



STUDENT HANDBOOK 2020-21

LAST UPDATED: JULY 31, 2020

STUDENT/PARENT [HANDBOOK AGREEMENT LINK](#)
SIGNED AGREEMENT DUE BY AUGUST 14 AT 4PM

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Policy Updates During COVID-19

Please review the Carondelet High School Student Handbook for more information on our mission, vision, and philosophy; academic programs and policies; student activities and services; and behavior expectations. The following updates are related to COVID-19 and will be in place until further notice.

For more information on our Flexible Learning Plan and health and safety guidelines related to COVID-19, please visit CarondeletHS.org/COVID19.

Informed Consent

This notice is to inform you of the steps that Carondelet and De La Salle will take to maintain health and safety, with the understanding that we cannot guarantee that your students (both Carondelet and De La Salle students) being on campus will be free from the risk of contracting the novel coronavirus, COVID-19. We ask that you partner with us in understanding how you and your student can help reduce the risk of transmission by staying current on information about the virus provided by public health officials and experts, and acknowledging that by sending your student to our campus, there is an unavoidable risk that you and your student may become infected with COVID-19. We will continue to send out guidance to you as we receive it from our public health experts and authorities. Parents, students, and employees are responsible to familiarize themselves with, and comply with, these county health guidelines:

[Contra Costa County Schools: 2020 – 21 Reopening Guidelines](#)

[Contra Costa Health Service Website](#)

Recording of Classes During Pandemic

Classes may be recorded and archived until the end of the current school year for instructional purposes during the pandemic. Further information regarding our policy on Communication, Publications, and Photos can be found below in section 2.3.3 in the Student Handbook.

Cell Phones

During hybrid and face to face instruction, 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 their backpacks. We are not using classroom cell phone pockets/holders at this time. Earbuds must be put away during class time. During distance learning, cell phones must not become a distraction. All cell phone use must adhere to the Acceptable Use Policy.

Attendance

Attendance will be taken during our distance and hybrid learning models. If a student will miss class, a parent must notify the [Attendance Officer](#) as soon as possible. In most cases, the attendance policy per our Student Handbook applies.

When we return to campus in the hybrid model, attendance policies will be modified so that a doctor's note may not be required in order to return to school. We do ask that families communicate quickly and clearly with our [Attendance Officer](#) and [Dean of Students](#) about the health and welfare of your daughter. Knowing that learning will be available in an online format, we will use the same attendance codes that were implemented last spring, and students are expected to be actively participating in all their required classes, whether online or in person.

Attendance codes have been input into PowerSchool to account for both distance and hybrid learning. Please remember that consistent online attendance and completion of daily assignments is vital for academic success. To start the year, we will be using the following codes for distance learning:

OPP - Online present and participating	Student is online and actively participating in the synchronous class session and completes all of the daily assignments on time. This is the online code for "present".
OIAP - Inconsistent attendance and participation	Student did not participate in the entire synchronous class session and/or did not turn in daily assignments on time. This is another online code for "present" however, multiple OIAP classes may result in a meeting with the assigned teacher(s) and/or the Dean of Students.
ONPI - Not present/inactive	Student was absent from the synchronous class session and did not submit any assignments. This is the online code for "absent". Two or more ONPI classes per week may result in a meeting with the Dean of Students and/or the Educational Support Team.

An automated email message is sent daily to parents/guardians of students who are marked "ONPI" in one or more classes. If you have a question or concern about your daughter's attendance, please contact our [Attendance Officer](#).

School Uniform

Students are expected to follow our uniform code while on campus. Everyday uniforms are expected while students are here for academic classes on Monday/Tuesday or Thursday/Friday. Casual dress uniforms may be worn on Wednesday FLEX days. For more information on our uniform policy, please reference section 4.3 below.

Students are not required to be in school uniform during distance learning. However, we ask that attire is neat and appropriate for school. Please no pajamas, low-cut tops, or clothing that may be demeaning or message obscenity or intolerance.

Before/After School

Limiting contact with others and staying socially distant are the best tools we have to avoid being exposed to this virus and limiting its spread. Upon arrival to campus, students are expected to go directly to their first class of the day. If students arrive more than 10 minutes early, they should remain in their vehicles or wait in one of our designated outdoor areas until the morning bell.

At the end of the school day, students are expected to leave campus immediately after class. Students who are waiting for their carpool should wait in the campus pick-up/drop-off lawn area or in one of our designated outdoor areas. Parents/guardians must remain in their vehicles during drop-off and pick-up.

Break & Lunch Time

Pre-assembled box lunches will be provided by Epicurean. Students are required to pre-order their lunches online by Thursday evening for the following week. More information on menus, pricing, and MySchoolBucks can be found on our website.

Students will be spread out in the Garaventa or in outside eating areas, and we will have ample supervision to ensure that students maintain social distancing. We have moved lunch to a 30 minute time period in order to cut down on the time students could congregate but have added time before lunch each day on campus for communication, announcements, and to create break time surrounding lunch in a way that will help create proper social distancing behavior.

Students are expected to vacate the Academic Building, unless they are working with a teacher, during the lunch break to allow for sanitizing and ventilation.

Parents & Visitors

At this time, nonessential visitors are not allowed on campus. The Attendance Office will not be accepting lunch, sports bags, or supply drop-offs. Parents/guardians who are picking

up/dropping off their student(s) are required to stay in their vehicles and follow our routine drop-off and pick-up procedures.

