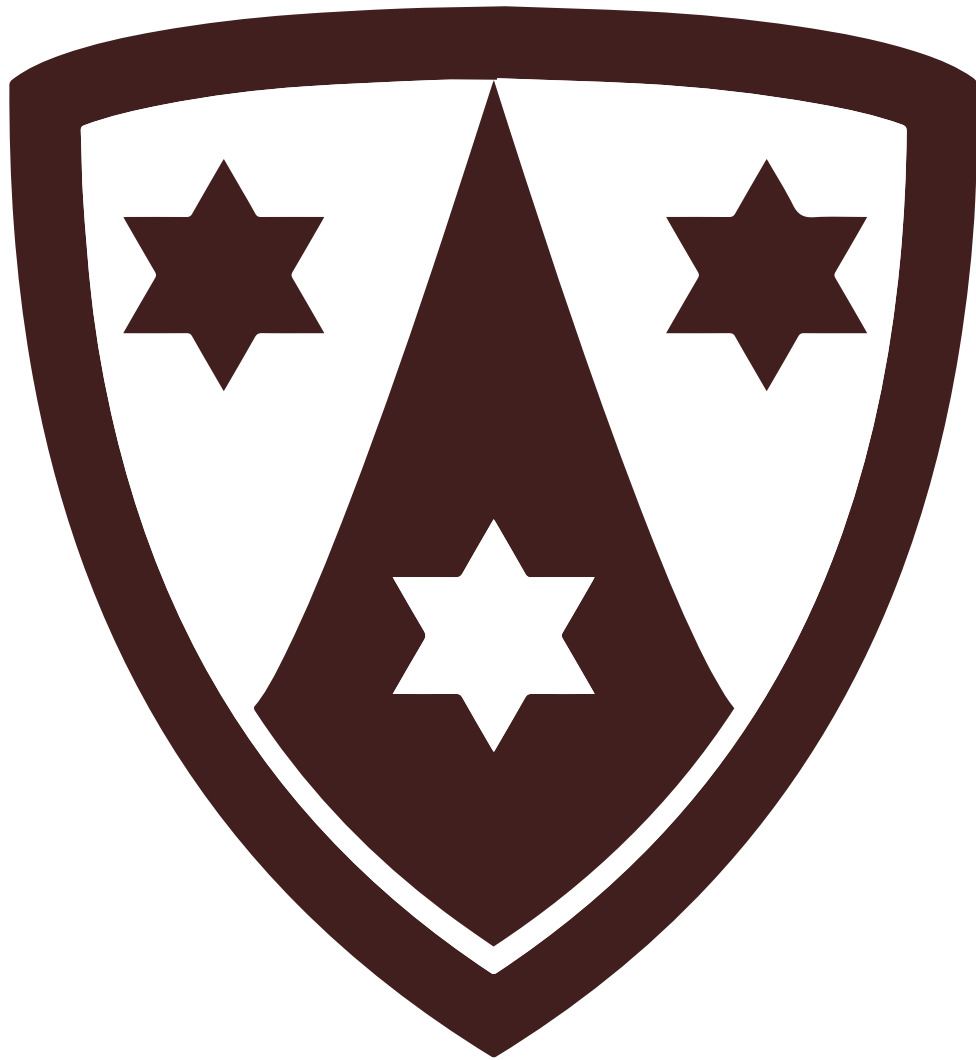


# CRESPI CARMELITE HIGH SCHOOL

ALL-MALE COLLEGE PREPARATORY

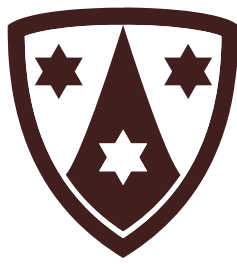
FOUNDED IN 1959 BY

THE CARMELITE FRIARS



*“WITH ZEAL HAVE I BEEN ZEALOUS FOR THE LORD GOD OF HOSTS”*

## PARENT/STUDENT HANDBOOK 2023 – 2024



# CRESPI CARMELITE

[www.crespi.org](http://www.crespi.org)

## **Handbook Policies**

Enrollment at Crespi Carmelite High School implies that parents/guardians and students are responsible for adherence to all rules and policies contained in this handbook, as well as any other policies adopted by Crespi Carmelite High School.

## **School Office Hours**

07:30 AM – 03:30 PM

Athletics Office <i>(818) 654-1301</i>	Main Office <i>(818) 345-1672</i>	Report Absences <i>(818) 654-1300</i>
Campus Ministry Office <i>(818) 654-1302</i>	Admissions Office <i>(818) 654-1329</i>	Request Transcripts <i>(818) 654-1323</i>
Counseling Office <i>(818) 654-1312</i>	Advancement Office <i>(818) 654-1321</i>	General School Fax <i>(818) 705-0209</i>
Student Activities Office <i>(818) 654-1315</i>	Business Office <i>(818) 654-1346</i>	Counseling Office Fax <i>(818) 654-1369</i>

## **Reporting Absences**

Absences need to be reported before 09:00 AM. If the school is not notified of an absence, the family will have 72 hours to provide a written or verbal excuse from a parent/guardian.

*The administration reserves the right to make changes to this handbook as needed.*

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## **PREFACE**

### **MISSION STATEMENT**

To build men of character and faith unified in brotherhood and formed through a contemporary, Catholic, college preparatory education in the Carmelite tradition of prayer, community, and service.<sup>[1]</sup>

### **VISION STATEMENT**

Crespi Carmelite's vision is to be a dynamic learning community where tradition and innovation prepare Crespi Men for success in all facets of life.

### **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 21<sup>st</sup> 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.
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

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[1] Formulation of the 1983 General Chapter.



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.

### **SCHOOL CODE OF ETHICS: "THE CRESPI WAY"**

At Crespi Carmelite High School, pursuing an ethical and moral life is a key component in the process of becoming a Crespi Man. As faculty, staff, parents, students, and board members, we all call ourselves Celts. As such, we each bear a responsibility for not only modeling persistence, grit, and high standards, but also for building Crespi's reputation as an academic institution.

Holding ourselves to a high standard of ethical behavior while also looking out for each other is the Crespi Way. This means we nurture an environment of mutual respect.

Celts are leaders who do not harass, harm, or take advantage of members of the community at large. Celts are role models, even when no one is watching. Celts also understand that circumventing the learning process leads to negative long-term consequences and are therefore persistent in their efforts to reach their goals. Celts understand that when their backs are up against the wall, and are presented with a challenging opportunity, that it is that moment that true growth happens. Essentially, striving for our best is the Crespi Way.

There is a special bond that binds all members of the Crespi Family. We are all called to strive for fairness and honesty in our dealings with others, to hold ourselves to high moral standards, to treat everyone with respect, and strive for excellence in everything we do as Celts. By doing this, we create a school we can all be proud of and serve as a model for others.

## **INTEGRAL STUDENT OUTCOMES (ISO): “THE CRESPI MAN”**

We expect the graduate of Crespi Carmelite High School, a.k.a. The Crespi Man, to be:

1. Moral and Spiritual
2. A Lifelong Learner
3. Productive and Mature

The first element, a moral and spiritual person, integrates the following strategies:

- understands the Catholic Christian tradition as applied to personal formation and world events.
- is committed to living an ethical life as reflected through the holy Gospels.
- zealously pursues a relationship with God using prayer, reflection and study as modeled through the 800-year Carmelite tradition.
- recognizes and respects the personal gifts, diversity, and dignity of all people.

The second element, a lifelong learner, integrates the following strategies:

- uses logical, analytical, and creative thinking skills.
- uses appropriate, accurate, effective, and creative language to express himself.
- uses current strategies and technologies to solve problems and extend his knowledge.
- applies his learning across the curriculum and real-life situations.
- engages intellectual curiosity.

The third element, a productive and mature person, integrates the following strategies:

- strives to enhance and maintain physical, mental, and emotional well-being.
- appreciates the arts and explores his individual creativity.
- accepts challenges in order to grow and takes responsibility for his actions.
- develops social skills to form life-long relationships.
- understands and participates in the democratic process.
- improves the community through his commitment to service and social justice.

## **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 Purisima 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 condiscípulos 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 slogan is “Celt Pride.” The school colors are white, brown, and gold. 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 yearbook 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**

A Board of Directors, who has all the powers necessary for governance, manages Crespi Carmelite High School Inc., a California non-profit 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, Chief Financial Officer, Director of Advancement, and the Executive Director of Student Services and College Counseling), as well as the Administration Team are responsible for the implementation of policies and the educational program of the school.

## **EXECUTIVE TEAM**

President	Dr. Kenneth A. Foersch, Jr.
Principal	Dr. Liam Joyce
Vice Principal of Academics	Dr. Alan Swaney
Vice Principal of Campus Development	Mr. Jeff Thornton
Executive Director of Advancement	Mrs. Gregoria Leoni
Executive Director of Enrollment Management	Mr. Chris Malcolm '91
Executive Director of Student Services and College Counseling	Mr. Julio Murcia
Director of Finance	Mrs. Allison Truscheit

## **DIRECTORS**

Director of Admissions	Mr. Robert Kodama
Director of Athletics	Mr. Brian Bilek
Director of Campus Ministry	Mr. Chris Knabenshue
Director of Student Activities	Mrs. Donna Long
Dean of Men	Mr. Timothy Selby

## ADMISSIONS

### STAFF

Executive Director of Enrollment Management: ..... Mr. Chris Malcolm '91  
Director of Admissions: ..... Mr. Robert Kodama  
Admissions Associate: ..... Mr. Brock Livingston  
Communications Manager:..... Mr. Aaron Robinson

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 8<sup>th</sup> grade Math and English teachers, as well as his current Principal or counselor, fill out the evaluation forms. The completed forms should be emailed, 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 may 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

The levels of acceptances according to the admissions process is ranked as follows:

- Accepted with Honors
- General Acceptance
- 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 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 of 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 any D and F in summer school and may be placed on probation.

