student wants a locker assigned to him/her, the student must sign up for one in the athletic office.

### **Lost and Found**

Lost and found is located in the office of student services. The school is not responsible for unclaimed items and students should report lost or stolen items to OSS immediately. Unclaimed items left in OSS will be donated each quarter.

### **Michael D. Trainor '62 Memorial Library Guidelines**

Library Hours: Monday-Friday 7:30 a.m. - 3:30 p.m.

The library is closed during faculty meetings, assemblies, liturgies, late start block A schedules, and pep rallies. There may be other occasions when the library will not be available for use; these exceptions will be posted in the announcements, on the library doors and listed on the library calendar.

The student ID number is the student's library card. Student must have their ID number to check out materials.

**Library Use:** Library use is for intellectual inquiry. Our goal is to provide an atmosphere for such activity to take place. Please make sure that the work to be done is academic in nature. Remember to respect others when entering and using the library. The atmosphere should remain conducive for all to be able to work effectively. When conducting group research/study, please be mindful of others who are working independently and may need a quiet atmosphere. All school rules are in effect. Cell phone use in the library is prohibited during the day.

**Technology Use:** At Chaminade Julianne Catholic High School, we expect all students to abide by the policies stated in this handbook regarding "Responsible Use of Technology" to behave properly in an electronic environment.

**Electronic Resources Access:** Access codes for home and school use of the library's on-line subscription databases are located on Google Drive in the library folder and from the librarian.

**Loan policies:** Reference books and regular circulating (books, audio books, CDs, videos, DVDs) are circulated for two weeks. There are no limits on the number of checkouts. Fines are not charged, but the Library staff will issue a demerit if materials are a month overdue, an after school detention if six weeks overdue, and a Saturday detention if eight weeks overdue.

**Magazines:** Library in-house use only for students.

**Cost and Fees:** Library users are expected to replace lost or severely damaged materials that they have borrowed. Replacement cost includes shipping, handling and processing. If an item is irreplaceable, the average cost of that type of item will be used. Failure to return materials may also result in the restriction or loss of borrowing privileges.

### **Parking**

Students wishing to park in any of the lots designated for Chaminade Julianne must purchase a permit online or through the business office. Then the office of student services will issue students their permits. Cars parked in designated lots without a permit are subject to towing without warning, at the owner's expense. Replacement of lost or stolen tags: \$60 first semester, \$30 second semester. Parking passes are non-transferrable.

Students are expected to drive in a responsible and safe manner in the parking lots and around the perimeter of the campus. As in any public lot, cars should be locked at all times and all valuables should be out of sight. The school is not responsible for lost or damaged cars or items.

All parking lots behind the school (lots A, B, and C) are closed to students until after 4:00 p.m. No drop off or pickups of students allowed in Lots A, B, C or on Ludlow Street during morning arrival and afternoon dismissal times. The only exception is for students being picked up from the ELC after 3:30 p.m. in lots A/B.

Violations of these parking procedures may result in consequences. These consequences may include a verbal warning, demerit, after school detention, Saturday detention, loss of parking permit, or towing of vehicle.

The administration reserves the right to enter any students' car with discretion or revoke parking privileges.

### **Phone Messages and Deliveries for Students**

Messages (except cases of emergency) will be given to students during homeroom or at the end of the day. Students will not be called out of classes and school personnel are not responsible for relaying messages to students at any other time.

School personnel will not accept deliveries for students. For school projects, books, or other school related items, students will be called to OSS during homeroom, between classes or at the end of the day, but not during class time.

### **Practice Athletic Facility Guidelines**

(Including SCC, Gym, Roger Glass Stadium – Home of the CJ Eagles, Eagle Field, & Eagle Tennis Center)

- Students must always be accompanied by a coach, teacher, or moderator while in CJ athletic facilities.
- All Chaminade Julianne school rules and consequences also apply while using these facilities.
- Food, drinks and gum are not allowed in the facilities. Water bottles only are allowed.
- No pulling or climbing on netting, fencing, or bleachers.
- Destruction or defacing of property will not be tolerated.
- Personal belongings should be placed in a secure location while using the facilities. Chaminade Julianne is not responsible for lost or stolen items.
- Cell phones used for videotaping or picture-taking are prohibited.
- Appropriate athletic attire and footwear is required at all times.
- No cleats in the SCC.
- No propping doors or gates.