Parents/guardians who have been invited to campus for an official meeting must be symptom free according to the symptom monitoring screening prior to coming to campus.

Parents/guardians must wear a face mask and sign-in at the Main Office.

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, and the 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 and courage 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 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, first bishop of Oakland. In the tradition of their congregation, the Sisters responded to the needs of the Church by establishing the only Catholic secondary school for young women of Contra Costa County.

The school's spacious campus, brick buildings, graceful columns and balconies suggest the Spanish origin of the word Carondelet, a settlement outside St. Louis, the first home of the Sisters when they came from France.

Opening in September 1965, with only six classrooms available for use, the school's original faculty/staff comprised three Sisters and three lay women, with a freshmen class of 115. On October 22, 1966, with all buildings completed, the school was formally dedicated by Bishop Begin, a close friend and supporter of Carondelet.

Because of the small size of the student body, a tradition of Christian community, innovation, and pursuit of excellence was established. The tradition has grown with enrollment. By June 1969 Carondelet had not only graduated its first class of 100 students, but had also established a Student Body Constitution, earned National Honor Society and California Scholarship Federation charters, and received accreditation by the Western Association of Schools and Colleges, as well as the Western Catholic Educational Association.

In September 1969 Carondelet also established a cooperative program with De La Salle High School whereby Juniors and Seniors attended selected classes on either campus. This cooperation also extends to a common calendar and schedule, joint faculty committees, student activities, and the sharing of facilities.

In the 1995-96 school year Carondelet revised its student activities and student leadership programs. A new Student Body Constitution, reflecting these revisions, was drafted and ratified by the students who now number approximately 800.

On October 24, 1998, the Silvio Garaventa, Sr. Center was dedicated. This multi-purpose cafeteria facility serves 800 students by day and provides a dining and social facility for student, parent, alumnae and community events. Also in 1998, the faculty room and elevator were

remodeled. The original cafeteria wing was remodeled to include a campus ministry-student activity center, art classroom, yearbook laboratory, student store, bookroom and offices.

In the year 2000, Carondelet adopted a President/Principal model for administration.

The President is the Chief Executive Officer of Carondelet High School. The President delegates the daily operation and leadership of the academic programs to the Principal.

In the Spring of 2000, the science wing was remodeled so that each of the five science classrooms had its own lab. In 2001, the parking/tennis structure was completed and dedicated. In 2003 the library and computer center were renovated to include state-of-the-art technology.

A new wing adjacent to the gymnasium on the south side of the campus was completed in the summer of 2005. This building houses four classrooms, two restrooms and a south lobby entrance to the gymnasium.

During the summers of 2007 and 2008, 18 classrooms in the original academic building were remodeled to include state-of-the-art educational technology/media capabilities, new wall surfaces, cabinetry, paint and flooring. During the summer of 2009, rooms 31 and 32 were configured to include space for a Learning Center.

In 2013, Carondelet made the decision to move forward with an iPad program for our teachers and the Class of 2017. The digital textbooks are significantly less expensive than their print counterparts.

Carondelet celebrated its 50th anniversary during the 2015-16 school year and begins its 53rd year this year. The completion of a state-of the art athletics complex was completed this summer, providing training facilities, a student study area, tennis courts, a pool, a softball field and a field for soccer and lacrosse. After 52 years the athletes of Carondelet will have a true home field advantage in nine sports that have never had that advantage.

The building of the Jean Hofmann Innovation Center has started. This groundbreaking innovation will allow students to experience thinking, learning, creating, and sharing in profound and empowering ways. The construction should be completed in the fall of 2019.

The curriculum innovation initiative that began last year continues as the freshman curriculum programs will be implemented and evaluated. New classroom furniture, which was identified as a need in helping create a new, visionary way of teaching and learning, will be piloted in the fall with the plan to incorporate into more classrooms in the Spring semester. Carondelet has also reached out to create partnerships with a variety of colleges as part of this innovation initiative, including UC Berkeley, Stanford, and Carnegie-Mellon.

1.6 History of the Sisters of St. Joseph of Carondelet

The Sisters of St. Joseph were founded in Le Puy, France, in 1650. In an age when all women religious were enclosed, or contemplative, Father Jean P. Medaille, SJ gathered together six women who wished to serve the Church by going outside the cloister to serve the needs of others, particularly women.

The Congregation of St. Joseph grew steadily until the French Revolution when the convents were disbanded; many of the Sisters were imprisoned and five were put to death on the scaffold. Mother St. John Fontbonne spent 11 months in prison and was also sentenced to die. Saved from the Guillotine because of Robespierre's fall in 1794, Mother St. John returned to her family home in Bas-en-Basset, to care for her aging parents. Living a life of prayer, in relative obscurity, fifteen years after her release from prison, at age 49, Mother St. John responded to a call by Cardinal Fesch, to help with a fledgling community of Sisters, who would become Sisters of St. Joseph. In 1836, after revitalizing the Sisters of St. Joseph by establishing over two-hundred new communities in Lyon and other locations in France and Italy, Mother St. John, at the request of Bishop Rosati of the St. Louis, Missouri, Diocese, sent six Sisters of St. Joseph to Carondelet, Missouri—beginning the expansion of numerous congregations of the Sisters in the United States. The Sisters taught the children of the settlers in the villages of Cahokia and Carondelet. The settlement of Carondelet, named after the last Spanish Governor-General of Louisiana, Baron de Carondelet, became the center or motherhouse. Many groups of Sisters went out from Carondelet to establish new foundations in the dioceses of the United States and Canada. In 1867, after a request from Lyons that they become an independent foundation, the Congregation of the Sisters of St. Joseph of Carondelet was approved by the Holy See in Rome.

