

Student Parent Handbook

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Alma Mater

PREFACE

Mission Statement

Crespi Carmelite High School, established in Encino, California in 1959, serves male high school age students who wish to pursue a Carmelite college preparatory, Christian education in a Catholic environment. Dedicated to excellence and responding to the challenges of education in our time, we offer a holistic model of education emphasizing the spiritual, intellectual, moral, physical, and social development of our students.

In the spirit of the Gospel and the Carmelite tradition, the Crespi Community engages the student in three interlocking dimensions: Community, Prayer, and Justice. We seek to build a community that listens and bears witness to the divine plan through the promotion of justice in the service of the whole person.^[1]

School Values

Therefore, we commit ourselves to the ministry of education governed by the following basic values:

1. **Evangelization:** To teach and model the Good News as proclaimed by Jesus Christ as the fundamental mission of Crespi Carmelite High School and of every person who ministers within the Crespi Community. A lively sense of God's presence and sensitivity to the struggle to experience that presence will permeate the atmosphere of the school.
2. **Academic Excellence:** To educate for excellence and competency in the 21st Century. The student will be challenged to develop a curiosity for the world in its complexities and values, scientific and mathematic proficiency, critical thinking and judgment, moral sensitivity, aesthetic appreciation, knowledge of Catholic faith and tradition, and an ability to express himself with confidence and skill.
3. **Holism:** To address the whole person – spiritually, intellectually, morally, physically, socially, aesthetically, and psychologically - Christian education seeks to help each student to achieve his own highest potential as a human person destined for eternal life.
4. **Character Development:** To help develop strong character and an awareness of inner strength and values. Our rich and diverse Judeo-Christian heritage affirms that human beings are created in the image and likeness of God and are moral persons responsible for their decisions in light of their unique nature and dignity. It teaches integrity and responsibility for the well-being of others and for all living creatures and their physical environment.

^[1] Formulation of the 1983 General Chapter.

5. **Collaboration:** To build community through shared ministry by Carmelites, faculty, staff, and parents working together for the growth and success of our students and sons. We seek to build a quality of support and shared responsibility in the administration of the school, and we believe in creating new structures which promote this collaborative style. This attitude includes making use of the gifts and talents of parents, alumni, and those in the larger community who feel drawn to our spirit. We affirm that the parents are the primary educators of their sons and that the teachers are the facilitators of learning.

6. **Preparation for Life:** To recognize the needs and problems of modern times and prepare students to confront choices and issues that will affect their lives with Judeo-Christian values and sensitivity to ethnic and cultural diversity. We seek to develop a school community that is conscious of the deeper realities in human affairs, both those that offer hope and vision and those that threaten to destroy or ignore our multi-cultural society.

7. **Justice and Peace:** To pass on to our students an awareness of God's enduring fidelity and presence amid a people in need of liberation, evangelization, and salvation. The gospel calls us to be for the poor, not only through the mediation of structures and bureaucracies, but also face-to-face, in a way that lends dignity to each person we encounter.

8. **Family:** To nourish a sense of family that permeates the local Carmelite community, the school community, the families of the students, and the larger diocesan community. To grow as a family is to open ourselves to inter-dependence with others. To accept one another as we are, with our limitations, our differences, and our gifts, requires time, patience, and tolerance.

Carmelite Values Statement

In response to the call to build the kingdom of God,

- Carmelite schools are prophetic in the tradition of Elijah in all aspects of the mission of Catholic education.
- Carmelite schools are welcoming communities and centers of faith rooted in the gospel values and responders to the needs of the wider community.
- Carmelite schools are places of prayer and contemplation in which the spirit of Elijah and Mary will be lived in a daily commitment to scripture, personal prayer, and participation in the liturgical life of the Church.
- Carmelite schools are committed to living the gospel of social justice in solidarity with the poor and oppressed through service that honors the dignity of each person.

“The Crespi Man”

Expected School-Wide Learning Results (ESLR)

1. As a lifelong learner, the Crespi Man

- a. uses logical, analytical, and creative thinking skills;
- b. uses appropriate methodologies, strategies, and current technologies to solve problems and extend his knowledge;
- c. speaks, writes, and uses other forms of expression accurately, effectively, and creatively;
- d. acquires, interprets, organizes, synthesizes, applies, and evaluates knowledge; and
- e. applies his learning across the curriculum and to real-life situations.

2. As a productive and mature person, the Crespi Man

- a. strives to improve the community;
- b. understands and participates in the democratic process;
- c. takes risks in order to grow and claims responsibility for his actions;
- d. strives to enhance and maintain physical, mental, and emotional well being; and
- e. participates in the experience of the Crespi Carmelite Family, enabling him to develop the necessary social skills to form lifelong relationships.

3. As a moral and spiritual person, the Crespi Man

- a. models Christ by learning and practicing Gospel values;
- b. is committed to living an ethical life;
- c. is involved in service to others and social justice; and
- d. recognizes and respects the uniqueness, dignity, and personal gifts of all people.

The Carmelites

At the time of the Twelfth Century Crusades in the Holy Land, men desired to follow Christ in his homeland by living lives of prayerful solitude and silence. One such group settled on Mount Carmel, a place filled with the spirit of the Old Testament prophet, Elijah. Sometime between 1206 and 1214, St. Albert, the Patriarch of Jerusalem, set down a way of life for these hermits in the form of a Rule for following Christ and serving Him faithfully with a pure heart and good conscience. This Rule of Saint Albert still guides Carmelites today.

Whenever there was a spiritual need, the Carmelites reached out in unique fashion as contemplatives in action. They engaged in preaching, teaching, and spiritual direction. Others served as missionaries, as university teachers, or in pastoral care. Some became famous for their holiness and service: St. Albert of Sicily was a noted preacher; Saint Nuno Alvarez was a great leader and is honored as the George Washington of Portugal; St. Andrew Corsini was a renowned peacemaker between warring city-states; St. Peter Thomas founded a great University; Blessed Baptist of Mantua was a brilliant humanist writer; St. John of the Cross and St. Teresa of Avila were great mystical doctors and masters of the spiritual life; St. Therese of Lisieux, the Little Flower, became a doctor of the Church for her spirituality and Patroness of the Missions. Today, Blessed Titus

Brandsma, a Dutch Carmelite martyred in Dachau for defending the freedom of the press against Nazis, is an example to us as well as St. Edith Stein, co-patroness of Europe.

The life and work of Carmel continues to flourish after eight centuries. Like his medieval counterparts, the Carmelite today is a contemplative in action, caring for and serving his fellow Christians. Carmelites seek to walk in the light of Christ and to help those whom God sends into their lives to see that same light.

To follow Jesus Christ as Brothers of the Blessed Virgin Mary of Mount Carmel called together by the Holy Spirit, to live as Elijah in the presence of God, to serve the needs of the Church and each other in love, this is the life purpose of the Carmelites who minister today throughout the world.

History of Crespi Carmelite High School

Crespi Carmelite High School is named for the Spanish missionary and explorer Fr. Juan Crespi. Crespi was a fellow Franciscan and companion of the Blessed Junipero Serra. He was the diarist for the famous Portola Expedition of California in 1769. This expedition led by Gaspar de Portola was the first land survey of California by Europeans in an effort to establish a northern boundary for the Spanish colony. Crespi's diary of this expedition has the earliest physical descriptions of the land and native people of California. He is often given the first reference in California History.

Juan Crespi was born in the city of Palma, on the Spanish island of Majorca on March 1, 1721. He first met Serra as his student. Crespi along with several of his fellow students, his *condiscípulos*, followed Serra's call to the New World. He arrived in Mexico in 1750 and founded *Misión San Francisco de Tilaco*, in the Sierra Gorda region. This amazing mission with its intricate baroque architecture still stands today. He later was assigned by Serra to oversee *Misión Purísima Concepcion de Cadegomó*, in southern Baja California. Crespi joined the original land party bound for San Diego under Fernando de Rivera y Moncada in early 1769.

This party arrived at the harbor of San Diego in May of that year and then began a new march in search of Monterey Bay under Portola's leadership. This journey resulted in the discovery of a far superior harbor the San Francisco Bay, which was immediately claimed by Spain. Along the way, Fr. Juan Crespi kept meticulous journals of the expeditions experiences, conducted the first baptisms in California at *Christianitos Canyon* in Orange County, named the location of Los Angeles, *Nuestra Señora de los Ángeles de la Porciúncula*, *Our Lady of the Angels of the Portiuncula* after St. Francis of Assisi's chapel, discovered the Indian village of *Los Encinos*, encountered the industrious Chumash tribe along the Santa Barbara Channel, described the first sightings of the grand coastal redwood forests and located the site for *Mission San Carlos Borromeo* on the Carmel River.

Crespi continued his travels at Serra's request. He went with Lieutenant Pedro Fages to reconnoiter the East Bay, or the other coast, "*La Contra Costa*" of San Francisco Bay in

1772. That expedition discovered the Sacramento Delta and the San Joaquin River. It was Fr. Juan Crespi that afterwards suggested settling San Francisco on the southern side of the Bay in order to be closer to Monterey. News of this reached King Carlos himself. Madrid ordered the immediate settling of the harbor. “This was an amazing degree of influence for a modest friar to have exerted upon imperial operations that entailed almost unthinkable effort and expense.”

Serra again sent Crespi on one last adventure during the summer of 1774. Crespi went on board the Spanish ship *Santiago* with Captain Juan Pérez to scout the Northwest Coast, in another effort to thwart European advances into the region. The ship reached Canadian waters near Queen Charlotte Island. The ship encountered the native Haida people and traded with them on the edge of Nootka Sound. They never made land fall and returned to Monterey in late August of that year.

Fr. Juan Crespi spent his remaining years at Mission San Carlos Borromeo in Carmel. He died on January 1, 1782 at 61 years of age. Serra himself made the entry into the death registry. He acknowledged himself as “*once his teacher, and lastly his fellow for many years.*” He is buried at the foot of the altar there next to Fr. Junipero Serra.

Fr. Francisco Palou, wrote endearingly of his friends passing:

“He was adorned with merits and exercised in the virtues which he had practiced from his youth...I always knew him to be extremely exemplary. Among his companions he was known by the name of “Blessed” or “Mystic”. He persevered in this manner for the rest of his life, with a dovelike simplicity. He was possessed of a most profound humility. All of us that knew him and had dealings with him piously believe that he went directly to God...The cries of the Indians demonstrated the love they had for him as a father.”

Fr. Juan Crespi’s legacy is evident throughout the California he explored. Place names that he bestowed are still in use and his recommendations for various other potential towns and places for mission sites stretch from San Juan Capistrano to Encino, Ventura, and San Luis Obispo to Santa Cruz and beyond.

Crespi Carmelite High School has taken the name of Crespi to new planes by applying it to a concept: “The Crespi Man”. It is the brand of the school. A message and a model that is the hopeful product of a four year learning experience for young men at the school in Encino, California. The “Crespi Man models Christ by learning and practicing Gospel values, is a productive and mature person, uses appropriate methodologies, strategies & current technologies to solve problems and extend his knowledge, uses logical, analytical and creative thinking skills, strives to enhance and maintain physical, mental and emotional well being. He is a lifelong learner, someone who strives to improve their community, takes risks in order to grow, takes responsibility for their actions, a commitment to an ethical life, and a person who recognizes and respects the uniqueness, dignity and personal gifts of all people.”

These tenets are not new. They are guides to life that have been understood for a very long time. Fr. Serra understood them. He himself governed his life as such and he

taught his fellow students his *condiscipulos* these same lessons. And Father Juan Crespi lived that life.

Scott Green (Class of 1990)
Associate State Archeologist
California State Parks

School Insignia

The school team name is the CELTS. The school colors are White and Brown. The school Motto is *Zelo Zelatus Sum Pro Domino Deo Exercituum* (With zeal we are zealous for the Lord God of Hosts.) This is also the Carmelite motto reflecting the zealous spirit of Elijah the prophet (1 Kings 19:14). The Year Book is called “Los Encinos.” The school newspaper is the “Celt.”

School Organization

Board of Members

Crespi Carmelite High School, Inc. a California non-profit corporation is run by a Board of Members, which consists of the Members of the Provincial Council of the Society of Mount Carmel, Inc., Order of Carmelites, and Province of the Most Pure Heart of Mary. This board has exclusive powers to approve mission, philosophy, and purposes of Crespi Carmelite High School, along with other exclusive duties. They also approve the members of the Board of Directors and periodically review the procedures of the Board of Directors.

Board of Directors

Crespi Carmelite High School Inc., a California non-profit corporation, is managed by a Board of Directors who has all the powers necessary for governance of the corporation. The appointment of Directors shall be made from time to time as determined by the Board of Members. The Board of Directors shall hold at least three regular meetings in each academic year. Special meetings of the Board of Directors may be called by the Chairperson of the Board, by the President of the school, or upon the request of any three Directors.

Administration

The President serves as Chief Executive Officer. In this capacity, a portion of his time involves Board business, growth and promotion, and school development. The Principal has immediate responsibility to oversee the entire educational program at Crespi Carmelite High School. The Executive Administrative Team (Vice Principals, Director of Finance, and the Director of Institutional Advancement), as well as the Administration Team are responsible for the implementation of policies and the educational program of the school.

Executive Team

President	Rev. Thomas Schrader, O. Carm
Principal	Rev. Paul Henson, O. Carm
Vice Principal of Academics	Mr. Jonathan Schild '94
Vice Principal of Character, Spiritual and Social Development	Mr. Brian Banducci
Vice Principal of Student and Campus Development	Mr. Jeff Thornton
Director of Finances	Mrs. Margie Moreno
Director of Institutional Advancement	Mr. Brett Nordyke '94

Directors

Athletic Director	Mr. Matthew Luderer '90
Director of Admissions and Marketing	Mr. Robert Kodama
Director of Campus Ministry	Mr. Christopher Knabenshue
Director of Counseling and Guidance	Mrs. Sharon Barkins-Wasson
Director of Public Relations and Marketing	Mr. Paul V. Rawate '94
Director of Student Activities	Mrs. Donna Long

ADMISSIONS

Crespi Carmelite High School does not discriminate against any applicant because of race, religion, national origin, or sexual orientation, in conformity with Christian charity and the Civil Rights Act of 1964, Title IX Regulations of the Education Amendments of 1972, and the Public Law 92-318.

Admissions Policies

Understanding the high school admissions process can sometimes be difficult. At Crespi, we consider many facets of the student's record.

1. All applicants must complete an application and pay the processing fee to be considered for admissions to Crespi Carmelite High School. The application and processing fee automatically registers freshman applicants to take the Entrance Examination.
2. The applicant will have his 8th grade Math and English teachers, as well as his current Principal or counselor, fill out the evaluation forms. The completed forms should be faxed or mailed directly to Crespi from the student's school. Each applicant has the option of sending additional evaluation forms.
3. Previous three years of transcripts and testing information must be received prior to an interview.
4. Each candidate will be interviewed by a member of the staff in order to ascertain the student's desire to attend Crespi Carmelite High School.

All facets of the admissions process are considered equally for entrance into Crespi Carmelite High School. Letters announcing the Admissions Committee's decision will be mailed.

Preference for Admissions

Any student is welcome to apply to Crespi Carmelite High School. Preference for admission is given as follows:

- Recommended students from our Catholic and private partner schools or parishes
- Catholic students
- Sons of Crespi Carmelite High School Alumni
- Brothers of present or former students
- Students who demonstrate good moral character and are academically capable

Levels of Acceptances

There are five levels of acceptance into Crespi Carmelite High School:

- Accepted with honors
- Accepted
- Summer School Required (Math, English, or both)

- Probation (Must maintain 2.0 with no “F” marks at the conclusion of the first semester and must not accrue any demerits.) The student on probation will be reviewed at the end of the semester.

Regulations for the Admission of Transfer Students

All transfer applicants must complete an application and pay the processing fee in to be considered for admissions to Crespi Carmelite High School. In order to transfer as a sophomore or junior year at Crespi Carmelite High School the student must have passing grades and enough credits to be admitted into that year in school. Recommendations from the transferring school must also be obtained. A decision regarding admission of a student wishing to transfer rests with the Admissions Committee.

Levels of Acceptance for Transfer Students

- Accepted
- Probation (Must maintain 2.0 with no “F” marks at the conclusion of the first semester and must not accrue any demerits.) The student on probation will be reviewed at the end of the semester.
- Conditional acceptance-must remediate and “D” and “F” in summer school and may be placed on probation.

FINANCES

Tuition and fees for 2011-2012

Application Fee	New Students Only	\$ 125
Registration Fee	Per student	\$ 750
Late Registration Fee	After April 1 st	\$ 800
Tuition		\$ 12,750
Graduation Fees	Seniors only	\$ 200
Student Activities Fee	Per student	\$ 400
Facilities Maintenance Fee	Per student	\$ 500
Technology Fee	Per student	\$ 400
Yearbook	Per student	\$ 100
Elective Course Fees:		
Visual & Performing Arts (VPA) Fee: (per class)		\$ 200
Music		
Media Arts		
Crespi Man Fund (minimum)		\$ 1,000
International Student Fee		\$ 5,000
Transportation Fee (optional)		\$ 2,900
AP Exam Fee		\$ 100
Placement Exam Fee		\$ 35
Late Fee or NSF Fee		\$ 25
Athletic Spirit Pack	Varies with each sport	
Books	Purchase online: www.fheg.follett.com	
Crespi Attire	Purchase from Dennis Uniforms	

ALL TUITION AND FEES ARE PAID THROUGH FACTS MANAGEMENT COMPANY.

If you are already enrolled with FACTS you need to sign a rollover form.

There are three payment options:

Annual Payment: Tuition and fees are paid in full by July 1, 2011. No fee is charged.

Semi-Annual Payments: Tuition and fees are divided into two payments due July and December. There is a \$50 participation fee.

Monthly Payments: Tuition and fees are divided into ten or eleven payments. All payments begin in July. There is a \$75 participation fee.

***FACTS will automatically deduct tuition payments from your checking, statement savings, or credit card (American Express, MasterCard, Discover). FACTS will not accept VISA. FACTS charges additional fees for credit/debit card payments.**

Note: All tuition and fees must be current for a student to attend classes or take finals. If a student leaves after the first day of school, all mandatory fees, transportation fees and Crespi Man Fund donations are non-refundable and tuition will be prorated.

Application Fee (new students only)

This fee covers the cost of reviewing student documentation for possible admission and includes entrance examination if applicable.

Registration Fee (mandatory and non-refundable all students)

This fee ensure your student's place and covers the cost associated with course selection and the scheduling process.

Late Registration Fee (returning students only)

There is an additional fee of \$50 for any returning students not registered as of April 1st.

Graduation Fee (mandatory for seniors only)

This fee covers most costs associated with graduation activities i.e., Baccalaureate Mass, caps and gowns.

Student Activities Fee (mandatory)

This fee includes items such as the costs associated with day retreats and Christian Service Programs for underclassmen, guest speakers/presentations and social activities throughout the year.

Facilities Maintenance Fee (mandatory)

To provide a safe, secure, well-maintained and organized facility.

Technology Fee (mandatory)

The technology fee helps to defray the costs associated with technology within all areas of the school, i.e. the media center/library, computer lab, upgrades to the classrooms and software enhancements.

Yearbook (mandatory)

This fee helps defray printing cost of the yearbook. All students receive a yearbook.

Elective Course Fee

To cover additional text and materials needed for a particular elective course. This fee is per class.

Crespi Man Fund (non-refundable)

The Crespi Man Fund helps to defray the deficit between the actual cost to educate a student at Crespi Carmelite High School and the tuition and fees charged. This donation assures that all families are able to participate in the social justice mission of Carmelite education. This minimum contribution helps toward the school meeting its budgeted fundraising goals.

