



# STUDENT HANDBOOK 2025-26

LAST UPDATED: JUNE 23, 2025

UPDATES MAY BE MADE DURING THE COURSE OF THE SCHOOL YEAR. **THESE UPDATES WILL BE BOLDED TO INDICATE ANY CHANGE IN SCHOOL POLICY AND WILL BE CONVEYED VIA SCHOOL NOTIFICATION SYSTEMS. THE UPDATE DATE WILL ALSO BE LISTED ON THE ONLINE HANDBOOK.**

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## Parental Cooperation

We are committed as a school community to helping students discover their God-given gifts, develop them, and use them in service to others. When they graduate from Carondelet, they will have faced challenges, grown in resilience, and entered the next stage of life ready for its demands. They will have begun to embody our ISOs of being women of Heart, Faith, Courage, and Excellence.

Our goal is that their experience at a Sisters of St. Joseph (CSJ) school will prepare them to make well-informed, moral, just, and compassionate decisions in alignment with the CSJ

charism of unifying love. This commitment is a partnership between the school and parents, who play an essential role in offering guidance and care. Together, we must have the courage to provide the direction and support they need.

Students' attitudes and behaviors—both in and out of the classroom, on and off campus—are central to this formation. Their actions reflect not only Carondelet but also their ability to live out the school's Catholic values and mission. Failure to consistently uphold these values may jeopardize a student's place in the community and, in serious cases, result in dismissal.

As part of this partnership, parents also have responsibilities: to cooperate with school personnel when their daughter is being disciplined; to work respectfully with faculty and staff regarding concerns such as schedules, academic performance, extracurricular participation, and school policies; to ensure their home provides a safe and healthy gathering space for students; and to participate in the spiritual and moral formation of their daughters through academic, athletic, co-curricular, and Campus Ministry events.

To maintain student privacy and ensure productive discussions, all student-related meetings must include faculty or staff and the student's parent or legal guardian. Friends of the family, temporary guardians, tutors, or other support personnel are not permitted to attend these meetings. Additionally, these meetings may not be recorded in any form.

The school expects parents and guardians to model respectful and courteous behavior in their interactions with faculty, staff, and other members of the school community. Carondelet reserves the right to suspend, expel, or decline re-enrollment of a student if their parents or guardians act in ways that conflict with the school's mission, impede its ability to fulfill its educational objectives, or engage in inappropriate or disrespectful behavior.

It is a privilege to partner with families in this work. The world that awaits our students is filled with challenges, and together, we can ensure they are well-prepared for success in college and beyond.

## **1. Mission, Vision, and Philosophy Statement**

### **1.1 The Mission of the Sisters of St. Joseph of Carondelet (CSJ) – Our Religious Sponsors**

Our Sponsors are The Sisters of St. Joseph of Carondelet, Los Angeles Province, whose Mission is: "Stimulated by the Holy Spirit of Love and receptive to His inspirations, the Sister of St. Joseph moves always towards profound love of God and love of dear neighbor without distinction."

## **1.2 Carondelet High School Mission Statement**

Carondelet High School inspires excellence by preparing young women to live with heart, faith, courage, and excellence in the Catholic tradition and spirit of the Sisters of St. Joseph.

## **1.3 School Vision Statement**

A Carondelet graduate is empowered by her Catholic, college-preparatory education and is known as a woman who responds to the needs of the times and makes a positive difference.

## **1.4 Integral Student Outcomes (ISOs)**

A Carondelet Student is a Woman of:

### **Heart**

- Recognizes her self-worth as a creation of God
- Strives to protect the dignity of all people and is open and responsive to diverse perspectives
- Develops positive, respectful social relationships and strives to achieve balance in her life by making healthy lifestyle choices

### **Faith**

- Grows her faith and spirituality reflective of Catholic values and the CSJ mission
- Recognizes God's presence in creation and works toward building a more sustainable world
- Understands the needs of others and serves the dear neighbor without distinction

### **Courage**

- Discovers and shares her unique gifts to make a positive impact in her community
- Effectively listens and communicates to solve problems collaboratively
- Advocates for the empowerment of women and a more socially just world

### **Excellence**

- Is curious, creative, and seeks to pursue intellectual passions throughout her life
- Is a critical thinker who takes responsibility for her learning and seeks connections with the outside world
- Understands and uses technology to problem solve, explore, learn, inspire, and collaborate

## **1.5 Institutional Statement**

Carondelet High School, sponsored by the Sisters of St. Joseph of Carondelet, remains committed to fostering students' intellectual, emotional, physical, moral, and spiritual growth. Our faith calls us to rise above political divisions, focusing on love, justice, and human dignity.

Rather than taking official positions on political and social issues, we prioritize forming young women who think critically, develop informed consciences, and engage meaningfully with the world. We dedicate our resources to nurturing a learning environment that encourages diverse perspectives, respect for all, and a commitment to social justice and service.

### **1.6 DEI Statement**

At Carondelet our unique spirit is guided by the tradition and legacy of our founders, the Sisters of St. Joseph, and our commitment to model our mission of unifying love. We remain steeped in the CSJ charism to move always toward love of God and love of neighbor without distinction, which serves as our mandate to provide a fully inclusive and equitable environment that fosters a more diverse community.

We are called to serve our dear neighbor without distinction, regardless of gender, race, ethnicity, generational history, culture, socioeconomic class, religion, sexual orientation, national origin, citizenship status, political perspectives, geographic origin, and physical ability. Through understanding, engagement, and empowerment all community members can flourish and reach their full potential.

Advancing strategies for enhancing equity, diversity, and inclusion while combating discrimination, racism, and injustice achieves and demonstrates our shared values of upholding dignity for all.

As an inclusive CSJ community, we are uniquely challenged to respond to the needs of the times. We recognize our shared values and responsibility to act for justice, human dignity, and combat racism and discrimination. By operating with high ethical standards we become the change we wish to see in our community.

We believe that diversity and social justice are fundamental components of educational excellence and the advancement of knowledge. Across our academic and athletic campuses we promote positive school climate, equity, and inclusive excellence through programming, events, training, policies, practices, and resources.

We challenge our educators, students, families, and alumnae to continue authentic conversations, examining our actions, and growing in our individual and community understanding. Recognizing that our voices and actions do matter, we must listen, educate ourselves, advocate on behalf of the marginalized, be open to and share the perspective of others, speak out, reflect on our own words and actions, and actively work toward systemic change.

Our commitment to create an environment that is physically, personally, spiritually, psychologically, and academically safe for all students and staff is long-term and requires collaboration.

We are all connected. What happens to one affects us all. We accomplish more together than apart.

## **1.7 History of Carondelet High School**

Carondelet High School was founded in 1965 by the Sisters of St. Joseph of Carondelet at the request of Bishop Floyd Begin, becoming the only Catholic secondary school for young women in Contra Costa County. The school opened with six classrooms, three Sisters, three lay faculty, and 115 freshmen. By 1969, Carondelet had graduated its first class, earned academic honors, and established a cooperative program with De La Salle High School for upperclassmen.

Over the decades, Carondelet expanded its campus and programs, adding a student activities center, modernized science labs, a parking structure, and a renovated library with advanced technology. The school adopted a President/Principal administrative model in 2000. In 2013, Carondelet integrated an iPad program, enhancing digital learning.

Major campus expansions included the 2018 Athletics Complex, featuring state-of-the-art training and competition facilities, and the 2020 Jean Hofmann Center for Innovation, fostering creative learning. In 2023, the Cannon Wellness Center opened to support student well-being, marking the school's continued commitment to holistic education.

## **1.8 History of the Sisters of St. Joseph of Carondelet**

The Sisters of St. Joseph were founded in Le Puy, France, in 1650 by Father Jean P. Medaille, SJ, with a mission to serve the Church by ministering to those in need, particularly women. During the French Revolution, the congregation was nearly destroyed, with many Sisters imprisoned or executed. Mother St. John Fontbonne, spared from execution, later revitalized the order, establishing over 200 communities in France and Italy.

In 1836, responding to a request from Bishop Rosati, the Sisters expanded to Carondelet, Missouri, where they educated settlers' children and grew their mission across North America. In 1867, the Congregation of the Sisters of St. Joseph of Carondelet was officially recognized by Rome.

Today, over 1,000 Carondelet Sisters serve worldwide in education, healthcare, pastoral ministry, advocacy, and social justice, continuing their mission to respond to the needs of the times.



## **1.9 Admission Policy**

Carondelet High School admits qualified students of any race, color, national or ethnic origin, or religion to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national or ethnic origin, or religion in the administration of educational policies, admission policies, athletic programs, scholarship, and other school-administered programs.

## **2. Academic Programs and Policies**

### **2.1 Academic Expectations**

Carondelet High School provides a strong college-preparatory curriculum. Its goals are to provide the best possible academic program to meet the needs of the student body and to lay the foundation for the continued education of every student at the college level. The academic program is focused on achievement of the integral student outcomes within the framework of the Mission of the school to prepare young women to live with “heart, faith, courage, and excellence in the Catholic tradition and spirit of the Sisters of St. Joseph.”

Students are expected to take responsibility for fulfilling the requirements of study in their coursework and to understand the importance of personal integrity.

Students are expected to be on time for class, to be fully prepared to participate in the class, and to observe classroom management rules. Regular classroom attendance (present at least 85% of enrolled days per semester) is expected to receive full course credit.

### **2.2 Academic Integrity Policy**

As a community rooted in the Catholic faith and the Mission of the Sisters of St. Joseph of Carondelet, Carondelet High School upholds academic integrity and ethical conduct in all areas of school life. Students, parents, teachers, staff, and administrators share the responsibility of maintaining an atmosphere of honesty and respect for individual work and ideas.

To ensure students understand the educational and moral implications of their academic choices—both at Carondelet and beyond—violations of this policy will be addressed. Repeated academic integrity violations over a student’s time at Carondelet will be considered cumulatively.

Academic misconduct includes, but is not limited to:

- **Cheating:** Using unauthorized materials, information, notes, study aids, devices, or communication during assignments or assessments.

- **Plagiarism:** Copying work or homework, lending one's work to another student to be copied, misrepresenting another's work as one's own, or misusing/failing to cite source material.
- **Collusion:** Communicating with others during an in-class assessment, knowingly assisting another student in cheating or plagiarism, or sharing/receiving assessment information at any time.
- **Unauthorized use of technology:** Using AI tools, translators, online calculators, or problem solvers without explicit permission.

*Note:* Teachers will provide specific guidelines for assignments and assessments. It is the student's responsibility to confirm whether a particular tool or resource is permitted.

## Consequences for Academic Misconduct

First Incident (in any class):

- Academic consequences for the assignment
- Parent notification by the teacher
- Report to the Dean of Faculty and Principal of Academics

Repeated Incidents:

If a student has multiple academic integrity violations, the Dean of Faculty, in collaboration with the administrative team, will determine appropriate consequences to reinforce the importance of ethical academic choices.