There are approximately 1300 Carondelet Sisters throughout the United States, Central and South America, Japan and Uganda. For many years their principal works were teaching and nursing. Today, again responding to the call of the Holy Spirit to answer the needs of the times, the Sisters also serve in special ministries. Carondelet Sisters administer schools and hospitals, serve in parochial and diocesan ministries, provide advocacy for the poor, homeless and disenfranchised, and serve as counselors, doctors, educators, lawyers, missionaries, nurses, pastors, and spiritual directors.

1.7 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 need-based work internship programs, 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 and courage 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 is expected to receive full course credit.

2.2 Academic Integrity Policy

As a community that affirms the traditions and values of the Catholic faith and the Mission of the Sisters of St. Joseph of Carondelet, Carondelet High School expects academic integrity and ethical conduct in all areas of school life. Students, parents, teachers, staff, and administrators work together to maintain and enforce an atmosphere of honesty and respect for individual work and ideas in all areas of campus life.

Behavior that reflects a disregard for the importance of ethical conduct in connection with academic work will be addressed in such a way that students will be made more aware of the moral implications of this behavior and violations will be cumulative for the duration of the student’s attendance at Carondelet High School.

Academic misconduct includes, but is not limited to:

- Cheating
- Plagiarizing: Copying work or homework, or lending the same to another student to be copied or representing another person’s work as one’s own.
- Talking/communicating in any way with other students during an in-class assessment
- Unauthorized use of electronics or any technology to assist in taking assessments in the classroom, such as inappropriate use of iPads and smartphones.
- Having any unauthorized test-related material on or near one’s desk during a test
- Collusion: Knowingly or intentionally helping another student to perform any act of cheating or plagiarism

Upon the first incident of academic misconduct in any class, the following consequences may occur:

- Academic consequences for the assignment

- Report to Vice Principal of Student Life
- Parent notification by teacher

Upon the second incident of academic misconduct, the following consequences may occur:

- Disciplinary contract and possible suspension
- Conference among teacher, Vice Principal of Student Life, parent and student
- Communication with a student's College and Career Counselor, Vice Principal of Academics and Principal.
- Possible loss of leadership position(s), athletic eligibility, academic competition/performance eligibility

Upon third incident of academic misconduct, in addition to the consequences listed above, the following may occur:

- Withdrawal or expulsion
- Suspensions may be disclosed to future colleges applied to via the Counselor Recommendation Form

2.3 Technology Services, Resources and Acceptable Use Policies

Carondelet provides computing and network resources for the use of administrators, students, faculty and staff of Carondelet. These resources include access to the Internet, application software, hardware resources, online databases, email and other digital and communication technologies. Our goal in providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication. Users are encouraged to use these resources for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and Internet access through Carondelet computer services are and remain the property of Carondelet. Carondelet may terminate the access to and use of such computer resources at any time at its sole discretion. All students will have an email account provided by Carondelet. All students at Carondelet are assigned a Google account @carondeleths.org. Students must only use their assigned Carondelet Google accounts for required school related work. 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 remuneration 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 links computer networks around the world giving users access to a wide variety of computer and information resources. In general, electronic traffic passes freely in a trusting atmosphere with minimum of constraints.

Carondelet does not have control over the information on the Internet. Sites accessible via the Internet may contain information or material that is controversial, illegal, defamatory, inaccurate, and unsuitable for minors, or potentially offensive to some people. While it is the intent of Carondelet to make Internet access available to further the educational goals of Carondelet, users will have the ability to access other information or materials as well. A user uses the Internet at her/his own risk, and is responsible for her/his actions and activity in using the Internet. Carondelet makes no warranties with respect to Internet service, and it specifically assumes no responsibilities for:

- The content of any advice, information or material received by a user from a source outside Carondelet, or any damages, obligations, costs or charges incurred as a result of seeing or accepting such advice, information or material
- Any costs, liability or damages caused by manner of use of the Internet
- Any consequences of service interruptions or charges, even if these disruptions arise from circumstances under the control of Carondelet
- Privacy of electronic mail

Use of the Carondelet telecommunications system and network, and access to the Internet, is a privilege offered each academic year, and inappropriate use will result in revocation, denial or suspension of that privilege by the administration and may incur other consequences as enumerated in the student handbook. The definition of inappropriate use is at the discretion of the administration, and shall include, but not be limited to, the following:

- Using the network for any illegal or unethical activity, including but not limited to the following:
 - violation of copyright restrictions
 - retrieving and/or transmission of threatening, harassing, pornographic or obscene material
 - retrieving and/or transmission of material protected by trade secret
- Using the network for personal financial or commercial gain, product advertisement, political lobbying; or the sending of unsolicited junk mail or chain letters; or the use of chat lines in other than a supervised classroom setting
- Contributing to the degradation or disruption of equipment or system performance, including but not limited to, the following:
 - the uploading, downloading, creation, propagation and/or use of computer viruses
 - willful destruction of computer hardware or software
 - unauthorized attempts to exceed or modify the parameters of the system