International Student Fee (non-refundable)

This fee is applicable to foreign students only. This fee covers the administrative expenses of monitoring foreign student's I-20 papers.

Transportation fee (non-refundable)

Daily bus service to and from Crespi provided by Tumbleweed Transportation. Cost for this service is subsidized by Crespi.

AP Exam Fee (non-refundable)

Students in AP courses are required to take the AP Exam. This fee covers the exam fee charged by the College Board and is per exam taken.

Placement Exam Fee (non-refundable)

Placement Exams are offered in Math, Science, Foreign Language and English for incoming freshmen to advance to higher level courses, or honors/AP placement. The fee is per exam taken.

Late Fee

If payment is not received by the 10th day after a due date, a \$25 late fee will be assessed.

NSF Fee

Each returned check is subject to a \$25 return check charge.

Athletic Spirit Pack Fee (non-refundable)

Cost varies by sport.

Financial Assistance

Crespi Carmelite High School offers a Financial Aid Program to assist those families who would otherwise be unable to attain a Christian Education in a Catholic environment for their sons. Crespi Carmelite High School does not discriminate applicants based on race, religion, or national origin. All applications are reviewed by an *independent agency* and final decisions are made based on their recommendations to the Financial Aid Committee of the school.

Funds for the Financial Aid Program are obtained through various fund raising endeavors on the part of the school as well as from grants given through private foundations, and alumni donations.

The following requirements are necessary for participation in the Financial Aid Program:

- Students must maintain a GPA of 2.0 at the end of EACH semester; failure to do so will result in loss of aid for the following semester.
- Parents/Guardians and students are expected to work at different social and fundraising events during the school year. Those participating in the program will be notified at the time.
- Parents/Guardians and students are to sign and return a Letter of Understanding.
- Financial Aid is not automatically renewed from year to year. Each family wishing to participate in the program the following school year must re-apply. Notices for the new school year are posted on the website and published in the monthly CRESCOM (on-line).
- Failure to apply before the deadline may result in loss of aid for the upcoming year. All applicants are placed on a waiting list if the application was filed after the deadline; however, there is no guarantee that you will receive aid.

To apply for financial aid, parents/guardians must submit an application to the FACTS Grant and Aid Assessment Service via the Internet. The FACTS web site can be accessed from the Crespi web site in the Admissions section. Families without Internet access can obtain a hard copy application from the Crespi Business Office.

In order for a request for financial aid to be considered, applicants need to fully **complete the FACTS financial aid application and provide all the documentation required in the application**. Incomplete applications or missing documentation can result in reduced or denied financial aid.

In determining awards of financial aid, fiscal responsibility will be considered as well as family resources, income and expenses. Note that college tuition expense for siblings will not be considered in determining financial aid from Crespi Carmelite High School as a college education can be funded through various other means and is considered an investment.

INSTITUTIONAL ADVANCEMENT

PHILOSOPHY

The mission of the Department of Institutional Advancement is to foster understanding of and support of Crespi Carmelite High School to better serve the spiritual, academic, community service, and athletic needs of the *Crespi Man*.

Institutional Advancement encompasses all activities and programs undertaken by the school to secure the human and fiscal resources needed to achieve the overall mission and strategic goals of Crespi Carmelite. Effective Institutional Advancement strengthens the Crespi Carmelite Community, funds development, and builds positive relationships with all our constituents.

We seek to encourage investment in the future, from alumni, alumni parents, current parents, and friends of Crespi Carmelite, in the form of *Legacy Giving*. We actively encourage our constituency to consider their legacy and leave behind a testament to their beliefs in, and commitment to, Crespi Carmelite High School by investing in the students and leaving an example of leadership giving into perpetuity.

Our mission is to infuse advancing and emerging technologies, as we engage in state-of-the-art professional practices achieving exemplary public relations through our fundraising, as we promote the advancement of Crespi Carmelite High School to the forefront of Catholic education. We use a well-qualified, dedicated, and trained professional staff that is a model of the institutional advancement office of the future. We actively engage in continuous improvement, and foster excellence in all aspects of institutional advancement.

Through collaboration with each Department's programs and activities, as they relate to student development, partnership and support, the Office of Institutional Advancement designs and implements a clear, focused, and integrated business plan for assistance through philanthropic support for Crespi Carmelite High School.

DEPARTMENT OF INSTITUTIONAL ADVANCEMENT ORGANIZATION

The Department of Institutional Advancement at Crespi Carmelite High School is organized into two units: Development and Public Relations. Our comprehensive program includes the following functions:

- Benefit Events
- Annual Giving-Crespi Man Fund
- Major Giving
- Planned Giving
- Endowments
- Foundations
- Publications
- Alumni and Alumni Parent Relations
- Scholarships

CELTWORKS

A recently established program that works with our recent graduates and alumni, who are completing their college careers, and are ready to enter the work force.

ENDOWMENT

The Crespi Carmelite High School Endowment was established to provide resources to Crespi Carmelite High School as it undertakes the mission of the institution in promoting the development of the students as Crespi Men.

The endowment fund is comprised of gifts (cash, stock, etc.) that when invested provide income in support of a general or special purpose in perpetuity. Only the investment earnings from the endowment funds are used. The fund's principal asset base (the total of all contributions) remains intact and grows through sound investment and additional gifts. Contributions to an endowment fund are truly gifts that keep on giving.

SCHOLARSHIPS

Scholarships are available to Crespi Carmelite High School students through the fundraising efforts of the Department of Institutional Advancement.

All applications are due to the Office of the President by February 15.

Elijah Leadership Scholarship

Crespi Carmelite High School awards scholarships to entering freshman students who have demonstrated outstanding leadership in their school, church, or organization. The scholarship is \$2,500 per year and is applied to their tuition. This is a recurring scholarship provided the student maintains a 3.0 GPA at the each semester. Not all students applying will be awarded a scholarship. Students applying are to submit their application and essay to the Office of the President by **February 15**.

Fr. Fred Tillotson, O. Carm., Writing Scholarship

Fr. Fred Tillotson, O. Carm., taught English and Journalism at Crespi Carmelite High School from 1970 until 1975, he also served as President and Principal from 1990 until 1998. He has established a \$500 scholarship to be awarded to a junior for the following academic year. The recipient is chosen by the English Department for excellence or leadership in journalism or literary work. Students applying are to submit their application and essay to the Office of the President by **February 15**.

The following Scholarships are available through the generosity of alumni and are based on a financial need. A completed application for financial assistance must

accompany all applications for the following scholarships. Each Scholarship must be reapplied for each year. Applications are available on the website.

The Morris Family Scholarship

The Morris Family, having sent four sons through Crespi Carmelite High School, offers this scholarship to students from a single parent home or whose family has had a substantial change in circumstances. Students must submit an essay explaining the importance of attending Crespi Carmelite High School, an application and a completed application for financial assistance. In addition, the student must show an outstanding ability for leadership in school, church or organization. Students must maintain a 3.0 GPA. The scholarship is not limited to one student and shall be a minimum of \$1,000. Not all students applying will be awarded this scholarship. The applications are due to the Office of the President no later than **February 15**. This scholarship must be reapplied for each year.

The Paul Joseph Salcedo Memorial Scholarship

In his memory, the family of Joseph Paul Salcedo, uncle to Fr. Paul Henson, O. Carm., has established an annual \$1,000 scholarship to be awarded to a junior of Crespi Carmelite High School for the following academic year, as a senior. The recipient is a student of Hispanic heritage who shows an uncommon determination and generosity of heart. All applications must be submitted along with a completed financial assistant application to the office of the President. Students must apply for this scholarship opportunity no later than **February 15**. This scholarship must be reapplied for each year.

The Ken Bendix Memorial Scholarship

The Bendix Family is grateful for the education and personal development of their two sons at Crespi Carmelite High School. In memory of their son Ken '80, they are offering a \$5,000 scholarship to a student who shows an interest and aptitude for computer science. The student must show academic success with a G.P.A. of 3.0 or higher. Students must submit an essay and application along with a completed application for financial assistance to the office of the President no later than **February 15**. Only one student will receive this scholarship per year, and he must reapply each year.

The Steve Moede '63 Scholarship

This scholarship is based on financial need. The recipient of this scholarship will receive a full scholarship. The student must show outstanding leadership, academic success with a 2.6 GPA or higher, and be active in community service. Students must submit an essay and application along with a completed application for financial assistance to the office of the President no later than February 15th. Only one student will receive this scholarship per year and he must reapply each year.

The Mount Carmel High School of Los Angeles Alumni Scholarship

The alumni of Mt. Carmel High School, Los Angeles, have a strong belief in Carmelite Education. In the spirit of the Carmelite Charism of service to the community, they look to help students who are from a disadvantaged situation and would otherwise be unable to attain a Christian education in a Catholic Environment.

The Mt. Carmel recipients will be those who show outstanding leadership skills, maintain a GPA of 2.0 or higher, who are conscientious of the needs of the community and seek to improve it for future generations.

Applicants are asked to submit an application telling the committee about their desire for a Carmelite education and how they see it will make a difference in their lives and community.

The following four scholarships are available from endowments established by alumnus Mark Eskander '68. Applications are due to the Office of the President by February 15.

Isabella Astar Memorial Scholarship

This scholarship is offered in memory of Isabella Astar, an actress and lover of the arts. The recipient, a student who shows special or promising talents for the arts, will be awarded \$1,000. The student must submit a completed application for financial assistance to the Office of the President no later than **February 15**. Only one student will receive this scholarship. This scholarship needs to be reapplied for each year.

Luise Mandel Memorial Scholarship

This scholarship is offered in memory of Luise Mandel, a volunteer who donated more than 6,000 hours to St. Vincent's Hospital in Los Angeles. The recipient, a student who consistently demonstrates a concern for his community through volunteer services, will be awarded \$1,000. The student must submit a completed application for financial assistance to the Office of the President no later than **February 15**. Recommendation by a faculty committee and assisted by Campus Ministry. Only one student will receive this scholarship. This scholarship needs to be reapplied for each year.

Herman Praszker Memorial Scholarship

A survivor of the Nazi Holocaust prison camps, Herman Praszker and his wife, Sophie, wished to leave a legacy to promote understanding and tolerance. The recipient, a student who demonstrates in an essay his knowledge and sensitivity to the evils of intolerance and social injustice will be awarded \$1,000. The student must submit, in addition to his essay, a completed application for financial assistance to the Office of the President no later than **February 15**. Only one student will receive this scholarship. This scholarship needs to be reapplied for each year.

Steffi L. Dutka Memorial Scholarship

This scholarship is offered in memory of Steffi Dutka, a lover of horses and animals. The recipient, a student who shows special interest in animals, will be awarded \$1,000. The student must submit a completed application for financial assistance to the Office of the President no later than **February 15**. Only one student will receive this scholarship. This scholarship needs to be reapplied for each year.

ACADEMICS

Crespi offers a curriculum satisfying all requirements for college/university entrance plus a wide range of special programs, including, but not limited to, athletics, art, journalism, broadcast journalism, drama, public speaking, video production and Taiko.

Crespi is a member of the National Catholic Education Association, and is accredited by the Western Catholic Educational Association and the Western Association of Schools and Colleges. It is an approved secondary school by the California State Department of Education and the University of California system. Crespi has always received the maximum six-year accreditation by the Western Association of Schools and Colleges. In 2006, Crespi was awarded The Gurian Institute Model High School Certification.

Academic Policies and Procedures

Academic Excellence

Crespi Carmelite High School strives to offer each young man the opportunity to experience success and to achieve academic excellence. The academic achievements of present and past students indicate the quality of the school's program. Crespi Carmelite High School is by its nature a college preparatory school. Academic excellence is a hallmark of Crespi Carmelite High School.

Honors & AP Courses

Crespi offers a number of Honors and AP (Advanced Placement) courses in most of the core disciplines. Presently, Crespi offers 18 AP Courses and 15 Honors courses. A complete list can be found in the Curriculum Guide and details of the AP Programs can be found on page 23 of the Parent-Student Handbook. Because of the additional rigors of these courses, enrollment in these courses requires effective time management skills, motivation and discipline to meet the higher level of demands and expectations associated with an Honors or AP course.

Advanced Placement Program

The Advanced Placement Program is a cooperative, educational endeavor between secondary schools and colleges and universities. It allows high school students to undertake college level academic learning in AP courses and gives them the opportunity to show that they have mastered the advanced material by taking AP exams. Students receive honors, Advanced Placement credit, or both from thousands of colleges and universities that participate in the Advanced Placement Program.

Crespi High School offers seventeen Advanced Placement courses. The AP courses that are included in the curriculum fall within the subject areas of English, Social Studies, Mathematics, Science, Foreign Language, and Visual and Performing Arts. AP courses are offered each year based on student interest and ability.

Advanced Placement courses make substantial academic demands on students. All courses are yearlong. Students are required to do considerable outside reading and other assignments to demonstrate the analytical skills and writing abilities expected of first year students in a strong college program. This experience helps students further develop the intellectual skills and self-discipline they will need in college.

All students enrolled in an AP course must take the Advanced Placement Examination in May. The multiple choice portions of the exams are scored by computer, and the free response sections are scored by college and high school consultants at the AP Reading in June. Grade reports are sent to students, schools, and colleges in July.

Requirements for Taking Advanced Placement Courses

Students should refer to the *CURRICULUM GUIDE* for the requirements needed to be placed in an Honors or Advanced Placement Class. In general, in order for students to qualify to take Advanced Placement courses, they must:

1. Receive the grade of “A” in both semesters of the preceding regular or honors class in the subject area or the grade of “B” or “A” in a preceding AP class.
2. Receive the recommendation of the teacher of the previous class in the subject area.
3. Students who do not meet criteria # 1 must appeal in writing to the Department Chair.
4. For Studio Art only - completion of an outside college art course preferably in life drawing, and a recommendation from the art teacher.

Requirements for Taking Four or More AP Classes

Students who are recommended for four or more Advanced Placement courses by their instructors must meet with their academic counselor to discuss their choices and must fill out an “Additional AP Course Request Sheet” for the classes they wish to take. This Course Request Sheet is to be signed by their parents and by the recommending instructors. Once signed, the AP Course Request Sheet will be returned to the Academic Counselor. The members of the Curriculum Council will review and evaluate the student’s request sheet and determine, based on their evaluation of the student’s academic and emotional stamina, whether he will be allowed to take four or more AP classes. Once approved, the document will be returned to the academic counselor before scheduling takes place. This document will be kept in the student’s file.

Policy for Withdrawing from AP Classes

A student may withdraw from an AP class up to the first progress report into the fall semester. The student will be scheduled into a regular class in the same subject to continue the semester. Once the first progress report of the fall semester has passed, the student is committed to remaining in the course for the remainder of the school year.

A student may drop the AP class at the end of the first semester only if he receives the grade of D or F in the class. He may not change the course on his transcript to reflect a passing grade in a regular course. The grade on his transcript will reflect the D or F in the AP class. He may, however, drop the AP class and change to a regular class in the same

subject area for the remainder of the school year. Seniors are reminded that all grades of D or F are reported to the colleges or universities to which they have applied. Also, any drop of an AP class in mid-year is reported to colleges and universities.

A student who receives the grade of D or F in an AP class will have to repeat the course in a summer program at a college in order to receive AP credit for make-up work. He may also take the class at an accredited high school program, but that make-up work will only reflect credit for a regular class, not Advanced Placement credit.

AP Testing

All students who are enrolled in Advanced Placement classes are required to take the AP test in those subject areas. There is a \$100 fee for each test and each student is responsible for payment of the fee before he is to take the AP test. The tests take place during the month of May. Test results are mailed by the College Board to students and schools in mid-July.

Academic Integrity

In order to assist a student to reach his own academic potential, the school expects each member of the Crespi Carmelite high school community to foster an atmosphere inside and outside the classroom, in which a student can demonstrate honesty and integrity. To be academically dishonest prohibits a student's ability to receive the maximum benefit from the academic program.

Academic integrity violations occur when a student does not participate *or* intends to participate in obtaining credit for work that is not his own. There is no distinction between giving and receiving unauthorized help. All work presented by students should be a reflection of his own effort and ability.

Academic Integrity Contract

By one's enrollment at Crespi Carmelite High School, a student automatically begins his journey to becoming the Crespi Man. For this journey to be successful, each student commits himself to academic integrity. Crespi Carmelite students commit themselves to the following contract:

1. Never to submit another student's work, in whole or part, verbal or written, and represent it as their own.
2. Never to receive unfair assistance from another student, parent, tutor, computer program, or any other unauthorized source on a project that was meant to be completed alone.
3. Never obtain or accept from any source, a copy of any assessment instrument or scoring key device.
4. Never talk during a test, or copy anyone else's paper, or allow anyone else to copy his paper.
5. Never give test questions to a student of a later class or get questions or answers from students from an earlier one.

6. Never use any material, notes, cheat sheets, etc. which are not expressly permitted by the teacher during a test.
7. Never disregard the teacher's verbal and/or written directions for acceptable student behavior and actions during a test.
8. Never copy or have someone else prepare his homework, project, laboratory report, presentation, etc., that is to exhibit personal achievement.
9. Never work in a cooperative or collaborative format on any assignment that has been designed by the teacher for individual and independent preparation. The individual will solely and exclusively complete all class and homework assignments. (Students should consider all work individual unless the teacher specifies differently).
10. Never attempt to retrieve, and pass off as their original work, another student's work that appears on and/or has been saved on a computer drive or disk, nor make use of any equipment to obtain or transmit information, which gives the student an unfair advantage.
11. Never plagiarize. (Please see www.indiana.edu/~college/plagiarism for operating definition of plagiarism.)
12. Never indulge in behavior that falls under cheating or plagiarism.

Consequences of Academic Integrity

Any time a student is found cheating, he will receive a zero (0) for that assignment, homework, quiz, laboratory report, and/or test. Students caught with cheat sheets in an examination room, whether they have used them or not, will receive the same penalty as if they were caught cheating.

Disciplinary Consequences:

- A first offense in this regard will result in each student involved serving a two-hour Saturday detention and two demerits.
- The second offense will result in the student receiving a four-hour Saturday detention, a parent/teacher conference, and four demerits.
- A third offense will result in the student's appearance before the Academic Integrity Council for further action. Dismissal is a possibility based on the recommendation of the Academic Integrity Council.
- Consequences are cumulative.

Academic Integrity Council

The Academic Integrity Council reviews issues of academic integrity. Consequences for violations of academic integrity may include expulsion.

Membership on the Academic Integrity Council:

- Vice Principal of Academics
- Two (2) appointed members of the faculty.
- Two (2) faculty members elected by the Student Council.

Graduation Requirements

Freshman Year

Grammar/Composition 1	2 Semesters
Mathematics (Algebra 1)	2 Semesters
World History/Geography	2 Semesters
Foreign Language	2 Semesters
Physical Ed I/Health	2 Semesters
Theology	2 Semesters
Science(Bio) or Fine Arts	2 Semesters

Sophomore Year

Grammar/Composition 2	2 Semesters
Mathematics (Geometry)	2 Semesters
World Cultures/Econ	2 Semesters
Foreign Language	2 Semesters
Science or Fine Arts	2 Semesters
Theology	2 Semesters
Physical Education	2 Semesters

Overall Requirements

English	8 Semesters
Social Studies	8 Semesters
Theology	8 Semesters
Mathematics	6 Semesters
Physical Education	4 Semesters
Visual or Performing Art	2 Semesters

Junior Year

Jr. Composition/Am Lit.	2 Semesters
US History	2 Semesters
Science (Chemistry)	2 Semesters
Mathematics (Algebra 2)	2 Semesters
Theology	2 Semesters
Electives*	4 Semesters

Senior Year

English	2 Semesters
Am. Government/Social Studies Elective	2 Semesters
Theology	2 Semesters
Electives*	6 Semesters
Science (at least 2 years of a lab science in the three core disciplines of biology, chemistry, or physics)	6 Semesters
Foreign Language (in the same language)	4 Semesters
Electives	10 Semesters

*Students need to take a full year of a Visual or Performing Art

Students are required to take all courses in sequence as previously stated. A student may not advance to the next grade level without having passed all courses from the previous year.