In all such cases, the following actions will take place:

- Meeting with the student
- Parent notification and communication
- Academic consequences for the assignment
- Disciplinary agreement

Additional Consequences May Include:

- Requirement to complete an online course on academic integrity
- Conference involving the teacher, Department Chair, Principal of Academics, Dean of Faculty, parent, and student
- Notification to the student's College Counselor and Principal of Academics
- Loss of leadership positions, athletic eligibility, or eligibility for academic competitions/performances
- Suspension

- Disclosure to colleges upon inquiry
- Withdrawal or expulsion

## **2.3 Technology Services, Resources, and Acceptable Use Policies**

Carondelet provides computing and network resources, including Internet access, software, hardware, online databases, email, and other digital tools, to support educational excellence through resource sharing, innovation, and communication. These resources are intended for educational and school-related activities. All equipment, software, and Internet access remain the property of Carondelet, which reserves the right to revoke access at its discretion.

Each student is assigned a Carondelet Google account (@carondeleths.org) and email. Students must use their Carondelet accounts or Schoology for school-related work and communication with faculty and staff.

Using their Google Workspace for Education accounts, students may access and use the “Core Services” provided by Google. These include, but are not limited to, Gmail, Google Calendar, Google Contacts, Google Docs, Google Sheets, Google Slides, Google Forms, Google Drive, Google Keep, Google Sites. More information on Google’s Core Services can be found here: [https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)).

In addition, Carondelet also allows students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your student has access to the following “Additional Services”:

- YouTube
- Google Maps
- Google Transfer
- Google Takeout

Carondelet may also provide students with accounts for other applications and services. These may include Microsoft, Adobe, Zoom, Canva, MobileServe, KnowBe4, Sora, Maia Learning and others as needed. By signing this handbook, you consent to having these additional services (those from Google as well as other software manufacturers identified above) activated for your student.

There is no expectation of privacy on any hardware or software used by or belonging to Carondelet. Carondelet retains the right to access and inspect any material stored in any hardware or software at any time without prior notice. All Users are expected to conduct their online activities in an ethical and legal fashion. Carondelet and its sponsors reserve the right to

use employee or student electronic productions to support the curriculum and for demonstration purposes without compensation to employees or to student authors or their parents/guardians.

Carondelet does filter all on-campus Internet access. Filtering minimizes, but does not preclude, access to inappropriate Internet traffic.

### 2.3.1 Appropriate Use Policy and Internet Access Contract

The Internet connects users to a vast range of information and resources worldwide. While Carondelet provides access to support educational goals, it does not control Internet content, which may include controversial, offensive, or inaccurate material. Users access the Internet at their own risk and are responsible for their actions. Carondelet makes no guarantees regarding Internet service and assumes no responsibility for:

- Content received from external sources
- Costs, liability, or damages from Internet use
- Service interruptions, even if within Carondelet's control
- Privacy of electronic communications

### Internet & Technology Use Guidelines

Access to Carondelet's network and telecommunications system is a privilege granted annually. Inappropriate use, as determined by the administration, may result in suspension or revocation of privileges, disciplinary action, or legal consequences. Prohibited activities include, but are not limited to:

- Illegal or unethical activity, including copyright violations, transmission of obscene, harassing, or protected material
- Personal financial or commercial use, including advertising, political lobbying, spam, or unauthorized chat line use
- System degradation or vandalism, such as spreading viruses, damaging hardware/software, or attempting unauthorized access
- Privacy violations, including unauthorized sharing of personal information or accessing another user's files
- Account misuse, such as using another person's login, posting anonymous/forged content, or unauthorized recording of faculty, staff, or students
- Defamation or harassment, including offensive, threatening, or sexually explicit messages, or language that is sexist, racist, or homophobic
- Disrupting the educational environment, including using digital communication to harm Carondelet's reputation

- Inappropriate social media use, including using "Carondelet High School" or "CHS" in account names without approval or posting unauthorized course/club materials

Users should not expect privacy when using Carondelet's network or devices. Carondelet reserves the right to monitor and access any digital activity, retrieve school-related records, conduct maintenance, investigate misuse, or disclose information to law enforcement as needed.

### Intellectual Property & School Materials

All materials created for Carondelet courses, clubs, and events belong to the school. Without written permission, students may not share or reproduce course materials, including exams, outside of Carondelet. Unauthorized distribution will be considered academic misconduct and subject to disciplinary action.

The use of Carondelet's logo, letterhead, mascot, crest, or theme requires prior written approval from the Director of Strategic Marketing and Communications.

### Enforcement & Consequences

Any violation of this policy may result in revoked access, disciplinary action, or legal consequences. Carondelet may seek monetary compensation for damages requiring repair or replacement of equipment. In legal disputes related to this agreement, the prevailing party is entitled to reasonable attorney's fees and costs.

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**2.3.2 School-Issued iPads Policy** Carondelet-issued iPads are essential academic tools intended for school use. Students are expected to bring their fully charged iPad to school every day for all four years. These devices are required for coursework and will also be used for College Board testing (AP Exams, SAT, PSAT) or other standardized tests administered at Carondelet.

School-issued iPads remain the property of Carondelet until the student graduates, at which point ownership transfers to the student. These devices serve as essential organizational and learning tools, providing:

- Access to textbooks, online learning platforms, and Schoology
- Organizational and study support (email, note-taking apps, calendar management, and learning tools)

- Content creation options (video production, document creation, and online research)
- Testing purposes. All College Board, Standardized, as well as classroom test requiring lockdown browser features.

### Device Usage Guidelines

- All students must bring their school-issued iPads to campus each day, as iPads are the required device for classroom learning and standardized testing. Freshmen, Sophomores, and Juniors must use their school-issued iPads exclusively. Seniors may bring a laptop, but the iPad remains required for all classes and testing. For courses like AP Computer Science, laptops will be provided during class as needed.
- Students are responsible for maintaining updates to apps and the operating system for their Carondelet issued device.
- iPads are not intended for personal entertainment, such as gaming or serving as a duplicate cell phone.
- While students are enrolled at Carondelet, the school will apply restrictions and security measures to ensure the device is used for educational purposes.

### Network & Bandwidth Management

Carondelet's wireless network requires user registration, granting system administrators some oversight of school-managed devices. With over 800 student devices on campus, the school must regulate usage to preserve educational value and ensure efficient bandwidth distribution.

- High-bandwidth activities (e.g., video and music streaming) can slow the network and must be limited unless for educational use.
- The school monitors bandwidth usage and may intervene if a device consumes an excessive or inappropriate amount. Actions may include discussions with students or teachers and potential temporary network removal of the device.

### System Oversight & Privacy

For Carondelet-managed devices, system administrators have access to:

- Installed apps and programs
- Device location while on campus
- URLs of websites visited while on campus

However, the school cannot access personal files, photos, or other private data on registered devices. Information is not archived or used to build personal profiles. While the system has the capability to remotely clear a device, Carondelet would only utilize this feature in specific circumstances where it was warranted, with appropriate Administrator approval.

For further questions, please contact [Michelle Koski](#), Librarian.

### 2.3.3 Communication & Photo Opt-Out

Unsubscribing from group emails removes you from ALL parent email distributions. Please carefully consider the decision to unsubscribe from the weekly Carondelet High School e-newsletter. If you decide to unsubscribe, you will be removed from all group email communication for parents including parent newsletters and important/emergency announcements from the school. Remember, email is our primary way of communicating with parents/guardians. If you unsubscribe, you will continue to receive emails sent directly to your email account from school employees. All contact information on file must be kept up-to-date. Please contact [Katie Almonte](#), Director of Ed. Tech, with any updates to your contact information.

In addition to educating your daughters at Carondelet High School, we seek to educate our broader community through various publications, the school website, and other public relations efforts. To that end, students, teachers, administrators, and staff of Carondelet High School sometimes photograph and publish photographs of our students. If you do not wish to have your daughter's photograph published, please email [Jill Okimoto](#), Director of Strategic Marketing and Communications.

### 2.3.4 Text/Voice Messages:

In addition to email, Carondelet may send out text or voice messages for emergencies or messages of an urgent nature. The text will come from a 5-digit number and the phone call will come from Carondelet High School, (925) 686-5353. Please do NOT disregard these important messages.

## 2.4 Carondelet and De La Salle Cooperative Policy

Carondelet and De La Salle provide specific courses as co-educational opportunities. All students will comply with the discipline and classroom policies set by the respective administrations, Dean of Students, and faculties. Each school is responsible for those concerns raised by students/parents/guardians regarding its own courses and faculty; however, students should first consult the Principal of Academics regarding any questions or concerns. Classes at each school are supervised by that school; personnel are responsible to their respective administrations only.

At the request of the administration, Carondelet students may be limited to having classes scheduled only on the Carondelet campus for reasons that include but are not limited to the

following: academic concerns, detentions, disciplinary issues, contracts, parental request, or special needs.

## **2.5 Grading and Progress Reports**

In each class, a student earns a grade based on the teacher's professional assessment of demonstrated mastery of course content, satisfactory application of required skills, and effective class participation. Special comments are given for effort, improvement, cooperation, and conduct. In some courses, Proficiency/Emerging Proficiency is given in place of "A-F" grades. Grading policies are explained at the beginning of each course and can be found on the course syllabus. Progress reports can trigger invitations to participate in student support services such as Powerlab or other extra support.

Students are encouraged to review academic progress on a regular basis by checking PowerSchool. Regular Progress reports will be sent throughout the quarter to both students and families.

Note: Grades at the end of a quarter and semester indicate academic progress, and may be used to determine eligibility for certain co-curricular activities (such as athletics). Quarter and Semester grades may also be used to assess the need for mandated attendance in extra support options like Powerlab.

Multiple absences (whether excused or unexcused) may have a negative impact on a student's grade. Parents will be notified when absences become excessive, and once a student is absent for 15% of any given class, the Dean of Students will consult with the student and parents.

### **2.5.1 Grade Point Average Policy and Guidelines**

In determining grade point averages only final semester grades earned at Carondelet/De La Salle are calculated.

Grade	Honors Course	Course	Grade	Honors Course	Course
A	5.0	4.0	C+	3.3	2.3
A-	4.7	3.7	C	3.0	2.0
B+	4.3	3.3	C-	2.7	1.7
B	4.0	3.0	D+	1.3	1.3
B-	3.7	2.7	D	1.0	1.0
			D-	0.7	0.7



## **2.6 Attendance**

At Carondelet, we believe that daily attendance and active engagement are essential for student success. As a dynamic, in-person learning community, we provide an interactive, collaborative environment where students benefit from direct instruction, peer discussions, hands-on learning experiences, as well as community events and co-curricular activities. These opportunities in and out of the classroom foster personal growth, leadership, and meaningful connections. Regular attendance supports the development of young women who are prepared for academic achievement, personal growth, and leadership within and beyond their classroom and community.