- Report any problems to the coach or supervisor immediately.

Failure to follow these guidelines could result in dismissal from the facility and further consequences.

### **Residency Requirements**

Students must live with a parent or legal guardian and may not be married while attending Chaminade Julianne.

### **School Uniform Guidelines**

Students are expected to be neat and take pride in their appearance. Students should always be in complete uniform during the regular school day. Any student not in compliance with uniform guidelines will be issued a demerit, an after school detention and/or be sent home to change depending on the severity of the infraction. All uniforms must be approved through the assistant principal of student services. Any dress code accommodation request due to religious beliefs must be directed to the principal or assistant principal for consideration.

#### The school uniform for all students is as follows:

- Navy or khaki slacks (see guidelines)
- Navy or khaki shorts (see guidelines)
- Navy or khaki capris
- White, CJ blue, or CJ green polo shirt (w/ CJ uniform logo) long or short sleeve (CJ vendor only)
- CJ approved CJ green or CJ blue sweatshirts only (solid color only)
- CJ Spirit Store quarter-zip pullover. CJ blue or white colors only. Must be purchased through CJ's on-line store ([http://stores.logosatplay.com/cj\\_spirit\\_store](http://stores.logosatplay.com/cj_spirit_store)) or Spirit Store and must be a solid color with no stripes. Quarter-zip pullovers do not need to be tucked in.
- Approved athletic hoodie or crew sweatshirts only: no warm ups (solid CJ green/solid CJ blue sweatshirts for school use, no other colors)

#### ***All uniform tops must be purchased from Chaminade Julianne:***

CJ Spirit Store • 505 S. Ludlow St, Dayton, OH • (937) 461-3740 x250

Online Spirit Shop (through Logos at Work) • [http://stores.logosatplay.com/cj\\_spirit\\_store](http://stores.logosatplay.com/cj_spirit_store)

Logos at Work • 937 S Patterson Blvd, Dayton, OH • (937) 299-7447

#### *Pants/Shorts/Capris guidelines: Can be purchased from retail stores.*

- Color must be navy or regular khaki (medium shade/tan). No dark or sand.
- No cargo pockets. Four pocket max (two front, two back)
- No corduroy
- No khaki or navy jeans
- No excessively tight pants or shorts
- No elastic or drawstring waist pants, shorts, or capris.

*CJ administration has the right to deny class to any student not in proper dress code.*

#### *Dress Code Guidelines*

- Shirts must be tucked in at all times during school.
- Pants, shorts, capris are to be worn properly around the waist.
- Shorts are to be worn no shorter than 3-4 in. above the knee (Bermuda style recommended). Short waists cannot be rolled.
- Tights or leggings may not be worn underneath uniform shorts.
- Uniforms are to be clean and in good repair.
- Pants are not to be cut or slit at the bottom.
- Shorts or pants not hemmed appropriately will have to be hemmed at the expense of the student/parents.
- All shoes must have a hard sole. No open-toed footwear of any kind. No slippers. No shoes that have the appearance of house slippers. No stiletto-heeled footwear (boots or shoes). No heelys. No Crocs.
- Long or short sleeve t-shirts worn underneath the uniform shirt must be solid white or grey (no printing or pictures, or hoods).
- Students are only permitted to wear approved CJ sweatshirts and quarter-zip pullovers over their uniform polo shirts and not in place of them.
- CJ uniform sweatshirts MUST be purchased from the CJ approved vendors and may only be worn during the regular school day if they are CJ approved colors and styles.