## FINANCES

### STAFF

Controller:.....Mrs. Allison Truscheit  
 Accounts Payable:.....Mr. Sean Florin  
 Accounts Receivable: .....Ms. Gina Hayward

### TUITION AND FEES SCHEDULE FOR 2024-2024

Tuition		\$20,725
Mandatory Fees:		
Student Material Fees	Per Student	\$ 1,685
Facilities Maintenance Fee	Per Student	\$ 700
<b>TOTAL TUITION AND FEES:</b>		<b>\$ 23,110</b>
<hr/>		
Other Fees:		
Application Fee	New Students	\$ 95
Mandatory Annual Registration Fee	Per Student	\$ 750
Graduation Fee	Seniors Only	\$ 200
<hr/>		

### Tuition Payment Options

- Annual Payment:** Paid in full by July 10, 2023. Payments are made directly to Crespi. No fee is charged.
- Semi-Annual Payments:** Paid in two payments due July 20 and December 20. Payments are made through Finals site Enrollment. There is a \$25 participation fee.
- Quarterly Payments:** Paid in 4 payments due on July 20, Oct. 20, Jan. 20, and Apr 20. Payments are made through Finals site Enrollment. There is a \$50 participation fee.
- Monthly Payments:** Divided into ten (July 2023 to April 2024) or eleven payments (July 2023 to May 2024). Monthly payments for seniors must be completed by April 20th and for freshmen, sophomores, and juniors by May 20th. All monthly payments are made through Finals site Enrollment. There is a \$50 participation fee. Monthly tuition payments must be made in the month on which they are due as tuition does not roll over.

### Explanation of Fees



**Application Fee (new students only)**

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

**Mandatory Annual Registration Fee (Non-Refundable and mandatory for all students)**

This non-refundable fee covers the cost associated with course selection and the scheduling process.

**Graduation Fee (mandatory for seniors only)**

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

**Facilities Maintenance Fee (mandatory for all students)**

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

**OPTIONAL FEES****Elective Course Fee**

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

**AP Exam Fee**

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**

Placement Exams are offered in Math, Science, Foreign Language and English for incoming freshmen to advance to higher-level courses, or Honors/Advanced 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.

**Athletics Spirit Pack Fee**

Cost varies by sport.

**Crespi Attire**

Supplied by [Dennis Uniform](#)

**STUDENT MATERIAL FEE****BREAKDOWN (\$1,685)****Student Activities Fee \$510 (mandatory for all students)**

This fee includes items such as the costs associated with day retreats for underclassmen, speakers/presentations for Exchange Day, etc.

**Technology Fee \$500 (mandatory for all students)**

The technology fee helps to defray the costs associated with technology within all areas of the school, i.e., the Technology & Resource Center, classroom upgrades, and general infrastructure.

**Mandatory Annual Laptop Rental Fee \$375 (mandatory for all students)**

This fee covers the cost associated with Crespi's 1:1 MacBook Air Learning Initiative. Each student will be issued a Mac Air pre-loaded with software, mobile device management (MDM), and other education apps as part of Crespi's learning initiative.

**\*\*Textbook Fee \$300 (Directly Payable to EdTech)**

This fee covers the cost of required textbooks for the school year. Textbooks will be received as a bundle from Crespi's eBook vendor EdTech Software. EdTech Software is a digital eBook platform from which all Crespi students' textbooks will be accessible via a single sign-on. The textbook bundle will be released at the beginning of the semester. The EdTech Software can be accessed from a MacBook Air, iPad, or other mobile devices.

*Note: Parent acknowledges that annually, Crespi makes significant financial expenditures based upon enrollment, and therefore, if a student leaves for any reason whatsoever after the first day of a semester, all remaining tuition & fees for the semester are fully payable and prepaid tuition & fees are not refundable.*

## **FINANCIAL ASSISTANCE**

Crespi Carmelite is committed to providing quality Catholic education and has developed a comprehensive financial assistance program to help our families in need. While funds available for assistance are limited, every attempt is made to meet our families' financial needs each year. Please note that all financial assistance awards are for one year only and a new application must be completed each school year.

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.
- Your family is required to fulfill twenty (20) volunteer hours for the school year awarded. This commitment can be fulfilled by the student and/or parents or guardians.
- 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.
- 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.

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 for 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.

## **ADVANCEMENT**

### **STAFF**

President: ..... Dr. Kenneth Foersch  
Executive Director of Advancement: ..... Mrs. Gregoria Leoni  
Marketing Director: ..... Mr. Justin Ibarra '10  
Events Director: ..... Mrs. Ashley Luderer  
Events Coordinator: ..... Mrs. Debbie McGaughey  
Donor Database Manager: ..... Ms. Michelle Maye  
Alumni Relations Officer: ..... Mr. Bryan Bennett '10  
Volunteer Coordinator: ..... Ms. Kendra Day  
Administrative Assistant: ..... Mrs. Daunne Bruni

### **MISSION**

Our goal is to advance the mission of Crespi Carmelite High School, support the school's academically defined priorities, and enrich the school's future.

The Advancement Office strives to build the best culture of philanthropy and engagement through fundraising, alumni relations, special events, marketing and communications, and other revenue and donor relation components.

The school relies on the generosity of its donors to support the academic needs of each department and upgrades to the facilities. We recognize that this can be accomplished through our many benefactors to continue to be the finest all-male academic institution.

### **THE CMF (CRESPI MAN FUND) APPEAL**

The Crespi Man Fund (CMF) is the financial heart and soul of the school and helps sustain Crespi's exceptional programs and activities. The gifts made by donors on an annual basis benefit every student, every program, every day and support the operation and mission of the school. Parents are asked to consider a minimum gift to the CMF of \$2,000 annually, but we welcome donations of any size, because all gifts matter. With a minimum gift of \$2,000 parents will receive two complimentary tickets to our spring gala, CAPER. The Advancement Committee strives for 100% parent participation in the CMF.

### **SPECIAL EVENTS**

We have three special events throughout the year to help reach our CMF goal: the Annual Golf Classic in September, the Christmas Luncheon, Fashion Show and Boutique in December, and the CAPER (Crespi Auction to Preserve Educational Rewards) Gala in the spring. Volunteers and financial sponsors are needed to ensure the success of these events. The school also has several alumni events to bring back alums including the All-Celts Weekend and Reunions in October and the Excellence in Leadership dinner in February.

## **ACADEMICS**

### **STAFF**

Vice Principal of Academics..... Dr. Alan Swaney  
Executive Assistant to the Principal & Vice Principal of Academics.....Mrs. Ada Morris  
Registrar..... Mrs. Elena Leizer

Crespi offers a curriculum satisfying all requirements for college/university entrance plus a wide range of special programs, including but not limited to art, architecture, robotics, computer programming, 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. Crespi is an approved secondary school by the California State Department of Education and the University of California system. 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.

## Graduation Requirements

### **Freshman Year**

Grammar/Composition 1	2 Semesters
Mathematics	2 Semesters
World Language or Fine Arts or Physical Education	2 Semesters
World Language or Fine Arts or Physical Education	2 Semesters
Freshman Seminar*	2 Semesters
Theology	2 Semesters
Science (Biology)	2 Semesters

### **Sophomore Year**

Grammar/Composition 2	2 Semesters
Mathematics	2 Semesters
World History	2 Semesters
World Language or Fine Arts or Physical Education	2 Semesters
Science	2 Semesters
Theology	2 Semesters
World Language or Fine Arts or Physical Education	2 Semesters

### **Overall Requirements**

English	8 Semesters
Theology	8 Semesters
Social Studies	6 Semesters
Mathematics	6 Semesters
Physical Education	2 Semesters
Fine Arts*	2 Semesters

### **Junior Year**

Jr. Composition	2 Semesters
US History	2 Semesters
Science	2 Semesters
Mathematics	2 Semesters
Theology	2 Semesters
Electives**	4 Semesters

### **Senior Year**

English	2 Semesters
Am. Government	1 Semester
Economics	1 Semester
Theology	2 Semesters
Electives**	6 Semesters

Science	6 Semesters
(at least 2 years of a lab science in the three core disciplines of Biology, Chemistry, or Physics)	
World Language	4 Semesters
(in the same language)	
Electives**	10 Semesters

\*Freshman Seminar is a required course for all freshmen, and the course includes the health curriculum to satisfy California high school graduation requirements.

Students are required to take all courses in sequence as described above. A student may not advance to the next grade level without having passed all courses from the previous year. Graduation requirements must be attempted at Crespi first.

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

- A record of good conduct and citizenship
- A Theology course during each semester of his enrollment
- Completion of all required IMPACT service days or have made up missed days as regulated by Campus Ministry
- All tuition, fees and any other financial obligation have been fulfilled
- Fulfilled the academic requirements of Crespi Carmelite High School with no unremediated F and no unresolved I grades.

### **Schedule Changes**

Schedule changes are considered exceptions 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,” or last-minute changes of mind. A student who wishes to change his schedule must fill out the Course Change Request Form available from 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 first ten school days of the semester, and requests do not guarantee a schedule change will be granted.

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.

## **GRADING GUIDELINES**

### **Grades**

Progress Reports and Report Cards are issued at the end of each five (5) weeks in the school year. Letter grades are awarded on an A to F scale<sup>[1]\*</sup>. 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 awarded at the semester are recorded on the permanent transcript as the basis for the student's Grade Point Average (GPA).

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

Grade A: Indicates a quality, which is consistently superior and reflects 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 I: Incomplete. The grade of I may be offered if the instructor agrees to terms for completing any missing coursework. If an incomplete grade is not resolved by the start of the next school year, the grade of I defaults to a grade of F.