### **2.6.1 Attendance Expectations**

- Students are expected to be on time and present for all scheduled classes to fully engage in the learning process.
- Students, with support from their parents/guardians, should strive to minimize all absences, tardies, and early dismissals to ensure full participation in academic and co-curricular activities that shape personal and academic growth.
- To participate in athletic competitions, dances, or other extracurricular events, students must be present for more than half of the school day.
- Parents/guardians must report all absences and tardies to the Attendance Office (email preferred) by 9:00 AM on the day of the absence.
- Absences due to medical appointments, illness, or other justifiable reasons should be verified by a parent/guardian. In cases of excessive absences due to illness, the school may require additional verification, such as a doctor's note.

### **2.6.2 Make Up Work and Extended Absences**

- Students must communicate with their teachers regarding missed assignments and classwork within a reasonable timeframe, ideally before the absence or immediately upon their return.
- Planned Absences (2+ days): Extended absences that are planned in advance require coordination with the Deans/Attendance Office and Academic & Learning Support team. Families must complete the Planned Absence Form from the Attendance Office.
- Extended Medical Absences: If a student is absent for an extended period of time due to illness or injury, parents should provide documentation from a doctor or licensed clinician and contact the Director of Academic and Learning Support to arrange a transition plan for returning to class.
- While Carondelet offers various academic accommodations, we cannot provide:
  - A fully remote or hybrid learning option.

- The ability to complete coursework at home outside of documented medical needs.

### 2.6.3 Tardies, Early Dismissals, and Cuts

- Students are expected to be on time for all classes. Excessive tardies or early dismissals may result in academic or disciplinary consequences, including exclusion from extracurricular activities.
- If a student needs to leave early for a valid appointment (medical, dental, funeral, or college-initiated recruiting/admissions visits), a parent/guardian must notify the Attendance Office in advance. The school will issue a digital “Early Release” notification that students must present when leaving campus.
- Leaving campus without prior authorization and/or being unaccounted for on campus for an excessive amount of time during the class period or community events will be considered a cut and will result in disciplinary action.

### 2.6.4 Excessive Absences

- To remain in good standing, students must attend at least 85% of enrolled school days, meaning no more than 12 full-day absences or 8 class period absences per semester.
  - AP, Lab, Honors, and experiential courses require consistent attendance due to their rigorous and participatory nature. Excessive absences may significantly impact a student’s ability to succeed in these courses.
- Absences due to school-sponsored activities (e.g., retreats, athletic competitions) will not count toward the 85% attendance requirement.
- Excessive absences can affect a student’s academic standing, participation in extracurricular activities, course credit, and continued enrollment. If a student exceeds 12 full-day absences or 8 class period absences per semester, the school will review their attendance record and may require a meeting with the student, parents/guardians, and administration to determine appropriate next steps.
- Students who attend less than 80% of their enrolled school days or miss more than 20% of their individual class periods risk not earning course credit or being eligible for future enrollment. This policy underscores our commitment to an in-person learning experience as a vital part of fulfilling Carondelet’s mission and Integral Student Outcomes.

## 2.7 Educational Assessment and Learning Resources

The Educational Support Program provides services and support for students who have a documented diagnosis either medical, psychological, or a mild-to-moderate learning difference that impacts the student’s opportunity to learn. The Academic Counselors develop and implement Educational Accommodation Plans for these students through collaboration with faculty. The student and parent(s), or guardian(s), work with the Academic Counselors as a

team to foster the student's development of self-advocacy and greater autonomy. This includes the student's dedication to working closely with the teachers, attending study sessions, keeping commitments to tutors, and communicating with the Academic Counselors.

Regular progress reports are sent home to help support the learning process and provide timely visibility for students and families about their progress. These progress reports can help identify areas where extra support is needed. Grades connected to a progress report or quarter/semester report can lead to an invitation to Powerlab and/or other interventions such as mandated enrollment in Powerlab and other programming related to academic probation.

## **2.8 Honor Rolls and Academic Honor Recognition**

Students will be recognized for academic achievement based on the semester grade point average reported on the January and June report cards. Carondelet's honor roll will recognize the students with a semester grade point average of 3.50 and above. The second honor roll will recognize students with a semester grade point average ranging from 3.00 to 3.49. Starting with the class of 2027, honor roll will recognize students for a grade point average of 3.50 and above.

### **California Scholarship Federation**

The California Scholarship Federation (CSF) is an organization whose purpose is to foster high standards of scholarship, service, and citizenship. The CSF motto is "Scholarship for Service." Membership is earned based on academic achievement. Students must apply for membership each semester.

### **National Honor Society**

The National Honor Society's goals include fostering and recognizing not only academic achievement, leadership, and service rendered by high school students, (as outlined by the NHS guidelines) but also the development of character. Membership is based on academic achievement and service. Students must apply for membership.

### **Tri-M Music Honor Society**

The Tri-M Music Honor Society is sponsored by the National Association for Music Education. Tri-M recognizes the scholarly achievements of musicians in our school and highlights the importance of music education in the advancement of future leaders. Tri-M members work throughout the year and collaborate on the creation of public performances and other music-minded service projects that benefit our community. Membership is based on academic achievement, character, and service. Students must be enrolled in a music course in order to be eligible to apply for membership.

## **2.9 Schedule Change Policy**

Initial schedules are distributed in June, with a designated period for schedule adjustment requests during the summer recess.

During the first two weeks of each semester, students may request course changes. In the first semester, a grace period extends to the third week, allowing course drops with teacher approval without a "W" notation on the transcript. However, book fees for dropped courses are non-refundable. Dropping a full-year course at the end of the first semester is only permitted under extraordinary circumstances.

Any schedule change may have academic consequences, including limited course replacement options, transcript notations ("W"), loss of credit, or an "F" grade. Withdrawing from an Honors or AP course may impact future enrollment in advanced courses unless recommended by the College Counselor and/or Director of Academic Learning and Support due to significant academic challenges or documented medical conditions.

### Course Enrollment Considerations

Enrollment decisions depend on space availability, graduation requirements, course prerequisites, and departmental recommendations, as determined by the Administration.

### Withdrawal Timelines

- Up to the end of the first quarter (8 weeks): Withdrawals require teacher approval and result in a "W" notation on the transcript.
- After the first quarter (8–10 weeks): Withdrawals require teacher approval and proper documentation, with a "W" notation still applied.
- After 10 weeks: Students must remain in the course.

All final decisions regarding schedule changes and withdrawals rest with the Principal of Academics.

## **2.10 Final Examinations**

Students are expected to be on campus on final exam days and to take final exams on the day they are scheduled unless there are special circumstances (e.g., bereavement, extended medical absence, illness). Absences on final exam days outside of these special circumstances will be recorded as unexcused on PowerSchool. Any student who will miss a final exam needs to consult with the Director of Academic and Learning Support and the teacher of the course to make arrangements for completion of the final exam. Completion of the final exams may take place on an alternate designated date after the semester ends.

## 2.11 Incomplete Grades

A grade of Incomplete, in consultation with the student's Educational Support Team, may be given at the end of Semester One for students with extenuating circumstances, such as:

- Because of extraordinary circumstances (e.g., extended medical absence, bereavement) the student has not completed or submitted 10% or more of required assignments.
- Because of extraordinary circumstances (e.g., extended medical absence, bereavement, other circumstances) the student has not taken the final examination.

Typically, a student has two calendar weeks to complete an "incomplete" on a report card. Any extension of this time period due to extraordinary circumstances will be determined by the Principal of Academics and Principal in consultation with the Director of Academic and Learning Support. Arrangements for an extension of this time period for an incomplete grade need to be done in advance and in consultation with the Principals and Director of Academic and Learning Support. The amount of remediation needed to modify an incomplete grade needs to be reasonable and realistic in terms of the amount of content acquisition in any class. Incomplete grades are ordinarily given at the end of first semester only but may be given in second semester depending on circumstances; the expectation is that all course work will be completed prior to the final exam or in the case of a semester course prior to the semester exam.

## 2.12 Grade Petitions

At the end of each semester the grade portal is closed to give teachers time to finalize grading and close their gradebook. Grades are then stored and the portal is reopened. Students and parents are given access to the portal at this time to review their final grades.

Students who question a grade they have earned in an academic class must first discuss this matter with the teacher. They have one week after the portal re-opens to initiate conversations with teachers for this purpose. If the conversation does not resolve the problem, the student and family can reach out to the Department Chair to review the situation.

If after following those two steps the student is still dissatisfied with the grade, the student may file a petition with the Principal for Academics and Educational Technology for a grade change. This petition must be done no later than two weeks after the portal has re-opened.

In cases where a grade is petitioned, the following procedure will be implemented:

- The student makes a formal request in writing to the Principal for Academics and Educational Technology. This formal request must provide all supporting documentation and evidence that the student wishes the committee to review (to include the communications between student and teacher and department chair)

- The Principal will review the documentation, meet with the teacher(s) and submit a final decision.
- Should the Principal of Academics determine that the student's situation merits further consideration, a meeting will be arranged where the student can present their case to a committee consisting of the Principal for Academics, Dean of Faculty, and one additional member of the Academic Team. At this meeting:
  - The student will be allowed to verbally present the case and explain how the supporting documents support their request.
  - The committee members will have the opportunity to ask any clarifying questions.
  - The meeting will adjourn and the committee will discuss the situation and present a final verdict on the petition.

[Note: once petition has been filed, all individual communications between teacher and student about this course must cease]

## **2.13 Procedures Regarding Academic Concerns**

It is the school's goal to create a working partnership with parents/guardians and to foster open communication. Parents/guardians are strongly encouraged to contact teachers to discuss a student's progress. (Teachers are best contacted using their email address found on [the website](#) or their course syllabus.) From time to time, a student may have concerns about her progress in a particular class. In order to ensure that she can be assisted in doing her very best, these guidelines should be followed:

1. The student should be encouraged to make an appointment with her teacher to discuss her concerns. She should be sure that she comes to the appointment with a clear explanation of her concern and with all pertinent materials (notebook, tests, quizzes, and homework) to review with her teacher. Parents/guardians are encouraged to listen to the students' concerns, ask clarifying questions, and help form a strategy for meeting with the teacher, but students need to learn to communicate with their teachers in order to promote dialogue that will hopefully foster a greater sense of confidence and control for a student over her own academic affairs.
2. If the initial appointment does not satisfactorily address the student's concerns, the student can make an appointment to discuss concerns with the academic department chairs, who work very closely with faculty and can help mediate issues between students, parents, and teachers.
3. If this appointment does not satisfactorily address the student's concerns, it is appropriate for her parents/guardians to request a conference with the teacher and department chair.
  - a. For students attending class on the Carondelet campus: If the parent/guardian conference does not satisfactorily address the student's concerns, it is

appropriate for her parents/guardians to request a conference with the department chair and the teacher. The student should also attend this conference (again, with all pertinent materials) and should be encouraged to speak for herself in communicating her concerns. At this conference, the department chair and teacher will work with the parents in determining a strategy that will assist their daughter in achieving her goals.