- No warm-ups, outerwear, or non CJ attire are permitted during the regular school day. (CJ athletic team or performing arts warm-ups are not permitted).
- Outerwear (coats/jackets/non CJ sweatshirts or sweaters), scarves, and head coverings (including hoods, head wraps, and bandanas) must be promptly removed and placed in locker upon entering the building at any time.
- Simple headbands are meant to be worn to keep hair off of one's face. Athletic sweat bands and overly ornamental headbands are prohibited.
- Chains used to secure wallets, keys, etc. may not be worn.
- CJ students are to have natural hair color only. Natural highlights are acceptable. Students will be asked to change any hair style or other appearance if decided improper for the community/school atmosphere. (e.g. mohawks, unnatural hair coloring such as pink, blue, purple, bright red, etc., etching/carvings, etc.)
- Jewelry: No sunglasses, medallions, pendants, or beads. All neck chains must be worn inside of shirts.
- Tattoos must be covered at all times during the school day.

The administration of Chaminade Julianne reserves the right to decide if any hair style, jewelry, piercing, tattoo, accessory, choice of pants/shorts, or other appearance is proper for the community/school atmosphere.

### *Out of Uniform Days*

Students wearing inappropriate clothing or not following the guidelines set forth for the particular out of uniform day may receive a Saturday detention, suspension, sent home, asked to change, or a combination.

Students may wear: jeans, shorts, skirts, capris or pants in good repair:

- no short shorts or short skirts (shorts and skirts are to be worn no shorter than 3-4 in. above the knee),
- jeans are to be worn in good condition. No excessive rips or holes may be visible,
- no sleeveless shirts, tank tops or halter tops,
- no bare midriffs,
- no low-cut shirts or low cut v-necks,
- no hats or headgear of any kind,
- no sweatpants, leggings, jeggings, running tights, velour, mesh or nylon athletic pants or athletic shorts,
- no clothing related to alcohol or tobacco or having foul language or sexual messages,
- all shoes must have a hard sole. No open-toed footwear of any kind. No slippers. No shoes that have the appearance of house slippers. No stiletto-heeled footwear (boots or shoes). No heelys,
- jewelry: no sunglasses, medallions, pendants, or beads. All chains must be worn inside of shirts,
- outerwear (coats/jackets/non CJ sweatshirts or sweaters) and head coverings (including hoods, head wraps, and bandanas) must be properly removed and placed in locker upon entering the building at any time. Cultural head wraps, such as a duku, may be worn on Out of Uniform days as long as they are not deemed a distraction in the classroom, and
- CJ approved athletic, performing arts, and club tops are permitted.

### *Spirit Day Guidelines:*

Shirts:

- predominantly CJ green and CJ blue
- CJ sponsored athletic, performing arts, and club shirts in CJ blue, green, grey, white or black.
- homemade t-shirts that are blue, green, or white that represent CJ spirit.

Bottoms:

- jeans, shorts, skirts, capris or pants in good repair and proper length. Follow out of uniform guidelines.
- CJ warm-up pants, CJ sweatpants, or solid blue or green sweatpants with no writing are allowed.

Other:

- CJ hats and headgear
- CJ tattoos
- spirit necklaces

All other out of uniform day guidelines still apply.

### **Student Groups**

Student groups meeting on school grounds must be approved by the administration and must have a faculty sponsor or moderator.

Throughout the year, various groups will sponsor a wide variety of social and educational activities that students

may attend. Chaminade Julianne reserves the right to limit or prohibit attendance at any event. The school encourages positive and appropriate participation at these events.

### **Student ID Badges**

Students must carry their CJ ID badges at all times during the regular school day. Not carrying the badge or defacing the picture, name, student number or bar code will result in an after school detention. It is the responsibility of the student to replace lost, damaged or defaced ID badges in a timely manner through the office of student services. Student ID badges can also be used to load money and purchase food in the school cafeteria.

### **Study Hall/Homeroom**

Students will receive a complete list of study hall/homeroom guidelines at the beginning of each year.

### **Transportation**

The public school district of the area in which a student resides is responsible for transportation of the student to Chaminade Julianne. Districts may provide RTA bus passes, reimbursement, or school bus transportation.

Please contact your local public school district transportation office to notify the district of the student's enrollment at CJ. This contact must be made by the family to receive information on what your district provides and what they require for reimbursement or school bus transportation. Chaminade Julianne will provide each district with a list of CJ students living in the district.

Students are to maintain acceptable behavior, follow all reasonable directions of the bus driver at all times coming to and returning from school, at bus stops and on any buses. The school may take disciplinary actions independent of any action taken by the public transportation district.