- Vandalism, including, but not limited to, the following:
 - any attempt to harm or destroy the data of another User, the network/Internet, or any networks or sites connected to the network/Internet
 - any attempt to breach security codes and/or passwords
- Using finite resources wastefully
- Gaining unauthorized access to resources or entities
- Invading or violating the privacy of individuals, including, but not limited to the following:
 - the unauthorized transmission of names, residence or email addresses, or telephone numbers
 - deleting, examining, copying, or modifying files and/or data belonging to another User
 - recording of any kind students, faculty, staff without consent
- Using an account owned by another User
- Posting anonymous or forged messages, documents, images, cartoons or other transmissions
- Using the network to defame, offend, harass, threaten or disrespect any person or persons. The display or transmission of messages, images, cartoons or other transmissions or use of computer messages that are sexually explicit constitute harassment and is prohibited by Carondelet
- Using the network in a manner which is offensive to the mission of Carondelet, including the use of language which is sexist, racist, or homophobic
- Using the network in a manner that is disruptive to the educational environment of Carondelet
- Using the network in such a manner as to bring into disrepute the good name of Carondelet
- Using email, IM, websites, blogs, social media or text message to send inappropriate graphics, images, pictures, messages, or video of employees of Carondelet High School or fellow students

All Users must understand that Carondelet cannot guarantee the privacy or confidentiality of electronic documents, and any messages that are confidential as a matter of law should not be communicated over the network. Carondelet reserves the right to access the network at any time to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities. Any information contained on a Carondelet computer's hard drive or computer disks which were purchased by Carondelet are considered the property of Carondelet.

This agreement applies to stand-alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in revocation of the User's privileges, regardless of the success or failure of the attempt. In addition, school

disciplinary action, and/or appropriate legal action may be taken. The decision of the administration regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damages necessitating repair or replacement of equipment. In case of litigation or other dispute resolving proceedings arising from or related to this contract, the prevailing party shall be entitled to reasonable attorney's fees and costs.

Use of the Carondelet High School logo, letterhead, mascot, crest or theme may not be copied, imitated, or used, in whole or in part, without prior written consent from the Director of Communications.

2.3.2 Device Monitoring Policy/iPad lock-down

School issued iPads are the property of the school until the student graduates at which time ownership is transferred to the student. The iPad is considered to be an organizational tool that provides students with:

- access to textbooks, online learning platforms and Schoology,
- organizational and study materials (email, note-taking apps, calendar management, apps to support learning, studying, and provide vehicles that support collaboration).
- support for content creation options (video, document creation, online research).

The device is NOT intended to be a duplicate cell phone or gaming tool. While they are a student of Carondelet, the device will have restrictions and lock downs that will limit a student's ability to use the device for personal purposes.

Carondelet's wireless network requires registration of all Users except guests. The act of registration on our wireless network does grant system administrators some access to laptop and iPad devices. Student devices are meant for school use. There are more than 800 student devices in the school and the school must have some control over how these devices are used in school so the educational value of these devices is not compromised. We have limited bandwidth that is impacted by the downloading of videos and music. Very few students use their devices for high bandwidth purposes such as watching videos and listening to music. Such use needs to be curtailed because it slows the entire network for everyone. Filtering is not sufficient for curtailing such use because videos and music are also used for legitimate educational purposes. In a given day, we can determine which, if any, devices are using an inordinate or inappropriate amount of bandwidth. We can then take actions to prevent this. Those actions include talking with the teacher or student and/or removing that device from the network. System administrators are able to view additional device information. If a system administrator drills down on an individual device registered in our system he/she can see items including all apps and/or programs loaded on the device, the location of the device when on campus, user optional location information off campus, and URLs of websites visited on the device while on campus. The school cannot view individual files, photos, or other personal information on the registered devices. We do not archive this information or use it to build

personal profiles. The system does offer an option to remotely clear a device. Please be assured, by policy we will not use this feature. We chose this system to enhance access for everyone and to maintain the standards in our use policy. If you have further questions or concerns, feel free to contact Joan Tracy.

2.3.3 Communication

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 Mrs. Katie Almonte, Data Analyst, 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 send a letter to the school's Main Office stating this and please sign and date as well. This letter only needs to be sent once as it will remain effective while they are enrolled.

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 /parent/guardians regarding its own courses and faculty; however, students should first consult the Vice 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 which 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.

Students and parents are encouraged to review academic progress on a regular basis by checking PowerSchool. Grades at the end of the first and third quarters and both semesters indicate academic progress, and are used to determine eligibility for certain co-curricular activities (such as athletics).

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 10% 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

2.6.1 Absences

- If a student is to be absent or tardy, parents should phone the school by 9:00 a.m., giving the student’s name, her student ID number, and the reason for the absence or tardy.
- If a student is to be excused during the day for a valid appointment (medical, dental, funeral, or college-initiated recruiting/admissions visits), she must bring a note to the Attendance Office before school. Parents will indicate name, student ID number, reason for being off campus, date and time student will leave and return. The attendance officer will then issue a blue “Permit to Leave”. On returning to school, the student immediately reports to the Attendance Office and hands in her signed (by parent or doctor) blue “Permit to Leave”.