- b. For students attending classes on the De La Salle campus: The Principal of Academics should be contacted by the student and/or parent. The Principal will ensure that the appropriate De La Salle administrator is informed of the student's concerns, and will arrange for any follow-up conferences as necessary. Parents/guardians should not confer directly with administrators at De La Salle without first speaking to the Carondelet Principal of Academics.

Normally, this process will provide for the open communication and cooperation necessary for the student's successful continuation in a class. However, it is possible that a mutually satisfactory conclusion will not be reached and the student may request a change in her schedule. Should the Principal of Academics agree that this is necessary, the policy and procedures for a change in schedule need to be followed.

Final determination for approving a schedule change at this stage in the process will be determined by the Principal of Academics in consultation with the Educational Support Team.

## **2.14 Academic Probation**

The purpose of academic probation is to impress upon the student the importance of proper study habits in order to improve academic performance and to provide necessary support and encouragement to the student in her academic progress. Academic probation may lead to limiting participation in extracurricular activities if progress is not made.

A student will be placed on preliminary (initial roster) or formal (subsequent to conditional roster) academic probation for one of the following reasons:

- Earning below a 2.0 GPA in the previous quarter grading report period.
- Earning more than one "D," "EP," or at least one "F" in any subject area during the previous quarter grading report period.

The Director of Academic and Learning Support will provide an academic probation notice which will stipulate the conditions and expectations of the academic probation. This notice will be sent via email to both parents/guardians and students on their Carondelet email. Upon successful completion of the probationary terms combined with improved grades, a student will be removed from academic probation at quarter.

## **2.15 Academic Review and Academic Disqualification**

A student may be academically disqualified from further attendance at Carondelet if she fails to meet the terms of the academic probation contract.

A student who receives three or more semester “F” grades in one academic year may be academically disqualified from further attendance at Carondelet.

A student who earns less than full credit in any course required for graduation may be academically disqualified; a final determination on a student’s disqualification will be made by the Principal in consultation with the student’s entire education and support team.

## **2.16 Withdrawal from School and Readmission Procedures**

In order to withdraw from school, a student and her parents/guardian must make an appointment with the [Director of Enrollment and Engagement](#) to address any student concerns. The Business Office must then be contacted to settle the tuition payment obligation as outlined in the tuition contract. Once the Business Office clears the student’s withdrawal, the student and her parents/guardians must sign a withdrawal form. The Data Analyst will then instruct the student about obtaining her grades to date and will supply a transcript and health records for her new school.

For readmission, the student and her parents/guardians must first meet with the Director of Enrollment and Engagement. After this initial consultation, the admission procedures applied to all new incoming students will be followed. Students who have withdrawn from Carondelet are not guaranteed automatic acceptance upon reapplying.

## **2.17 Standardized Testing Program**

Freshmen and Sophomores take a MAP assessment in Math and English twice a year. PSAT Tests will be administered to juniors each October.

Students enrolled in AP courses are expected to sit for the associated AP Test at the end of the year.

All exams will be taken on a school issued iPad.

## **2.18 Course Remediation and Advancement**

Students may take summer classes for remediation with approval of their College counselor and the Director of Academic and Learning Support. Grades earned in approved remediation courses will be added to the transcript with grades in all other courses taken earned in fall and spring semesters to determine GPA but will not be used in calculation of Valedictorian candidates. All semester “F” grades in courses that are required for graduation need to be



remediated prior to returning to Carondelet in the fall of the next academic year unless arrangements for in-house remediation have been made with the Director of Academic and Learning Support. All semester "D" grades "D" or "F" grades in elective courses should be remediated in order to remain eligible for a four year college.

Graduation advancement courses will also be offered in Carondelet summer school to assist students to move to the next level of a subject sequence. These courses are subject to prior approval and students must meet certain conditions to register for these courses. Grades in these courses will be used toward determination of Carondelet GPA. Courses taken in the Early College Credit program with the College of the Siskiyous are not placed on the Carondelet transcript and are not used as part of the Carondelet GPA.

## **2.19 Field Trips**

Field trips are extensions of the classroom learning experience and students are encouraged to attend a class field trip in order to take advantage of these outside-the-classroom experiential opportunities.

Students going on a field trip must obtain a form from the sponsoring teacher to be signed by the teacher and the student's parents/guardians. Students are responsible for any class work missed because of participation in this school-sponsored program. Students must be in good standing to attend any school sponsored off campus programming.

## **2.20 Transcripts**

Please request copies of transcripts from Carondelet's [Registrar](#). Grades for Carondelet course work are placed on the transcript and pre-approved non-Carondelet course work is noted as well.

## **2.21 Valedictorian and Salutatorian Selection**

Carondelet High School selects both a Valedictorian and Salutatorian to represent the graduating class.

- Valedictorian candidates are invited in the second semester based on:
  - An exemplary record of conduct
  - Demonstrated honesty, integrity, and character
  - Adherence to guidelines and timelines
  - Submission of an application
- A faculty committee reviews applications, selects finalists, and evaluates their speeches before naming the Valedictorian.

- Salutatorian nominees are chosen by the graduating class. Finalists present a proposed welcome speech to a faculty committee, which selects the Salutatorian.

Both honors recognize students who embody the mission and values of Carondelet High School.

## **2.23 Graduation Requirements**

The following course requirements must be completed (see Catalog on Carondelet website):

English	40 Credits
Mathematics	30 Credits
Modern Languages	20 Credits
Kinesiology	15 Credits
Religious Studies	40 Credits
Laboratory Science	30 Credits
History/Social Studies	35 Credits
Visual/Performing Arts	15 Credits
Senior Capstone	05 Credits
Electives	25 Credits
Minimum Credits Graduation	255 Credits

Students must remediate any F grade in their required coursework for graduation. Students are further expected to remediate D Grades. In order to graduate, a student must have a weighted overall GPA of 2.0. or higher.

## **2.24 Graduation and Baccalaureate Ceremonies**

### **2.24.1 Principle**

An educational institution establishes the norms and guidelines whereby it both graduates and honors those who successfully complete the curriculum. The School graduates the student in a formal ceremony. The Director of Student Activities and designees plan and organize the Commencement Ceremonies. The Director of Campus Ministry and designees plan and organize Baccalaureate Liturgy. Participants and those in attendance at these ceremonies are invited guests of the School and are expected to respect the formal occasion of Graduation and Baccalaureate.

### 3. Student Activities and Services Information

#### 3.1 College Counseling

A wide array of services is available to all students in the [College Counseling Center](#). These services include:

- Counseling relative to post-secondary plans such as applying to colleges, researching careers, and applying for financial aid
- Advisement regarding high school course selections relative to meeting college requirements
- Opportunities to hear representatives from colleges, universities, military academies, and specialized schools
- Access to college catalogs, online counseling resources, and information on standardized testing

#### 3.2 Wellness Counseling

Confidential [wellness counseling services](#) are available to all Carondelet students upon request or by referral from parents/guardians, faculty, staff, or peers. The goal of these services is to support and educate students with a focus on the whole student, recognizing the shared importance of physical, academic, emotional, and social development. The counselors address areas of personal concern by listening, strategizing, and helping students to develop appropriate solutions and healthy coping skills.

Other services provided by the wellness counseling office may include:

- Student support groups
- Peer counseling program
- Classroom education-related to current adolescent issues
- Referrals to outside counseling services and community agencies

##### 3.2.1 Cannon Wellness Center

The Cannon Wellness Center offers a variety of support services to include spaces for telehealth appointments, reset rooms, support groups, and other programming. Students are expected to abide by the policies of the Cannon and sign a use agreement form.

#### 3.3 Co-Curricular Activities

Co-Curricular activities are offered in order to facilitate participation in the life of Carondelet High School, to encourage student contribution to school spirit, to provide students the opportunity to represent Carondelet to the surrounding community, and to foster the growth of each student. Students who participate in co-curricular activities are representatives of

Carondelet High School and are expected to conduct themselves in a courteous and respectful manner at all times. Rules and regulations of Carondelet High School regarding student behavior are in effect during and while traveling to and from all co-curricular activities.

### **3.3.1 Clubs**

There are substantial and new club offerings based on student interest. Formation of clubs is based on a process, completing a club charter, and advertising the club to the student body at the annual Club Fair.

### **3.3.2 Student/Parent Agreements**

Student/Parent Agreements are required for some activities at Carondelet. These forms will be distributed to students prior to their participation, and must be signed by both the student and parents/guardians before the activity can take place.

## **3.4 Honor Societies**

See Course Catalog or moderator for all eligibility requirements. These are also listed under section 2.7.

## **3.5 Interscholastic Sports**

The competitive [Athletics program](#) at Carondelet gives students an opportunity to participate in interscholastic team sports. The programs are open to all students through tryouts. Team membership is determined by athletic ability, academic, and disciplinary standards. The Athletics Handbook can be found on the school website.

All students participating in the Interscholastic Sports program, including spirit squads, must maintain academic eligibility as described below:

**Fall Sports:** Eligibility determined by Semester GPA of previous June report card, unless remediated through successful completion of an approved summer school course.

**Winter Sports:** Eligibility determined by 1<sup>st</sup> Quarter GPA in conjunction with previous semester report card and any remediation done in the summer.

**Spring Sports:** Eligibility determined by 1<sup>st</sup> Semester GPA.

- Tryouts: Athletes must be in good academic standing to try out for a sport.
- Continuing on a team: Athletes must maintain a minimum 2.00 GPA at each grading period during the season of sport to continue eligibility. If the Athlete fails to maintain a 2.00 GPA at each grading period or if she receives an "F" in any course at the quarter or semester, she will go on academic probation as determined by the Athletic Director, the Director of Academic and Learning Support, and the Principal of Academics, and

she may remain on her team and participate in all practices, but participation in contests and team travel may be put in jeopardy until such time as cleared by the Director of Academic and Learning Support.

- Dance: Due to the year-round nature of dance, eligibility is calculated using a different format, which is outlined in the "Dance Parent-Student Agreement."

Students are required to maintain an acceptable conduct and attendance record with the Dean of Students to be eligible to try out or participate in Interscholastic Sports. (Please refer to the Disciplinary Policy). Failure to maintain an acceptable conduct record status may result in suspension or removal from a team.

An [annual physical examination or doctor's clearance](#) certifying that the student is physically fit to participate in athletics is required before a student may practice or participate in interscholastic sports. Participation in any sport can involve many risks of injury. Parents/Guardians and students must sign an acknowledgment of risk for each sport of participation.

Parents/Guardians and students are encouraged to consult with team coaches and/or the school's [Athletic Director](#) for information regarding additional C.I.F. and school eligibility standards (e.g., residential eligibility, school transfers, etc.).