### **Visitors**

Visitors to CJ during the academic school day are discouraged. All general visitors, including parents, must report to the Welcome Center when entering the building to receive a visitor's badge. Alumni should enter the school at Marianist Hall and check in with the alumni office. Friends from other schools or other relatives should not visit during school hours. Families considering attending CJ should contact the admissions office to arrange a visit.

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## **HEALTH SERVICES**

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The nurse clinic is located in Marianist Hall. The CJ nurse is usually available for health assistance daily from 8:00 a.m. until 3:00 p.m. The nurse can be reached at 461-3740, x227. If the visit takes place in between classroom bells, the student must present a pass with permission signed by their next classroom teacher. If the student fails to do so he or she may be asked to go back to class and obtain before returning to clinic. Students missing extended class time must check in with office of student services (OSS) after seeing the nurse.

In the event of a quiz, test, presentation, paper, or major assignment, it is the responsibility of the student to obtain a written pass with permission from the teacher prior to a visit to the nurse. Assignments missed while in the clinic will need to be made up with the teacher. Students who do not follow this protocol may face disciplinary action.

Early dismissal and resting in the clinic is at the sole discretion and judgment of the nurse. Resting in the clinic is normally limited to around 15 minutes to avoid missing excessive class time. If a student doesn't feel they can go back to class after this time a parent may be called to pick a student up. A parent may choose to override the early dismissal decision of the nurse, in which case the dismissal will be unauthorized. Students are not permitted to rest in the clinic during the school liturgy, rallies, speakers, or any other events, except in cases of extreme symptoms.

All students are required to have an annual Emergency Medical Form (EMF) on file in the nurse clinic, to be returned no later than the due date for all forms in the fall. Students will be excluded from school if the EMF is not returned. Parents are responsible to contact the school in writing to keep the contact and health information current.

The CJ school nurse follows the recommendations of the Centers for Disease Control and Prevention for schools to reduce the spread of influenza. Students are asked to stay home from school until they are fever free and vomiting free for 24 hours without medication.

### **Screening**

Ninth grade, eleventh grade, and new students will receive routine vision and hearing screens. Parents will be notified if problems are suspected. Other students may request screening. Screening will be performed upon request for individual students.

## **Medication Policy**

Whenever possible, medication should be administered in the home. Students are not permitted to carry any medication with them or store it in their lockers. This includes over the counter medications. The only exception is emergency medications such as an asthma inhaler or Epi-pen. All medication must be brought in and picked up by a parent/guardian. No student is allowed to hand carry medication to the school/clinic. A self carry form signed by the physician and parent must be on file with the school for any emergency medications the student carries. A form may be obtained from the school nurse or on the CJ website under the tab student services.

If an annual medication form is completed and signed by the parent/guardian, then Acetaminophen (Tylenol), Ibuprofen (Advil), and Chewable Antacid tablets (Tums) may be administered at the discretion of the nurse or staff designee. A one-time dose of these medications may be administered with verbal permission from the parent/guardian. Liquid or chewable forms of acetaminophen or ibuprofen must be provided by the parent. The clinic does not stock cough drops, allergy medicine, or cough/cold medicine.

All other medications, including prescription, over-the-counter, and self-administered emergency medications require an annual medication administration form to be completed by a physician and signed by a parent/guardian and on file in the health clinic. A revised statement signed by the physician and parent/guardian must be submitted whenever any change from the original physician order occurs. Medication forms are available online or by request from the health clinic. All forms must be completed in their entirety and medication will NOT be administered by the nurse or any staff member if the proper documentation is not on file in the clinic. A separate medication form must be completed for each medication. This includes over the counter medications.

The administration of any medication without the written order of a physician and parent/guardian consent could be interpreted as practicing medicine and is prohibited by law. It is the sole responsibility of the parent/guardian to provide and stock emergency medication for their child, along with proper medical authorization. The parent shall assume all responsibility for outcomes resulting from failure to provide necessary emergency medication and physician authorization.

Upon self administering emergency medication, the student must notify the nurse or staff member of their current health condition. 911 will be called after administration of an Epi-pen.