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.

### **Distribution of Progress Reports 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 a 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 but not placed on academic probation. The Counseling Staff will work with parents and students in the pursuit of early detection of academic problems.

Report Cards will be distributed at the end of each academic quarter and semester. Academic probation will be determined at the quarter.

### **Transcripts**

All requests for transcripts must be made through the school's registrar. The registrar is responsible for the creation and disbursement of official and unofficial transcripts.

## **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 GPA falls below a 2.0 (C) average at the quarter, he will automatically be placed on probation for the next quarter. A student on probation must bring his GPA 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 School program in order to raise his GPA above a 2.0.

### **D and F grades**

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 session in order to be readmitted to Crespi the next year and be eligible for graduation.

If a student receives three F grades in one semester or one year, the student is ineligible to continue at Crespi for the 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.

Because admissions policies of the University of California and California State University systems do not accept D grades on a student's transcript, we advise that all D grades be remediated in Summer School. In addition, due to the cumulative nature of Math and World 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**

In order to attend a summer school program other than Crespi Carmelite High School's Summer School, approval must be received in writing from the Vice Principal of Academics prior to the beginning of the program.

### **Summer School Grades**

For CIF athletic eligibility purposes and the NCAA Eligibility Center, Summer School grades can replace the grade of D or F received during the previous school year with the grade earned. The cumulative Crespi GPA will reflect the grades of all courses taken by the student while at Crespi Carmelite High School.

### **Online and Community College Courses**

Students seeking to take courses through a distance-learning program or a community college must seek approval from the Vice Principal of Academics before enrolling in the class. Generally, all graduation requirements must be attempted at Crespi before a third-party vendor will be approved. Approval of a third-party course is reserved for unique situations in which all other avenues of course completion have been exhausted.

### **Honors & AP Courses**

Crespi offers several Honors and Advanced Placement (AP) courses in most of the core disciplines. A complete list can be found in the Curriculum Guide and details of the AP programs can be found in the following section of the Parent-Student Handbook. Because of the additional rigors of Honors and AP courses, enrollment in these courses requires effective time management skills, motivation, and discipline to meet the higher level of demands and expectations.

#### **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 students 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 21 Advanced Placement courses. The AP courses that are included in the curriculum fall within the subject areas of English, Social Studies, Mathematics, Science, World Language, Technology and Engineering, and Fine 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 develop the intellectual skills and self-discipline they will need in college.

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 Honors and AP 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 Honors or Advanced Placement courses, students must satisfy the following requirements:

1. Receive the grade of A (A, A-) in the Fall semester of the preceding college-preparatory class in the subject area or the grade of A (A, A-) or B (B+, B, B-) in a preceding Honors or AP course.
2. Receive the recommendation of the teacher of the previous course in the subject area.
3. Students who do not earn a recommendation based on criteria #1 and #2 must appeal in writing to the Academic Department.

### **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. Members of the Curriculum Council will review and evaluate the schedules of students who have requested four or more AP courses 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.

### **Policy for Withdrawing from Honors and AP Classes**

A student may withdraw from an Honors or AP class up to the first progress report into the Fall semester. The student will be scheduled into a college-preparatory 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 an Honors or 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 Honors or AP class. He may, however, drop the Honors or AP class and change to a college-preparatory 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, for seniors, any mid-year schedule change must be reported to colleges and universities.

A teacher may recommend a student enrolled in an Honors or AP class be transferred to a non-honors or non-AP section at any time during the semester if the student is achieving below a satisfactory level. The Vice Principal of Academics would have to approve the instructor's recommendation for a change. The student's counselor will notify parents of this change.

A student who receives the grade of D or F in an Honors or AP class will have to repeat the course in an AP summer program in order to receive AP credit for make-up work. Alternatively, the student may earn credit for the college-preparatory version of the course by remediating the corresponding course through an accredited and approved program.

### **AP Testing & Course Fees**

Enrollment in an AP course incurs an additional \$100 fee per course. This fee covers administrative costs associated with the AP program as well as the AP test.

All students who are enrolled in Advanced Placement classes must take the AP test in those subject areas.

The tests take place during the month of May. Test results are mailed by the College Board to students and schools in mid-July.

### **Four-Year Testing Program**

#### **PSAT and National Merit Scholarship Qualifying Test (NMSQT)**

These exams will be given in the fall (October) for all ninth, tenth, and eleventh grade students. The PSAT is a good predictor of the 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: SAT and SAT Subject Tests of The College Board; ACT.**

The College Board and ACT administer 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.

### **ACADEMIC HONORS**

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.

#### **Honor Roll Policy**

Students who maintain a 3.0 Grade Point Average (GPA) or above and have no D's or F's are listed on the Honor Roll at the end of each semester. The Principal's Honor Roll is for those students who achieve a 3.5 GPA. The President's Honor Roll is for those who have achieved a 4.0 GPA. The honor rolls will be posted to the school website each semester, and students who qualify for the honor roll may be eligible for additional awards and commendations.

#### **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 tenth, eleventh, and twelfth grades by the Administration. The school encourages students in ninth 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 previous semester marks. The CSF points are calculated as follows:

A grade of A in a subject that 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, a grade of B is worth 3 points.

### **Science National Honor Society (SNHS)**

SNHS is a prominent scientific organization that will engender a new group of young thinkers who will be the future of industry, research, and scientific exploration for America.

Juniors and Seniors that have maintained a cumulative grade point average of 3.5 and are participating in advanced science courses are eligible to participate. Students complete 10 hours of STEM based service per year to receive honors cords at graduation.

### **National English Honor Society (NEHS)**

NEHS is the only high school honor society exclusively for students of English. As such, it provides a unique opportunity to engage students, teachers, and local schools in the valuable experience of discipline-related national honor-society participation.

Crespi's chapter of NEHS is known as The King's Men in honor of legendary Crespi educator Mr. John King.

#### **The mission of NEHS is to:**

- confer national distinction upon secondary school students for high achievement in the English language arts
- build a national community of academic achievers
- provide, through local chapters, cultural stimulation in high school environments
- encourage interest in the English language arts; and
- serve society by fostering literacy

### **National Honor Society of Sports Medicine (NHSSM)**

Crespi is a member of the National Honors Society of Sports Medicine. Students can obtain this membership by being a part of the Sports Medicine Club. The NHSSM opens doors for scholarship in sports medicine and other fields directly related to sports medicine, render service in the community and field within sports medicine, promote leadership within the field, and allows students to have hands-on experience in the field.

### **Sociedad Honoraria Hispanica (Spanish Honor Society)**

Crespi hosts a chapter of the Sociedad Honoraria Hispanica is an honor society for high school students enrolled in Spanish and/or Portuguese, sponsored by the American Association of Teachers of Spanish and Portuguese (AATSP).

### **Societe Honoraire De Francais (French Honor Society)**

Crespi hosts a chapter of the Societe Honoraire de Francais. This French Honor Society recognizes outstanding scholarship in the study of French. Student members demonstrate excellence in the study of French, commitment towards promoting the learning of the language through service, and participate in numerous extracurricular activities related to the French language and the Francophone world.

### **Academic Achievement Award**

Awarded annually at Academic Awards Night, the Academic Achievement Award recognizes students who earn a 3.5 or greater GPA for two consecutive semesters (Spring and Fall).

### **Outstanding Scholar Award**

Awarded annually at Academic Awards Night, the Outstanding Scholar Award recognizes students who earn a 4.0 or greater GPA for every semester at Crespi.

### **President's Education Award for Academic Excellence**

Awarded annually at Academic Awards Night, the President's Education Award for Academic Excellence recognizes students who have earned a 3.5 or greater cumulative GPA *and* scored in the eightieth percentile or better on the SAT in the calendar year.

### **Student of the Year Awards**

Awarded annually at Academic Awards Night, the Student of the Year Awards recognize one student from each class who represented the values of the Crespi Man throughout the school year.

### **Academic Letter**

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.

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
Honor Roll (3.0)	5 pts. each semester
Academic Subject Award	20 pts. each (not to exceed 40 pts. per year)
Principal's Honor Roll (3.5)	15 pts. each semester
President'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)
Taiko Ensemble	10 pts. each (not to exceed 20 pts. per year)
STEM Expo Awards	
First Place	15 pts.
Second Place	10 pts.
Third Place	5 pts.
Student Council Membership	
ASB Officer	15 pts.
Class Officer	10 pts.
Commissioner	3 pts.

### **Selection of Class Commencement Speaker**

Essay submissions from the class will be reviewed by a committee of faculty members for the selection of a class speaker. 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.

### **Valedictorian and Salutatorian**

The class valedictorian and salutatorian are determined by the seventh semester grade point average as calculated to the hundredth decimal place.

## **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 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.

There is no distinction between giving and receiving unauthorized help. All work presented by a student should reflect his own effort and ability within the explicit or implicit guidelines set forth by the school or instructor.

## **Academic Integrity Contract**

With 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 submit another student's work, in whole or part, verbal or written, and represent it as their own.
2. Never 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 a copy of any assessment instrument or scoring key from any source.
4. Never talk during a test or quiz unless instructed to do so by the teacher.
5. Never copy anyone else's paper or allow anyone else to copy his paper during a test or quiz.
6. Never give test or quiz questions to a student of a later class or get questions or answers from students from an earlier one.
7. Never use any material, notes, cheat sheets, etc. which are not expressly permitted by the teacher during a test.
8. Never disregard the teacher's verbal and/or written directions for acceptable student behavior and actions during a test.
9. Never copy or have someone else prepare his homework, project, laboratory report, presentation, etc., that is to exhibit personal achievement.
10. 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).
11. Never attempt to retrieve and submit another student's work as one's own original work.
12. Never make use of any equipment to obtain or transmit information that gives the student an unfair advantage.
13. Never plagiarize.