The teams fielded are as follows:

Fall Sports	Cross Country	Varsity, Junior Varsity, Frosh/Soph
	Tennis	Varsity, Junior Varsity
	Volleyball	Varsity, Junior Varsity, Frosh
	Water Polo	Varsity, Junior Varsity
	Golf	Varsity
	Sideline Cheer	Varsity, Junior Varsity
	Rugby 7s	Club Sport
Winter Sports	Basketball	Varsity, Junior Varsity, Frosh/Soph
	Soccer	Varsity, Junior Varsity, Frosh
Spring Sports	Diving	Varsity, Junior Varsity
	Lacrosse	Varsity, Junior Varsity
	Softball	Varsity, Junior Varsity
	Swimming	Varsity, Junior Varsity
	Track and Field	Varsity, Frosh/Soph
	Beach Volleyball	Varsity
	Stunt Cheer	Varsity
	Badminton	Club sport
	Rugby	Club sport

All Season	Dance	Varsity, Junior Varsity *Tryouts for Dance are in April/May of the previous year*
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### 3.5.1 Transportation for Athletics

Participation in school-sponsored activities may involve travel beyond the confines of the Carondelet High School campus. There will be occasions when Carondelet High School will not provide transportation. On these occasions, it is the responsibility of the parent or guardian of each student.

Carondelet High School may facilitate transportation associated with the school-sponsored activity by utilizing buses, employee-driven vehicles, school-owned vehicles, and/or parent volunteer-driven private vehicles. In instances where private vehicles are used, the drivers of those vehicles may subject themselves and their own insurance to risk and liability for the benefit of the school and the school-sponsored activity. See Athletics Handbook and section 6 Volunteer Information for more information.

There will be occasions when students will make transportation arrangements without using the school-organized transportation. The school needs written permission for this to occur. This form (Form #5-Transportation Permission Slip) is available online on the Athletics home page on the Carondelet website and will also be available at the pre-season parents' meeting.

## 3.6 Student Government

### 3.6.1 ASB Representatives and Officers

The Associated Student Body Council is a vital part of Carondelet. ASB provides a forum for student expression, promotes communication within the student body, and provides a learning ground on the workings of democracy, thus helping prepare young women to live with heart, faith, courage, and excellence in the Catholic tradition. The Student Council is interviewed by school administrators and elected by the entire student body and/or appointed by the Director of Student Activities and committee. The Associated Student Body consists of a President, Vice President, and Operations Manager as well as a team of representatives from each class who are skilled in media, publicity, and logistics. The Executive TRIO (President, Vice President, and Operations) are interviewed, then elected by their peers. The representative team is appointed by a panel of faculty and the Director of Student Activities. Students must maintain a 2.7 cumulative GPA to be eligible for office and be approved by the screening committee, which is comprised of the Director of Student Activities, Dean of Students, and Director of Academics and Learning. In order to remain an officer or representative on any Student Leadership Council, students must maintain a cumulative GPA of 2.7 at any grading period. Any absences, excused or unexcused, may be considered by the moderator in determining the final P/NP grade. Excessive absences of more than 10 days may impact a student's eligibility to remain in office.

### 3.6.2 Class Councils

Focusing on the needs of a specific class, the Class Council provides the same growth opportunities as ASB. Representatives will be determined via an application process. The Class Council organizes class activities and is in charge of planning class events. Activities include spirit days, dances, and special class events. Students must maintain a 2.7 cumulative GPA to be eligible for office. Attendance expectations are the same as for ASB.

### 3.6.3 Frosh Leadership

Students interested in Frosh Leadership may express interest in this course when they enroll in their classes in the spring. In the spring prior to their first semester, students interview with a panel of faculty class moderators and the Director of Student Activities. Based on this interview process, students are selected for the course. This course provides student leaders with the necessary skills and knowledge to develop, manage, and organize events and activities on the Carondelet campus.

### 3.6.4 Special Focus Councils

Students who are interested in working on Sustainability or Diversity, Equity, and Inclusion at Carondelet are encouraged to apply to serve on Green Team or the DEI Council. The purpose of both of these councils is to develop education, advocacy, and community engagement. Students must maintain the same academic and attendance expectations as ASB and Class Councils.

## 3.7 Campus Ministry and Services

The Office of Campus Ministry works to enhance the faith dimension of the Carondelet Community. In the spirit of the CSJ tradition, they seek to promote activities and experiences that empower our students to become “Called to be light: Sent forth to shine.”

### 3.7.1 Spiritual Life Council (SLC)

SLC is the student-led branch of Campus Ministry. Students of the Spiritual Life Council work to create and implement prayer opportunities pertinent to the current needs and interests of the Carondelet community.

### 3.7.2 Prayer and Worship

Eucharistic Liturgies and prayer services offer time for students, faculty, and staff to gather in prayer. Liturgies and prayer services follow the liturgical calendar and special liturgies may include, but are not limited to:

- The Mass of the Holy Spirit
- Welcome to the Sisterhood Liturgy
- Thanksgiving Prayer
- Ash Wednesday prayer service

### 3.7.3 Retreats

Retreats are a special time to focus on personal, spiritual, and communal growth. All retreats seek to help students integrate Gospel Values into their daily lives as well as encourage students to live in the spirit of the CSJ tradition. Participation in retreats is a privilege, and the school reserves the right to adjust or restrict a student's participation based on their academic or behavioral standing.

- Frosh Service Day is a one-day experience that invites freshmen to bond with their new classmates as they go out into the community to work on service projects to support organizations in need.
- Frosh Alpha Retreat is an overnight, on campus, retreat focused on building community and class unity.
- Sophomore Retreat, or Corazon, is a one-day, off-campus retreat that focuses on meaningful friendships and becoming "women of heart."
- Junior Immersion is a one-day service immersion experience at Monument Crisis Center.
- The Junior Retreat, or Shalom, is a two-day, one-night retreat that provides an opportunity for students to grow in their relationship with God, rest and rejuvenate, and experience wholeness and peace through personal reflection and connecting with others.
- The Senior Retreat, or Kairos, is a three-day, two-night retreat that provides student and adult-led talks so that students can explore their faith and spirituality.

### 3.7.4 Social Justice

Campus Ministry offers a variety of [Ven a Ver immersion trips](#) that allows students to explore a variety of hands-on service and social advocacy opportunities. The [Community Service Office](#) offers additional opportunities for students to engage in community outreach to include grade specific service immersions such as Frosh day of Service and Junior Immersion.

## 3.8 Student Services

### 3.8.1 Insurance

Carondelet participates in the Christian Brothers Student Accident Plan. This plan is supplemental to the student's personal health or accidental insurance plan. See Christian Brothers Student Accident Plan brochure for details. Injuries and accidents must be reported to the Principal of Student Life, Attendance Officer, Director of Athletics, or coach within 24 hours. Failure to report an injury **within 24 hours** could result in a delay or denial of a claim by Christian Brothers.



### 3.8.2 Internet Access and Computer Services

Carondelet provides computing, network resources, and Internet access ("electronic communication facilities") for the use of students, faculty, and staff members. All users of electronic communication facilities provided by the school are required to follow the "Appropriate Use Policy" before gaining access to or continuing to utilize these facilities (which include Internet, email, and web browsing).

Violation of the Acceptable Use Policy may lead to revocation of access to one or more electronic communication facilities, suspension of email and Web browsing privileges, and additional disciplinary action.

Carondelet reserves the right to monitor all uses of email and Internet access provided by the school. Students, faculty, and staff members have no right to privacy in any email messages written, sent, or received on the computer, the Internet, or other school-provided electronic communication facility.

Please see the Acceptable Use Policy and Internet Access Contract in section 2.3 of this handbook.

### 3.8.3 Library

The Library opens every school day one half hour before classes start, and remains open throughout the day 7:30 AM until 3:45 PM, except during assemblies and liturgies. The Library is a space for research, study, and reading. Materials are chosen to support the school's curriculum, and include many books available for recreational reading. All students are welcome to use the Library and library services. All materials taken from the Library must be properly checked out, and the student assumes responsibility for returning the materials on time and in good condition. Lost or damaged library materials should be reported to the Librarian as soon as possible and payment arranged. Overdue notices will be sent electronically to the student's carondeleths.org email account.

### 3.8.4 Lockers

Lockers remain the property of the school and may be opened at any time for any reason by the administration without prior notice. Lockers may be assigned to the students for the protection of their property. Lockers should be kept in order and locked at all times. Students are advised not to give their locker combinations to anyone. Students are responsible for keeping their lockers free from marks or writing, and food should not be left overnight. Students will be given a lock and assigned a locker their 9th and 10th grade years. Lockers are optional for 11th and 12th grade students. Locks must remain on the locker throughout the year.

### 3.8.5 Main Office

All visitors, including parents and alumnae, when visiting, working, or attending a meeting, must check in with the Main Office and will be issued a visitor's pass.

All visitors going to the Development Office need to obtain a visitor's pass as well.

### 3.8.6 Registrar

Requests for transcripts are made to the [Registrar](#) during regular school hours. The Registrar verifies good student insurance applications, birth dates for work permits, issues GPA verifications, and NCAA Initial Eligibility Student Release forms.

### 3.8.7 School Store

The [school store](#) is online and can be accessed via the Carondelet website.

### 3.8.8 Student Accounts

- Tuition payments are made to Smart Tuition or the school office by prior arrangement. If making a payment to the school office, write your student's full name and ID number in the lower left-hand corner of the check and place it in the tuition drop box slot located in the Main Office. As stated in the tuition contract:
- All tuition and fees are due and payable on time according to the payment plan selected.
- If for any reason, tuition and any fees payable are more than 30 days past due, your student may not be permitted to attend classes, take exams, participate in any activities, or receive transcripts until:
  - The account is brought current, or
  - An adjusted payment schedule has been approved by the school.
- If any monies are owed to Carondelet, a graduating senior may not receive a diploma until any and all debts are paid in full.

### 3.8.9 Cell Phones and Earbuds

Cell phones and wireless earbuds are allowed on campus as long as they are used appropriately and do not cause a distraction. During class time, students are expected to silence their phone and store them in the designated area determined by the teacher. Earbuds must be put away during class time unless specifically part of a school accommodation or a teacher directive. Cell phone use must adhere to the Acceptable Use Policy. Students found in violation of classroom cell phone policy and/or the Acceptable Use Policy may lose on campus cell phone privileges. Students who are ill and wish to go home may notify parents by cell phone but must make arrangements through the Attendance Office before leaving campus.

### 3.8.10 Textbooks

Students will purchase all textbooks, workbooks, and digital materials needed for their classes at Carondelet and De La Salle via our online bookstore vendor. Information can be accessed via the school website. Carondelet does not have an inventory of books for student use.

### 3.8.11 Work Permits

Work Permit application forms are available in the Main Office and on the school website. Please allow 24 hours to process.