All medication must be kept in the health clinic in its original container with the affixed prescription label; or if an over-the counter, with the student's name written on it. Medications in baggies or in unlabeled or incorrect bottles will not be accepted. The medication must match the bottle it is in. Only the amount of medication needed for school should be brought to the health clinic.

The following is a list of typical medications that may be administered in the clinic: antibiotic ointment; 1% hydrocortisone cream; and triple antibiotic ointment. Parents/guardians declining use of these products for their students must contact the nurse in writing.

Medications are not stored in the school over the summer. Any medication not claimed by the last day of school will be destroyed.

### **Medication Administration during Overnight School Trips**

Guidelines for medication administration during overnight school trips will follow School Policy for the administration of medication to students. Acetaminophen (Tylenol), Ibuprofen (Advil), and Chewable Antacid tablets (Tums) may be administered at the discretion of the nurse or her designee with completion of a parent/guardian consent form. All other medications, including prescription, over-the-counter, and self-administered emergency medications require an annual medication administration form to be completed by a physician and signed by a parent/guardian and on file in the health clinic.

Medication administration will be provided by a nurse, teacher(s), or other designated school employee. Each designated individual will receive Medication Administration for School Personnel training.

Any medication to be administered to a student will be kept in the possession of the teacher or designated school staff and will be given by school personnel as delegated. All medication forms and consents must be returned to the school nurse no later than two weeks prior to the trip.

All medication should be dropped off by the parent to the school nurse no later than three school days prior to the trip. Only medications that are considered medically necessary should be requested for administration. Please refrain from requesting administration of multivitamins, herbal or dietary supplements. An "Authorization for Administration of Medication by School Personnel" form must be submitted by the parent for each medication (all prescription and over-the-counter medications, vitamins, and supplements) that will be needed during the trip and/or for doses of medication that are not ordinarily administered by school personnel. Forms must be complete in their entirety. The parent will provide the school nurse or the designated school employee with the original labeled prescription bottle with the appropriate amount of medication in it. Bottles containing medication that exceeds the number of days for the trip will not be accepted. Medications in baggies or in unlabeled or incorrect bottles will not be accepted. The medication must match the bottle it is in.

Daily medication logs will be completed by the person designated to administer medication on the trip. If parents accompany their children on the trip, they will be responsible for the administration of medication to their

own child. If this occurs, the individual designated to administer medications will document parent administration of the medication on the daily medication log. If the student carries medicine without meeting the above criteria, the medication will be taken and the student will be subject to disciplinary action.

### **Head Lice Procedure**

CJ focuses on the proper treatment of students found with active lice infestations. Active lice infestations include the presence of live lice and nits found within ¼ inch of the scalp. Nits that are found more than ¼-inch from the base of the hair shaft are almost always non-viable (unhatched or dead). Upon report of a suspected case of lice, a trained designee will check the student for lice. If an active infestation is found, the parents will be notified. The parent/guardian will be provided with instructions for treatment, control and prevention. The student will be readmitted to school after treatment and examination. If upon examination, the school-designated personnel find no live lice or nits within ¼-inch from the scalp, the student may re-enter school. Periodic checks may continue to ensure re-infestation has not occurred.

### **Immunization Law**

Immunization records must be kept on file for each student. At the time of a student's entry into the school, the family has 14 days to present written evidence that the student is in compliance with the State School Immunization Law. Students may not be permitted in school until proof has been given. Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, Chicken Pox, and Menactra (Meningitis) are required vaccines. Seniors are required to have a second dose of the Meningitis vaccine prior to the beginning of senior year.

If parents choose not to immunize their child, an immunization waiver form must be completed by the parent and submitted to the school, stating the reasons the parent does not wish to immunize the child.