For a student to receive a Crespi Carmelite High School High School Diploma, he must have successfully completed and have:

- A record of good conduct and citizenship
- A Theology course during each semester of his enrollment
- Attended the required school retreat each year of his enrollment
- All tuition, fees and any other financial obligation have been fulfilled
- Fulfilled the academic requirements of Crespi Carmelite High School

Schedule Changes

Schedule changes are considered to be exceptional and are made only for serious academic reasons. Changes will not be made because of teacher preferences or personal opinion as to the difficulty of the course such as: “not what I expected”, “I do not want to do the work”, nor last-minute changes of mind. A student who wishes to change his schedule must fill out the Course Change Request Form in the Counseling Office. The student’s academic counselor, the student’s classroom teacher, and his parent or guardian must sign the Course Change Request Form. Requests may be made only during the 1st ten days of the semester.

The Vice Principal of Academics must approve all schedule changes. Students enrolled in Honors or AP courses have until the first grading period to make a schedule change. The following criteria will be used in determining if a student should receive a schedule change:

- Have all possible means of improvement been explored? (Homework, tutoring, etc.)
- Is the student giving his maximum effort?
- Standardized testing scores may also be used to ascertain proper student ability and placement.

A teacher may recommend a student enrolled in an honors class be transferred to a non-honors section at any time during the semester if the student is achieving below a satisfactory level. A teacher may also recommend that a student be moved into an honors section. The student’s counselor will notify parents of this change.

Assignments during Absences

Students are responsible for all assignments. If a student must be out of school for an extended period (more than 2-3 days), he is to call his counselor as soon as possible to obtain assignments. It takes approximately one full day to get assignments from teachers. The assignments can be picked up at the Attendance Office or sent home with a friend.

Except for illness and family emergencies, students are expected to attend school on all scheduled days during the academic semesters.

Limitation on Number of Days Absent

Any student who is absent for seven (7) or more classes of a particular subject in a semester, except in the case of severe illness, will be subject to review by the Academic Integrity Council for possible failure and loss of credit. A student who misses any particular class seven (7) or more times due to illness must provide a letter from his doctor indicating that his absence is due to illness and that he has been under the doctor’s care. Special considerations will be given to seniors scheduling a limited number of college visits.

Teacher Consent

A student may not audiotape, videotape or photograph any teacher without his/her prior consent.

Scholastic Failure, Probation, and Dismissal

A student who receives an “F” in any subject at the end of a semester does not receive credit for that subject. He must repeat the course during a summer or intersession in order to be readmitted to Crespi the next year. Under special circumstances, and at the discretion of the President and Principal, a student may return to Crespi. Students returning under special circumstances may not be eligible to participate in extra-curricular activities. The President and Principal will make the final decision regarding participation in extra-curricular activities.

X-Period

Crespi offers a college preparatory curriculum that exceeds college entrance requirements. This additional academic rigor requires student to make good use of their time outside of the classroom and take full advantage of opportunities provided by the school to excel academically.

In an effort to assist students to meet their academic goals, Crespi includes an X-Period in its class rotation. X-Period is considered academic time and is very similar to college office hours. Student are encouraged to use this time to see teachers for additional guidance and tutoring, use the Commons or Library services, and for enrichment purposes (study groups and peer tutoring). While the school dismissal time for days with X-Period is 1:05, parents should encourage their son(s) to use this time and pick them up from school at 3:00pm.

Teachers may require students to attend X-Period who are in jeopardy of failing a class. Students who do not show an interest in attending X-Period to improve low grades will suffer academically and which will reflect poorly on progress reports and report card and most likely be subject to review by the Academic Integrity Council. (Refer to page 23 for information on the Academic Integrity Council)

X1 and X2

X-Period is broken into two separate blocks (X1 and X2). X1 is mandatory for all freshmen through the first semester. Students will rotate according to their class schedule (1st X-Period of the year, students attend their 1st period, 2nd X-Period, their 2nd period class, etc.) The school calendar will reflect this rotation. PE classes will meet in the Commons for a study hall. Attendance is mandatory for X1 classes. X2 provides time for students to visit other classrooms.

Academic Eligibility

Participation in Extra-Curricular Activities

A student's eligibility to participate in extra-curricular activities will be determined by his record of behavior and a grade point average of 2.0 or better. If a student's G.P.A. falls below a 2.0 ('C') average at the quarter, he will automatically be placed on probation for the next quarter. Said student must bring his G.P.A. up to at least a 2.0 to be eligible for the following quarter. Failure to do this will result in academic ineligibility.

A student may, however, lift this probation by enrolling in an approved summer or intersession program in order to raise his G.P.A. above a 2.0.

If the student does not attend a Crespi summer program, he must have the approval, prior to enrollment, from the Vice Principal of Academics, in order for him to receive credit from Crespi Carmelite High School.

“D” and “F” grades

If a student receives three “F” grades in one semester or one year, the student is ineligible to continue at Crespi for the next semester or academic year until these grades have been remediated. The President and Principal will make the final decision to allow a student to return to Crespi Carmelite High School.

Any senior with “F” grades will not be allowed to graduate until he has made up the grade and will not be permitted to participate in the graduation ceremonies.

Due to the fact that the University of California and California State University Admissions policies do not accept “D” grades on a student's transcript, we advise that all “D” grades be made up in summer or intersession. In addition, due to the cumulative nature of Math and Foreign Language classes, we strongly recommend that any student who receives a “D” in these classes enroll in summer school to better acquaint himself with this basic and essential knowledge before moving on to more difficult classes.

Summer School Restrictions

Students who receive a “D” or an “F” in the regular year may remediate that grade during the summer only at an approved accredited high school or accredited adult night school. In order to attend a summer school program other than Crespi Carmelite High School's summer program, approval must be received in writing from the Vice Principal of Academics prior to the beginning of the program.

Summer School and Intersession Grades

CIF allows a student to improve his previous semester G.P.A. by taking the same course, in which a grade of D or F was received the previous school year, during summer school and/or Intersession. For athletic eligibility purposes, summer school/intersession grades can replace the grade of D or F received during the previous school year. The cumulative G.P.A. will reflect the grades of all courses taken by the student while at Crespi Carmelite High School.

Selection of Class Speaker

Nominations for the class speaker for graduation will be reviewed by a committee of faculty members from the top ten (10) students in the senior class. Those students in the top ten who are interested in becoming the class speaker must submit and their speeches to the faculty committee. Each speech must be submitted one month prior to the commencement exercises. The committee will then recommend to the principal, the student whose speech is most suitable for the commencement exercises. The principal and president will make the final determination.

The class valedictorian and salutatorian are determined by the seventh semester grade point average.

Grading Guidelines

Grades

Progress Reports and Report Cards are issued at the end of each six (6) weeks in the school year. Grades are given on an "A" to "F" basis. Every grade is assigned a numerical value in descending order. For College Prep courses, A = 4 points; B = 3 points; C = 2 points; D = 1 point; F = 0 points. For all Honors and Advanced Placement courses, A = 5 points; B = 4 points; C = 3 points; D = 1 point; F = 0 points. Only marks given at the semester are recorded on the permanent transcript. These are the basis for the student's Grade Point Average (GPA).

A	Superior	94-100	C	Average	72-77
A-	Excellent	90-93	C-	Fair	70-71
B+	Very Good	88-89	D+	Poor	68-69
B	Good	82-87	D	Poor	62-67
B-	Above Average	80-81	D-	Very Poor	60-61
C+	Average	78-79	F	No Credit	<60

Grading Guidelines

Following are the definitions for each grade given at Crespi Carmelite High School:

Grade "A": Indicates a quality which is consistently superior and reflect mastery of the subject. Those who receive the "A" grade should not only complete all assignments, but also show enthusiasm in the subject area and exhibit the ability to analyze and apply principles.

Grade "B": Indicates a high quality of work and a good mastery of the subject. This grade reflects above-average achievement and the ability to analyze and apply principles.

Grade "C": Indicates that the work of the class has been done in an acceptable manner and that the student secured a satisfactory knowledge of the material of the course. The student has completed the minimum amount required.

Grade "D": Indicates inferior accomplishments and that the student is below average in his grasp of the subject matter. A student who earns a "D" grade has done less than the minimum amount, has been somewhat negligent in turning in assignments, and has not achieved satisfactory scores on examinations and quizzes.

Grade "F" : Indicates that the quality and/or quantity of work is so far below what is expected of the class that it cannot be considered adequate for the granting of credit and must be remediated as soon as possible.

Grade "P/F": Pass/Fail

Grade "I": Incomplete

GPA Calculation: Grade Point Averages are calculated by multiplying the value of the grade by the credit of the course. The sum is then divided by the total number of credits attempted.

Non-Ranking Policy:

Students will no longer be ranked numerically according to their GPA. Instead of numerical ranking, Crespi students will be placed in a system of decibels that will reflect their class standing. Those students who are in the top 10 percentile will be placed in the 10th decile. Those in the top 20 in the 20th decile and so on. This departure from numerical ranking is preferred by all colleges and universities and is recommended by National Association of College Admission Counseling.

Distribution of Progress and Report Cards

Parents are the primary educators of their sons. Because parents have engaged the Crespi Administration and Faculty in a collaborative effort to educate and form their sons, we feel that there is need for dialogue and mutual agreement on values and methods. Therefore, progress reports will be distributed approximately every five weeks during the academic year. Progress reports are an indication of the work being done and of the probable mark the student will receive.

A student's progress report of "D" or "F" grades does not automatically place him on academic probation. The Counseling and Academic Offices will review progress reports on an individual basis. Students demonstrating serious academic problems (multiple "D's" and "F's" on their progress reports) will be contacted and warned in writing to parents but not placed on academic probation. The counseling staff will work with parents and students in the area of early detection of academic problems.

Report Cards will be distributed at the end of each academic quarter and semester. At the quarter, it will be determined if a student needs to be placed on academic probation.

Four Year Testing Program

Freshmen: ACT EXPLORE

These exams are given in the fall (October) for all ninth grade students. The ACT EXPLORE is designed to help 9th graders explore a broad range of options for their future. EXPLORE prepares students not only for their high school coursework, but for their post-high school choices as well. It marks an important beginning for a student's future academic and career success.

Sophomores and Juniors: PRELIMINARY SCHOLASTIC ASSESSMENT TEST (PSAT) and NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (NMSQT)

These exams will be given in the fall (October) for all eleventh grade students. The PSAT is a good predictor of the Scholastic Assessment Test (SAT I) and will give indications of weaknesses which should be remedied before taking the SAT I. The NMSQT is used for the selection of Juniors only for scholarship grants. Students who score exceptionally well can possibly qualify for financial aid at a college of their choice.

Seniors: SCHOLASTIC ASSESSMENT TEST (SAT I) and SUBJECT TESTS (SAT II) of THE COLLEGE BOARD and ACT of THE AMERICAN TEST SERVICE

The College Board administers these tests at various times throughout the year at testing centers. Each senior receives a booklet of information and forms which describe the test given by the College Board.

All Grade Levels: IOWA TEST OF EDUCATIONAL DEVELOPMENT (ITED)

This exam will be given in the Spring for every freshman, sophomore, junior and senior. The Iowa Exam is a norm-referenced test and will give indications of achievement and weakness in critical content areas of reading, language arts and mathematics.

Results from the Iowa Exam will be used by departments to determine Honors/AP eligibility and curriculum development.

Learning Disability Policy

Crespi is a college preparatory school and does not have a learning disability program. However, for students whose disabilities do not preclude their completion of Crespi regular course of studies, the following accommodations may be made:

- Students requesting Learning Disability status must submit official test results and specific diagnosis and recommendations from a licensed educational specialist. These reports will be kept on file at the Crespi Counseling Department.
- If accepted, the student must agree, without exception, to take regular classes and fulfill all Crespi graduation requirements.
- It is strongly recommended that the student work with an educational/learning therapist.
- Information identifying the student's learning disability and recommendations will be provided to his teachers. No special treatment by the teacher can be expected.
- Students meeting learning disability criteria will be allowed to take extended-time final exams at the end of each semester. This is extended time, not unlimited time. Extended time means the scheduled time for all other students plus 50% additional time. These tests will begin at the same time as the regular exam, but will take place at a separate location. Requests for special extended-time testing must be made one (1) month prior to the test date.
- For students meeting learning disability criteria, counseling about special testing and specific requirements and options for college admissions will be provided. Extended time for SAT's can be given at the school if a proctor is available. Arrangements must be made at the time the registration for the test is sent to ETS. If there is no proctor available, the student must take the unlimited-time test at a testing center.
- Immediate enrollment in the Academic Game Plan and Bridge Programs.

Academic Honors

Honor Roll

Policy

All students who maintain a 3.0 Grade Point Average (G.P.A.) or above and have no "D's" or "F's" are listed on the Honor Roll at the end of each semester. The Dean's Honor Roll is for those students who achieve a 3.5 G.P.A. The Principal's Honor Roll is for those who have achieved a 4.0 G.P.A. in a semester. The honor rolls will be posted each semester, and students who qualify for the honor roll will be eligible for awards, commendations, and earn points toward their school letter in Academics.

National Honor Society (NHS) (Chapter # 027553)

The National Honor Society is the front-runner of organizations and societies that promote appropriate recognition for students. Selection is based on four (4) criteria: Scholarship, Leadership, Service, and Character. To fulfill the scholarship requirement, students must have a cumulative grade point average of 3.5 or better.

Students may petition for membership, but Crespi Carmelite High School considers membership an honor bestowed upon individual students from 10th, 11th, and 12th grades by the Administration. The school encourages students in 9th grade to become associate members.

California Scholarship Federation (CSF) (Chapter 864sc)

The CSF is a statewide organization whose purpose is to foster academic achievement and service to the school and community. Any student who maintains membership in the CSF for four semesters out of six in his last three years (one of which must be his senior year) and who has done assigned service to Crespi becomes a Gold Seal member. This honor is signified by a gold seal on the diploma and enables the student to compete for college and university scholarships.

Membership is for one semester at a time and is conferred during the semester following the one in which the qualifying grades were earned. In order to join the CSF, a student must have a total of ten points based on last semester marks. The CSF points are calculated as follows:

A grade of “A” in a subject which grants 5 semester credits	3 points
A grade of “B”	1 point
A grade of “C”	0 points

If a student receives a “D” or an “F” grade in any subject, he is excluded from CSF membership for that semester. For those who took Advanced Placement or Honors courses last semester, a grade of “B” is worth 3 points.

National English Honor Society

In 2004 Sigma Tau Delta founded the National English Society as a means to reach out to high school students interested in pursuing college-level English majors. The society’s goals are to encourage students to develop their abilities in various English fields; to use their talents; and to recognize on a national level those who, on the basis of academic grades and performance, merit special note for past and current accomplishments.

Junior Statesman of America

The Junior State of America was created for students who are interested in politics and government, foreign affairs, the law, and education. Since its inception in 1934, more than 300,000 student members have become active, informed citizens through the Junior State.

Academic Letter

A school's priorities are often reflected in its ceremonies, symbols, and the accomplishments it chooses to officially recognize. An appropriate reward system places academic achievement in a positive light and gives students the incentive to seek excellence in learning and other academic activities.

The school, by awarding academic letters, displays a tangible reward for high achievement and promotes school spirit and pride for a large segment of the student body. Such an incentive can encourage more student participation in academic-related activities such as writing contests, academic fairs, etc. Academic Letter forms are available through the Counseling Office. All students applying for Academic Letters should see their counselor.

Requirements

Using a point system, every student can earn a Crespi Academic letter by accumulating points. Each time he accumulates 150 points, he will earn an academic letter. The time period for earning these points is from the first day of Freshman year until his graduation day.

National Honor Society	10 pts. each semester
National English Honor Society	10 pts. each semester
California Scholastic Federation	10 pts. each semester
Academic Subject Award	20 pts. each (not to exceed 40 pts. each year)
Academic Achievement/'s List (3.5)	15 pts. each semester
Principal's Honor Roll (4.0)	20 pts. each semester
Academic Club Memberships	5 pts. each (not to exceed 20 pts. per year.)
Extracurricular Club Membership	5 pts. each (not to exceed 20 pts. per year.)
Video Production, Newspaper, Drama	10 pts. each (not to exceed 20 pts. per year.)
S.T.E.P. (Science Fair Awards)	First - 15 pts., Second - 10 pts., Third - 5 pts.
Student Council Membership	ASB Office - 15 pts., Class Office - 10pts. Commissioners - 3 pts.

Attendance

Reporting Absences & Off-Grounds Permits

Education cannot take place unless students attend each class every day. For this reason, students are expected to report to each class every school day.

1. Anytime a student must leave school prior to dismissal, a parent's note requesting early dismissal stating the reason must be presented to the Attendance Office when the student arrives at school. No student is allowed to leave campus without prior notification.

2. Anytime a student is absent, a parent/guardian must notify the school by phone before 9:00AM. Calls must be directed to the **Attendance Office (818) 654-1300**. When leaving a voicemail, parents should identify themselves by name, their son's name, and indicate the reason for the absence. If a parent has not notified the Attendance Office by phone within 24 hours, the student can be declared truant.

Upon returning to school, the student must bring a note from their parent/guardian indicating the reason for his absence. Failure to do so may result in the student receiving a truancy or be referred to the Vice Principal of Formation. The absence will be unexcused regardless of whose fault it is.

3. Excessive Absences - please refer to **ACADEMIC POLICIES**

4. A student must be in attendance for the ENTIRE SCHOOL DAY in order to participate or attend any event either athletic or social. Exceptions may be made by the Vice Principal of Formation in the event of sickness or death in the student's family, court orders, or other extreme emergencies by means of notification in writing. **Any student in violation found trying to gain admission to such an event will be refused admission and may be subject to disciplinary consequences.**

Excused and Unexcused Absences

By state law, any absence due to illness, medical appointment, court appointment, funeral, or of an emergency nature will be excused. Any other absences are considered unexcused. Parents may not excuse their son from school for matters other than illness and emergency.

When an absence is deemed excused, class work is to be kept up-to-date and is to be turned in to teachers on return. It is the student's responsibility to make arrangements with his teacher for make-up work and tests. The teacher, however, is under no obligation to comply with student requests. When the absence is unexcused, the classwork may not be made up. The Vice Principal of Formation has the discretion to determine whether an absence is excused or unexcused based on the above criteria.

Excused and Unexcused Tardies

All students and parents must understand that we live in one of the most populated areas in the world and traffic is an issue to all who drive. Therefore, we do not

accept traffic as an excuse for being tardy to school. Traffic patterns are very unpredictable and, therefore, all who drive should prepare for a worst-case scenario every day. We suggest planning to arrive at school by at least 7:30am. This will give ample time in case there is unexpected traffic. We do, however, take into account major freeway sig-alerts.

For either an excused or unexcused Tardy, the student will report to the Attendance Office to retrieve a tardy slip. Your son will not be admitted to their class without it. The Attendance Office retains a copy of the tardy slip for proper record keeping.