- Prior written permission by a parent or legal guardian must be received before a blue "Permit to Leave" can be issued. Leaving campus without a permit will result in disciplinary action.
- When a student returns to school after an absence or appointment, she reports to the Attendance Office before reporting to any class. Even if a parent has notified the school of a student's absence by telephone, a written excuse must be presented that includes her name, her student ID number, date and reason for absence and appropriate signature. Failure to do so will result in a student not being permitted to attend class. Students may never sign for a parent or guardian. This will result in disciplinary action.
- A student who has been absent for multiple days due to illness should contact her teachers to discuss missing work in order to not fall behind. Her parent/guardian should also contact the attendance office to report the absence.
- For an extended absence due to a serious illness, health concern, or injury, parents should contact the attendance office and the Director of Academic and Learning Support with appropriate documentation. A meeting will be held with the Educational Support team to determine how to transition the student back into her academic schedule.
- All notes, whether to excuse an absence or to issue a permit to leave, must be signed and dated only by parent/guardian designated on the emergency card.
- Excused absences include: school-sanctioned activities, illness, injury, medical appointments that cannot be made outside of class hours, family emergencies, and religious commitments. Personal business is not considered an excused absence.
- Students must provide written notification from parent or guardian for all excused absences, with the exception of school-sanctioned events. In addition, appropriate documentation must be provided for college-initiated recruiting, admissions visits, or other approved activities that provide growth opportunities for the student. In order for these absences to be excused, a "Notification of Absence" form must be completed that includes correspondence from the college recruiter, admissions officer, or organization representative and approval must be obtained from the College and Career Counselor and Vice Principal of Academics.
 - "Notification of Absence" forms can be obtained from the Director of Academic and Learning Support or the Attendance Office. These forms are due back at least one week prior to the planned absence.
 - Students with excused absences will be given one day for each day excused to complete the work that was assigned during their absence.
- Any other absences are unexcused and become the full responsibility of student and parent. Teachers are not required to provide any make-up work, tests, and/or special classes for students whose parents choose to take them out of school for unexcused absences. Teachers will follow departmental remediation policies as they apply. In case of emergency, special arrangements may be made with the Director of Academic and Learning Support prior to or immediately after the absence.
 - Final Examinations: Students are expected to be in class for exams that are scheduled on end of semester final exam days. Students may not take final exams early. Special circumstances (e.g. illness, extended medical absence or bereavement, etc.) may be considered by the teacher in consultation with the Director of Academic and Learning Support.

- Blended class attendance will follow protocols put in place by the administration to ensure student accountability during the school day. Students must be on campus in a designated study area.
- Multiple absences (whether excused or unexcused) may have a negative impact on a student's grade. Parents will be notified when absences reach specific numbers, and once a student exceeds 10% of any given class, the Vice Principal of Student Life and Dean of Students will consult with the student and parents. Attendance to classes is mandatory that day in order to participate in athletic competition, dances or other extra-curricular events.

Excessive Absences may result in the following:

- Attendance Warning Email
 - Conversation with Dean of Students
 - On-campus family meeting
 - Disciplinary Warning Contract and/or extracurricular suspension
 - Referral to Academic Support Team
- Student body liturgies/assemblies are sponsored by the administration, faculty, and students of Carondelet High School. Attendance or participation in these activities is part of the total school program. All students are expected to attend liturgies, assemblies, rallies, selected service opportunities, retreats, or any other planned activity.

2.6.2 Tardy from Class

- Students are expected to be in class on time. The seven-minute passing time between classes is not a break. Students are to remain at Carondelet High School unless their next class is at De La Salle High School.
- A student who is tardy for class more than ten (10) minutes is considered absent and must report to the Attendance Office.
- Excessive tardies may result in disciplinary action.

2.6.3 Cut Policy

Students are expected to be in class on time while on campus. Any student who does not report to class will be marked as "cut" in powerschool. Cuts will be reported to the Dean of Students where disciplinary action may include contacting home, campus service project, and/or restorative conferencing. Cuts will be treated as an unexcused absence by teachers and academic personnel.

Students leaving campus must have in their possession proper documentation. Lack of this documentation will result in a "cut" in powerschool.

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 Support Case

Managers 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 Support Case Managers as a team to foster the student's development and self-advocacy. This includes the student's dedication to working closely with the teachers, attending study sessions, keeping commitments to tutors and communicating with the Case Managers.

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. The first 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.

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.

French Honor Society

The French Honor Society is a national organization, which recognizes excellence in the study of French. It promotes appreciation for the French language and for French speaking cultures.

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.

Spanish Honor Society

The Spanish Honor Society's purposes are to enhance the study of language, to recognize those students who have worked hard and done well, and to support various projects of interest in the club.

National Forensic League

The National Forensic League is an honor society established to recognize outstanding achievement in competitive speech/debate. Membership in the National Forensic League is earned through participation in local, regional, and statewide forensics competition. Members are eligible for participation in the National Speech/Debate Tournament.

2.9 Schedule Change Policy

Requests for schedule changes are submitted electronically. Submissions must be complete and include any proof of eligibility before any request will be processed.

Preliminary schedules are sent out right after finals each year. There is a window of time to request changes to the schedule. After the mid-june course change window, a \$25 fee will apply for any schedule change. A student may request a course change during the first three weeks of each semester. A student may not drop from a full-year class at the end of Semester One unless there are extreme extenuating circumstances.

Any change made may have academic consequences, including but not limited to the following: limited choice of replacement classes; a "W" on the transcript; loss of credit; an "F" in the course. Withdrawal from an Honors or AP course may be a factor in future assignment to any Honors or AP course. [Exceptions: recommendation of the College and Career Counselor and/or Director of Academics Learning and Support due to serious difficulty with subject matter or a documented medical condition.] Book fees for dropped classes are non-refundable.