### **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. The disciplinary consequences of Academic Integrity violations are detailed in the Code of Conduct in this handbook.

### **Teacher Consent**

A student may not audiotape, videotape, photograph, or any device for the purpose of recording class without the instructor's prior consent.

## **ATTENDANCE**

### **Philosophy**

We believe that all students perform better when they attend class regularly. We believe that student tardiness harms the learning environment for both the tardy student as well as the others already in class. We believe that attendance policies must be enforced or we undermine all rules at Crespi.

We aspire for all students to maintain perfect attendance records by arriving on time and attending each class for the entire school day.

### **Reporting Absences & Off-Grounds Permits**

Students are expected to arrive on time and be in attendance for the entire school day.

When students are unable to arrive on time to attend or must leave campus, the following protocols must be followed:

- Whenever a student is absent, a parent/guardian must notify the school in writing before 9:15 a.m.
  - Until such time that the proper documentation for an excused absence is received by the Attendance Office, the student will be marked as "Absent-Unexcused."
  - Methods of contacting the school are as follows:
    - Use the Crespi App attendance feature to submit an electronic note (preferred method).
    - Submit a handwritten note from the parent upon the students return to school.
  - Details regarding proper documentation for excused absences can be found below.
- No student is allowed to leave campus without prior notification from their parent/guardian.
- Whenever a student must leave school prior to dismissal:



- A parent/guardian's note requesting early dismissal and stating the reason must be presented to the Main Office when the student arrives at school.
- Alternatively, a parent/guardian may call the attendance line to request an early dismissal
- If a student feels they are not well enough to finish the school day, they are asked to report to the Front Office where the school will contact their parent(s).
  - Students should not call their parents from the classroom.

### **Excused/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.

To petition a change from “Absent-Unexcused” to “Absent-Excused,” the family has 72 hours from the date of the absence to provide a written letter from the parent/guardian indicating the reason for the absence.

Written excuses may take the following forms:

- A medical or court appearance note, on corresponding letterhead, must be given to the school upon a student's return.
- Submission of electronic note via the Crespi App.

### **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 or ride sharing 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 8:15 a.m. This will give ample time in case of unexpected traffic.
- We do take into account major freeway Sigalerts.
- If a student is tardy, he will report to the Main Office to retrieve a tardy slip.
- Students will not be admitted to their class without a slip from the Main Office.
- Records of all tardy slips will be retained by the Attendance Office.

- Every three tardies will result in one demerit and an after-school detention.
- All tardies during the school day will be considered unexcused unless deemed otherwise by a Crespi administrator or the Attendance Office.

### **Excessive Unexcused Absences**

California compulsory education law requires everyone between the ages of six and eighteen years of age to attend school, except sixteen- and seventeen-year-olds who have graduated from high school or passed the California High School Proficiency Exam (CHSPE) and obtained parental permission to leave school.

- Any student who accumulates an unexcused absence on three occasions in a semester, will be considered truant and will be placed on probation.
  - Truancy is a major violation of school rules and a serious breach of responsible behavior. Truancy is defined by the State of California as missing more than 30 minutes of instruction without an excuse on 3 occasions during the school year.
  - Crespi reserves the right to address habitual or chronic absenteeism according to the policies set forth in this handbook.
  - If the school administration deems conditions of habitual or chronic absenteeism are dangerous or unlawful, the California state truancy policies and procedures may be invoked.
- **Accumulating an unexcused absence on six occasions in a semester will result in academic review by the Administration for possible failure and loss of credit.**

### **Limitation on Number of Days Absent**

Any student who is absent for six (6) or more sessions of a particular class in a semester, whether excused or unexcused, will be subject to review by the teacher and administration for possible failure and loss of credit.

### **No-Class Schedule Policy**

No-Class Period, or free period, is defined as not having any class scheduled for that class period.

- Seniors who have a free period during the middle of the school day must remain on campus during their free period.
- A senior must remain in an area that is under the direct supervision of an employee of Crespi Carmelite High School.
- When a senior has a free period at the start of the day (first class session) or at the end of the day (last class session), he may come to school late or leave early as appropriate.
  - Prior to leaving school early, seniors should check in with the front office to inform the school of their early departure.
  - School Mass is a required school activity.
    - When a senior has a free period at the start of the day before a Mass, the student is expected to arrive in time to attend and participate in Mass.

- In the rare instance that a student's schedule concludes with a free period after Mass, the student must attend Mass before being permitted to leave campus.
- During a student's free period, they will not be allowed to leave and return to campus.

### **Assignments during Absences**

Students are responsible for all assignments during absences.

- If a student must be out of school, he is to communicate with his teachers and/or Academic Counselor as soon as possible for guidance regarding assignments.
  - Email is the preferred method of communication for the purposes of obtaining information about assignments during absences.
  - Most assignments are available online through the school's Learning Management System (LMS).
  - If necessary, the Academic Counselor will assist with gathering of any class materials during a prolonged absence.
- Class work is to be kept up-to-date and is to be turned in to teachers upon return.
- It is the student's responsibility to make arrangements with his teacher for make-up work and tests.
- The teacher is under no obligation to comply with student requests for extensions on assignment deadlines or assessment dates.

### **X-Period**

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

To assist students to meet their academic goals, Crespi includes an X-Period in our class rotation. X-Period is considered academic time and is very similar to college office hours. Students are encouraged to use this time to see teachers for additional guidance and tutoring, use the Commons or TRC services, and seek enrichment opportunities through study groups and peer tutoring. X-Period begins at 1:40 p.m. and concludes at 3:00 p.m.

Dismissal time for days with X-Period is 1:33 p.m. Parents should encourage their son(s) to use this time wisely and schedule pickup times consistent with other school days – at or around 3:00 p.m.

Teachers, counselors, and administrators may require students who are in jeopardy of failing a class to attend Mandatory X-Period. Students who do not attend X-Period to improve low grades will suffer academically and which will reflect poorly on progress reports and report cards.

### **Special Considerations**

- For the purposes of the attendance policies stated herein, all courses are of equal educational significance.

- School Mass is a required school activity. Absences from School Masses will be addressed specifically by school administration.
- Special consideration regarding absences for college visits (not to exceed 6 days in a school year) may be granted for seniors.
  - Seniors are encouraged to schedule college visits during student free days and online learning days.
  - Seniors will have ample discretionary time during which to schedule campus visits during the IMPACT Weeks for Juniors, Sophomores, and Freshmen.
- A student must be in attendance for the ENTIRE SCHOOL DAY in order to participate or attend any school-sponsored event, including athletic or social events.
  - Exceptions may be made by the Dean of Men in the event of court orders, death or illness in the student's family, or other extreme emergencies. Notifications in writing must be provided for exceptions to be considered.
  - Any student in violation found trying to gain admission to such an event will be refused admission and may be subject to disciplinary consequences.
- Whenever possible, official appointments for doctors' visits, court dates, and other official business should be scheduled outside of instructional time.

### **Learning Differences**

Crespi is a college preparatory school and does not have a resource learning program. As such, Crespi does not modify curriculum based on Individualized Education Programs (IEP's), 504 plans, behavioral and psychological assessments, or individual diagnoses of cognitive difference. However, for students whose learning differences do not preclude their completion of Crespi's course of study, the following guidelines are recommended:

- Students with a diagnosed learning difference or IEP must provide the Counseling Department with documentation from a licensed educational specialist as early as possible in the school year.
- Information on the student's learning profile and recommendations will be provided to his teachers. No special treatment by the teacher can be expected.
- If accepted to the school, the student agrees without exception to fulfill all Crespi graduation requirements.
- It is strongly recommended that the student work with an educational/learning therapist.
- Students may be permitted to sit in the front of the classroom or other locations as necessary per official recommendations.
- Crespi's final exam testing period lasts one hour and forty-five minutes, and instructor's design final exams to take the average student sixty minutes to complete. As such, the typical extended-time accommodation of 50% additional time is built into the testing period: there are no additional extended-time accommodations for final exams. Major classroom assessments are also designed to include the same accommodation.
- Depending on official recommendations, students may request additional assessment accommodations through the Counseling Department. Such requests should be filed before the end of the first five-week grading period of the school year. Filing a request does not guarantee an accommodation.

- Students meeting specific criteria may request assistance from the Counseling Department to gain extended time on exams such as the SAT and the ACT. Crespi Carmelite High School cannot guarantee such accommodations but will support the application process.
- Other accommodations may be considered with the approval of the Vice Principal of Academics.

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[1]\* In this section of the handbook, mentions of letter grades presume the inclusion of plus and minus designations: B=B+, B, and B-.

## **STUDENT ASSISTANCE**

### **COUNSELING DEPARTMENT**

#### **Staff**

Executive Director of Student Services and College Counseling: ..... Mr. Julio Murcia  
Academic Counselor for the Class of 2024: ..... Mr. John Hoyer '02  
Academic Counselor for the Class of 2025: ..... Mr. Kevin Vollmer '04  
Academic Counselor for the Class of 2026: ..... Mr. Stephan Pilillian  
Academic Counselor for the Class of 2027: ..... Mrs. Jacque Barberie

#### **Philosophy**

The Counseling 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, personal, moral, and social guidance.
- To facilitate ongoing communication between parents, faculty, and students.
- To provide assistance in the areas of career planning.

#### **Academic Advisement**

The Counseling Office works with students, parents, teachers, and staff to facilitate an appropriate course of study for every student. It is our goal to develop a plan for each student to provide a challenging program that will best equip students for life after high school. We promote a college-going culture at Crespi Carmelite High School, and we provide every student with an opportunity to pursue coursework that will help them meet that goal. At the same time, we encourage students to evaluate all options for post-high school career preparation to find the most suitable plan to prepare them to enter the workforce. Counselors provide information to students and parents through classroom presentations, individual meetings, parent information nights, guest speakers, and communications home.