Students who are late to any period of the school day without a valid excuse will be assigned an after school detention to be served the following school day. Students will be given the option of either serving this detention or paying a \$5 fee prior to the start of the detention. Failure to serve or pay the fee, the student will be assigned a 2 hour Saturday detention and a \$20 fee and no demerits.

Students who are late to a class other than their first class of the day without a valid excuse will have these unexcused class tardies entered into their conduct record in addition to being assigned an after school detention. Class tardies will accrue demerits in the same way as other conduct violations.

Truancy

Our goal is to teach students responsibility and accountability. Each student is responsible for reporting to every class the entire school day and is accountable for the material required. A truancy from school, or from any class, is a major violation of school rules and a serious breach in responsible behavior.

If after 15 minutes of the first period of the day or 5 minutes of any other class period that a student is not in attendance without a proper excuse, the following will take place:

- The parents will be notified with a parent notification issued to the student and the Vice Principal of Formation will assign the proper disciplinary action.
- A second truancy may require a meeting between the student, his parents, the Vice Principal of Formation and counselor. The Vice Principal of Formation will assign the appropriate disciplinary action.
- A third truancy will result in Disciplinary Review Council action.

No-Class Schedule Policy

No-Class Period, or free period, is defined as a senior not having any class scheduled for that class session. Seniors who have a free period during the middle of the school day must remain on campus. When a senior has a free period at the start of the day (1st class session) or at the end of the day (last class session), he may come to school late or leave the school early. During assigned his free period, a seniors must either be in the library, computer lab, Activities Office, Campus Ministry, Counseling Center or an area where there is teacher supervision.

STUDENT ASSISTANCE

Counseling Department

Philosophy

The Guidance Department challenges, encourages, and supports each young man to reach his highest level of achievement while emphasizing his spiritual, intellectual, moral, and social development. In attempting to develop in the student the tools necessary to achieve his goals, the Department strives to instill a sense of self-esteem, self-discipline, good citizenship, cooperation, and social responsibility.

Objectives

- To prepare students for their college or careers after graduation from the school.
- To help students grow toward efficient work habits, intelligent self-direction, effective group membership, and healthy emotional responses.
- To help students be successful with the talents they have and with the opportunities that are open to them.
- To assist students in growing toward a better understanding of self.
- To provide data, by means of proven testing instruments, necessary for the development of their curriculum plan.
- To provide each student with educational, ~~vocational~~, personal, moral, and social guidance.
- To facilitate ongoing communication between parents, faculty, and students.
- To provide assistance in the areas of career planning.

Counseling Staff

Director of Guidance and Counseling..... Mrs. Sharon Barkins-Wasson
Academic Counselor/Academic Game Plan/Bridge ProgramMr. Eric Banducci
Academic Counselor.....Mr. Ron Thomas
Academic CounselorMr. Jonathan DePeyer
Academic Counselor.....Mrs. Sharon Barkins-Wasson
Academic Counselor/ Academic Game Plan/Bridge Program..... Mr. Manoa Pouono

Peer Counseling

When offered, the Peer Counseling Course trains students to counsel their peers by developing skills in active listening, values clarification, giving effective feedback, when to refer, and decision-making. Students learn about specific counseling issues: suicide, self-esteem, child abuse, family problems, death, dying and grief, eating disorders, school problems, peer pressure, substance abuse, and teenage pregnancy.

Drug and Alcohol Counseling

If a student seeks out a counselor under the umbrella of confidentiality and asks for help with a drug and/or alcohol addiction, that student shall receive help in the following manner:

Since drug/alcohol addiction can be life threatening, this matter shall be treated as such. Parents or guardians shall be notified immediately along with the Head Counselor; in conjunction with parents or guardians, arrangements will be made for a program that treats such addiction and assistance will be offered for placement. The Principal shall be kept informed of the on-going situation by the Head Counselor. When the student is ready to return to Crespi Carmelite High School, as indicated by his program director, a plan will be developed that allows for a smooth transition, and the student will return in good standing.

Child Abuse Reporting

Out of concern for abused children and their families, California State Law requires that known or reasonably suspected incidents of child abuse be reported immediately within 24 hours by telephone to a child protective agency by a child care custodian or health practitioner. Child abuse includes physical injury which is inflicted by other than accidental means. Crespi Carmelite High School must report all incidents of suspected child abuse, attempted suicide, or suspected intent to commit homicide, regardless of the source of information (i.e. counseling sessions, retreats, classroom observations, journal entries, etc.). Child Abuse Hotline is 800-540-4000.

STUDENT LIFE

Campus Ministry

Philosophy

By drawing on the Carmelite tradition, our students develop spiritually to bear witness to the presence and love of God. They discover how to live a life of active service to others and boldly proclaim the dignity of all people as created in the image of a loving God.

Objectives

Campus Ministry involves the entire Crespi Carmelite community: faculty, staff, students, and their families. The basic aim of the program is to provide a Christian environment in which all can grow and mature in their faith together.

Staff

Director of Campus Ministry.....Mr. Christopher Knabenshue
Assistant Campus Minister.....Mr. Kevin Vollmer

Liturgical Celebrations

As a community of prayer and worship, the whole school comes together to celebrate many times throughout the school year. Our own students, faculty and staff serve the community as Lectors and Eucharistic Ministers with training provided either by their own parishes or by our Campus Ministry staff. We provide an opportunity for our students, faculty and staff to celebrate Mass on Holy Days of Obligation, and other times throughout the school year. Opportunities for the Sacrament of Reconciliation are also made available.

Dead Theologians Society

The Dead Theologians Society (DTS) is an international organization that is dedicated to fostering a relationship with the saints to teenagers. We look to the saints as examples of the past, to inspire us in the present, so that we might become the saints of the future. Each D.T.S. meeting has a particular saint that is studied, a time for Q&A, and a time for prayer (both shared and communal). It gives the students an opportunity to reflect on their lives, and look to the role models of faith that we have. While it is a Catholic Society, non-Catholic students are welcome to participate. Students who attend three (3) consecutive meetings, or five (5) non-consecutive meetings will be inducted into this International Society and receive the D.T.S. hoodie, polo, rosary, membership card, and (upon their graduation) honor cords.

Crespi Acolytes

Those who are interested in serving at the altar during our liturgical celebrations are invited to become part of our Acolyte team. No prior experience or training is needed. Acolytes need to be baptized, practicing Catholics to serve at the altar during the Mass. This is an honor and a privilege.

Pastoral Counseling

The Carmelites on campus are available to provide spiritual support and pastoral care to students, faculty, staff and families to help them explore their relationship with God on their personal spiritual journey

Retreat and Service Programs

Unlike many schools that look for students to complete service hours, at Crespi, we focus on the service—and we do this together in community. Freshman through Junior year we have “IMPACT” weeks in which the students and the teachers from their grade rotate between three service days and one Day of Recollection. Each year has its own theme. These weeks are at no cost to the students, as the emphasis is what our time and work can provide in service to others, not just our dime! By participating in these “IMPACT” weeks, our students surpass ~~100~~ 75 service hours during their time at Crespi.

- ***Freshmen (Environment):*** It is because we have dominion over the earth (Genesis 1:28) that we need to take care of it! Learning about the earth, our resources, our need and how we can “clean up our mess” will be the focus and implementation of this week. The students will also be going on a “hiking” retreat to explore the beauty of the environment they live in, as well as the beauty of their new environment at Crespi.
- ***Sophomores (Affliction):*** Learning and assisting those inflicted with illness will be vital in this week. By visiting hospitals, nursing homes, and other places, the students will learn some of the hardships people endure and how they can bring the peace, comfort, and joy of Christ, living out part of the mission given to us by Christ (Matthew 25:36).
- ***Juniors (Poverty):*** Bringing food, hope, and joy to those who are physically less fortunate than we are will help our students realize the blessings they have. During this week they will assist at homeless shelters, food banks, and other places that serve those in poverty, and they will be invited to live out many of the virtues of our faith (Matthew 25:35-36).

Seniors (Personal Struggle, Journey of Faith, Vocation): This will be the culmination where they will have the chance to deeply reflect upon the blessings of their own life, explore the vocation that God is calling them to, and truly respond to the IMPACT of their four years at Crespi. It is during this stage that all the past prayer, service, and reflection would hope to instill within our students the virtues and the drive to see service as a way of life, with prayer and education being the roads to a deeper connection with God and a more fulfilling and richer life—also giving them the opportunity to encounter Christ’s ever-present question, “Who do you say that I am?” (Matthew 16:15). It is during this year that they will be invited to participate in a variety of forms of service (not required, but hopefully at this point they will see service not as a requirement, but as a joyous choice. It is also during this year that they will have the option to participate in our Kairos Retreat Program. Kairos is a four day retreat experience and the climax of our Campus Ministry experience.

- **Faculty/Staff Formation:** Our faculty and staff gather for a Day of Recollection before the school year begins. This helps prepare them for their ministry to our students. Ongoing information is also presented to them about the faith throughout the year.

Service Programs

Christmas at Crespi

Each year Crespi Carmelite reaches out to the local community during the Christmas season. Working with local parishes, Crespi invites several families from the surrounding areas to join us for our annual Christmas party. The Crespi students provide Christmas for over 150 children. Our students organize the collection of the gifts, involve the community and distribute the gifts through Christmas at Crespi, local parishes, Los Angeles Fire Department and Children’s Hospital. It is a true example of how using our talents begin to bring about the buildings of God’s Kingdom on earth.

Cardboard Tent City

Cardboard Tent City is a unique service opportunity that is meant to tie in with the Junior “IMPACT” Week experience on poverty. It is held two times each year. Those students choosing to participate in Cardboard Tent City commit themselves to 24 hours of poverty, arriving at Crespi in the morning, and then boarding a bus to skid row. At skid row we will eat lunch at a soup kitchen, and then learn about the kitchen and their work. Following lunch we will distribute bags of food, blankets, and supplies to those in skid row, and spend time at other service sites in skid row. Once our work in skid row is complete, we will return to Crespi for a light sack dinner and spend the night in cardboard boxes within the parking lot or commons. The idea behind Cardboard Tent City is to allow students to “clothe” themselves in poverty, opening their vision to a part of the world that they may not have been exposed to before, and give them an opportunity to not only see, but experience the need that surrounds us.

Crespi Lifeguards (Pro-life Group)

A focus on the dignity and gift of human life from the moment of conception until natural death is the crux of this group. Crespi Life-Guards come together to discuss all pro-life topics (including, but not limited to) abortion, euthanasia, capital punishment, etc. and foster ways (prayer, service, events) that the student community can get involved in supporting human life and dignity. This group is designed to foster respect and dignity among all people, regardless of beliefs, views, and ways of life. It does NOT tolerate any form of hate, bashing, prejudice, but seeks reconciliation, mutuality, and a desire to preserve, protect, and defend human life in all its stages.

Discernment (Vocations)

Operation Andrew Lunches

In John 1: 3-38, Andrew and another disciple followed Jesus. Jesus turned around and asked “What do you want?” Andrew responded “Rabbi, where do you live?” Jesus replied “Come and See.” It was late in the afternoon and the disciples stayed with Jesus

for the rest of the day. Andrew Lunches are opportunities for young men at our school to dialogue about the priesthood or religious life in our world today. Our focus is primarily from the Carmelite perspective and our contributions to the Church as priests and brothers. Most meetings are held during lunch time.

Student Activities

Student Activities are those events and programs, which are arranged and conducted by the students under the direction and supervision of the Director of Student Activities.

With approval from the school administration, any student is free to organize or join an activity. Participation in an activity is a privilege, not a right. A student's first responsibility is to his academic program. He is also expected to act in a manner consistent with the values of our Judeo-Christian tradition. If he fails to meet these responsibilities, he may be declared ineligible to participate in activities.

The student Activities Director oversees and coordinates clubs based upon student interest. Clubs *can* include and are not limited to:

Animation Club	Environment Club
Art Club	European Travel Program
Celt Web Group	Fishing Club
Chess Club	Future Filmmakers
Classic Club (Famous Literature)	Key Club
Community Outreach	Lettermen's Club
Computer Club	Lifeguards (Pro-Life group)
Crespi Conjurers/Magic Club	Musicians Club
Crespi Man Club	Photography Club
Crespi Mountain Man Club	Science Club
Dead Theologians' Society	Speech Club
Dining Club	Spirituality Club
Diversity Club	Stock and Finance Club
Eco Friendly	Ukulele Club
	Ultimate Frisbee

These are additional extracurricular activities:

Academic Decathlon	Junior Statesman Club
Mock Trial	Student Government
California Scholarship Federation (CSF)	National Honor Society (NHS)
International Studies (Model United Nations/MUN)	

Student Government

Philosophy

As an essential component of the Crespi Carmelite community, the Student Council exists to foster communication between the students and the administration, to enhance

school spirit, to build mutual respect between classes, and to intensify the awareness of God's everlasting presence in our life.

It is our goal to have 100% student participation in activities while appreciating every person's unique gifts and talents. We will build school spirit and strengthen the bonds of the Crespi Family and Brotherhood. As a council, it is our goal to be truly representative of the desires, needs, and character of our school. Therefore, only through feedback and participation by the students can the Student Council succeed in its endeavors.

The Student Government, via Student Council, is the official representative body of the students in all matters concerning the school and in promoting effective communication between students and the Administration. Any registered student of Crespi Carmelite High School is entitled to membership in the Associated Student Body and to the rights and privileges stated in the Associated Student Body Constitution.

The Student Council will oversee and coordinate student activities in conjunction with the Director of Student Activities and Administration.

All Student Council Members must maintain a cumulative Grade Point Average of at least 2.0 and a Disciplinary record in good standing in order to run for and participate in the Student Government. At the time of elections the process and requirements for running for student government will be published. Any student who wishes to run for office must fulfill all the requirements.

Crespi Carmelite Society System:

Philosophy

Crespi Carmelite High School is committed to creating an environment that is welcoming and nurturing to the students, families, the faculty and staff. As such, we place the individual man into the Crespi Society System giving him a meaningful existence within the structure of the school. It provides a social unit of reasonable size, within which young men can find dignity, security, and a firm, ongoing sense of belonging. The Societies each steeped in Carmelite tradition and symbolism, demand loyalty, integrity and service, while fostering long-lasting bonds among Crespi Men.

Organization

The Crespi Carmelite Society System matches senior and junior "upper classmen" with sophomores and freshmen to form Society Brothers. Groupings of students from all class levels are paired with faculty or staff members who serve as leaders and mentors for "Society Families." As students move from grade to grade, they inherit upper and under classmen as big and little brothers within their society family. These Families are grouped are grouped into four "Societies" which are steeped in Carmelite symbolism and tradition.

The Crespi Carmelite Societies are as follows:

The Society of the Sword of Elijah – (Society of the sword)

Mission: Building community through diversity, by stepping out of our comfort zones

Virtue: Justice

Motto: "Courage, Community, and Commitment."

The Society of the Crown of Mary – (Society of the Crown)

Mission: To transform ourselves into Catholic leaders by turning struggle into triumph and failure into wisdom through the nourishment of the sacrifice of Christ.

Virtues: Leadership in Service and Love through Focus, Sacrifice, and Intelligence

Motto: "Battling for the Excellence of Christ"

The Society of the Stars of the Prophets – (Society of the Stars)

Missions: (1) To graduate every Brother - no attrition. (2) To model "Crespi Manhood" to others.

Virtues: "Strength, Temperance, Compassion"

Motto: "Heart of our faith"

The Society of the Mountain of (Mount) Carmel – (Society of the Mountain)

Mission: Achieve intellectual, physical and spiritual growth through Peak Experiences.

Virtues: Majesty, Strength, Ambition, Wonder

Motto: "Seek God in the stillness."

Athletics

Philosophy

Our Carmelite philosophy focuses on the development of the whole person. Competitive athletics, properly conceived and executed, are an integral part of the overall educational experience of the Crespi student.

The successful athlete must have a strong will - the will to win; the will to persevere despite discouragement and seemingly insurmountable obstacles, and the will to discipline himself for his own good and that of the team. These qualities, developed and nurtured in athletics and ready to be carried over into more important aspects of life, provide the essential nature of Crespi athletics. The goal for athletes and teams is to perform at 100% of their capabilities. If something is worth doing, it is worth doing well. Each athlete is encouraged to strive for excellence within the limitations of his individual capabilities and talents.

Objectives

Crespi maintains an athletic program designed to fulfill the needs and desires of potential student-athletes. The program includes baseball, basketball, cross country, football, golf, lacrosse, soccer, swimming, tennis, track, volleyball, water polo, and wrestling. The California Interscholastic Federation (CIF) and the Crespi staff determine the levels of competition and regulations.

Staff

Athletic Director: Matt Luderer (818) 654-1305
Athletic Administrative Assistant:Debbie Watson (818) 654-1301
Assistant Athletic Director:..... Scott Muckey (818) 345-1672 x 528

Athletic Department Regulations

Participation in athletics, as in any co-curricular activity, is a privilege, not a right. Any student-athlete who wishes to be a member of an athletic team must live up to the spirit and letter of regulations and training rules designed to instill the participants in the Christian principles of self-discipline, self-denial, working well with others (including coaches and fellow student-athletes), and sincere dedication to the improvement of self and team.

Any athlete may be dismissed from a team for reasons contrary to the spirit of athletic competition at Crespi. Such reasons are failure to obey training rules, continued failure to try, attitude and conduct detrimental to the welfare of the team, insubordination, etc. Any athlete who places his health or team discipline in jeopardy by failing to observe team training rules is subject to suspension or dismissal from the squad. Drinking, smoking, or anabolic steroid use and narcotic use are causes for immediate dismissal from the entire athletic program. The coach may also exercise his judgment in recommending to the

Athletic Director that participation in a particular sport would be dangerous for an individual.

An athlete who quits or is dismissed from one team is not allowed to try out for another sport until the same season of the first sport is completed. Exceptions can be made at the discretion of the Athletic Director. If an athlete is cut from one of the teams, he may go out for another sport immediately.

All teams normally practice Monday through Friday and, occasionally, on Saturday. An athlete is not allowed to miss practice unless he has a medical excuse, or, for family reasons of some urgency, or has been granted permission to be absent by the coach.

Failure to attend practice or a competition without a proper excuse could result in dismissal from the team. In order to maintain integrity, all members of a team are treated as integral parts of a cooperative venture with the same rules and regulations applying to all.

Athletic Eligibility

A) A student's eligibility to participate in extra-curricular activities will be determined by his Grade Point Average (G.P.A.). If a student's G.P.A. falls below a 2.0 average at the quarter, he will automatically be placed on probation for the next quarter. Students on probation will remain eligible to participate in interscholastic athletics. **Once a student is on probation he must bring his G.P.A. up to at least a 2.0 during the next quarter to remain eligible to participate in interscholastic athletics. Failure to do so will result in immediate athletic ineligibility.** Students can use summer school and intersession to improve their G.P.A. for the preceding semester only and regain athletic eligibility.

B) A student who receives an "F" in any subject at the end of a semester does not receive credit for that subject. He must repeat the course during the summer or winter session in order to be readmitted to Crespi the next year. **Under special circumstances, and at the discretion of the President and Principal, a student may return to Crespi and may possibly be eligible to participate in athletic activities.**

Athletes Code of Ethics

Athletics is an integral part of the school's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field must be with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students.