Course enrollment is based on space availability as determined by the Administration, graduation requirements, course prerequisites, and/or department recommendation.

2.10 Final Examinations

Students are expected 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 Vice Principal of Academics and Principal in consultation with the Director of Academic and Learning Support. 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

Students who question a grade received may petition for a change in that grade within five (5) school days after the student/parent portal opens. In cases where a grade is questioned, the following procedure will be used:

1. Student discusses the matter with the teacher.
2. Student presents written petition, including reasons for change, to the Vice Principal of Academics.
3. A conference with student, parent, teacher, and Vice Principal of Academics is held. Final grade determination is made by the Principal, in consultation with the teacher and Vice Principal of Academics.

2.13 Procedures Regarding Academic Concerns

It is the school's goal to create a working partnership with parents and to foster open communication. Parents/guardians are strongly encouraged to contact teachers at any time 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, and quizzes, homework) to review with her teacher. Parents are encouraged to listen to the student's 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 to request a conference with the teacher and department chair.
 - a. For students attending class on the Carondelet campus: If the parent conference does not satisfactorily address the student's concerns, it is appropriate for her parents 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 Vice Principal of Academics should be contacted by the student and/or parent. The Vice 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 should not confer directly with administrators at De La Salle without first speaking to the Carondelet Vice 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 Vice 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 Vice 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 include suspension from participation in certain co-curricular activities or interscholastic sports.

A student will be placed on 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 contract, which will stipulate the conditions and expectations of the academic probation; this contract must be signed by both the student and her parents/guardians. Upon successful completion of this contract, a student will be removed from academic probation.

2.15 Academic Disqualification and Academic Review

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 College and Career Counselor and the Vice Principal.

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 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/guardian 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/guardian must first meet with the Director of Enrollment. 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

PSAT Tests will be administered to Sophomores and Juniors each October. An informational meeting on the PSAT results will be held for parents and students in January following the administering of the test.

2.18 Summer School

Students may take summer classes for remediation with approval of their College and Career counselor and the Director of Academic and Learning Support. Grades earned in approved remediation courses will be combined with grades earned in fall and spring semesters to determine GPA but will not be used in calculation of Valedictorian candidates. All semester "F" grades need to be remediated prior to returning to Carondelet in the fall of the next academic year. All semester "D" grades 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.

2.20 Transcripts

Please request copies of transcripts from Carondelet's Data Analyst. Grades for Carondelet course work are placed on the transcript and pre-approved non-Carondelet course work is noted as well.

2.21 Valedictorian Selection

In accordance with the mission of Carondelet High School, a select number of seniors will be invited in the second semester to participate in the Valedictorian Selection process. The students must:

- Possess an exemplary record of conduct
- Exhibit qualities of honesty, integrity, and character
- Follow specific guidelines
- Adhere to the prescribed timeline
- Submit an application

From the applications submitted, a faculty committee will determine the finalists. Finalists will then deliver their speeches to the committee and a Valedictorian will be named.

2.22 Salutatorian Selection

Salutatorian nominees are chosen by the graduating class. A faculty committee then selects the Salutatorian after each nominee presents a possible welcoming speech for graduation.

2.23 Graduation Requirements

For the graduating classes of 2020-2021, the following course requirements must be completed (see Catalog on Carondelet website):

English	40 Credits
Mathematics	30 Credits
Modern Languages	20 Credits
Kinesiology and Health	15 Credits
Religious Studies	40 Credits

Laboratory Science	30 Credits
History/Social Studies	30 Credits
Visual/Performing Arts	15 Credits
Electives	20 Credits
Minimum Credits Graduation	240 Credits

For the graduating class of 2022 and beyond, 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
Computer Science	5 Credits
Electives	20 Credits
Minimum Credits Graduation	250 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 and Career and Career 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, 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

3.3 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 parents/guardians and student 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 athletic department 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 1st Quarter GPA in conjunction with previous semester report card and any remediation done in the summer.

Spring Sports: Eligibility determined by 1st 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 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 Vice Principal of Academics, and she may remain on her team and participate in all practices, but participation in contests 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 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
	Spirit Cheer	Varsity, Junior Varsity
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
	Competitive Sport Cheer	Varsity
	Badminton	Club sport
	Rugby	Club sport
	Sand Volleyball	Club Sport
All Season	Dance	Varsity, Junior Varsity *Tryouts for Dance are in April/May of the previous year*

3.5.1 Transportation for Athletics

Participation in school-sponsored activities may involve travel beyond the confines of the Carondelet High School campus. Carondelet High School will attempt to coordinate transportation to and from school-sponsored activities. However, there will be occasions when Carondelet High School may 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.

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, and courage 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 (2), Secretary, Treasurer, Commissioner of Athletics, Commissioner of Communications, Historian, Commissioner of Publicity (2), Commissioner of Representatives, two Activities Secretaries and up to four members for the Communications Team. Two representatives from each class are elected at large with the exception of freshmen, who are appointed. 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. 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. The Class Council is elected by the class. Each Class Council consists of a President, Vice-President, Secretary, Treasurer, Publicity, and four representatives elected by the class at large. 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 fall, 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.