#### **Intervention and Support Services**

Counselors monitor students at grading periods to identify students that may need additional support. Counselors meet with students individually to develop support plans for students whose grades fall below a C. Support plans may consist of reviewing class placement, referrals to tutoring, student-teacher-parent meetings, and plans for credit recovery.

## **Naviance**

As a college-prep high school, it is important for students and families to begin the college process early. As such, Crespi subscribes to a robust college search website and tool called Naviance. Naviance is a web-based resource for Crespi students that supports student course, career, and college planning. Each student receives a login ID and password to gain access through the Counseling webpage to their personal account.

Naviance allows students to:

- Complete career and college interest surveys that will produce a list of target colleges
- Compare Colleges
- Track Deadlines
- Produce Scattergrams
- Show Schedule of College Visits

More information about Naviance can be found on the Crespi website under the counseling webpage.

## **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 Head Counselor shall keep the Principal informed of the ongoing situation. 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 to 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 childcare 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.

All Crespi personnel are considered “Mandated Reporters” of any form of suspected physical, emotional, sexual, and/or neglectful child abuse. Child abuse can further be defined as the willful harming or injuring of a child in which any person willfully causes or permits any child to suffer...unjustifiable physical pain or mental suffering, causes harm, or places a child in a situation in which his or her health is endangered (P.C.11165.3). Mandated reporters must report any “Reasonable Suspicion” of child abuse or be held liable by law. Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. Reasonable suspicion does not require certainty that child abuse or neglect has occurred, nor does it require a specific medical indication of child abuse or neglect; any 'reasonable suspicion' is sufficient. (P.C.11166(a)(1))

Although wordy, the intent of this definition is clear: **if you suspect, report.** You are not required to prove

that abuse has occurred. That will be determined through investigation by the child welfare professionals or law enforcement.

The responsibility for reporting rests solely with the mandated reporter. Reporting suspected abuse to an employer, supervisor, school principal, school counselor, coworker, or other person is **not** a substitute for reporting to a child protective agency (P. C. 11166 (i)(3)) and **does not** fulfill the obligation to report. When two or more mandated reporters jointly have knowledge of suspected child abuse or neglect, a single report may be made by the selected member of the reporting team. Any member of the reporting team who has knowledge that the designated person has failed to report must do so him or herself.



## **STUDENT LIFE**

### **CAMPUS MINISTRY**

#### **Staff**

Director of Campus Ministry: ..... Mr. Chris Knabenshue

#### **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.

#### **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, Acolytes, and Eucharistic Ministers with training provided either by their own parishes and/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. Mass Days are part of the school day. Opportunities for the Sacrament of Reconciliation are also made available throughout the year.

#### **Interfaith Services**

Crespi understands, respects, and honors the fact that we are a diverse community. That diversity extends into the realm of faith. As a way to honor, learn, connect, and pray with people of other faiths, we come together for Interfaith services throughout the year. Crespi has fostered relationships with a local Rabbi and Imam, as well as the Guibord Center in order to assist in fostering respect, understanding, and ecumenism among a variety of religious practices.

#### **Pastoral Counseling**

The Carmelites and Campus Ministry Staff 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 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 afflicted 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 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): KAIROS RETREAT: Kairos is a four-day retreat experience and the climax of our Campus Ministry experience. 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. While Kairos is an optional retreat, it is highly encouraged. There is a cost for this retreat.
  - 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).
- Youth Day: Youth Day is a single day celebration of faith, fellowship, and fun that is put on by the Archdiocese of Los Angeles and gathers up to 15,000 teens in Anaheim. This day is open to all students and occurs in the second semester. There is a cost for Youth Day.

### **Faculty/Staff Formation**

Our faculty and staff gather for a Day of Reflection 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.

### **Campus Ministry Involvement**

#### **Campus Ministry CORE Team**

The Campus Ministry CORE Team is a leadership team made up of students from all classes and is part of the work of the Student Council. It assists the Campus Ministry department in the planning and executing of different events throughout the school year. It is also responsible for promoting a culture of life and brings about awareness of life issues and events to the student body.

#### **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.

#### **Crespi Music Ministry**

Those who have musical ability or interest are encouraged to assist in our Music Ministry Program and assist in the music for our liturgy. We are happy to involve Celts who have an interest in singing and/or playing an instrument – of all skill levels – in our Music Ministry Program.

**Additional Service Events**

**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, to a variety of local organizations depending on the number of gifts received. It is a true example of how using our talents begin to bring about the buildings of God’s Kingdom on earth. This is a joint program in conjunction with Student Activities.

**Service Opportunities Group Page**

Throughout the year, we post a variety of events by local non-profit organizations on our “Service Opportunities” Group Page on Crespi Connect. These are great opportunities to get involved and be of service! Also on this page is our comprehensive “Service Directory” which lists a huge variety of local non-profit organizations as well as Virtual opportunities to be of service. Our “Over and Beyond” and “IMPACT Make Up” forms are also available on this page.

**Vocational Opportunities: The Melchizedek Project**

To encourage and foster vocations to the priesthood and the religious life, our Campus Ministry Department has the Melchizedek Project Group that looks at the life of the priests and religious and answers questions. It is a safe space for our students to ask and inquire about this life without the pressure of feeling they are committing to anything. In order to provide for the privacy of the students, this is an anonymous group. Participants are nominated by faculty and staff. Students can also ask Campus Ministry to join this group.

**STUDENT ACTIVITIES**

**Staff**

Director of Student Activities:..... Mrs. Donna Long

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:

- |                        |   |
|------------------------|---|
| 3-D Design Club        | Fantasy Football Club                     |
| Acolytes               | Finance & Stock Trading                   |
| American Global Issues | Future Business Leaders of America (FBLA) |
| Astronomy Club         | Future Filmmakers                         |

Black Culture Society  
Boxing Appreciation Club  
Bring Change to Mind Club  
Chess  
Cinema Club  
Cooking Club  
Crespi Art Club  
Crespi Car Club  
Crespi Drama Club  
Crespi Kicks (shoes)  
Crespi Poker Club  
Crespi Rock Band  
Crespi Voter Registration Club  
Crespi Wellness Club  
DJ/Music Club  
Dungeons & Dragons Club

Hermanos Undios  
Key Club  
Letterman's Club  
Math Club  
Music Ministry  
Pickle Ball Club  
Ping Pong  
Photography  
Red Cross Club  
Running Club  
Science  
Speech  
Spirituality  
Sports Medicine  
TED Talk Club/Public Speaking

As our clubs change yearly based on the desires and the interests of our students, current clubs are always listed on the Student Activities Page of the Crespi Website.

Student participation is important to our philosophy of fully embracing the Crespi experience to be involved. Opportunities in intramurals are also offered and can include but are not limited to:

Badminton	Ping Pong
Basketball	Soccer
Cornhole	Spikeball
Dodgeball	Ultimate Frisbee
Flag Football	Volleyball
Floor Hockey	Wiffle Ball
Frisbee Golf	
Lacrosse	

### **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 gift and talent. 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 Council will oversee and coordinate student activities in conjunction with the Director of Student Activities and Administration.

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.

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

Any registered student of Crespi Carmelite High School who would like to be part of Student Council must maintain a cumulative Grade Point Average of at least 2.0 and a Disciplinary record in good standing. 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.

## **ATHLETICS**

### **Staff**

Director of Athletics: ..... Mr. Brian Bilek '98  
Director of Strength & Student Wellness:..... Mr. Jess Garner  
Executive Athletic Administrative Assistant: ..... Ms. Julie Good  
Head Athletic Trainer: .....Ms. Kiani Reis  
Assistant Athletic Director: ..... Mr. Eugene Sullivan

### **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.

### **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 Academic failure, 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. Any athlete suspended from their in-season sport needs permission from The Director of Athletics to take part in workouts, practices, or team meetings in other Crespi sports (Exceptions may be made only at the discretion of the Director of Athletics).

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 Director of Athletics 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 Director of Athletics. If an athlete is cut from one of the teams, he may go out for another sport immediately.

All team practices are at the discretion of the coach (but not on Sunday). 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 student's eligibility to participate in extra-curricular activities will be determined by his Grade Point Average (GPA). If a student's GPA 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 GPA 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 to improve their GPA for the preceding semester only and regain athletic eligibility.

### **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.

### **Home Campus**

Home Campus is a web-based system used to track student's medical history, contact information and release forms. Parents must complete all necessary forms for their student prior to the student being

allowed to participate in sports. All forms can be uploaded into the Home Campus system from your account. Student physicals need to be performed every 12 months. Before every school year, parents will need to review and update the information they have previously entered in Home Campus.

### **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, Athletic Training Staff, or the 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 paperwork 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 Training Staff.

### **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.

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.

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.

### **Commitment to Sports**

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 Director of Athletics. This includes recruiting and other school activities, including homework and test preparation. Family emergencies and functions are excused.

### **Season Fee**

Individual athletic programs may require a fee each season. These fees cover the costs of spirit pack items that can vary by program and typically consist of any of the following: Polo shirts, T-Shirts, athletic shorts, sweat suits, sweatshirts, etc. Season fees are also used to cover the cost of other expenses, such as, but not limited to, team meals, team bonding activities, out of section travel, etc. At the beginning of each season at the parent meeting, the Head Coach will elaborate as to what is covered by the Season Fee. PLEASE note: SEASON FEES are non-refundable.

### **Outside Participation**

No athlete may be a member of a similar team outside of the Crespi Athletic Program during the CIF season of sport.