Crespi Carmelite High School supports the CIF's Sportsmanship program of *Character Counts: Pursuing Victory With Honor*. It is within this context that the following Code of Ethics is presented.(Catholic Athletics Association info)

As a Crespi athlete, I understand that it is my responsibility to:

1. Place academic achievement as the highest priority.
2. Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States, or American Medical Association.
3. Win with character; lose with dignity. The CIF's Six Pillars of Character are Caring, Fairness, Good Citizenship, Respect, Responsibility, and Trustworthiness.
4. Show respect for teammates, opponents, officials, and coaches.
5. Respect the integrity and judgment of game officials.
6. Exhibit fair play, sportsmanship, and proper conduct on and off the playing field.
7. Maintain a high level of safety awareness.
8. Refrain from the use of profanity, vulgarity, and other offensive language and gestures.
9. Adhere to the established rules and standards of the game to be played.
10. Respect all equipment and use it safely and appropriately.
11. Know and follow all state, section, and school athletic rules and regulations as they pertain to eligibility and sports participation.

Physical Examination and Emergency Medical Permission Cards:

These cards are to be completely filled out by parents and turned in before an athlete is allowed to participate in any sport. Coaches will keep the cards throughout the season and are required to bring them to "away games" or contests. If permission for emergency treatment is granted, then the coach will make an injured athlete as comfortable as possible and give only that treatment which is within the limitations of his knowledge and experience. If the card does not give permission for treatment, then the athlete will not be touched or treated by anyone but his parents, physicians, or ambulance crewmembers.

All athletes are required to submit a signed physical release card or, in the case of new students, a signed medical form from their doctors releasing them to participate in a particular sport. The Athletic Director is responsible for keeping a record of these physicals.

Student Accident Insurance

If your son is injured, do not delay treatment for any reason. You do not need a claim form to seek medical care.

Crespi pays the full cost of the insurance premium for school related accidents where medical attention **begins within 30 days of injury**. Our insurance coverage is supplemental to any coverage you may have. If you do not have insurance, our plan will become a primary to a maximum of 80% of the customary and reasonable charges. See information below regarding HMO's.

Claim instructions for the parent or guardian

1. Report the injury to the Crespi coach or Athletic Office as soon as possible.
 2. The school will complete one side of the claim form.
 3. You complete the other side of the claim form.
 4. The doctor does not need a claim form. The only paper work you need from the doctor, hospital, or therapist is the bill.
 5. Attach the bill(s) to the claim form and mail to the insurance company. The address is on the form. The claim must be submitted within 90 days after the first treatment.
 6. Additional claim forms can be mailed later. Be sure to indicate the name of the school on all bills submitted. Parents are to keep a copy for personal records.
- 7. Do not send any documents to the school. Send claim forms and bills directly to the insurance company as listed in #5 above.**

HMO and restricted networks

The insurance company will seldom honor any claim if you belong to an HMO or PPO and see a physician or other provider out of your network. Crespi Carmelite High School accepts no liability, so if either of the following is true you may be responsible for all costs:

- a. If you choose to go out of your network, or
- b. It was an emergency, we were unable to reach you, and we took the student to the nearest emergency room.

All insurance questions should be directed to Athletic Administrative Assistant (818) 654-1301.

CRESPI CARMELITE HIGH SCHOOL
EMERGENCY INFORMATION AND PARENT'S CONSENT FOR PARTICIPATION IN ATHLETICS

STUDENT NAME: _____ SOCIAL SECURITY #: _____

DATE OF BIRTH: _____ SPORT: _____ GRADE: _____

ADDRESS: _____

HOME PHONE: _____

FATHER'S BUSINESS PHONE: _____

MOTHER'S BUSINESS PHONE: _____

FAMILY DOCTOR: _____ PHONE: _____

INSURANCE COMPANY: _____ POLICY #: _____

I hereby give my consent for the above named (my child or ward) to compete in sports and to go with a representative of the school on any trips. In case this pupil is injured, you are authorized to administer first aid or to have him treated by a physician. We understand that in the case of any emergency, and if a representative of Crespi Carmelite High School is unable to reach a parent, guardian, or other responsible person, the student will be taken to the nearest emergency room for treatment. If the family belongs to an HMO, or any other plan that restricts coverage, the parent/guardian will be responsible for any related cost.

DATE: _____

SIGNATURE OF PARENT OR GUARDIAN: _____
MEDICAL CLEARANCE FORM

I hereby certify that the above named student was examined by me on ___/___/___ and found physically fit to engage in athletics at CRESPI H.S. If he has had any injury or physical condition that should be watched or monitored, please indicate:

PHYSICIAN SIGNATURE: _____ LICENSE NUMBER: _____ DATE: _____

STUDENT AND PARENT ATHLETIC CONTRACT

Student - Athlete

As a Crespi athlete, I understand and promise to obey all school and California Interscholastic Federation rules, including the specified rules listed below. Failure to adhere to these guidelines will result in the athlete encountering severe consequences as decided by the Athletic Director.

1. Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States, or American Medical Association. I will not aid or abet such activity.
2. I will make every effort to excel academically, and I fully understand that I must maintain at least a 2.0 (C average) Grade Point Average for Athletic Eligibility. I also understand that I may not have any grade of an "F" on my transcript prior to the beginning of the new school year or I will be declared athletically ineligible until the "F" has been remediated.
3. I will not cut any class, and I fully understand that if I am assigned detention, I may be ineligible to compete in athletics until that detention has been completed.
4. If for some reason I fail to complete any full season of sport, I understand that I may need to obtain written permission from the Athletic Director before being allowed to compete on any other team.
5. I promise to turn in all equipment and uniforms immediately at the conclusion of the season. I further understand that I am financially responsible for any equipment / uniforms damaged or lost.
6. I will commit to fulfilling the team's athletic contest schedule for the ENTIRE season by emphasizing TEAM ahead of my personal interests. Exceptions are in accordance with the CIF blue book.
7. I will support the CIF's Sportsmanship program of Character Counts: Pursuing Victory With Honor. The Six Pillars of Character are Caring, Fairness, Good Citizenship, Respect, Responsibility, and Trustworthiness.

PARENT/GUARDIAN

- I have read and understand the commitment the above named (my child or ward) is making to participate in athletics.
- Not all athletic contests and practices are held at Crespi. I authorize my son/daughter to drive or to be driven by another student to these events.

(SIGNED) STUDENT: _____ DATE: _____

(SIGNED) PARENT/GUARDIAN: _____ DATE: _____

Sports Warning Statement

Participation in competitive athletics may result in severe injury, including paralysis or death. Changes in rules, improved conditioning programs, better medical coverage, and improvements in equipment have reduced these risks, BUT IT IS IMPOSSIBLE TO TOTALLY ELIMINATE SUCH OCCURRENCES FROM ATHLETICS.

Players can reduce the chance of injury by obeying all safety rules in their sport, reporting all physical problems to their coaches, following a proper conditioning program and inspecting their own equipment daily. DAMAGED EQUIPMENT MUST BE REPLACED IMMEDIATELY.

EVEN IF ALL THESE REQUIREMENTS ARE MET, AND EVEN IF THE ATHLETE IS USING EXCELLENT PROTECTIVE EQUIPMENT, A SERIOUS ACCIDENT MAY STILL OCCUR AS A RESULT OF PARTICIPATION IN ATHLETICS.

BY SIGNING BELOW, WE ACKNOWLEDGE AND ASSUME ALL RISKS ASSOCIATED WITH PARTICIPATION IN ANY CRESPI SPORT, including but not limited to the risks specifically identified above, as well as all other risks that arise out of the use of equipment or facilities, the sports activity itself, and the activities of others.

BY SIGNING BELOW, WE ALSO RELEASE FROM LIABILITY AND AGREE NOT TO SUE Crespi Carmelite High School, the faculty, employees, coaches, trainers, volunteers, officers, directors, agents, insurers, trust or trust members, and any of their affiliated entities (collectively "Released Parties") in conjunction with any claim, cause of action, injury, damage, cost or expense arising out of the student/athlete's participation in any Crespi sport. This release from liability includes, but is not limited to, those claims based on death, bodily injury, or property damage, whether or not caused by the acts, omissions or other fault of the Released Parties.

Not all athletic contests and practices are held at Crespi. I authorize my son/daughter to drive or to be driven by another student to these events. In addition, I authorize my son to participate in athletic events and practice off campus.

WE ACKNOWLEDGE THAT WE HAVE READ AND UNDERSTAND THIS SPORTS WARNING STATEMENT AND AGREE TO BE BOUND BY ITS TERMS.

Name of Athlete (Print) Grade

Parent/Guardian Signature Date

Student/Athlete Signature Date

Commitment to Sports

An athlete must join the new team in season no more than one week after his previous season has concluded. **An athlete may NOT join the team late at any point in the season WITHOUT the approval of the athletic director.** This is highly recommended in fairness to the other athletes who have been with the team from the start of the season.

An athlete is expected to fulfill his obligation and participate the entire season. An athlete may not leave the team for any amount of time unless approved by the coach and athletic director. This includes recruiting and other school activities. Family emergencies and functions are excused.

Spirit Pack

Each individual athletic program distributes spirit packs each season. Spirit pack costs vary by program and typically consist of the following: Polo shirts, T-Shirts, athletic shorts, sweat suits, sweat shirts, etc. At the beginning of each season at the parent meeting, the Head Coach will elaborate as to the contents of his/her program's spirit pack contents and the cost. PLEASE note: SPIRIT PACKS are non-refundable. You will sign a document at the parent meeting describing the contents, the cost, and agree that the pack is non refundable.

Outside Participation

No athlete may be a member of a similar team outside of the Crespi Athletic Program, except those sports listed in the CIF guidelines.

Letters and Trophies

Letters are awarded to athletes in each sport based on standards set by the Athletic Department as to what constitutes a varsity, junior varsity, etc., athlete. Consistent with the philosophy of athletics and competition at Crespi, effort, a cooperative attitude, overall contribution to the team, and self-success are important factors in letter awards. To receive a letter, the athlete must finish the season in good standing. The coach has the discretion to make the decision whether or not the player receives a letter based upon the coaches' criteria. The wearing of a school letter is a privilege, not a right. The privilege of wearing this letter can be suspended at any time for an offense of a serious nature. Individual incentive is encouraged by awarding trophies for valuable performance and leadership at every level of the sport.

At Crespi we encourage student athletes to participate in as many sports as they feel they can handle; therefore, we honor three-sport student-athletes with a tri-sport patch.

Use of Facilities

The athletic facilities at Crespi are not for public use. They are intended for the use of the members of organized athletic programs at the school, the Physical Education Department, and supervised student activities. Permission to use the facilities is obtained from the Athletic Director. A Certificate of Insurance (a minimum amount of \$1,000,000) is required by all outside organizations, a rental fee (negotiable), custodial fee (if applicable), and supervisory fee (if applicable) is included.

The gymnasium, locker rooms, wrestling mats, and weight machines are not to be used by individuals or groups unless there is a faculty member continually present to supervise the activity. All areas of the gym buildings and the weight room are off-limits to everyone unless he is at that time participating in organized and supervised athletic practice. Only tennis or gym shoes may be worn on the gymnasium floor. **There will be no food or drink allowed in the gymnasium during athletic events.**

Attendance on Day of Contest

To be eligible for any athletic game or practice, **a student must be in attendance in an authorized program for which credit is received for the ENTIRE SCHOOL DAY on the day of the game.** Exceptions may be made by the in the event of sickness or death in the athlete's family, court orders, or other extreme emergencies by means of notification in writing to the Athletic Director.

An athlete who receives a serious disciplinary infraction, such as suspension from school, may **NOT participate nor attend** the practice or competition on the day on which the infraction occurred or will be served on the days thereafter.

Locker Room Access Policy:

1. Students are not to be in the locker room area unless an adult supervisor is present.
2. Students are not to share lockers or lock combinations.
3. Use of the restroom and drinking fountains are restricted to those students who are actually in the physical education class.
4. Students are not to bring their book bags to P.E. class. These should be left in the school locker.
5. Any item left unsecured and unattended will be confiscated and the owner of the item will be written up. Items left unsecured are done so at the owner's risk, and Crespi will assume NO responsibility for such items.
6. Students are NOT to bring valuables or large sums of money to school.

Conduct at Athletic Events

The following rules of conduct are from the Catholic Athletic Association Constitution. Crespi Carmelite High School will abide by these rules of conduct. In addition, Crespi will support the CIF's Sportsmanship program of Character Counts: Pursuing Victory With Honor. The Six Pillars of Character are: Caring, Fairness, Good Citizenship, Respect, Responsibility, and Trustworthiness.

1. PLAYERS

- Athletes are excused from riding on the team bus only in emergency situations. They must have a written note from their parents stating the reason. The note must be filed with the Athletic Director.
- Athletes must exemplify self-control and good sportsmanship. Always shake hands with the opponents at the conclusion of a game.

- Athletes must never "cheer" when an opponent is hurt, nor "taunt" an opponent for a mistake or failure.
- Athletes must not respond to unsportsmanlike conduct on the part of opponents or spectators.
- Athletes are not to seek to overcome lack of ability by "dirty play" or use of vulgar and obscene language.
- Athletes are expected to accept the responsibility and privilege of representing their school and community. They will take care of the facilities used when playing at a host school. They will not steal, damage facilities or equipment or leave graffiti on walls, lockers, etc. In all things they must remember that, in the eyes of their host, they are Crespi.

2. CHEERLEADERS / PEP ORGANIZATIONS

- Choose the appropriate cheers at the right time, insuring that cheering does not inflame or incite rooting sections and spectators.
- Adhere to all CAA and CIF regulations on the use of noisemakers and musical instruments at athletic events.
- Cheers must always be of a positive nature. Provocative, vulgar and obscene language and gestures must not be used. Such words as "kill," "cripple," "bury," etc., are not to be used.
- Do not use cheers that are directed at game officials.
- At basketball games, all cheering, whistling, foot-stomping, or other activities designed to deliberately distract a player who is about to shoot a free throw is considered poor sportsmanship and conduct unbecoming of Crespi students. The same is true for all taunting of players who have been penalized with a foul.
- Female cheerleaders are expected to arrive in full uniform.

3. STUDENT SUPPORTERS AND SPECTATORS

- Be a good host or guest in relationship to your opponents. Be respectful during the playing of the national anthem, pre-game ceremonies, and half-time activities.
- Exhibit the highest degree of good sportsmanship at events. Follow the directions of cheerleaders and security personnel. Stay away from the visiting school's rooting section and avoid any provocative activity. Students involved in unauthorized activity at athletic events will be subject to disciplinary action.
- Stay away from another school's campus vicinity prior to and after athletic events (except on official school business). Any vandalism or destruction of another school's property will subject the student responsible to severe disciplinary action.
- Treat all visiting team students and spectators as guests. Remember, you are your school.
- Insist that your sons adhere to the highest standards of good sportsmanship on or off the playing field, as athletes or spectators. Above all, provide adult example of good sportsmanship to your people, be they players or spectators.

Tryout Policy:

The Athletic Department is sensitive to the individual athlete's needs during the tryout period. It is the school's desire to see that as many student-athletes as possible are involved in the program during the athletic season. The Athletic Department, as much as possible, strives to maximize the options available for students in athletics as participants or supporters of the program. Tryouts are recommended for the JV and Freshman levels. On the Varsity level, coaches have the right not to conduct tryouts and select the team by invitation only.

Tryout Policy Procedures:

The head varsity coach has the final decision for choosing the members of each team in the program based on these criteria:

1. Before tryouts begin, coaches will provide team information to all candidates at a meeting. Such information shall include:

- The length of the tryout period will be a minimum of three days to a maximum of 10 days.
- The number of team members that will be selected and criteria involved in the selection;
- The coach will explain the commitment necessary to join the team, including practice and competition schedule;
- The notification to the athlete that the result of the tryouts is based on his performance during the tryout period.

2. Lower-level coaches will follow the selection criteria established for the particular sport. Head coaches will be involved in lower-level selections.

3. When reducing team size becomes a necessity, the coach will provide the following opportunities for each candidate:

- Each athlete must have the opportunity to perform in at least two intra-squad scrimmages.
- The coach will discuss options or alternatives for those individuals who do not make the team. Alternatives may include participation in student training, stats, or team manager position.

CIF Transfer Policy

TRANSFER STUDENTS

Any *freshman student* who transfers for the 1st time prior to the beginning of his third consecutive semester since enrolling in the 9th grade is **ELIGIBLE** immediately for varsity competition. This is a new rule within the state of California for all CIF and CITY sections.

Any *sophomore or junior student* who transfers within the state of California without a bona fide change of residence will be **INELIGIBLE** for varsity competition in any sport or sports in which he or she participated in the previous school year for 12 calendar months from the date on which the student begins classes in his or her new school. This is the same rule as in the past.

1. When a student transfers within the state of California without the student's parents, legal guardian(s) or caregiver, with whom the student resided before the transfer, changing residence, the student will be ineligible for varsity competition even though a new legal guardian(s) or caregiver is appointed. The exception is for all freshman students who make their first transfer prior to the beginning of his third consecutive semester since enrolling in the 9th grade.
2. A bona fide residence is defined as the location where the student's parent(s), guardian(s), or caregiver(s) live with that student and have the use and enjoyment of that location. A student may only have one bona fide residence at a time.
3. A bona fide change of residence is defined as movement to a different school attendance area where the student's parent(s), guardian(s), or caregiver(s) live with that student and, thereby, have the use and enjoyment of that location. Evidence that a bona fide change of residence has occurred may include:
 - a) Telephone and utility service operative at the student's new residence and terminated at the former residence;
 - b) Vehicle registration listing the new address;
 - c) Voter registration listing the new address;
 - d) Real estate documents indicating and verifying a change of residence;
 - e) Court documents indicating change of address.
4. Anyone associated with the student or the school who knowingly fails to provide complete and accurate information regarding eligibility to participate in athletics, shall result in the athlete being declared ineligible to represent their school in any sport for up to 24 months following the date of the discovery of the falsified information. The student may be reinstated only by action of the Executive Committee.
5. Any contests in which a student or students participated based on false information or fraudulent practices regarding eligibility status shall be forfeited according to the guidelines set in accordance to the rules of the CIF Southern Section. ***All such forfeits will be reported to the league and considered losses by***

the CIF for playoff purposes.

6. Exceptions to this transfer rule may be made only through an appeal to the CIF Southern Section by the students' parent(s), guardian(s), or caregiver(s) with whom he resides.
 1. A bona fide residence is defined as the location where the student's parent(s), guardian(s), or caregiver(s) live with that student and have the use and enjoyment of that location. A student may only have one bona fide residence at a time.
 2. A bona fide change of residence is defined as movement to a different school attendance area where the student's parent(s), guardian(s), or caregiver(s) live with that student and, thereby, have the use and enjoyment of that location. Evidence that a bona fide change of residence has occurred may include:
 - a. Telephone and utility service operative at the student's new residence and terminated at the former residence;
 - b. Vehicle registration listing the new address;
 - c. Voter registration listing the new address;
 - d. Real estate documents indicating and verifying a change of residence;
 - e. Court documents indicating change of address.
 3. Anyone associated with the student or the school who knowingly fails to provide complete and accurate information regarding eligibility to participate in athletics, shall result in the athlete being declared ineligible to represent their school in any sport for up to 24 months following the date of the discovery of the falsified information. The student may be reinstated only by action of the CIF Executive Committee.
 4. Any contests in which a student or students participated based on false information or fraudulent practices regarding eligibility status shall be forfeited according to the guidelines set in accordance to the rules of the CIF Southern Section. ***All such forfeits will be reported to the league and considered losses by the CIF for playoff purposes.*** Exceptions to this transfer rule may be made only through an appeal to the CIF Southern Section by the students' parent(s), guardian(s), or caregiver(s) with whom he resides.

Spiritual, Character and Social Formation

The Administration reserves the right to waive and or deviate from any and all discipline regulations for just cause or at their discretion.