3.7 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, we 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 faculty, staff and students to gather in prayer. Liturgies and prayer services follow the liturgical calendar and special Special liturgies may include, but are not limited to:

- The Mass of the Holy Spirit
- Sisterhood Prayer Service
- Thanksgiving Prayer

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 to encourage students to live in the spirit of the CSJ tradition.

- Frosh Service Day is a one-day, off-campus experience that invites freshman to bond with their new their 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 becoming “women of heart.”
- Junior Urban Plunge is a one-day service immersion experience at St. Anthony’s Foundation in San Francisco.
- 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, and the sacraments of reconciliation and Eucharist.

The Frosh Service Day, Sophomore Retreat and Junior Urban Plunge are required, while the Frosh Alpha retreat, Junior Shalom retreat and Senior Kairos retreat are optional.

3.7.4 Social Justice

Campus Ministry offers a variety of Ven a Ver immersion trips which 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.

3.8 Student Services

3.8.1 Infirmary

A student who is ill obtains a pass from her classroom teacher and reports to the Attendance Office. The student's parent/guardian will be notified so that permission can be given to send the student home. If a student leaves class held on the De La Salle campus, she must first report to the De La Salle attendance officer, who will notify Carondelet High School.

3.8.2 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, Vice Principal of Student Life, Attendance Officer, Athletics Director, 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.

3.8.3 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, e-mail and web browsing).

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

Carondelet reserves the right to monitor all uses of e-mail 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.

3.8.4 Library

The Library opens every school day one half hour before classes start, and remains open throughout the day until 5:00 p.m., 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.

3.8.5 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 are 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 assigned a locker. Locks must remain on the locker throughout the year. Students are issued locks as freshmen and they retain this lock for four years. A \$10.00 fee will be charged for a replacement lock.

3.8.6 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.

3.8.7 Data Analyst

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

3.8.8 School Store

The school store is online and can be accessed via the Carondelet website.

3.8.9 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.

3.8.10 Cell Phones & 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. Cell phone use must adhere to the Acceptable Use Policy. 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.

3.8.11 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.

3.8.12 Work Permits

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

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, and courage, 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, ISO's and the Sisters of St. Joseph charism.

The Vice Principal of Student Life and the Dean of Students have the primary responsibility for the interpretation and enforcement of disciplinary codes, policies, and procedures. The Principal, in conjunction with the Vice 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 Vice Principal of Student Life and the Dean of Students, with the Principal, 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.

The school cooperates with law enforcement authorities during investigations. If students are interviewed by police, the school makes every effort to contact parents to inform them of the situation.

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 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.

Examples of Disciplinary Consequences

- Restorative Conferencing for collaborative problem-solving and accountability.
- On campus Community Service assigned by the Dean of Students.
- Week-long Citizenship Watch which includes daily check-ins with the Dean of Students.
- Temporary suspension from extra-curricular activities.
- On-campus Family Meeting.
- Disciplinary Agreement

4.1.4 Disciplinary Probation & 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, and all disciplinary contracts will be reported to colleges . 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.

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 be required to submit to an assessment by a school-approved agency. School authorities will review the assessment and determine the school's response. Possible consequences of the assessment may include, but are not limited to expulsion, probation, periodic testing and assessment, education, counseling, inpatient or outpatient treatment and exclusion from school activities such as clubs, athletics, social events, or graduation exercises. A repeat offense may result in expulsion.
- Failure to comply with the outcome of the assessment 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.
- 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 Vice 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 Vice 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 will be reported to the colleges that a student applies to via the Counselor Recommendation Form.

No disciplinary records will be forwarded to college or other high schools unless the disciplinary action was a result of the student engaging in behavior that resulted in serious disciplinary action. Summary notes are kept in the Power School 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 Uniform Code

Below is the existing uniform code for Carondelet. The school is reviewing dress expectations, garnering feedback from faculty, students, and families. Updates will be messaged and will be included in the handbook once a final decision has been made.

An appearance code fosters an atmosphere where there is personal pride, respect for others, and follows our school's mission. The Dean of Students and the Vice Principal of Student Life, in consultation with the Principal, 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 wear a uniform, or may result in a more serious consequence.

4.3.1 Everyday Uniform

- Shirts: Polo shirts, white and navy blue.
- Skirts: Plaid or gray pleated uniform skirt or navy blue or gray A-line uniform skirt. Skirts should be worn mid-thigh or longer, and should be buttoned and zipped and not rolled at the waist. Biker shorts, solid black tights or solid black leggings must be worn under the skirt at all times.

- Pants: Khaki, navy or black pants, capri-length or longer. No rips or tears in any fashion. Pants may be purchased through any vendor and must be chino, twill, or denim material. Sweatpants and leggings are not permitted.
- Outerwear: Carondelet branded outerwear, sold through Mills or in the school store. This includes Carondelet approved sports team wear and club/council sweatshirts. No other outerwear is permitted.
- Sweater: Navy blue pullover sweater or sweater vest with the Carondelet logo.
- Shoes: Shoes must be worn at all times on campus and at all school related events. Low or high top sneakers, athletic shoes or flats may be worn. Shoes must always be flat and closed toed/heeled.

4.3.2 Dress Uniform (Worn on liturgy days and other announced days)

- Top: A white polo shirt worn under a school sweater or school sweater vest.
- Bottom: Uniform Skirt (worn with black solid tights) or uniform pants.
- Shoes: Black flat, closed-toed shoes.