### **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.

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 Director of Athletics. 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.

### **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 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 School Administration.

### **Locker Room Access Policy**

1. Students are not to share lockers or lock combinations.
2. Students are not to bring their book bags to P.E. class. These should be left in the school locker.
3. 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.
4. 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.

### **Players**

- Athletes are excused from riding on the team bus to games only in emergency situations. They must have a written note from their parents stating the reason. The note must be filed with the Director of Athletics.
- 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.

### **Cheerleaders/Pep Organizations**

- Choose the appropriate cheers at the right time, ensuring 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.
- Taunting of other players, fans, coaches, or officials is unacceptable.
- Female cheerleaders are expected to arrive in full uniform.

### **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.
- Parents should help ensure that their 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 two days to a maximum of 10 days.
  - The criteria involved in the selection process.
  - 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**

Any student who transfers within the State of California for the first time, not using a valid change of residence, will have the option of “Limited Eligibility” (Playing at the Freshman or JV level for any sport the athlete participated in the last 12 calendar months) OR:

#### **The “Sit Out Period Provision”**

- Only for student-athletes who are transferring for the first time.
- The Sit-Out Period is a date, not a time frame. For the 2022-23 school year the following dates are specific to each sport and can be found on the CIF website.
- The provision would only apply to sports the student participated in during the 12 calendar months prior to the transfer to the enrolling school.
- Students may choose to apply the Sit-Out Provision in one sport and ask for limited eligibility in another. To do this the sport should be written next to the eligibility request under #7 on the 207 Transfer form.
- Under the Sit-Out Provision the student may not participate in any scrimmage or contest, at any level, until the Sit-Out Provision date. Practice, team meetings, fundraising, etc. is allowed.

Any student-athlete transferring for the SECOND time or choosing not to use the NEW “Sit Out Period Provision” will be INELIGIBLE for Varsity competition in any sport or sports in which he participated in the previous school year for 12 calendar months from the date on which the student begins classes in his new school unless there is a valid change of residence.

### **Valid Change of Residence Defined**

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.
2. A valid change of 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 valid residence at a time.
3. A valid 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. CIF-SS Bylaw 206C requires the following evidence that a bona fide change of residence has occurred:

**Required – All Five (5) Must Be Submitted:**

- 1.) Real estate documents indicating & verifying the Valid Change of Residence OR proof of entering a long-term lease (minimum of 12 months)
- 2.) Proof of former residence address being terminated (lease termination letter, escrow closing papers)
- 3.) Bank account statement/credit card statement with new residence address indicated
- 4.) Proof of at least 2 utility services/monthly bills in the family's name at the new residence **and** documentation of termination of the same at the former address (cell phone, auto insurance, pay stub, gas, water, electricity, cable tv, etc.)
- 5.) Proof of change in address on the parent(s)/caregiver(s) and age-appropriate student's driver's license to new address

**At Least One (1) of the Following Items Are Required to Be Submitted**

- A.) Proof of the submission of an official Change of Address notification to the US Postal Service to receive mail at the new residence
  - B.) Proof of voter registration listing the new residence address
  - C.) Proof of transfer of parent(s)/guardian(s)/caregiver(s) and age-appropriate student's motor vehicle registration to new residence 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 with 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.

## CODE OF CONDUCT

### STAFF

Dean of Students: .....Mr. Timothy Selby

### PHILOSOPHY

Crespi Carmelite High School recognizes the parent as the primary educator of their son and seeks to build upon solid family values. We endeavor to provide an exceptional academic atmosphere conducive to learning, while ultimately emphasizing the formation of productive, mature, spiritual young men.

**School rules and regulations designed by Crespi Carmelite High School that bind the students are included in the Crespi Parent-Student Handbook as well as the Distance Learning Code of Conduct. These rules are in effect during the school day, at all school-sponsored activities, both on and off-campus, including such activities that take place after school hours. The Administration and Faculty reserve the right to waive and/or deviate from any and all discipline regulations for just cause or at their discretion.**

### STUDENT'S RIGHTS

- An education of choice in an environment which fosters the development of their God-given talents.
- Equal opportunity without 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.

### STUDENT'S RESPONSIBILITIES

- Abiding by the rules and regulations of Crespi Carmelite High School.
- Recognizing and acting upon spiritual, academic, and social opportunities.
- Demonstrating respect toward the administration, faculty, staff, and their peers.
- Treating the school's buildings, grounds, equipment, and its brand with respect.

### EMANCIPATED OR EIGHTEEN-YEAR-OLD STUDENTS

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

### 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:

#### Student Infractions

Violations of the discipline policy fall into the following categories:

<u>Demerit Value and Examples</u>	<u>Consequences</u>
<ul style="list-style-type: none"> <li>• Category I: 1 Demerit</li> <li>• Dress Code Violations</li> <li>• Eating in Building</li> <li>• Unexcused Tardy</li> <li>• Objectionable Language</li> <li>• Unauthorized Use of Electronics</li> <li>• Classroom Comportment Issues</li> </ul>	<ul style="list-style-type: none"> <li>• After School Detention:</li> <li>• On Tuesday or Thursday following the infraction</li> <li>• Sixty minutes after school</li> <li>• Unauthorized use of electronics has a fine of \$5 to return device</li> </ul>
<p><b><u>Category II: 3 Demerits</u></b></p> <ul style="list-style-type: none"> <li>• Disrespectful Behavior</li> <li>• Truancy</li> <li>• Failure to Serve Detention</li> <li>• Hazing, Harassment, Bullying and Fighting</li> <li>• Negative Notoriety</li> <li>• Insubordination</li> </ul>	<p><b><u>Saturday Detention:</u></b></p> <ul style="list-style-type: none"> <li>• Two Saturdays a month and as necessary</li> <li>• Three hours on Saturday morning</li> <li>• Campus beautification and school community service projects</li> </ul>
<p><b><u>Category III: DRC</u></b></p> <ul style="list-style-type: none"> <li>• Weapons on Campus</li> <li>• Drugs, Alcohol, or Tobacco</li> <li>• Assault</li> <li>• Theft</li> <li>• Vandalism</li> <li>• Gang Affiliation or Identification</li> <li>• Bullying</li> <li>• Tampering with School Information Systems</li> </ul>	<p><b><u>Suspension and Discipline Review Council:</u></b></p> <ul style="list-style-type: none"> <li>• Student is prohibited from campus pending Discipline Review Council</li> <li>• Parent or Guardian must be present along with the student at DRC to review the infraction(s)</li> <li>• Suspension continues pending the Principal's decision</li> </ul>

**CONSEQUENCES AND PROCEDURES**

The Administration maintains the right to interpret each situation and the circumstances in order to assign the appropriate consequence. These rules apply during on-campus learning. If distance/online learning is necessary, please refer to the Online Consequences and Expectations section below.

**After School Detention (ASD)**

To provide a more immediate consequence for problem behavior and to encourage students to remedy such behavior, after school detention system has been put into place.

- An ASD is the result of one infraction.

- It will be held on Tuesday and Thursday after school for sixty minutes.
- In accordance with state regulations, students will serve an ASD on a day it is offered, no less than twenty-four hours after the detention is assigned.
- In congruence with the Carmelite charism of service, students will assist with school community service projects on campus.
- Electronic devices will not be permitted at this time.
- Failure to serve an ASD will result in three demerits and one Saturday detention.

### **Saturday Detention (SD)**

For more serious infractions, a Saturday detention will be assigned for problematic behavior, encouraging students to remedy such behavior through extended school community service.

- Upon a student's receipt of a Category II infraction, a Saturday detention will be assigned.
- Held on two Saturdays of each month, or as needed for the duration of three hours.
- In cooperation with the Carmelite charism of service, students will assist with school community service projects on campus.
- Electronic devices will not be permitted at this time.
- Failure to serve a SD will result in three demerits and at least one additional SD.

### **Suspensions**

In the case of serious infraction(s), a student may be assigned a suspension which precludes them from attending school functions, activities, or sports. The Dean of Students will determine whether or not the suspension will be served at home or on campus.

#### **On-Campus Suspension**

- Upon a student's receipt ninth demerit through accumulation, students may be assigned a suspension.
- On campus suspension will be enforced over the course of two consecutive school days.
- Please be aware that if a student is suspended on Friday **this will exclude them from all weekend** school functions, activities and sports as well and will complete their suspension on the following Monday.
- Students will be required to report to the Dean of Students at 8:30 a.m. on the day of on campus suspension to check-in and surrender all cellular or electronic devices determined ***not*** essential for success during the school day.
- During on campus suspension, students will not be present in class meetings; however, they will be given a workspace to complete their daily assignments from their teachers or on Crespi Connect.
- During lunch, students serving on campus suspension will be seated in an area of direct supervision and will be required to assist in lunchtime cleanup.
- At the conclusion of the school day, students may collect phones and other electronic devices and must vacate the campus.

#### **Off Campus Suspension**

- Will be enforced over the course of two consecutive school days.
- Please be aware that if a student is suspended on Friday **this will exclude them from all weekend** school functions, activities and sports as well and will complete their suspension on the following Monday.



- During suspension, students will not be present on campus; however, they will need to complete their daily assignments from their teachers or on Crespi Connect.

### **Discipline Intervention**

At a student's ninth demerit, families will be notified, and the school will conduct a Discipline Intervention (DI), as soon as possible. DIs will include the Dean of Students, and may also include the student's counselor, teacher(s) and other invested parties. The purpose of DI is to identify obstacles to their success and assist the student in rectifying problem behavior.

### **DISCIPLINARY REVIEW COUNCIL (DRC) PROCEDURES**

The DRC may be convened when a student accrues **fifteen demerits or a violation in Category III**. The DRC consists of a Vice Principal, the Dean of Students, and two members of the faculty. The principal has final approval of all council members and the Dean of Students reserves the right to convene the Discipline Review Council at his discretion. The Principal also reserves the right to convene the Discipline Review Council at his discretion.