Vice Principal of Spiritual, Character and Social Formation.....Brian Banducci

Formation Coordinator.....Brook Livingston

Student Behavior/Code of Conduct

Philosophy

The code of conduct at Crespi Carmelite High School is based on the principles of Catholic morality. It exists to protect the rights of all students and adults within the school community. In addition, it is the student's responsibility to conduct himself in a Christian manner at all times. School authorities will hold students accountable for any action that damages the good name of Crespi Carmelite High School or that of the Catholic Church, with disciplinary action, if necessary.

Crespi Carmelite High School students are expected to be young men whose behavior reflects the "*Imago Dei*" and that God lives in them and in others. Charity, justice, compassion, and concern should characterize the conduct of each student. Each student should create an environment that is conducive to education. All students have both rights and responsibilities.

Behavioral Expectations:

This code of conduct includes consideration of the cultural, religious, racial, and ethnic diversity within our community and will be in effect during the whole school day, after school activities, and at Crespi Carmelite High School functions. A student receives a behavioral referral or a classroom dismissal depending on the situation, the consequences which may lead to a teacher's detention, a Saturday detention, suspension, and/or dismissal.

Our Student Rights:

- An education of choice in an environment which fosters the development of their God-given talents;
- Equal opportunity with no discrimination;
- Due process according to the rules and regulations that are included in this handbook;
- Personal respect in keeping with the philosophy and objectives of Crespi Carmelite High School.

Our Student Responsibilities:

- Abiding by the rules and regulations of Crespi Carmelite High School;
- Recognizing and acting upon spiritual, academic, and social opportunities;

- Evidencing respect and dignity for the administration, faculty, staff, and peers of Crespi Carmelite High School, as well as for the school buildings and grounds.

The school rules and regulations that bind the students are included in this handbook and are in effect during the school day and at all school-sponsored activities both on and off campus, including such activities that take place after school hours.

Emancipated or Eighteen Year Old Students

All school regulations apply to students who are emancipated or eighteen years of age as long as they are enrolled in the school.

Parent Notifications

The parent notification slip is designed to indicate to the student the infraction he has committed. A copy of this form is given to the student and it is his responsibility to bring this notification home to his parent/guardian. All parent notifications are entered into the school’s computer system and are accessible through our website. Bringing this notification home is another way for students to show their strength of character and to keep parents connected.

Disciplinary Consequences

Crespi Carmelite High School evaluates a student’s behavior using a system of demerits. The following is an example of the breakdown of infractions and their demerit values:

Demerit System

Out of Dress Code	Disrespectful Behavior	Food in School Building	Random Act of Kindness
Unattended Property	Objectionable Language	Unexcused Tardy	Unexcused Absence
Inappropriate Use of Technology	Disruptive Classroom Behavior	Cell Phone/Electronic Devices	Other
One (1) Demerit Accumulation begins with the third (3rd) violation in this category			

Referral to the	Truancy	Insubordination	Hazing or Harassment
Failure to Serve After School Detention	Off Campus w/o Permit	Out of Dress Code (Mass Day Attire)	Informal Teacher Detention
2hr Saturday Detention	Academic Integrity	Negative Notoriety	
Two (2) Demerits A 2 hour Saturday Detention is typically associated with these infractions			

4hr Saturday Detention	One Day Suspension	Vandalism	Gang or Membership
Fighting	Theft or Suspicion	Hazing or Harassment	Negative

			Notoriety
Failure to Serve Saturday Detention	Smoking, Alcohol, Drugs	Possession of Lethal Weapons	Other Infractions
Three (3) Demerits			
A 4 hour Saturday detention or suspension is typically associated with these infractions			

Detention: The detention of a student may take one of two forms:

- **Informal Detention:** A teacher may have a student report to him or her at the teacher’s convenience for correction of misconduct. A student must be given one day’s notice if the informal detention is to be held after school.
- **Saturday Detention:** A Discipline Report Form will be emailed home detailing the infraction and the date of the detention. Depending on the infraction, a student may receive either a two or four-hour detention. A two-hour detention will incur two demerits and a fee of \$20 while a four-hour detention will incur three demerits and a fee of \$40. The student must report to the Detention Supervisor no later than 8:00 AM with the fee on the day of the detention. The student will spend the entire time at detention and will be assigned to spend the detention doing one of two things: he will complete a special writing assignment or do some physical labor. In either case, it is the student’s responsibility to be prepared and dressed accordingly. (Note: The fees associated with Saturday detention are to cover the cost of supervision.)

Detention Rescheduling Policy:

In the event of illness or family emergency, students may reschedule a detention **one** time as long as they do so prior to the date of the detention. Transportation conflicts and/or other excuses of inconvenience are not sufficient reasons for missing detention. If a rescheduled Saturday Detention is not served, the student will be suspended on the following school day and with three demerits on their conduct record.

Suspension

As a disciplinary measure, Crespi Carmelite High School will withdraw, temporarily, the privilege of attending school and/or school-related activities from a student who has seriously violated school policy. In addition, he may not receive any credit for missed assignments or tests.

- a. If a student accrues ten (10) demerits within a school year, he will serve a four hour Saturday Detention (without additional demerits) and go before a mandatory Peer Review Council meeting which consists of an officer of the Student Council, three other members of the student body, and the faculty moderator. This Council will evaluate the disciplinary case and make appropriate suggestions to the administration for consequences. A student may only go before the Peer Review Council once in a given year.
- b. If a student accrues fifteen (15) demerits within a school year, he will be placed on formal notice. His parents will be called and the student will be suspended for

the following school day (without additional demerits). Upon return, a student on formal notice must submit a written action plan to Vice Principal of Formation's office. A written action plan is a written prompt to assist the student outlining his goals and strategies for successful behavior. His parents will receive a notification apprising them of the situation and the student's disciplinary classification. The purpose of placing the student on formal notice is to motivate the student correct and modify misconduct and avoid reaching the next intervention.

- c. If a student accrues twenty (20) demerits within a school year, he will be suspended (without additional demerits) pending an appearance before the Disciplinary Review Council. The Disciplinary Review Council (DRC) consists of Crespi Carmelite High School administration, faculty, and staff. Its purpose is to address situations in which students flagrantly and/or continuously violate school policy. The DRC will provide the student the opportunity to explain his situation and for the Council Members to seek any clarification that may be needed in order to make a recommendation to the Principal. It also will convene to hear cases involving any of the following violations:
- possession, distribution or use of drugs and/or alcohol during the school day or any school-sponsored function;
 - physically assaulting or threatening another student and/or school personnel;
 - stealing from another student or faculty member;
 - defiance of faculty authority;
 - extortion, intimidation of another student, or any school personnel;
 - not fulfilling the consequences from the Peer Review Council;
 - behavior on or off campus that brings harm to the school name.
 - other offenses that principal deems deserving.

Disciplinary Review Council (DRC) Procedures

The DRC consists of a Vice Principal, the Campus Minister, and two members of the faculty. The Principal has final approval of all council members and the Vice Principal of Formation reserves the right to convene the Discipline Review Council at his discretion. The following procedure will be utilized:

1. The Vice Principal of Formation will meet with the student in question.
2. The parents/guardians will be notified, the student will be sent home and will not be allowed to attend classes and school activities until the results of the DRC meeting
3. The parents/guardians will be notified of the details of the DRC meeting.
4. At the DRC meeting, the Vice Principal will present the case.
5. After all discussion has been completed, the council will go into closed session and inform the Principal of their recommendations. The Vice Principal is a non-voting recommending member at the meeting.

6. The Vice Principal of Formation will present the details of the case and inform the recommendations of the board members to the principal. The Vice Principal of Formation will inform the parents of the decision.

Unless the DRC exonerates a student, it can make only one of three recommendations to the Principal:

- that the student receive Disciplinary and/or Academic Probation;
- that the student receive Strict Disciplinary and/or Academic Probation;
- that the student may be asked to leave Crespi Carmelite High School

Disciplinary and Academic Probation

Upon the recommendation of the DRC, the principal may impose disciplinary and/or academic probation, which may include seeing a counselor and/or the fulfillment of additional community service. Being on probation means that any breach of the disciplinary regulations which result in the accrual of an additional demerit may lead to expulsion.

Strict Disciplinary and Academic Probation

Similar to regular disciplinary probation except that any breach of school policy -- - e.g. dress code violation, school/class tardy --- may lead to expulsion.

Such students that are invited to continue at Crespi Carmelite High School under conditions of disciplinary and academic probation will be reviewed by the Disciplinary Review Council at the conclusion of each school year.

- d. The Principal may expel any student without a hearing for the following offenses:
 - possession or use of a weapon;
 - setting false alarms;
 - bomb threats;
 - inciting a mob action
 - possession, use, and/or selling of drugs
 - threat to the school community or to self.
 - tagging (on or off campus)
 - physically assaulting or threatening another student and/or school personnel;
- e. We at Crespi Carmelite High School endeavor to positively reinforce the behavior of students whose actions reflect good character. We do this in part by rewarding students who perform random acts of kindness with parent notifications which detail their good deeds. The accumulation of three such positive parent notifications will result in the removal of one demerit from the student's discipline record with a total maximum removal of two demerits per semester.
- f. Any student who has five demerits or less at the end of the first semester will begin the second semester with zero demerits. Even though these demerits are taken away under these conditions, the individual infractions will be carried over

to the second semester and applied towards any additional accumulation of demerits.

The Principal reserves the right to convene the Discipline Review Council at his discretion. The following procedure will be utilized:

7. The Vice Principal of Formation will meet with the student in question.
8. Parents will be notified, and the student may be sent home and will not be allowed to attend classes and school activities until the Discipline Review Council has met with the student and rendered a decision.
9. The parents of the student will be notified of the time and place of the Discipline Review Council.
10. The Vice Principal of Formation will present the case at the Discipline Review Council meeting.
11. After all discussion has been completed; the Council will go into closed session.
12. The Discipline Review Council will make their recommendation know to the administration.
13. The Vice Principal of Formation will inform the parents of the decision. Such students that are invited to continue at Crespi Carmelite High School under conditions of disciplinary probation will be reviewed by the Disciplinary Review Council at the conclusion of each school year.

Expulsion

Crespi Carmelite High School will dismiss a student summarily who has damaged seriously the reputation of the school or whose conduct threatens the physical, moral, or intellectual welfare of the school community. The Principal may use this consequence after consultation with the members of the Discipline Review Council. Grounds for expulsion/dismissal include but are not limited to:

- Abuse of school personnel
- Alcohol; the sale, use, distribution, or possession of any alcoholic beverage on or near school premises
- Assault/Battery: Any threat of force or violence toward anyone
- Damage: Willfully damaging or attempting to damage school property or otherwise injuring in any way, real, or personal property including graffiti
- Any act which directly or indirectly harms the reputation of the school in the community
- Demonstration: Encouragement/participation in illegal or unauthorized demonstrations
- Dishonesty: Knowingly lying, providing false information, or not cooperating with school authorities during an investigation
- Smoking or possession of tobacco on school grounds or at any school-sponsored event
- Disobedience: Continued and willful disregard for school policies

- Gangs: Membership in groups using violence or coercion
- Harassment (see policy)
- Narcotics: Use, sale or possession of narcotics, marijuana, dangerous drugs or other harmful substances
- Theft: Possession of another's property without permission
- Violation of Civil Law/Criminal Law: Including inappropriate conduct, attitudes, actions or behaviors contrary to the philosophy of the school and/or the Catholic Church
- Violation of the Appropriate use of Technology Policy
- Weapons: Possession of harmful weapons or materials which can be used as weapons

(Listed are examples of grounds/offenses and their possible penalties. This list is not all-inclusive and the administration maintains the right to interpret each situation and the circumstances in order to assign the appropriate punishment.)

Youth Gang Membership or Involvement

The California Attorney General's Office has defined a youth gang as "a loose-knit organization of individuals usually between the ages of 14 and 24. The group has a name, is usually territorial, or claims a territory as under its exclusive influence, and may be involved in criminal acts. Its members associate together, and may commit crimes against other youth gangs, or against the general population."

Crespi uses the following criteria in determining youth gang membership or involvement:

- a. The individual freely admits membership.
- b. The individual has gang tattoos, hairstyle, or other gang-identifying personal appearance.
- c. The individual associates with gang members.
- d. The individual wears gang colors or clothing imprinted with gang names or symbols.
- e. The individual writes, or has written, about his gang affiliation.
- f. The individual uses a special name that identifies him as a gang member.
- g. The individual has gang-related graffiti in his books, locker, or other personal effects or can be associated with gang-related graffiti found on campus.
- h. Official documentation from police, probation, court records, or school records indicates the individual is a gang member.

Possession of Lethal Weapon

Possession of any lethal weapons including, but not limited to, guns (loaded or unloaded, fake or real), knives, ammunition, explosive devices, or any object that can reasonably be considered a weapon of any kind. Possession applies on-campus or any school-related function. Campus territory includes the area within three blocks of the geographical location of the school.

Objectionable Language or Disrespectful Conduct

The use of language is a powerful way to express oneself and to affect other people. Students are expected to discipline their use of language. Obscenities, swearing, harsh language, and tone of voice showing disrespect or disregard for others are not permitted. Violations involving the use of objectionable language will be combined into one category along with disrespectful and disruptive behavior when determining demerits. Respect for authority includes a submissive tone and polite language. Students who answer back to school authority or use profanity in talking with school authorities are subject to disciplinary action including, suspension and dismissal.

Smoking

The health and safety hazards of smoking compel us to prohibit the use of all tobacco products within three blocks of the campus or at any school-related activity. Students found smoking on campus or within three blocks of campus will be subject to a minimum two-hour Saturday detention. Students are prohibited from smoking at any school-related activity.

Search and Seizure

Any area or property located on Crespi Carmelite High School (“School”) premises and under the control or custody of a student is subject to search. Included in this definition are (1) School-owned buildings and desks, (2) student-owned, operated, or controlled motor vehicles located on School premises; (3) School-owned lockers; and (4) any personal property located or contained in such structures or vehicles. Students should not expect privacy in any of these locations.

In addition, if it is reasonably believed that a student is concealing evidence of the illegal or unauthorized activity, including but not limited to violation of school rules, the School may require the student to empty out his pockets and/or turn them inside out, and empty any backpack or other personal belongings. If the student refuses, the School may contact the student’s parents and/or local law enforcement to obtain their assistance with the incident. A student’s refusal to consent to a search will be weighed as evidence against the student in any subsequent disciplinary hearing.

If it is reasonably believed that a student is carrying a weapon and the circumstances are such that a School staff member is in fear for his/her safety, he/she may frisk or pat down the student. Any such frisk or pat down will be non-intrusive, for the limited purpose of locating weapons.

Illegal Drugs and Alcohol Policy

Crespi Carmelite High School establishes a policy for students whereby it bans the use, possession, and physical influence of illegal drugs, alcohol, and other intoxicants on or about^[1] the campus and at all school- sponsored/student-related activities.

We recognize that alcohol and/or drug addiction are treatable diseases. Those who are afflicted, either personally or within their families, will be directed or encouraged to get the help that they need. However, to secure a healthy learning environment, any student who possesses, furnishes, uses, sells, or is under the influence of alcohol, illegal drugs, or other intoxicants on or around the Crespi campus or at any school-sponsored activity will be subject to review and possible expulsion.

Interquest

In light of the above policy, Crespi has contracted the services of INTERQUEST, a private, non-police affiliated company that utilizes non-aggressive canines trained in the detection of the following odors:

- Illicit Drugs (marijuana, heroin, cocaine, opium, etc.)
- Over-the-counter/Prescription Drugs (aspirin, Midol, Naproxen, etc.)
- Drinking alcohol (beer, whiskey, wine, etc.)
- Gunpowder (firearms, ammunition, etc.)
- Residual Odor (one of the above which was previously present)

The school uses these detection canines to detect odors from students' lockers, automobiles, book bags, and all school property. At no time will the canines check individual persons. The Vice Principal of Formation or his assistant escorts an Interquest handler and canine around the campus. In the event of a canine alert (the term used when a canine detects the scent of a substance it is trained to detect), the handler will advise the Vice Principal of Formation of the location of the alert and the following steps will be followed:

Lockers: The Vice Principal of Formation will open the locker and authorize the Interquest handler to conduct a thorough search of the locker and all its contents. Any contraband items discovered in the locker will be witnessed by a third party, removed, sealed in an envelope, and retained by the administration. The student assigned to the locker will be summoned to the Vice Principal of Formation's Office where a limited search of the student's person (pockets, socks, shoes, cuffs, etc.) will be conducted by the Vice Principal of Formation.

^[1] The term 'about the campus' pertains to a geographical area of three blocks in every direction of the physical campus of Crespi Carmelite High School.

Book Bags: The Vice Principal of Formation will authorize the Interquest handler to open any suspicious book bag and conduct a thorough search of the bag and all of its contents. The student will then be escorted to the Vice Principal of Formation's Office where the Vice Principal of Formation will conduct a limited search of his person. If, in the course of the initial inspection, it is determined that the canine has detected an over-the-counter drug for which the Attendance Office has documentation on file, the book bag will be closed and no further action will be taken.

Automobiles: Any automobile, which has carried a student to school, no matter where it is parked on or about the campus, can and will be checked. The Vice Principal of Formation will establish ownership or occupancy of the vehicle and summon the student to the Vice Principal of Formation's Office. The Vice Principal of Formation will accompany the student to the vehicle where the student will give permission to the canine handler to conduct a thorough search of the vehicle and all of its contents. Depending on the circumstances, the student may be escorted to the Vice Principal of Formation's Office where the Vice Principal of Formation will conduct a limited search of the student's person. In the event that the student refuses to allow a search, the parents will be summoned to provide the permission, or the police will be notified.

In the event that contraband is found, the handler will briefly explain to the student the process that has taken place and the confiscated items will be sealed in an evidence bag to be retained by the school. The nature of the contraband will determine the type of action taken by the school Administration in accordance with the school's discipline policies.

Each time an alert occurs, the canine handler will complete an Incident Maintenance Report detailing the items detected, the location of the alert, and a listing of any items retained. The Vice Principal of Formation's Office will notify the parents of a student whose possessions were alerted and searched.

The objectives of a having a drug policy are to provide for the health and safety of all students, to undermine the effects of peer pressure by providing a legitimate reason for students to refuse drugs, to encourage students who use drugs to participate in drug treatment programs, and to discourage drug use campus-wide.

The following constitutes a violation of the school's policy on controlled substances:

1. Possessing (on the student's person, locker, book bag, vehicle, and/ or object assigned to, owned by, or controlled by them) using, or being under the influence of alcohol and/or any dangerous or illegal drug.
2. Selling, transferring, or serving as an accessory to the sale or transfer of alcohol and/or any dangerous or illegal drug.
3. Possessing drug paraphernalia.
4. Photos or language referring to alcohol and/or drugs on a student's website or public forum.

These activities are prohibited on the school campus, in the surrounding area of the school campus, at any school-sponsored event, or at any private/public school or school

sponsored/related function. If the administration determines that there is reasonable suspicion of students using and/or being under the influence of alcohol and/or controlled/illegal drugs Crespi Carmelite High School may require the students to undergo alcohol and/or drug testing administered by a medical facility with the requirement that the results of the testing be shared with the school. Lack of cooperation with this process may lead to expulsion.

Harassment, Bullying and Hazing Policy

- Crespi is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, teacher, or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt and thorough manner.
- A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to and/or including dismissal. Students found to have filed false and frivolous charges will also be subject to disciplinary action up to and including dismissal.