## 3.9 Overnight Trips

Carondelet High School sponsors occasional overnight trips. Each trip has its own itinerary and costs. These details are communicated to students and families by the faculty or staff member organizing the experience. Students are expected to follow all behavioral expectations as outlined in the handbook for the entirety of the trip.

## 4. Behavior Guidelines and Expectations

### 4.1 Disciplinary Code

Attending Carondelet High School is a privilege. As part of our school's commitment to guide students toward becoming young women of heart, faith, courage, and excellence, we fully expect our students to hold themselves to the principles reflected in Carondelet High School's mission and philosophy.

A Carondelet student is expected to behave, both on and off campus, in a manner consistent with Carondelet High School's core values. Any conduct both in and out of school that reflects negatively upon the reputation of Carondelet High School may be subject to disciplinary action, including suspension from competitive and extra-curricular activities, school suspension, and or expulsion.

Restorative practices will be used in addition to more traditional models of discipline. These practices are consistent with Carondelet's mission, values, ISOs, and the Sisters of St. Joseph charism.

The Principal of Student Life, the Dean of Students, and the Assistant Dean of Students have the primary responsibility for the interpretation and enforcement of disciplinary codes, policies, and procedures. The Principal(s), and/or the Dean of Students, reserves the right to amend, add to, or suspend the disciplinary code, and its policies and procedures as deemed necessary.

#### 4.1.1 Acceptable Conduct Record

In order to participate in a variety of co-curricular activities, athletic programs, community service, etc., students must have an acceptable conduct record. Upon request of the Carondelet High School administration, moderators and/or coaches, the Principal of Student Life, and the Dean of Students may approve students for participation in activities using the following guidelines:

- The number of infractions a student has received
- The seriousness of infractions received
- Disciplinary contract or referrals

#### 4.1.2 Search, Seizure, and Investigations

Lockers are the property of Carondelet High School and may be searched at any time by the administration. The administration or designated representatives reserve the right to search and confiscate a student's person, personal property, or vehicle for illegal substances or weapons at school (both Carondelet High School and or De La Salle High School), or at school-sponsored events and school-wide programs and activities at Carondelet High School and De La Salle High School. Disciplinary incidents that occur on campus will be investigated per school protocols.

Students are subject to random searches by the deans or the Principal if behavior or actions raise suspicion. Should a student refuse to submit to a search ordered for reasonable cause, she may be subject to disciplinary action.

The school cooperates with law enforcement authorities during investigations. Parents/guardians will be notified if their student needs to be interviewed by police.

#### 4.1.3 Disciplinary Consequences

Disciplinary consequences will be given to a student at the discretion of the Dean of Students and/or faculty and staff for failure to observe school rules and regulations. We fully expect Carondelet High School students to uphold standards reflected in the mission and philosophy of the school, and behavior, both on and off-campus, that does not reflect the school's expectations and policies may result in disciplinary action. The purpose and design of our disciplinary approach is to provide a comprehensive and flexible system of prevention and intervention tools that allows for constructive feedback and positive learning experiences for students whose unacceptable behavior has violated Carondelet High School's disciplinary rules.

All reports of disciplinary violations will go through an investigation process, which may include interviewing students, Carondelet faculty and/or staff, and/or De La Salle students and staff; review of evidence (video surveillance, screenshots, written statements, etc.); and consultation with administrators, counselors, and other relevant parties. The investigation will be conducted

in accordance with school policies and with respect for the confidentiality and dignity of all individuals involved. Based on the findings, appropriate disciplinary actions or restorative measures will be determined and communicated to the necessary parties.

#### Examples of Disciplinary Consequences:

- Restorative Conferencing for collaborative problem-solving and accountability.
- On campus work assignment issued by the Dean of Students or Assistant Dean of Students.
- Lunch, before school or after school detention.
- Week-long Citizenship Watch, which includes daily check-ins with the Dean of Students.
- Temporary limitation from extra-curricular activities.
- On-campus Family Meeting.
- Disciplinary Agreement
- Yearbook and Diploma Holds

#### 4.1.4 Disciplinary Probation and Non-Retaliation Policy

There are two levels of disciplinary agreements. A disciplinary warning relates to lower level disciplinary infractions and is used to create expectations and support for improved behavior in the future. A disciplinary contract is related to more serious and/or repeated infractions. Any disciplinary agreement will be monitored for the remainder of the school year or beyond. The student may be prohibited from participating in any co-curricular activities including events or programs jointly sponsored with De La Salle High School. The student may be restricted from attending classes on the De La Salle campus or from community service. If a student is involved in a sport, co-curricular, or student leadership program, the signed disciplinary agreement for that activity is also in effect. The agreement may also include such sanctions as remaining on the Carondelet High School campus during break and lunch, restorative conferencing, and or performing school or community service.

Information will be logged on to PowerSchool, which is the system the schools uses for internal communication purposes only, a copy will be kept on record at Carondelet High School. If the student does not meet the terms of the agreement, a recommendation for withdrawal and or expulsion will be made to the Principal.

As a community, we care deeply about each other's well-being and about upholding the rules that help us to create a safe and welcoming community. Because of this, students must feel free to bring any concerns they might have about another student or adult to a trusted adult in the community. Any student who shares information about another student or adult being in violation of a school rule or engaging in unsafe or unhealthy behavior, including concerns about sexual assault, harassment, or discrimination, should not face retaliation of any sort from

any community member. Any student who retaliates against another student in violation of this rule will be subject to disciplinary action. Retaliation includes, but is not limited to, verbal threats, social exclusion, or online harassment. Cases will be reviewed by the Dean of Students and administration.

#### 4.1.5 Drug and Alcohol Policy

The administration, faculty, and staff of Carondelet High School are committed to maintaining a healthy, safe, respectful, and positive learning environment. We support students and families as each student grows in her ability to make informed choices, moral decisions, and pursue healthy lifestyles. Any student found to be in possession of illegal substances, objects, paraphernalia materials, items related to the use of, or production of, illegal substances may face disciplinary action, including expulsion.

The following regulations are in effect on and around school premises and at all school-sponsored activities, both on-campus and off-campus. The school policy toward alcohol and drug use is designed to:

- Provide avenues for students to recognize their self-worth, safely care for themselves and others, and make healthy decisions.
  - Educate students, parents, and faculty about drugs and alcohol.
  - Promote drug and alcohol free events.
  - Encourage the health, well-being, and safety of our students.
  - Uphold trust and communication within the school community.
  - Provide information about and assistance for students having substance abuse issues.
- Students found to have sold; intended to buy or sell; distributed, received, exchanged, or be in possession of controlled or mind-altering substances may be expelled. Students who are present or are accompanying those who engage in unlawful behavior may be subject to disciplinary action.
- If a student is suspected to be in possession of, be involved in the sale or exchange of, or under the influence of controlled substances, such as illegal drugs, alcohol, tobacco (including chewing tobacco), or mind-altering substances, the school will conduct an investigation. Refusal to submit to searches, testing, or assessment in a timely manner may result in a decision to expel the student. The student may be suspended pending review and completion of the investigation.
- Students found to have possessed or used controlled or mind-altering substances will work with wellness counselors to obtain resources to address drug and alcohol use. Wellness counselors will work with families and school administrators to create positive interventions.
- Failure to work with the wellness counselors and school administrators may result in expulsion or other disciplinary action. Failure of the parent/guardian to cooperate and

support the conditions of the student's continuing attendance at the school may result in the school's request that the parent/guardian withdraw their student, or a decision not to accept continued enrollment of the student may be decided. Persistent refusal by either or both the student and the parent/guardian to comply with any provision of this policy will result in expulsion.

- Carondelet High School reserves the right to conduct random and specific drug and alcohol testing at any and all school events. Refusing to take a school-administered breathalyzer test is viewed as an admission of guilt and may result in disciplinary action.
- In an effort to create a safe learning environment for all students, the school has adopted a program to detect the presence of drugs, alcohol, gunpowder-based items, abused medications and other contraband normally prohibited on campus. Facilitated by the use of non-aggressive detection dogs, the school uses a K9 vendor, which will make periodic unannounced visits to campus throughout the school year in order to provide a deterrent, as opposed to a method of apprehending violators. The dogs are not used to "alert" on individuals. Instead, they will concentrate on lockers, classrooms, parking lots, and other areas identified by school administrators. Individuals found in possession of contraband or under the influence are in violation of school policy and will be subject to disciplinary action up to and including expulsion.
- The administration expects that student activities in private homes reflect the same values and philosophies as those of Carondelet High School. We expect that parents will not provide students access to alcohol or drugs in their homes and that they will supervise students' social activities held there. Further, we encourage parents to communicate with other parents to uphold these values.
- The faculty and staff of Carondelet High School are here to support students with substance abuse issues. No student who seeks assistance or who is referred by another member of the Carondelet High School community regarding an issue with substance abuse will be subject to disciplinary consequences.
- Carondelet High School recognizes that drug and alcohol use by minors under the age of 21 is illegal, and that severe civil and criminal consequences exist for adults who provide alcohol and drugs to minors. We believe that alcohol and drugs present a significant health risk to our students and our community. Consequences will apply if a student facilitates another student's use of controlled substances, is under the influence of, possesses, uses, exchanges, or purchases alcohol, illegal drugs, or unauthorized prescription drugs at Carondelet High School and/or school-related events.

#### 4.1.7 Suspension

A student may be asked to withdraw, be suspended, or expelled from school for any serious breach of school policy. Any conduct on or off campus that reflects negatively upon the reputation of Carondelet High School may be subject to disciplinary action. Suspension involves restricting the student from participation in any school activity, including classes

and/or co-curricular activities, for a specified period of time up to a maximum of five (5) school days for any single occurrence. Students will be afforded the opportunity to make-up missed academic assignments, which should be completed before a student returns to the classroom. Suspended students may also be given a community service requirement. Suspended students may also be placed on probation and may be restricted from all activities for a specified period of time. A parent/guardian/student conference with the Dean of Students, the Principal of Student Life, and/or the Principal will be required before the student can return to school. Expulsion is the requirement that a student be removed immediately and permanently from Carondelet High School and is a decision reserved for the Principal.

#### **4.1.7 Suspension and Expulsion Procedure**

The Dean of Students and the Principal of Student Life will observe the following steps in the discipline process:

1. Interview the student about the incident
2. Gather and record the details of the incident
3. Determine that a violation has occurred
4. Notify the student of the violation
5. Notify the parent/guardian and the Principal of the violation and its possible disciplinary consequences
6. Hold a conference with the parent/guardian and student, at which time the disciplinary consequences will be stated
7. In the case of expulsion, a written appeal may be submitted to the President within one school day. A written final decision by the President will be sent to the parents of the student within 24 hours of the receipt of the appeal.
8. Suspensions may be reported to colleges upon an institution's request.

Summary notes are kept in the PowerSchool system as log entries. These log entries are for internal communication purposes only and are not a form of public record and will not be shared with public constituencies.