The following procedure will be utilized:

- The Dean of Students will meet with the student in question.
- The parents/guardians will be notified, the student will be suspended pending the DRC results.
- The Dean of Students will notify the parent/guardian regarding the DRC's procedures.
- At the DRC meeting, the Dean of Students will present the case.
- After the family has been given the opportunity to provide additional information, the formal meeting is adjourned, and the Council will go into closed session to formulate a recommendation.
- The Dean of Students will present the details of the case and inform the Principal of the Council's recommendations.
- The Dean of Students will inform the parents of the decision.

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

- That the student receives Disciplinary and/or Academic Probation.
- That the student receives Strict Disciplinary and/or Academic Probation.
- That the student 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 also include seeing a counselor and/or the fulfillment of facility maintenance tasks. Being on probation means that any breach of the disciplinary regulations, which result in the accrual of additional demerits, may lead to expulsion.

### **Strict Disciplinary and Academic Probation**

Strict Disciplinary and Academic Probation is similar to regular disciplinary probation **except** that any breach of school policy – e.g., dress code violation, school/class tardy – may lead to expulsion.

At the conclusion of each school year, the Administration will review such students to determine if they will be invited to continue at Crespi Carmelite High School. As deemed appropriate, the student may return under conditions of Disciplinary and Academic Probation.

## **Expulsion**

A student who has seriously damaged the reputation of the school or whose conduct threatens the physical, moral, or intellectual welfare of the school community will be summarily expelled from Crespi Carmelite High School. The Principal may use this consequence after consultation with the members of the Discipline Review Council.

The following actions are examples of situations that allow the Principal to 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

## **EXAMPLES OF INFRACTIONS AND CONSEQUENCES**

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 consequence.

### **1. 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 or objectionable 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.

### **2. Smoking/Vaping**

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/vaping on campus or within three blocks of campus will be subject to a minimum two-day suspension. Students are prohibited from smoking at any school-related activity.

### **3. 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.

### **4. 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:

- The individual freely admits membership.
- The individual has gang tattoos, hairstyle, or other gang-identifying personal appearance.
- The individual associates with gang members.
- The individual wears gang colors or clothing imprinted with gang names or symbols.
- The individual writes, or has written, about his gang affiliation.
- The individual uses a special name that identifies him as a gang member.
- The individual has gang-related graffiti in his books, locker, or other personal effects
- Official documentation from police, probation, court records, or school records indicate the individual is a gang member.

### **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

- School-owned buildings and desks.
- Student-owned, operated, or controlled motor vehicles located on or off School premises.
- School-owned lockers; and 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 his pockets and/or turn them inside out.
- Comply to a search of their backpack or other personal belongings.
- Grant access to their electronic devices.
- Comply to a search by a metal detection device.

If the student refuses, the School will 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 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 support therapy 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.

### **Canines Detection Service**

In light of the above policy, Crespi has contracted the services of 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.)
- Prescription Medications (Oxycodone, Adderall, Ritalin, etc.)
- Drinking alcohol (beer, whiskey, wine, etc.)
- Black powder (firearms, ammunition, fireworks 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 Dean of Students and/or a specified Crespi staff member will escort the 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 Dean of Students of the location of the alert and the following steps will be followed:

### **Lockers**

The Dean of Students will open the locker and authorize the 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 Dean of Students' Office, resulting in a limited search of the student's person (pockets, socks, shoes, cuffs, etc.) conducted by the Dean of Students.

### **Book Bags**

The Dean of Students will authorize the 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 Dean of Students' Office where the Dean of Students 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 Dean of Students will establish ownership or occupancy of the vehicle and summon the student to the Dean of Students' Office. The Dean of Students 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 Dean of Students' Office where the Dean of Students 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 Dean of Students' Office will notify the parents of a student whose possessions were alerted and searched.

The objectives of 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:

- 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.
- Selling, transferring, or serving as an accessory to the sale or transfer of alcohol and/or any dangerous or illegal drug.
- Possessing drug paraphernalia including but not limited to fake IDs, vapes, and e-cigarettes.
- Photos or language referring to alcohol and/or drugs on a student's website, public forum, or social media.

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 Carmelite High School 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.
- It is also the responsibility of the parents to uphold these and model these standards when on campus or at a Crespi sponsored event, and to report all incidents of discrimination or harassment to a school administrator.

### **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:

- **Verbal Harassment:** Derogatory comments, racial slurs and jokes, or threatening words spoken to another person.

- **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- **Visual Harassment:** Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures.
- **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.
- **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**

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 or 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**

Any method of initiation or pre-initiation into the student body, student organization, athletic team, 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:**

- The student must first attempt to resolve the issue, if possible, with the person causing the harassment in an attempt to address the issue and to practice utilizing self-advocacy and problem-solving skills.
- However, if the objectionable behavior does not cease immediately, the student must report the harassment an adult on campus who will report it to the Dean of Students.
- The student will be asked to complete a verbal and a written statement. In all cases, the Dean of Students will investigate thoroughly involving only the necessary parties. Confidentiality will be maintained as much as possible. The investigation will include a meeting with all students allegedly involved.
- If appropriate and if the accusations are considered valid by the administrative team, the alleged individual will be placed on suspension during the investigation.
- Parents of the involved parties will be notified on a as needed basis until facts have been determined.
- At the conclusion of the investigation, the Principal and/or the Discipline Review Council will recommend a specific action and will alert parents of the involved parties. The disciplinary action

will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions, up to and including on or off campus suspension, and/or expulsion from the school.

- 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. If the complaint is against a Crespi Carmelite High School employee, the direct supervisor (department chair and school Administration) will be notified immediately, appropriate actions will be taken by Administration to investigate accusations to determine validity. If such actions are deemed valid the school Administration will take measures to ensure safety, equality, and fairness. Crespi Carmelite High School reserves the right to handle any and all staff matters internally.

## **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

Items of clothing which violate the dress code will be confiscated and can be picked up from the Dean of Students' 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.

### **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 establishing 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, failure to comply with Crespi's dress code will result, minimally, in an after school detention.

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".

### **Dress Code for Regular School Days**

#### **Pants/Shorts**

Students are required to wear "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 clean, in a 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.
- Students must wear pants around the waist and shorts must be no shorter than 3" from the top of the knee when standing. Additionally, all shorts and pants must have a button or snap enclosure.
- Athletic pants/shorts, 100% Denim, leggings, pajamas, or loungewear are not allowed during regular dress days.

### Shirts

Polo style shirts that bear official Crespi Carmelite High School logos only.

- The collar must be visible.
- Crespi clothing should not be altered in any way.
- Undershirts are permissible as long as they are of a solid color with no visible wording or logos.

### Outerwear

All outerwear must display officially authorized Crespi Carmelite High School logos.

- This includes but is not limited to; sweatshirts, sweaters, pullovers, and hoodies.
- Exceptions include winter jackets being worn outside before school, after school, and during lunch.
- Crespi does not recognize hoodies as undershirts and they **may not** be worn under polo shirts.

### Shoes/Socks

Dress or Athletic Shoes only.

- These must be closed (toes and heels) with hard or rubber soles.
- They must be clean with minimal wear damage.
- Shoes that require duct taping, hot glue, or staples, should be replaced, as they pose a safety hazard.
- Moccasins, sandals, slippers, Crocs, Foam runners, and similarly designed shoes are NOT acceptable.
- Socks are required and must be visible at all times.
- Shoes must be worn at all times unless given permission by a teacher.

### Hair

Hair shall be neat, clean and of your natural color, styled or cut to reflect good grooming and personal care. Hair styles should not be wore in a manner that covers the student's eye nor distract from the learning process.

#### **Prohibited styles include but are not limited to:**

- bleached/colored hair
- mohawks/ faux hawks
- mullets
- hair longer than shoulder length
- styles that lead to a point in the back of the head

#### **All students must be clean-shaven.**

- Sideburns may extend no lower than the bottom of the ear.
- Styles that distract or interfere with the learning processes are strictly prohibited.
- Decorative eyebrow slits are not allowed.

### Hats/Hoods/Headwear

Headwear on campus is restricted to official Crespi Carmelite High School hats and beanies.

- Headwear are not to be worn in school buildings during schools hours.
- Sweatshirt hoods can be worn outside to protect against the sun and cold weather and may not be wore indoors.



### Jewelry/Piercings/Accessories

Students may wear a crucifix or other religious medals, 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.

Piercings of any kind may not be worn during school hours. Students will be asked to remove the piercing(s) or sent home until they are able to comply with the dress code policies.

Sunglasses may be worn outside but must be removed while indoors. Excessive jewelry, wallet chains, safety pins, suspenders and similar items are not permitted.

### Tattoos/Writing on Skin

Tattoos may not be visible at school or at any school related activity; This includes permanent, temporary, and pen tattoos drawn by the student or someone else.

Please keep in mind, the tattooing of a minor (any persons under the age of 18) is illegal in the state of California.

### **Dress Code for All School Liturgies and Special Events**

On Mass Day, students are required to wear official authorized Crespi Mass attire. This attire must be worn for the duration of the school day.

- Official authorized Crespi Oxford dress shirt, tucked in.
- Crespi tie.
- Dress slacks or clean and neat khaki pants with no frays or holes.
- This precludes students wearing jeans, jogger-style pants, shorts,
- Belt
- Leather or faux leather with no ornamental belt buckle or studs.
- Dress shoes
- Excludes athletic shoes, boots, and canvas shoes.
- Dress socks
- Dark color socks that go to mid-calf

### **Dress Code for School Dances**

Students are expected to dress for school dances in casual and appropriate attire. Crespi Carmelite High School reserves the right to refuse admission to any student who is inappropriately dressed. Prohibited dress will be confiscated and returned at the end of the event as the student is leaving.