It is the responsibility of each student to:

- Conduct himself in a manner which contributes to a positive learning environment;
- Avoid any activity that may be considered discriminatory, intimidating, or harassing;
- Report all incidents of discrimination or harassment to a school administrator;
- Discontinue immediately any conduct, which is perceived as discriminatory, intimidating, harassing, or unwelcome.

Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical or mental disability, sex or sexual orientation. Harassment includes, but is not limited to, any or all of the following:

1. **Verbal Harassment:** Derogatory comments and jokes or threatening words spoken to another person;
2. **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement;
3. **Visual Harassment:** Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures;
4. **Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
 - Submission to such conduct is made explicitly or implicitly a term or condition of student's academic status or progress;

- Submission to or rejection of such a conduct by a student is used as a basis of academic decisions affecting the individual;
 - Such conduct has the purpose or the effect of unreasonable interference with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.
5. **Cyber Harassment:** is when a person is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person using the Internet, interactive and digital technologies or mobile phones.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and /or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting shoving, and stealing that are initiated by one of more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Filing a Complaint and Investigation:

The following procedures must be followed for filing and investigating a harassment claim:

1. The student must first tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the school principal, school administrator or to a teacher who will report it to the Principal.
2. The student will be asked to complete a formal, written complaint. In most cases, the Vice Principal of Formation will investigate thoroughly involving only the necessary parties. Confidentiality will be maintained as much as possible. The investigation will include a meeting with the alleged individual. If appropriate, the alleged individual will be placed on suspension during the investigation.
3. At the conclusion of the investigation, the Principal, the Vice Principal of Formation, and/or the discipline Review Board will recommend a specific action. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions, up to and including expulsion.
4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

DRESS CODE

The school administration reserves the right to make the judgment of what is considered appropriate and acceptable in terms of fulfilling the dress code

Philosophy

As a private school, Crespi Carmelite High School maintains the right to establish a dress code for its students. By this dress code, we hope to create an atmosphere that is conducive to learning, to establish habits of self-discipline, and to promoting a positive self-image.

Conforming to the dress code is one of the easiest ways for the students to show their cooperation and support of Crespi Carmelite High School. We expect each student to be very conscious of his personal appearance throughout the school day. A sloppy or unkempt appearance will not be tolerated, and can result in a violation even if the student conforms to all the points of the dress code. Students are expected to arrive and remain in appropriate Crespi attire for the duration of the school day or event.

The school administration reserves the right to make the judgment of what is considered appropriate and acceptable in terms of fulfilling the dress code. Crespi Carmelite High School reserves the right to send home any student who is groomed or dressed inconsistent with these guidelines. Class time missed because of improper dress or appearance is considered “unexcused”.

Pants/ Shorts

Students are required to wear dress “khaki” or “chino” style pants or shorts. Pant/Shorts with exterior patch pockets such as cargo or jean styles are unacceptable and not permitted. They must be solid color and regular cut. Pants must be properly tailored and may not be stapled, tucked under or taped without being sewn. Hems must not be frayed or split. Pants must be worn appropriately. Students must wear pants around the waist. Belts must be worn which are solid in color (No studs, etc.).

Shirts

Polo style shirts that bear official Crespi Carmelite High School logos only. The collar must be visible.

Outerwear

All outerwear must display officially authorized Crespi Carmelite High School logos. This includes but is not limited to; sweatshirts, jackets, sweaters, hats and beanies.

Shoes/Socks

Dress or Athletic Shoes only. These must be closed (toes and heels) with hard or rubber soles. They must be clean with no wear damage. (Moccasins, sandals, slippers are NOT acceptable.) Standard socks are required and must be visible at all times.

Hair

Hair shall be neat, clean and of natural color, styled or cut to reflect good grooming and personal care. All students must be clean-shaven. Side burns may extend no lower than the bottom of the ear. Styles that distract or interfere with the learning processes are strictly prohibited.

Hats/Hoods

Hat/Hoods are not to be worn in school buildings at any time. Those allowed to be worn on campus are restricted to hats with official Crespi Carmelite High School logos.

Jewelry

Students may not wear ornamental jewelry; including but not limited to earrings and necklaces. Possible exceptions are, crucifixes or other religious medals worn as necklaces, medical bracelets, school issued jewelry (rings, pins, etc.), and wristbands which support causes which do not conflict with the views of Crespi Carmelite High School or the Catholic Church.

Prohibited Dress Code Items

Tongue studs, bandanas, tattoos, suspenders, military-style jackets, full-length trench coats, safety pins, wallet chains, any item of clothing or jewelry which is in conflict with the Catholic Church and/or the mission of Crespi Carmelite High School.

Students are to keep a copy of any dress code violation form with them throughout the day. Students are to remain in dress code throughout the school day, or they will receive a dress code violation.

Dress Code for All School Liturgies and Special Events

Official authorized Crespi Oxford dress shirt (tucked in), and Crespi tie, along with; dress slacks, dress shoes, and dress shirt **must** be wore for the duration of the day and/or event. This precludes students wearing jeans, shorts, athletic-type shoes, boots, sandals, or other non-dress attire. Failure to be dressed appropriately on Liturgy or special event days will result in a minimum of a two hour Saturday detention.

Dress Code for School Dances

The dress for school dances is casual attire. However, no head coverings of any kind may be worn. This includes, but is not limited to, hats, beanies, do-rags, and bandanas. If a head covering is brought to a dance, it will be confiscated and returned at the end of the event as the student is leaving.

Dress Down Days or Theme Days

When a dress down day or a theme is permitted, the expectations for the dress of the day will be announced. It is the student's obligation to be aware of these expectations.

Please note: Items of clothing which violate the dress code will be confiscated and can be picked up from the attendance office at the end of the day. Clothing which cannot be removed must be replaced with appropriate clothes before the student may return to class.

CAMPUS REGULATIONS

In order to preserve the disciplined and peaceful environment of campus life, a degree of orderliness must be maintained on and around the grounds. Each student will exercise his responsibility by complying with the following requirements:

Student Parking

All students who drive to school must buy a parking permit and have their cars registered with the Vice Principal of Formation. Students will find parking space available in the student parking lot at the west end of the gymnasium. Care should be taken to comply with the street-sweeping regulations as posted along the street. Students are prohibited from parking in the following areas: faculty lot, residential streets (other than Santa Rita between Zelzah and Alonzo), Ralph's, and Our Lady of Grace. Because of the disruptive nature of car alarms, students must park in the school lot if they choose to set their alarm.

For security purposes, the west parking lot will be closed and locked at 8:15AM each school day and will be opened at the beginning of the last period. Parking on or around school grounds is done at the owner's risk. Crespi cannot take responsibility for theft or damage to vehicles or private property perpetrated on school grounds or at school events. For this reason, we highly recommend that students do not leave any personal effects or equipment unattended in their cars.

Student Access to Buildings

Supervisory and safety regulations require the following restrictions of students entering the school buildings:

- Students may not enter school buildings before 6:30am and they must leave by 3:30pm, unless under faculty/staff supervision. From 6:30am – 7:00am, students are allowed in the Library only; during this time students are not allowed anywhere else on campus. Crespi opens its doors early out of convenience for parents who need to drop their sons off on the way to work, etc.
- Students may not enter administrative offices, classrooms, the gym, the locker rooms, the faculty lounge, or weight room without the permission and supervision of a school official.
- Students may not be in the parking lot or go to parked cars on the street without permission during class periods.
- Students are not to be in the locker room area unless a teacher is present.
- Students are not to share lockers or lock combinations.
- The use of the restroom and drinking fountains in the gym, weight room, and locker rooms are restricted to those students who are actually in the PE classes.
- Any item left unsecured and unattended will be confiscated and the owner will be issued a Parent Notification of a rules violation, the items left unsecured are done so at the owner's risk, and Crespi will assume no responsibility for such items. Students are **NOT** to bring valuables or large sums of money to class.

- Students are only permitted in the locker rooms during PE class or immediately before and after athletic practices and contests.
- Only water is permitted in the school buildings. No other food or drink will be allowed without the approval and direct supervision of a faculty or staff member.

In total, Crespi's policies and procedures are designed to help each young man accept his challenge as a Crespi student. While the consequences noted above are designed for consistency and fairness, every student deserves individual consideration. It is our firm belief that, with the establishment and enforcement of these policies and procedures and acceptance of and cooperation with them, the partnership of learning among the school, the students, and parents will be an effective, rewarding, and successful one.

Student Use of Electronic Devices

Cell phones and other portable communication devices (pagers, iPhones®, iPods®, Blackberries®, walkie talkies, etc.) may be brought to Crespi Carmelite High School ("School"). These devices are permitted to be used on campus during school hours as long as they are used in the appropriate manner. They may be used in the classroom only with the expressed permission of the teacher. Suspicion of inappropriate use will be reported to the Vice Principal of Formation.

If a student uses a portable communication device or any of its functions for any reason during the school day without express adult permission, the following measures will be taken:

- The device will be confiscated from the student and its contents may be searched;
- The device may not be returned to the student; the school retains the right to determine whether and when the device may be returned to the student's parent or legal guardian;
- Depending on the circumstances, the student may be denied the right to bring the device to school;
- Violation of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted;
- If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken.

The School is NOT responsible for lost, misplaced, stolen or broken portable communications devices or for any unauthorized use of such devices. The School will NOT pay to replace devices that are lost, misplaced or stolen after they are confiscated and will NOT pay for any communications charges.

Student Acceptable Use of Technology Policy

Crespi Carmelite High School is providing students access to the school's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Crespi Carmelite High School electronic network.

- The Crespi Carmelite High School electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The Crespi Carmelite High School electronic network has not been established as a public access service or a public forum. Crespi Carmelite High School has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students. Access is a privilege — not a right. It is presumed that students will honor this agreement they and their parent/guardian have signed. The school is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.
- The school reserves the right to monitor all activity on this electronic network. Students will indemnify the school for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Crespi Carmelite High School electronic network.

General Unacceptable Behavior

While utilizing any portion of the Crespi Carmelite High School electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not use the Crespi Carmelite High School electronic network to violate any federal, state, or local laws or regulations.
- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial, bullying, or discriminatory attacks.
- Students will not harass, bully, or haze another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization, including Crespi Carmelite High School.

- Students will not post information that, in the Principal's discretion, harms Crespi Carmelite High School
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates school rules.
- Students will not participate in internet gambling.
- Students will not abuse network resources such as sending chain letters or "spamming".
- Students will not display, access or send offensive messages or pictures.
- Students will not use the Crespi Carmelite High School electronic network for commercial purposes.
- Students will not offer, provide, or purchase products or services through this network.
- Students will not use the Crespi Carmelite High School electronic network for political lobbying.
- Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional school systems, such as student information systems or business systems.
- Students will not engage in pirating or unauthorized copying, acquisition, or distribution of copyrighted materials.
- Students will not upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the student does not have access rights.
- Students will not use of any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the school.
- Students will not use school equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the school equipment, network, or credentials to send or post electronic messages that are abusive, bullying, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

E-Mail

- Students will not establish or access Web-based e-mail accounts on commercial services through the school network unless such accounts have been approved for use by the school.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.

- Students will not post private information about another person.

World Wide Web

- Access to information for students on the Web will generally be provided through prescreened sites and in a manner prescribed by the school.

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

Software and Files

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the school technology department.
- A student's account may be limited or terminated if a student intentionally misuses software on any school-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Crespi Carmelite High School electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on school servers are private.
- Students will not introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.

Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the school technology department.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the school's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.
- School policies on copyright will govern the use of material accessed and used through the school system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

Videoconference

- Videoconferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real time.
- Videoconference sessions may be videotaped by school personnel or by a participating school involved in the exchange in order to share the experience within our or their building or school.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not access or manipulate services, networks or hardware without express authority.
- Students will not attempt to gain unauthorized access to any portion of the Crespi Carmelite High School electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not bypass, defeat, or render inoperative any network security systems, firewalls or content filters.
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Students will not damage, alter, disrupt, or gain unauthorized access to computers or other systems.

- Users will not attempt to access Web sites blocked by school policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

Violation of Policy or Law

- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network.
- In the event there is an allegation that a student has violated the school acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his network account.

Limitation of Liability

- The school makes no guarantee that the functions or the services provided by or through the school network will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. The school will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Use of school network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The President/ Principal shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

Securing Personal Property

Lockers will be assigned to each student at the beginning of the school year. These lockers must be secured with the standard school lock available at the attendance office. Students must exercise diligence in securing their property with all combination locks.

Due to security requirements, all unapproved locks and unassigned lockers will be opened and the contents confiscated by the Vice Principal of Formation. The school takes no responsibility for lost or stolen property. Students who fear that others may know their combination may request an exchange of locks from the Attendance Office.

All student and faculty lockers remain the property of the school. The administration reserves the right to open and inspect the contents of a locker at any time when we suspect that contraband or stolen material may be in the locker. Any materials found in school lockers that are suspected of being contraband or stolen property will be confiscated, and the user of the locker will be asked to account for and be held accountable for the materials in question.

Students are not to leave belongings unsecured or unsupervised. Unattended property constitutes a rules violation and such property may be confiscated by the Vice Principal of Formation's Office.

Communication with Students during School Hours

For emergency purposes only, parents may leave a message with the Attendance Office (818) 654-1300 and every effort will be made to deliver the message to their son.

Guest Policy

All guests must register at the Administration Office and wear an ID badge in order to be admitted properly to the school buildings and grounds. All persons shall observe, abide by, and adhere to the regulatory signs posted and erected upon school property from time to time. The Administration has the final say as to who enters the school property during school hours.

Comportment Policy

Crespi Carmelite High School requires that its students, faculty, and administrators follow the rules and regulations of the school. The school also expects parents to recognize and follow the rules and regulations of the school. Courtesy and civility are part of this, especially when it relates to dealings between parents and school administrators or representatives of the school, such as the teaching staff. Parents are subject to the rules, regulations, and policies of the school in that they have a contractual relationship with the school, but, most importantly, they also set an example to our students. Therefore, Crespi Carmelite High School places great emphasis on the behavior of all members of the school community, including parents and families.

Confidentiality and Privacy Policy

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community including students, parents/guardians, teachers, aides and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the president.

Pupil Records

“Pupil records” means any record related to student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee’s informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal as custodian of the records authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. Pupil records may be released by judicial order such as a subpoena or search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child’s pupil records in accordance with the school’s reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

Directory Information

“Directory Information” means one or more of the following items: pupil’s name, address, telephone number, e-mail address, date and place of birth, major field of study, participation on officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous public or private school attended by the pupil.

The school will to the extent possible, minimize access to student telephone numbers or personal email address, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Eviction

Any persons violating any of the provisions of the school's policy with respect to visitor registration will be asked to leave the school premises. Any individual who refuses to leave after being requested to do so will be treated as a trespasser.

Reciprocal Relationship with Louisville High School

Louisville High School is a sister school for Crespi Carmelite High School. Through this relationship, we strive to support each other in furthering our mission of Catholic education by coordinating, planning and implementing joint student activities, supervising the activity of students on each other's campus, and promoting the good name and best interests of each other. We strongly encourage the future development of interschool programs. By virtue of this affiliation, it is the policy of Crespi Carmelite High School that the campus of Louisville High School is an extension of the campus of Crespi Carmelite High School. Crespi rules governing the behavior of Crespi student are binding on both campuses.

Therefore, the authority of faculty members from each school is to be respected and obeyed. Disobedience, insubordination, or disrespect to a Louisville faculty member will be subject to the same penalties as if he/she were a Crespi faculty member.

Students who violate school rules, damage property, or conduct themselves in a disrespectful manner at Louisville are subject to the disciplinary code at Crespi by Crespi authorities.

Students participating in events at Louisville under the direction of Louisville faculty are subject to that authority and enforced by the Crespi.

Library

The Library Media Center supports the curriculum at Crespi Carmelite High School. The LMC provides current, adequate, and appropriate information resources, including books, periodicals, online databases, and computers are provided to students and faculty.

Library Hours

Monday through Friday: 7:00am – 3:00pm (on regular school days)

Library Expectations

The LMC is a place where students and faculty are able to read, study, and research, therefore:

- * Noise is to be at a level as not to disturb others
- * Food and drink (other than bottled water) are not allowed
- * Dress Code is enforced along with all other school rules

Library Computers

Computers in the LMC are integral for the academic and educational needs of students who are allowed to use them for word processing, communication, and research. Downloading additional software, changing computer settings, playing computer games, entering “chat” rooms or discussion boards are not allowed.

Library Books

Fiction and non-fiction books are checked-out for two weeks at a time with renewals available for additional time. There are no fines for overdue books. If books or magazines are lost or damaged, replacement or repair costs will be charged to the student. Payment of library obligations or return of the books is necessary to clear school records. No student may take his final exams until his library record is cleared.

Library Printer/Copier

A printer/copier is available for student use in the LMC. The cost is ten cents per page.

EMERGENCY PROCEDURES

Earthquakes

In the event of an earthquake or similar emergency, the "Earthquake Procedure" will be implemented:

Stage One: Faculty, staff, and students will protect themselves during the actual earthquake.

Stage Two: A select group of faculty will evaluate the damage and evacuate the buildings to an assembly point on the football field.

Stage Three: The stored water and first aid supplies will be distributed as needed. Search and rescue teams will conduct a thorough search of all buildings. Students will be released from the football field to be picked up at the parent/student reunion area located in the student parking lot after all have been accounted for.

Fire Drills

The normal signal for a fire drill will be three short rings of the school bell. Upon hearing the signal, the following actions should be taken:

1. Charts for fire drill procedures are posted in each classroom with directions as to which exit to use. The best route is the quickest route. The posted directions should be followed. If congestion occurs, teachers may, at their discretion, choose an alternate route.
2. Doors and windows should be closed.
3. Move as quickly as possible. Classes move in single file in silence so that if directions must be given, these directions can be heard.
4. Move away from the buildings once exit has been made.
5. Roll is to be taken once students are outside.

Items to Remember:

1. If a serious earthquake occurs, **DO NOT CALLS THE SCHOOL**. If our phone lines are still operational, we will be using them for life-threatening emergency calls to emergency agencies.
2. The decision to dismiss school or continue with classes after an earthquake will be made by the President and/or Principal. We will attempt to contact KNX News radio 1070 AM with that decision.

Lock Down

A lock down situation will be indicated by a special emergency code P.A. announcement. No students will be dismissed from their supervised location. Faculty and staff will hold their students and wait for instructions.

General Lockdown Procedures:

1. Close windows and shut blinds.
2. Lock classroom doors and turn off lights.

3. Keep students quietly seated as far away from the windows as possible.
4. No students are allowed out of the classroom.
5. Do not turn on radios, televisions, or cell phones.

Student/Parent Reunion Area

In the case of major disruption to the school facility or schedule students may be released through the Parent/Student Reunion Area located in the student parking lot, corner of Zelzah and Santa Rita. Parent/Student Reunion Procedure will be as follows:

1. We will refer to Student Emergency Information Cards and Student Schedules for room number.
2. A student runner will be dispatched to the Emergency Assembly Area to escort the student to the Reunion Area.
3. The Student will be reunited with a designated adult.
4. There will be confirmation that the student recognizes the authorized adult.
5. We require an adult signature, date and time of release for each student.

Asbestos Safety

Pursuant to the Asbestos Hazard Emergency Response Act (AHERA) as found in 40 CFR 763 85ff, we hereby notify you that:

1. A copy of the school's AHERA Management Plan is available for your inspection in the school's Administrative office during regular business hours (7:30am – 3:30pm).
2. This Management Plan contains information regarding inspections, re-inspection, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.
1. Should you wish to review the AHERA Management Plan, please contact the Main Office to arrange an appointment.