4.3.3 Casual Uniform

- Top: In order to promote school unity and community, student are expected to wear a white or navy blue polo shirt, Carondelet sweatshirts, Carondelet club, sport or spirit t-shirts.
- Bottom: Blue jeans, capri length or longer.
- Shoes: Low- or high-top sneakers or athletic shoes (lace up or slip on), or flats, and all shoes must be closed toed and closed heeled.

No tight or altered shirts or jeans are allowed. Students choosing not to wear the above mentioned must be in everyday uniform. Only Carondelet High School jackets may be worn over a Carondelet sweatshirt. No additional items of clothing may be added to the uniform.

4.3.4 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.
- 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 related to the creation of a professional, focused work environment. Pierced jewelry is allowed in the ears and small nose studs are also appropriate. Visible tattoos, nose hoops, and septum piercings are never allowed.
- Hats may not be worn in the school building.
- Skirts must be worn mid-thigh or longer (this is fingertip length) and not rolled at the waist.
- Hair must be well kept in appearance. Exaggerated styles are not permitted. Hair must be natural in color.

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

4.3.5 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 Vice 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.

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 try-outs, 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.
- Noise makers 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

Typically, all dances held at Carondelet High School and De La Salle High School are non-guest pass dances. Students must present their current student body card in order to be admitted to the dance.

Any student who has consumed or is under the influence of alcohol or any other controlled substance prior to or during the dance will face disciplinary consequences.

Guest passes will be available for some dances determined by the Dean of Students and the Vice Principal of Student Life.

A student must accompany her guest to the dance and remain in the company of her guest for the duration of the dance and both are subject to the rules of Carondelet High School and De La Salle High School.

Students will be admitted to the dance up to 60 minutes after the start. Students may leave a dance that is 3 hours in duration no sooner than 30 minutes before the end of the dance. Students may leave a dance i.e. Senior Ball that is 4 hours in duration no sooner than 1 hour before the end of the dance.

Students who dance inappropriately and in a fashion inconsistent with the mission and standards of Carondelet High School will be directed to an adult leader. The second occurrence will result in that student being removed from the dance and the parent/guardian will be notified to pick up their daughter.

The admission price for a student body dance will be determined at the beginning of the academic school year by the Director of Student Activities with the approval of the Principal.

Parent/guardians must pick up their daughters 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: Principal, Vice Principal of Student Affairs, Director of Student Affairs and Programming, or Personal Counselors.

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

All complaints will be promptly investigated. The school will undertake immediate and appropriate corrective action, which may include discipline or discharge. 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 Designated Areas, Access and Behavioral Expectations (Buildings, Equipment, Property)

The Garaventa Center will be opened at 7:35 a.m. and will close 30 minutes after period 7. The academic building will be opened at 7:00 a.m. and will be locked at 5:30 p.m. Main Office hours are 7:40 a.m. to 3:30 p.m. Monday through Friday. Students are not to be in the buildings or classrooms unless there is adult supervision. The library will be open daily until 5:00 p.m. The Hofmann Innovation Center will be opened at 8:00 a.m. and will close at 4:00 p.m. Students must be supervised by faculty or staff when using the balconies.

Food or drinks are permitted in the inner court, Garaventa Center, and on the balconies. Food or drinks are allowed in the classroom with teacher permission. There is no eating in The Hofmann Innovation Center, except for in the Kitchen Cafe space; drinks with lids are permitted throughout the entire building. Students are expected to cleanup and be responsible for their eating area and to properly dispose of all garbage, waste, and recyclables in designated receptacles. No food is permitted in the convent building, gym, hallways, chapel, or any other classroom time except during inclement weather and with faculty/supervisor permission.

Students have permission to use the elevator if there is an injury and or physical impairment/need.

Multimedia equipment may be used only with the authorization of a faculty and staff member. The copy machine in the workroom is reserved for use by faculty and staff members only.

4.14.1 Garaventa Center, Hofmann Innovation Center and Lunch Areas

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

4.14.2 Faculty Room

Students are not allowed in the faculty room, with the exception of students assigned to this area as part of their student internship program.

4.14.3 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 Vice Principal of Student Life or the Vice 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.

4.14.4 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.

4.14.5 All Parking Permits are \$50

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.

4.14.6 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 parent/guardians are expected to abide by these restrictions.

4.14.7 Student Drivers

Parent/guardians should be familiar with the State regulations governing provisional student drivers (https://www.dmv.ca.gov/portal/dmv/detail/teenweb/permit_btn1/permit). 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.

4.14.8 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. Written permission for a guest to be on campus is granted by the Principal. 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 and students should understand that this supervision is limited in scope and that ultimately the parents, and not the school, are responsible for ensuring the safety of the student and that the student does not deviate from the parents' 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). Parent/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. Parent/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 which has not been approved by the school, or which is not formally supervised, is not an event.

The school assumes no responsibility for activities which 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 Activities. 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 and White
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 4 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 health care 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 the session to attend, scroll down and select “Protecting God’s Children for Adults online training session.” Volunteers can self-register and complete take the training, which takes about 90 minutes. Remember to print the certificate at the end of the training, scan and send it to khasler@carondeleths.org.
- 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 Parent/Guardians and Student Drivers

Parents/guardians should be familiar with state regulations governing provisional student drivers (https://www.dmv.ca.gov/portal/dmv/detail/teenweb/permit_btn1/permit). 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.

8.1 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 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 or eligible student will be obtained before records are shared with other persons. However, student records may be shared without a parent 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.