## **4.2 Student Health and Wellness**

Student health and wellness is a priority. At times students will experience stress and anxiety and though we try to address those issues in a timely and effective fashion, and we encourage students to reach out to [Wellness Counselors](#) when they are experiencing social/emotional concerns, we cannot ensure that the school can proactively address the issues of every student.

There are also times when students are dealing with issues that require help from outside agencies or when a student has indicated thoughts of self-harm. The school will respond by reaching out to families via the Wellness Counselors to partner with families in getting the necessary help for that student. To ensure the safety of the individual student as well as the



student body in general, the school may ask that the Wellness Counselor be given access to an outside counselor and that the school receive appropriate documentation from a certified therapist/counselor that a student is not a threat to herself or others before returning to campus.

### **4.3 Dress Code**

Our dress code guidelines reflect our Catholic CSJ identity and the academic atmosphere of our school. Student attire should reflect individual and school pride, create community, promote school spirit and ensure that all of our students are engaged and ready to learn.

In keeping with appropriate dress and respect for certain occasions, events, gatherings and ceremonies, students will be required to dress more formally on specific designated days. These days will be announced in advance and students will be expected to adjust to these guidelines for the school day.

The primary responsibility for a student's attire resides with the student and their parent(s) and/or guardian(s). The Dean of Students and the Principal of Student Life have final authority for all issues pertaining to the appearance code. It is enforced the entire school day at Carondelet and De La Salle High School and includes exam days and field trips (unless students are otherwise instructed by the teacher). Students who do not meet the appearance code may not be admitted to class, may be required to change into proper dress code, or may result in a more serious consequence.

#### **4.3.1 All Attire**

- All clothing is to be neat, clean, in good repair, and appropriate for school.
- Clothing which is torn, cut off, ragged, fringed, patched, faded, or which displays inappropriate slogans, words or graphics is unacceptable. Additionally, political attire is not permitted on campus or at school events.
- The use of make-up and/or jewelry must be moderate and appropriate.
- All piercings must be appropriate and should meet expectations of other dress code requirements. Pierced jewelry is allowed in the ears and small nose rings are also appropriate. Visible tattoos, and other facial piercings are never allowed.
- Hats may not be worn in the school building.
- Skirts must be worn mid-thigh or longer (approximately 4 inches above the knee or longer) and not rolled at the waist. Students with multiple skirt-length violations will lose skirt privileges.
- Hair must be natural in color.

Students who do not meet the appearance code due to special circumstances should contact the Dean of Students.

### 4.3.2 Dress Code: School Activities and Dances

Carondelet High School students are expected to dress appropriately for school-sponsored activities and to inform their guests of the same appropriate attire. The Dean of Students and the Principal of Student Life will have final decision in this regard. Students may not be allowed to attend school functions if not properly attired.

The Dean of Students will determine appropriate attire for each dance and inform students of Carondelet appearance expectations at class meetings and during announcements prior to each dance.

School spirit days and other special events may include approved dress up days. Any approved additions or accommodations for these special days outside of the usual approved dress will be communicated beforehand. Items such as inappropriate, violent, graphic, derogatory words/graphics/props are never permitted. Full face masks and face paint are not permitted. Costumes and themed attire should be culturally sensitive, appropriate to the occasion, not derogatory of any person or group of people, and in good taste. Additionally, shirts must have sleeves (long or short) and fall below the waistline, shorts/skirts must be mid-thigh or longer, and shoes must be closed-toed and closed-heeled. Any questions about appropriateness, cultural sensitivity of the attire should be directed to the Dean of Students in advance of the event.

## 4.4 Athletic Events

All Carondelet High School athletic events on campus and at other schools are governed by the sportsmanship code that follows:

- Athletes are expected to model appropriate behavior and show the highest standards of sportsmanship during tryouts, practices, and competitions.
- Athletes are expected to be courteous to visiting teams and officials.

### 4.4.1 Sportsmanship Code for Spectators and Cheering Sections

- Spectators are expected to maintain a high degree of sportsmanship during athletic competition.
- Spectators must remain in the designated seating areas while a competition is in progress.
- Spectators may not confront an official, coach, or player before, during, or after an athletic competition.
- Antagonistic or derogatory remarks are violations of the Carondelet High School Sportsmanship Code.
- Noisemakers are not permitted at an athletic competition.

- Organized bands may play at designated times (before the competition, during time outs, quarter breaks, and half time).
- Violations of the Carondelet High School Sportsmanship Code may result in dismissal from the school premises and/or forfeiture of the competition.

#### **4.5 Celebrations and Parties**

Celebrations of birthdays and special occasions of students should occur outside of class time. No birthday greetings (balloons, flowers, etc.) will be accepted by either the attendance office or the main office. At De La Salle High School's request, balloons and flowers will not be allowed on their campus and may be confiscated.

#### **4.6 Ceremonies**

Award ceremonies, inductions, Senior Assembly, graduation, and Baccalaureate are formal events planned by the school administration, faculty, and staff. Appropriate dress and behavior are expected at all times ensuring that the ceremonies reflect the purpose for which they are intended.

Students who are academically ineligible to receive a diploma may not be allowed to participate in certain senior activities, including but not limited to Senior Ball, Senior Assembly, Baccalaureate, Commencement Ceremony, and Grad Night.

#### **4.7 Dances**

Dances are fun extracurricular events, and students must be in good standing to attend. Most dances at Carondelet and De La Salle High School do not allow guests, and students must present a current student ID for entry.

Students under the influence of alcohol or controlled substances before or during the dance will be denied entry and face disciplinary action. Breathalyzer tests may be administered at the entrance.

Guest passes are permitted for select dances, as determined by the Dean of Students and Principal of Student Life. A student must accompany her guest throughout the event, and both must follow Carondelet and De La Salle rules.

Entry is allowed up to 60 minutes after the dance begins. Students may not leave until 30 minutes before the event ends.

Inappropriate or unsafe dancing will be addressed by the Dean of Students or Principal of Student Life. Depending on the severity, students may be removed and must be picked up by a parent/guardian. Additional disciplinary action may apply.

Dance ticket prices are set annually by the Director of Student Activities with Principal approval. Parents/guardians must pick up students immediately after the dance.

#### **4.8 Liturgies**

Liturgies and prayer services provide time for faculty, staff, and students to gather as a faith community. All are expected to help create a prayerful environment by walking into the liturgy in a respectful manner and by participating in prayer and song. Appropriate behavior is expected throughout the liturgy. Time will be taken in religious studies classes to prepare students for all school liturgies. Dress uniform is mandatory attire on days that a liturgy or prayer service is scheduled.

#### **4.9 Rallies and Spirit Days**

Rallies are meant to cultivate spirit and enthusiasm among the student body of Carondelet High School. Rallies and spirit days support the mission of Carondelet High School and with our motto, "God is my Light."

#### **4.10 Retreats and Social Justice Experiences**

Rules and regulations of Carondelet High School regarding behavior are in effect for students at retreats and social justice experiences and while en route to or from these events.

#### **4.11 Educational Assemblies**

At educational assemblies, students are expected to give their proper attention and support to all speakers. Speakers are approved, in advance, by the Principal. When necessary, teachers will use class time to prepare students for such assemblies. Backpacks, food, and books are not to be brought into assembly areas, but will be secured in the classroom.

#### **4.12 Students' Personal Property**

Students are expected to keep their backpacks and personal belongings in their possession or in their lockers during the school day. Carondelet High School personnel may inspect personal belongings, backpacks, or other items brought on campus or to school-sponsored activities/events by any student. Carondelet High School is not responsible for lost or stolen items.

#### **4.13 Harassment-Free Policy**

Carondelet High School is committed to maintaining a professional and congenial learning environment that respects the dignity of each individual. Consequently, the school will not tolerate any form of harassment on the basis of race, color, religion, national origin, sex, age, disability, protected activity (i.e., opposition to prohibited discrimination or participation in the statutory process) or any characteristic protected under federal, state, or local law, either in school, or at school-sponsored events/athletic competitions. Harassment offends individual dignity, adversely affects the moral integrity and reputation of Carondelet High School, and often violates federal, state, and local law.

It is the policy of Carondelet High School to provide a school and work environment free from verbal, physical, and visual (signs, posters, pictures, or documents) harassment or behavior which may be offensive to the individual rights of students, volunteers, faculty, and staff. All students, volunteers, faculty, and staff must be sensitive to the individual rights of all other members of the Carondelet community.

Behavior that may be deemed as inappropriate includes any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable student or students in fear of harm to that student's or those students' person or property.
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable student to experience substantial interference with his or her academic performance.
- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic act" means the creation or transmission originated on or off campus, by means of an electronic device, including, but not limited to, a mobile/smart phone, other wireless communication device, or computer, of inappropriate communication.

In terms of sexual harassment, because the full scope is frequently not understood, the following is a clarification of our policy prohibiting any form of sexual harassment:

*Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, whether directed to persons of the*

*opposite sex or to persons of the same sex. No student, volunteer, faculty, or staff member shall in any manner, either explicitly or implicitly, retaliate or threaten reprisal for another individual's refusal to submit to sexual advances. Similarly, no student, volunteer, faculty, or staff member shall promise, imply or grant any preferential treatment in return for another individual engaging in sexual conduct.*

*Sexual harassment also includes unwelcome sexual flirtations, advances, or propositions, verbal abuse of a sexual nature, unnecessary touching of an individual's body, sexually degrading words used to describe an individual, a display in the work or school environment of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault where the conduct has the purpose or may have the effect of unreasonably interfering with an individual's school or work performance, or creating an intimidating, hostile, or offensive school or work environment.*

Carondelet High School firmly forbids all students, volunteers, and faculty, and staff members from violating this policy. Those found to have engaged in harassment—whether or not such harassment rises to the level of conduct prohibited by law—will be subject to appropriate disciplinary measures including termination (with respect to employees), suspension or expulsion (with respect to students), when merited by the facts. If you encounter or know of conduct that constitutes harassment on the basis of race, color, religion, national origin, sex, age, disability, protected activity (i.e., opposition to prohibited discrimination or participation in the statutory process) or any characteristic protected under federal, state, or local law by a student, volunteer, faculty, or staff member, you should report it, without delay, to any of the following persons: Principals, Director of Student Life, or Wellness Counselors.

Faculty and staff members who are aware of information suggesting that a violation of this policy may have occurred must advise the Principals, Dean of Students, of this information so that an investigation can be conducted.

All complaints will be promptly investigated. Based upon the results of this investigation, the school will undertake immediate and appropriate corrective action, which may include restorative interventions, disciplinary action or suspension/expulsion. The complaint will be treated in a confidential manner to the extent feasible. An individual who makes a complaint of harassment or provides information related to such complaints will not be subject to any retaliatory action.

This policy applies with equal force to all students, volunteers, and faculty, and staff members, including coaches. Strict adherence to the policy will help preserve the Catholic tradition, mission, and caring environment of Carondelet High School.