### **Special Health Needs**

Families of students with special health needs or conditions should contact the school nurse. Students who are injured and require the use of crutches need to be evaluated by the school nurse and should bring a doctor's note to the school nurse with information about the diagnosis or reason for crutches accommodation, duration of request, and a physician's signature and contact information. Conditions such as asthma, severe allergic reactions, diabetes and seizures should be reported to the school nurse and an emergency action plan completed with the student's physician and kept on file at the school. This plan should be updated each year. The nurse may send out reminders but it is ultimately the parents, guardians, responsibility to provide this each year. Health conditions and applicable interventions/accommodations may be shared by the nurse with pertinent staff members in a strictly confidential manner, unless otherwise notified by the parent/guardian. The parent of a child with a known health condition shall assume all responsibility for outcomes resulting from failure to provide necessary documentation of the condition, and completion of associated paperwork. Unless an emergency action plan is on file that gives alternate directions, EMS will be called for any situation the nurse/school administration feels may be a medical emergency and the parent will assume responsibility for all medical expenses related to the event.

### **Pregnancy Policy**

Should a student become pregnant, a meeting will be held with the parents, the school nurse, the guidance counselor, and an administrator. The school will require family counseling in an effort to aid the family in dealing with the situation. The student may remain in school as long as the family has met and presented documentation of the counseling requirements and verification of pre-natal care visits. The school shall determine the limits of the student's participation in school events.

If the father of the child is a Chaminade Julianne student, he must meet the same requirements as outlined above.

Any student involved in a second pregnancy, failing to meet counseling requirements and pre-natal requirements or making decisions not consistent with Catholic teaching, including having an abortion, will be asked to withdraw or expelled.

### **AIDS Policy**

In an effort to care for students with AIDS or HIV, the school requires that parents report to the school administration when a son or daughter has been diagnosed as having AIDS or other illnesses caused by HIV. In keeping with archdiocesan guidelines, each instance shall be treated as a strictly confidential and individual matter. The principal will ask the student's physician to provide documentation that explains the physical capacity of the student. The student should not behave in any way to put others at risk, including attending school if he/she has any open sores, skin eruptions or any other condition that prevents control of bodily secretions. The family is expected to attend counseling to adequately cope with the situation.

According to archdiocesan guidelines the school administration should notify the school superintendent of any student attending or requesting attendance who has AIDS. The principal will work to protect the confidentiality of the student and the family. Only personnel who are directly involved with providing care or who may observe the student for behavioral and/or medical problems that could heighten the potential for AIDS transmission will be informed. The school will refer the family to appropriate agencies for individual and family counseling.

According to archdiocesan guidelines the school administration should notify the school superintendent of any student attending or requesting attendance who has AIDS. The principal will work to protect the confidentiality of the student and the family. Only personnel who are directly involved with providing proper care or who may observe the student for behavioral and/or medical problems that could heighten the potential for AIDS transmission will be informed. The school will refer the family to appropriate agencies for individual and family counseling.

## FUTURE YEAR HANDBOOK CHANGES 2019-2020

The following changes will go into effect for at the beginning of the 2019-2020 school year.

### Academic Policies:

1. Eliminate the Bro. John Habjan award under the Graduation Ceremony section.
2. Add the following section:

#### Graduating With Distinction

Students with qualifying weighted GPAs will graduate with distinction. CJ recognizes graduating seniors on the following cum laude scale. The distinction will be notated on the student's final transcript.

Distinction	Weighted GPA
Summa Cum Laude	4.25+
Magna Cum Laude	4.00 – 4.24
Cum Laude	3.75 – 3.99

### School Uniform Guidelines:

#### Changes to CJ Dress Code for 2019-2020

##### Rationale

In an effort to simplify the CJ dress code while still allowing for students to show their individuality, the following changes will go into effect beginning with the 2019-2020 school year. These changes are also being made in order to simplify [and to avoid confusion] about what is uniform-approved for students and families when ordering spirit wear items. This updated dress code guideline will also produce a recognizable, uniform appearance that clearly identifies students as belonging to the CJ community.

#### Daily Dress Code Monday – Thursday

##### Uniform Bottoms:

Students have the option to wear pants, capris, or shorts in the colors of navy or medium shade khaki. Uniform bottoms may not be excessively tight, and shorts may not be worn shorter than 3-4 inches above the knee. Uniform bottoms may be purchased from any retail store as long as they meet the school's guidelines.