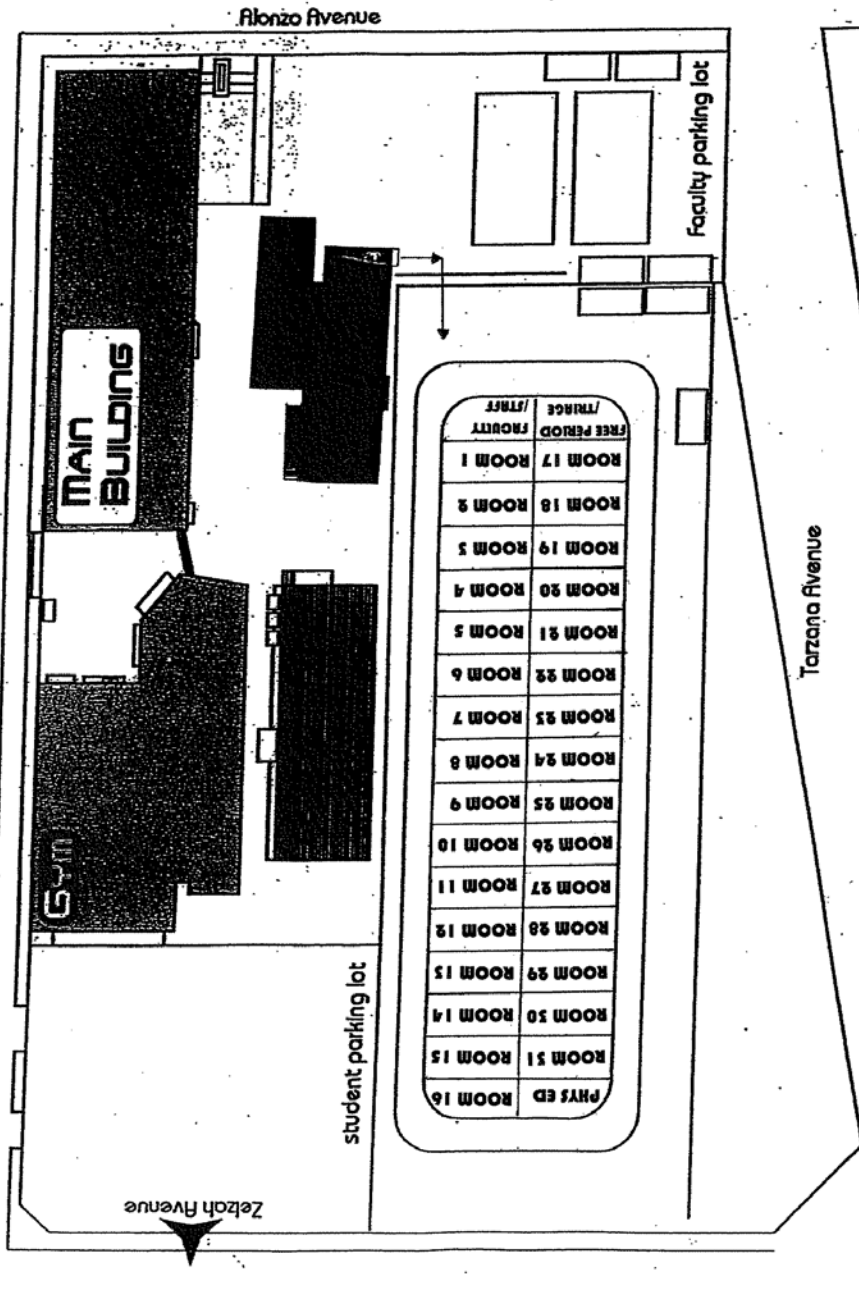
PARENT ASSOCIATION

Parent Association membership is open to all parents whose sons are currently enrolled at Crespi. The purpose of Parent Association is to provide information, support and volunteerism to school events and extra-curricular activities. As parents provide an indispensable element of campus life and build unique spirit that is an essential element of the Crespi experience, we encourage all parents to participate.

At Parent Association monthly meetings speakers are invited to present issues and programs that directly impact your sons. At “Coffee with Father Paul”, you will have the opportunity to reflect on inspirational words while engaging on a variety of different topics. At both of these venues you will be able to catch up on the latest happenings at Crespi Carmelite High School.

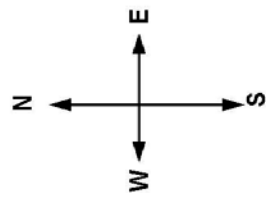
EVACUATION LOCATIONS
Santa Rita Avenue

CRESPI-CAMPUS

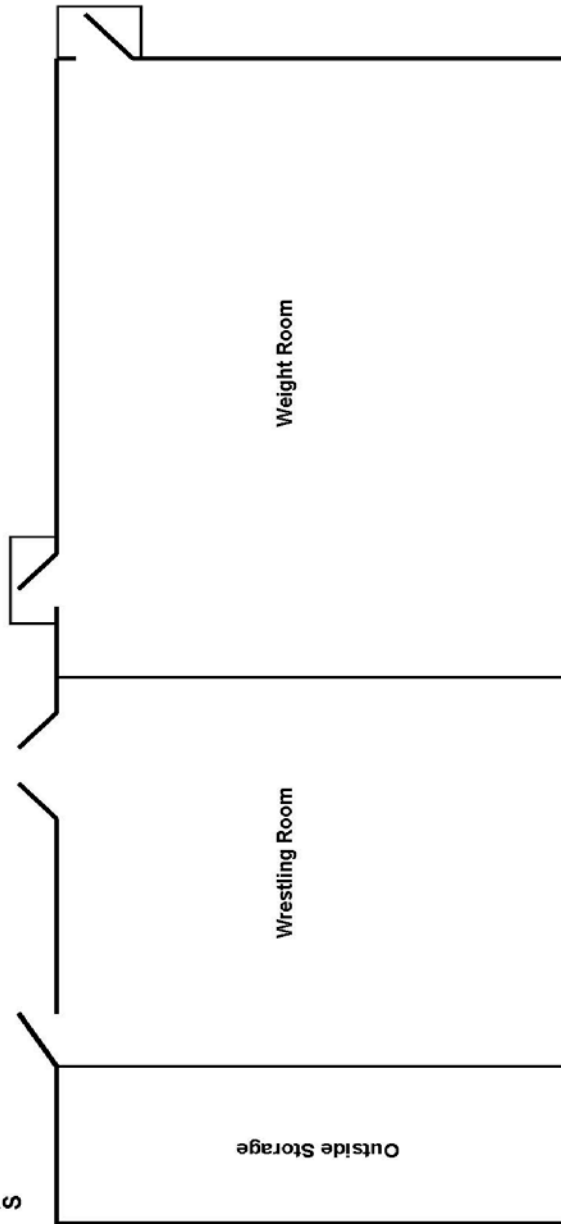


ROOM 16	ROOM 15	ROOM 14	ROOM 13	ROOM 12	ROOM 11	ROOM 10	ROOM 9	ROOM 8	ROOM 7	ROOM 6	ROOM 5	ROOM 4	ROOM 3	ROOM 2	ROOM 1	FREE PERIOD / TRAFFIC	
PHYS ED	ROOM 16	ROOM 15	ROOM 14	ROOM 13	ROOM 12	ROOM 11	ROOM 10	ROOM 9	ROOM 8	ROOM 7	ROOM 6	ROOM 5	ROOM 4	ROOM 3	ROOM 2	ROOM 1	FREE PERIOD / TRAFFIC

Crespi Carmelite High School
GRANDSTAND ROOMS



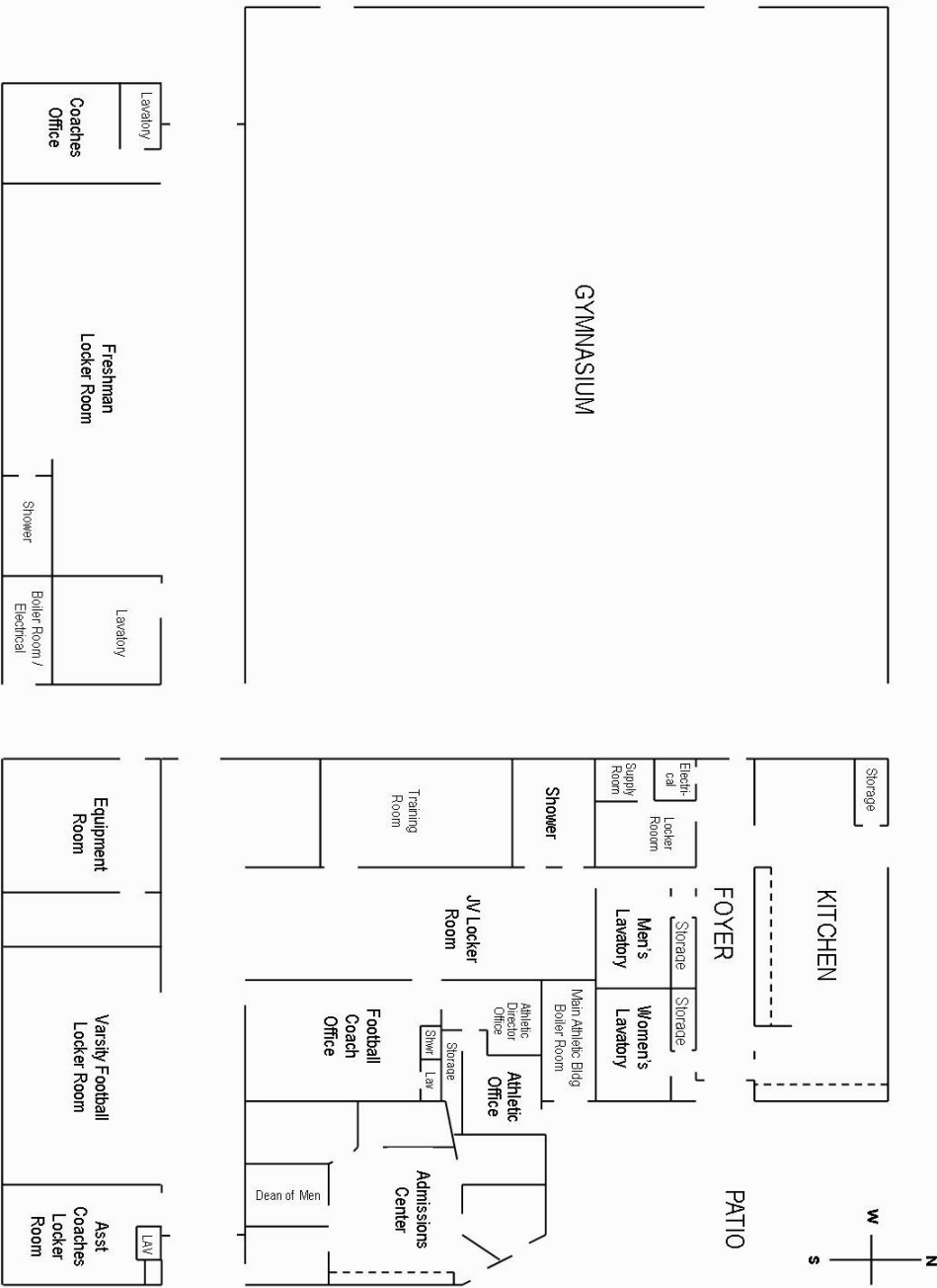
LOCKER ROOMS / GYMNASIUM



ATHLETIC FIELD / TRACK

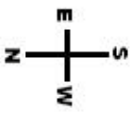
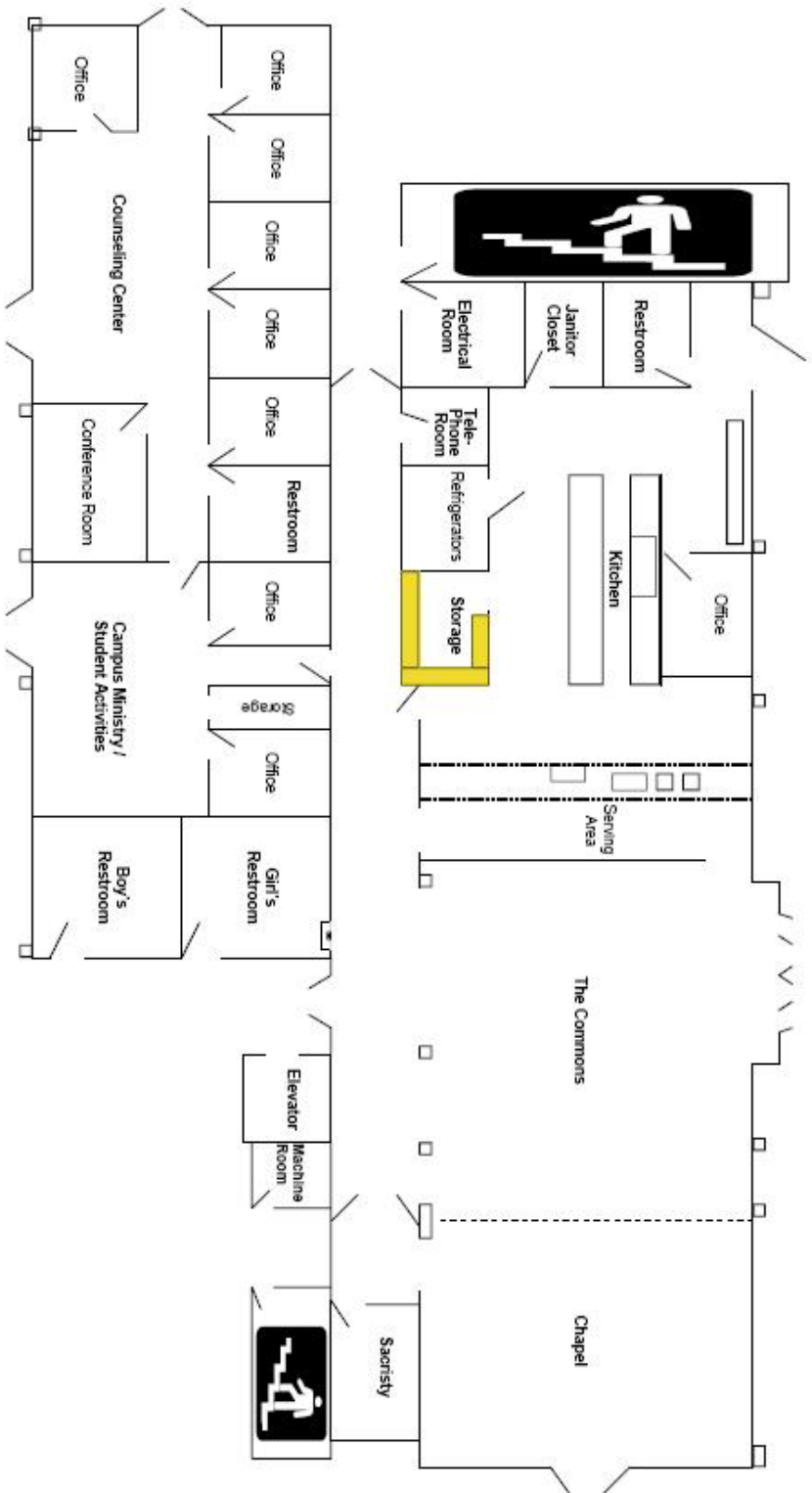
CRESPI CARMELITE HIGH SCHOOL GYMNASIUM / OFFICES (not to scale)

Santa Rita Street



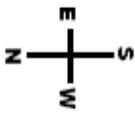
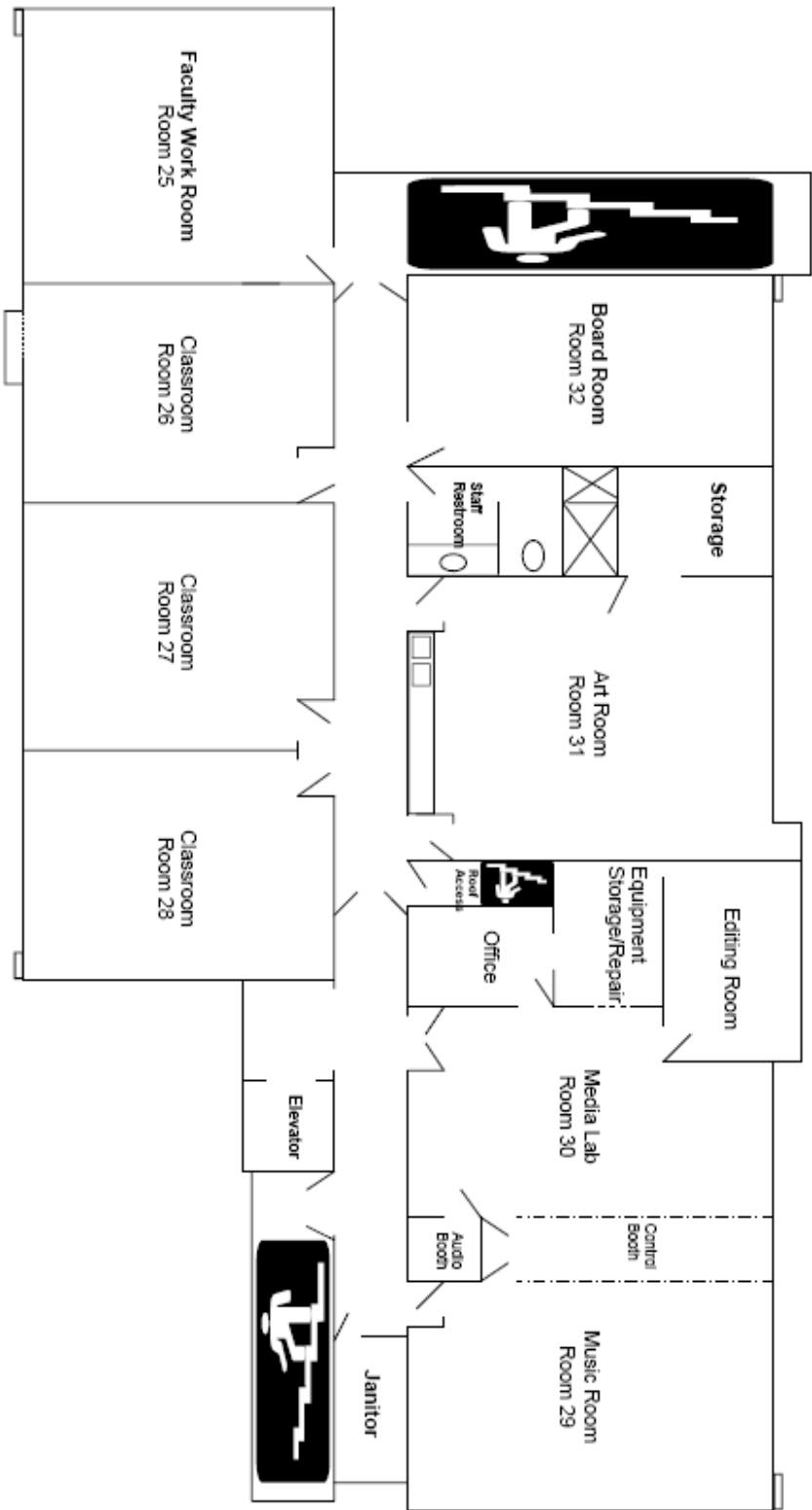
Main School Building

Rev 10/2008



1st FLOOR
CRESPI CARMELITE HIGH SCHOOL
FINE ARTS BUILDING

Rev 10/2008



2nd Floor
CRESPI CARMELITE HIGH SCHOOL
PERFORMING ARTS/MEDIA BUILDING

Rev 7/2006