#### **4.14 Hazing**

Carondelet High school affirms the dignity of every student. Hazing is unacceptable conduct, as well as illegal, and will never be tolerated. Hazing occurs when an act is committed against a student or a student is coerced into committing an act (verbally, physically, and/or electronically) that creates a substantial risk of harm to the student or any third party in order to be initiated into or affiliated with any school group, including but not limited to, informal groups of friends, club, athletic team, grade level, activity or organization.

#### **4.15 Designated Areas, Access and Behavioral Expectations (Buildings, Equipment, Property)**

Campus hours are 7:30 AM – 3:30 PM. Before 7:30 AM, students may gather in the Garaventa Center, Inner Court, or should report directly to their 0 period class. After 3:30 PM, they may stay in the Inner Court, Library (until 3:45 PM), or Amphitheater. Formal campus supervision ends at 3:30 PM. After this time, students should either be participating in a school-sponsored activity or remain on campus with the understanding that there is no supervision and limited adults on campus.

Students must be supervised when using classrooms, balconies, or the tennis courts. Food and drinks are allowed in the Garaventa Center, balconies, and classrooms with teacher permission but are prohibited in The Jean Hofmann Center for Innovation studios (except in designated areas), the Convent, gym, hallways, and chapel. Students must clean up after themselves and dispose of waste properly.

Elevator use is permitted for students with injuries or physical needs. Multimedia equipment requires faculty/staff authorization, and the workroom copy machine is for faculty and staff use only.

##### **4.15.1 Garaventa Center, Jean Hofmann Center for Innovation, and Lunch Areas**

Consistent with the CSJ commitment to the entire earth community, the Garaventa Center, Jean Hofmann Center for Innovation, outside lunch areas, and academic building should be kept clean and recycling containers used, unless waste must go into landfill.

##### **4.15.2 Faculty Room**

Students are not allowed in the faculty room.

##### **4.15.3 Field Trips**

Carondelet High School sponsors off-campus field trips for students. These trips are organized and supervised by school personnel and are designated as school-sanctioned field trips.

Carondelet High School assumes no liability or responsibility for non-sanctioned field trips and disassociates itself entirely from any involvement and encouragement in these activities. It is the responsibility of the parent/guardian to check with the Principal of Student Life or the Principal of Academics if there is any question about a field trip or group activity. No agent external to the school and no member of the student body are authorized to act as a travel company's representative on campus for trips, domestic or foreign, no matter whether they are described as educational, recreational, or social. Persons acting in such capacity for travel companies will be considered as violating the school's "no solicitation" rule and will be held liable to the full extent possible under the law. If such persons are members of the student body, disciplinary action may result.

#### **4.15.4 Parking Lot and School Grounds**

Due to limited parking on campus, the number of parking permits sold will correspond to the number of parking spaces available to students. Priority is given, in this order to seniors with a carpool, single-rider seniors, juniors with a carpool, and single-rider juniors. Students must make every effort to park in their assigned space. Failure to observe parking rules and regulations may result in a wheel lock, towed vehicle, and/or loss of parking privileges. Any abuse of these accommodations and/or dangerous driving, will result in the loss of parking privileges for the remainder of the school year.

#### **4.15.5 All Parking Permits are \$75**

Parking permits and parking privileges are not transferable. Any counterfeit permits will result in disciplinary action and may result in loss of parking privileges.

Parking lots, fence areas, driveways, the areas south of the gymnasium, in front of the main office, and in front of the Garaventa Center, are off limits during the school day, including the lunch-time period. Carondelet High School students may not be in their vehicles during the school day or in any vehicle on the De La Salle High School parking lot. De La Salle High School does not permit students to be in their parking lot during the school day. Carondelet High School students may not congregate, park in, or drive onto the De La Salle campus before, during, or after the school day. Failure to observe parking lot rules may result in loss of parking privileges.

#### **4.15.6 Parking in the Neighborhood**

The residential streets near both campuses have been designated by the cities of Walnut Creek and Concord as non-parking areas during the school day. Students who use the Shadelands business area should park legally on North Wiget Lane and not in private lots. Students and parents/guardians are expected to abide by these restrictions.



#### 4.15.7 Student Drivers

Parents/guardians should be familiar with the [state regulations governing provisional student drivers](#). Student athletes should read section 3.5.1 regarding transportation to sporting contests or practice. Carondelet High School assumes no liability or responsibility for injuries or accidents that occur on the way to or from school-sanctioned activities in cases where transportation is not provided.

#### 4.15.8 Closed Campus

For the security of our students during the school day, Carondelet High School is a closed campus. Students from other schools may not be on campus unless they are attending an authorized function or activity. Food delivery services are not allowed on campus. Written permission for a guest to be on campus is granted by the Dean of Students. Note: All guests on campus must obtain a visitor's badge from the main office in our school's academic building.

### 5. Activity and Event Policies

Carondelet High School does not sponsor or approve of unsupervised after-school activities. Although the school tries to provide supervision for all sponsored events, parents/guardians and students should understand that this supervision is limited in scope and that ultimately the parents/guardians, and not the school, are responsible for ensuring the safety of the student and that the student does not deviate from the parents/guardians' instructions.

In particular, at the close of the day, each student is dismissed and the school assumes no responsibility for the supervision of the student after school, unless the student is participating in a school-sponsored event (as the term is described below). Parents/guardians should understand that upon dismissal the school does not monitor the students' designations nor does the school assume responsibility for supervising the student after dismissal.

With regards to school-sponsored events, each event has a specified starting and ending time. Although supervision is provided during a school-sponsored event, the school assumes no responsibility for the participants either before the designated starting time or after the designated end of the event once the student is released to a responsible adult or the student leaves the supervised event. Parents/guardians and students are responsible for getting to the event and for the student's designation after the event is over. The school assumes no responsibility for ensuring that the student leaves the event for any specific destination or at any specific time.

A "school-sponsored event" or "event" is one that has been approved by the school and for which the school provides supervision. Informal meetings of students are not considered school-sponsored events, even if done upon the sponsorship of a school organization. Thus, for

example, a meeting of a club that has not been approved by the school, or which is not formally supervised, is not an event.

The school assumes no responsibility for activities that are not school-sponsored events. If a student or parent/guardian has a question whether an activity is an approved event, the administration should be contacted.

## **5.1 Posters**

All posters or signs posted on campus, or handouts issued by students to the student body, and other displays must be approved and signed off by the Director of Student Life. No posters or signs are to be placed in the Garaventa Center, outside of the school buildings, on the outside columns, or on the columns in the Inner Court.

## **5.2 Joint Social Activities with De La Salle High School**

Joint social activities between Carondelet High School and De La Salle High School are designed to create community spirit within the framework of the Catholic teachings of both schools and to aid in the social development of the students.

## **6. Carondelet High School Traditions**

School Colors: Red, Gray, and Burgundy  
School Mascot: Cougar  
Patron Saint: Blessed Virgin Mary  
Motto: "God is my light"  
School Prayer: St. Joseph, Pray for Us

## **7. Volunteer Information**

All parents who serve as volunteers with access to students are required to comply with the following Diocesan requirements:

- The Safe Environment Program requires that any volunteer having contact with Carondelet High School students get a fingerprint clearance—this serves as a protection for both you and the students. Volunteers should fill out the *Live Scan* form and take it to a nearby *Live Scan* location. (Please visit the [parent volunteer requirement page](#) on our website for the form and a list of locations.) Volunteers will be responsible for the cost of the fingerprinting. Clearance will be submitted electronically to Carondelet High School. If volunteers have done fingerprinting through the Diocese of Oakland, they must still complete this for Carondelet High School.
- The California Health and Safety Code (§121545) requires all school district volunteers to be examined and found free of communicable tuberculosis once every four years. Carondelet is required to keep an up-to-date certificate on file for each volunteer.

Please have the [Adult Tuberculosis \(TB\) Risk Assessment Questionnaire](#) (found on the Carondelet website) certified by a healthcare provider or provide the school with a copy of a current negative TB test. TB test results are good for four years from the test date.

- Volunteers are required to take a child abuse awareness training course in compliance with the Safe Environment Program at the Diocese of Oakland. If volunteers have taken this training within the last three years, they can use that certificate for volunteering at Carondelet. If not, access to the online training can be found at: <https://www.virtusonline.org> then click "First-Time Registrant" then "Begin the registration process," and select "Oakland Diocese." Once a user ID has been created, select "Carondelet High School" from the dropdown menu for school or parish. When asked which session to attend, scroll down and select "Protecting God's Children for Adults online training session." Volunteers can self-register and complete the training, which takes about 90 minutes. Remember to print the certificate at the end of the training, scan, and send it to [La'Ena Torrence](#), HR EER Specialist.
- Proof of insurance and a copy of a valid driver license are required for all faculty, staff, and volunteers who drive students to/from events, with coverage limits equal to or greater than the minimum liability insurance required by the State of California, or \$1,000,000 combined single limit. Proof of insurance will need to be resubmitted upon expiration.
- Volunteers are responsible for their own safety while working at Carondelet High School. Workers compensation benefits are not provided to volunteers.

## **7.1 Parents/Guardians and Student Drivers**

Parents/guardians should be familiar with [state regulations governing provisional student drivers](#). Students are never permitted to be the school-sponsored means of transportation for other students to school-sponsored activities. Student athletes should read section 3.5.1 in this Handbook regarding transportation to sporting contests or practice. Carondelet High School assumes no liability or responsibility for injuries or accidents that occur on the way to or from school-sanctioned activities in cases where transportation is not provided by the school.

# **8. Student Records**

## **8.1 Student Information, Documents, and Privacy**

Student information held by the school in paper and electronic documents are kept during a student's enrollment at Carondelet, and in some cases for a time period after. Student records are used internally for the academic and wellness support of students. Parents/guardians and eligible students are allowed to review student records. This does not apply to records held by one person such as a counselor. Written permission from a parent/guardian or eligible student will be obtained before records are shared with other persons. However, student records may

be shared without a parent/guardian or eligible student permission in the following instances: to school officials at school(s) the student seeks to attend; to certain federal, state, and local authorities performing functions authorized by law; to individuals and organizations in connection with a student's application for financial aid; or to court or law officials if the school is given a subpoena or court order.

Student records are kept in paper and/or electronic form for the duration of enrollment at Carondelet. Records including final transcript, immunization record, and standardized test scores are kept in both physical and electronic form for all graduated students in perpetuity. Some records, such as attendance, are maintained for as long as the law requires. All other records are destroyed after a student's graduation or disenrollment from Carondelet.

## **8.2 Students: Eighteen Years Old**

All school procedures, policies, and regulations continue to apply to students who are 18 years of age or older as long as they are enrolled in the school. The school shall continue to direct all official correspondence and other matters to parents/guardians concerning their student's grades, disciplinary status, permission slips, tuition statements, graduation privileges, and so forth.