##### Uniform Polo Shirt:

Students wear a **Uniform Polo**, short or long sleeve, in one of three color options - CJ Green (kelly), white, or CJ Blue (royal):



CJ green



white

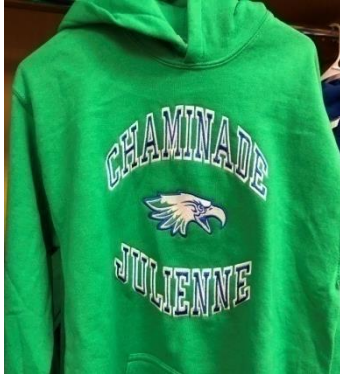


CJ blue



**Uniform Outerwear:**

Students have the option to wear the following uniform-approved **Outerwear Options** on top of their uniform polo – and not in place of a polo. The CJ logo styles shown here are the only uniform-approved outerwear options:



**CJ Spirit Eagle Style Sweatshirt**  
(hoodie or crew, CJ Green or CJ Blue)



**CJ Letters Style Sweatshirt**  
(hoodie or crew, CJ Green or CJ Blue)



**Quarter-Zip Pullover**  
(CJ Blue only)

**Dress Code – Eagle Fridays**

Every Friday during the school year, unless otherwise noted, is Eagle Friday. On Eagle Fridays, students are invited to wear any CJ spirit top as long it has an official CJ logo. All other dress code guidelines are still in place, including that students must wear navy or khaki uniform bottoms (shorts, pants or capris). Students are invited to show their Eagle spirit by wearing t-shirts, sweatshirts, quarter-zips, warm ups, polo shirts, and fleece items from athletic teams, performing arts, or clubs. Homemade CJ shirts, sleeveless CJ shirts, or spirit shirts with holes/rips are not acceptable on Eagle Fridays.

**CJ Official Logos:**



**Other Notes**

- All uniform polos, quarter-zips, and the two approved sweatshirt designs must be purchased through the CJ Spirit Store or the Online Spirit Shop.
- The uniform-approved quarter-zip design and the two uniform-approved sweatshirt designs may not be customized or altered to include specific sports, clubs, or performing arts for Monday-Thursday. These altered designs are only allowed on Eagle Fridays.

(TURN IN by August 31, 2018 to OSS)

2018-2019  
Student / Parent Handbook Consent Form

Chaminade Julianne 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, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the order.

**Please initial each of these items and sign below.**

I/we agree to participate in the "Safe Home" program wherein we will supervise all parties at our residence and guarantee that no alcohol will be served.

YES \_\_\_\_\_ NO \_\_\_\_\_

I/we hereby authorize Chaminade Julianne Catholic High School to release my child's transcript.

YES \_\_\_\_\_ NO \_\_\_\_\_

I/we hereby authorize Chaminade Julianne Catholic High School to share my child's name, CJ email address, and birth date to colleges when my child voluntarily signs up for an event using Family Connection.

YES \_\_\_\_\_ NO \_\_\_\_\_

I/we understand and agree that Chaminade Julianne Catholic High School may use the name, photos, images, and videos of my/our child/children as part of depicting school life and activities in the following ways:

A. PRINTED & ELECTRONIC PUBLICATIONS produced by and for CJ which typically include — but are not limited to — yearbook, sport and student activity programs, Vision (school magazine), and CJ Annual Report, most of which are posted on CJ's website.

YES \_\_\_\_\_ NO \_\_\_\_\_

B. WEBSITE & SOCIAL MEDIA which includes official school accounts. Even if checked "yes" below, parents always have the option to have a photo, image or video of their child removed from an electronic media host site upon request.

YES \_\_\_\_\_ NO \_\_\_\_\_

*If you checked "no," but would like to note an exception, please do so here:* \_\_\_\_\_

C. PROMOTIONAL & ADVANCEMENT MATERIALS produced by and for CJ, which typically include — but are not limited to — direct mail, advertisement, commercials, social media outreach, and marketing materials.

YES \_\_\_\_\_ NO \_\_\_\_\_

**I/we have read and understand the Student / Parent Handbook in its entirety, and agree to be governed by this Handbook. I/we have read the *Connected Classroom Handbook and Acceptable Use Policy* (<http://www.cjeagles.org/academics/academic-tools>), and agree to abide by the terms and conditions stated, understanding that these technological resources are provided for educational purposes only.**

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_