### **Dress Code for Special Schedules and Exam Days**

During special schedules and exam days (Finals, AP testing, PSAT ...), standard dress code will be upheld.

### **Dress Code for Dress Down Days or Theme Days**

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

## **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/Vehicle Use**

All students who drive to school **must** register their car with the Dean of Students. Registering a car with Crespi Carmelite High School does not make the school liable for any theft, accidents, or damages that occur to vehicle(s) or private property perpetrated on or off school grounds or at school events. It is highly recommended that students do not leave any personal property or equipment unattended in their cars.

### **Student Lot:**

- A parking permit is required and must be displayed to park in the student lot.
  - Permits can be purchased from the front office during school hours.
- Students will be assigned parking space upon the purchase of a parking permit.
- Parking entrance will be locked by 9:00 a.m.

### **Street Parking:**

- Students are to adhere to all street parking rules and regulations.
- Effort will be made to notify students if they are in danger of receiving a parking ticket or being towed.
- Ultimately, it is the student's responsibility to be aware of all parking signs.

### **Prohibited Parking Areas:**

Out of consideration for our community and neighbors, parking in the following locations is not allowed:

- Faculty Lot
- Carmelite Priory Lot
- Residential streets, especially Tarzana Street
- Ralph's Parking Lot
- Our Lady of Grace's parking lot

### **Car Noise:**

- Because of the disruptive nature of car alarms, students are encouraged to park in the Student Lot and not set their alarms.
- Any student intentionally setting off their alarm will receive a Category 2 Parent Notification for disrespectful behavior.
- Modified or stock exhaust systems that are considered excessively loud are prohibited around campus.

### **Driving Expectations:**

- All students who drive to/from school or school related functions are expected to abide by all state driving regulations. This includes but is not limited to:
  - Coming to a complete stop at stop signs.
  - Adhering to the posted speed limit or sustaining a speed of no more than 25 miles per hour in residential and school zones.

- Students who are seen driving in a reckless or unsafe manner are subject to disciplinary consequences which may include a two-day suspension from school and referral to proper local authority.

### **Student Access to Buildings**

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

- Crespi opens its doors early out of convenience for parents who need to drop their sons off on the way to work, etc.; however, students are only allowed in the school building from 6:30am to 3:30pm, unless under faculty/staff supervision.
- 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 during school hours without permission from a school administrator.
- 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.

### **LOCKERS AND PERSONAL EFFECTS**

- Students are highly recommended 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.
- Students are only permitted in the locker rooms during PE class or immediately before and after athletic practices and contests.
- Any item left unsecured and unattended will be confiscated and the owner may be issued a Parent Notification.
- Crespi Carmelite High School assumes **no responsibility** for students' personal property and therefore:
  - Items left unsecured are done so at the owner's risk.
  - It is not advisable for students to bring valuables or large sums of cash over \$20 to school.

To reiterate, Crespi Carmelite High School'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 electronic devices (smart watches, tablets, portable speakers, readers, etc.) may be brought to Crespi. The School is **NOT** responsible for lost, misplaced, stolen, and/or broken electronic devices or for any unauthorized use of such devices.

- These devices are only to be used during lunch and passing periods.
- Headphone, earbuds, and other portable listening devices are not allowed and will be confiscated if used during instructional hours.

- Cell phones are to remain silenced and in the classroom phone caddy for the duration of class periods, during Mass, and assemblies.
- Cell phones can be confiscated if they are in plain sight, ring, or produce a notification/alert sound during class.
- Students are not allowed to take cellphones into the restroom during class time.
- No recording, screenshotting or photographing, or posting about other students or teachers and staff to other online sources (per Federal Educational Rights and Privacy, and California Education Code Section 51512).

### **Inappropriate Use of Electronics:**

- No unauthorized reproduction of any classroom materials or presentations.
- No Unauthorized use of a device during any type of quiz, test, or any other type of assessment.
  - posting such material on any type of social media or messaging apps will result in consequences as outlined in the Academic Integrity section of this the Parent/Student Handbook
- Suspicion of inappropriate use will be reported to the Dean of Students.

### **Confiscation of Electronic Devices**

If a student's electronic device (cell phone, laptop, headphones ...) is confiscated during the school day, the following measures will be taken:

- Contents may be searched, if applicable.
- The device returned at 3:00pm
- Students will incur a fine:
  - First Offense: \$5
  - Second Offense: \$10
  - Third Offense: \$15 and parents must collect phone
  - Fourth Offense and beyond: \$20 and parents will collect the phone, and the students will be assigned a Saturday Detention.
- Depending on the circumstances, the student may be denied the right to bring the device to school.
- Multiple violations of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted.

The School will **NOT** pay to replace devices that are lost, misplaced, or stolen after they are confiscated.

### **The Use of Gaming Consoles**

- PlayStation, Switch, X-Box, etc. and accoutrement are prohibited on campus unless under the direct supervision of faculty or staff.
  - When being used under the supervision of a faculty/staff member, games must be considered appropriate and in line with the values of the Catholic Church.

### **Academic Integrity and Plagiarism**

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 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.

There is no distinction between giving and receiving unauthorized help. All work presented by a student should be a reflection of his own effort and ability within the explicit or implicit guidelines set forth by the school or in the Academic Integrity Contract. As stated in the Academic section of this handbook, students who are found in violation of Crespi's Academic Integrity policy will receive a zero for the assignment and the corresponding disciplinary consequence.

Similarly, students must avoid plagiarism, which is defined as the act of consulting another's ideas, words or expressions, and passing them off as their own, without crediting the person or source ("Plagiarism." *Merriam-Webster.com Dictionary*, Merriam-Webster, <https://www.merriam-webster.com/dictionary/plagiarism>. Accessed 22 Jul. 2020.).

Crespi views the use and submission of AI generated materials as plagiarism and will address such situation accordingly.

### **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.

### **1:1 Learning Initiative**

Crespi Carmelite High School is providing students and staff with the latest laptop technology and access to the school's electronic network. The goal of Crespi's 1:1 Learning Initiative is to assist in preparing students for success in college and in today's technology-centric workplace. As such, each student will be issued a MacBook Air that will be used as part of Crespi's academic program.

### **Laptop Policy**

Each student will be loaned a MacBook Air with software preinstalled by Crespi Carmelite High School. The computer is the property of Crespi Carmelite High School. The school retains the right to require immediate return of any computer at any time, and for any reason, including the transfer of a student to another school.

Each laptop will have an ID Tag and will be cataloged in the TRC. The laptop must be handled with utmost care which includes the regular backup of data. Crespi is not responsible for the loss of student data.

The student's family is financially responsible for the laptop. Parents will be charged a \$250 replacement fee for damaged laptops not covered by Apple Care. Parents will be charged a \$1000 replacement fee for laptops lost or damaged beyond repair. Parents will not be charged a fee for stolen laptops with a verified police report. Police reports must be filed within 7 days of theft.

Each laptop is covered by a 3-year manufacturer warranty (Apple Care), which covers manufacturer's defects in materials and workmanship, including issues like failed hard drives and batteries. Accidental damage like spilled liquids or drop damage is not covered and must be paid for by the parents.

For details of Apple's Support Plan visit: <https://www.apple.com/support/products/mac.html>

### **Electronic Network & Guidelines**

Crespi students are provided log-in credentials to access the school's wireless network. Crespi utilizes a robust firewall and network filter system to prevent student access to maintain a safe internet environment on campus. These systems must not be bypassed. Home networks must be configured by the student's parents for desired environments at home.

Students must abide by the school's Code of Conduct Policy. Adherence to the Crespi Man statement as guiding principles will prevent any misunderstanding of how to properly use technology in a constructive manner.

### **General Expectations**

- Student and parent(s) must have laptop repairs and maintenance done within 7 days. All laptops have Apple Care policies which provide free services at a retail Apple Store Genius Bar. Reservations for the Apple Store can be made at <http://www.apple.com/retail/geniusbar/>
- Student and parent(s) must notify the school for a loaner if his laptop will remain at the Apple Store for a lengthy repair. Student must provide proof that the laptop is at Apple Store. Proof can be requested from the Genius bar. Loaners will not be provided for laptops that are forgotten, lost, damaged, or not charged.
- Student must keep his laptop in a hard case at all times.
- Student must charge the laptop every night prior to a school day. It is expected that students come to class with a laptop that is sufficiently charged. Teachers are not expected to provide students an opportunity to charge their laptops in class. If a student is using high performance features on the laptop, it is his responsibility to charge his laptop in the TRC.
- Student must maintain an appropriate public environment on his laptop. His laptop can be viewed at any time on campus by any teacher or administrator. The public environment includes, but is not limited to, the desktop background, laptop case, any images or messages on the Desktop, any profile pictures for Crespi Connect, Google Drive, or other web accounts, any information that can be shared or accessed publicly.
- Student must practice good digital citizenship. As a member of the global society, it is important that the student respect others online and be diligent about protecting his digital footprint. Negative notoriety consequences are listed in the parent/student handbook. More details about digital citizenship can be found here: <https://www.common sense media.org/blog/digital-citizenship>
- Student and parent(s) will keep the settings under System Preferences in compliance with our network requirements. Mobile device management software will be used to monitor the laptops and

will provide teachers with some classroom management tools. A student can only be monitored while on campus and will not be monitored at home.

- Students are responsible for keeping their laptops up to date. Any official updates will be announced and should be performed at home.
- Students and parents will abide to the policies in this agreement as well as those in the parent/student handbook and code of conduct.

### **General Unacceptable Behavior that may lead to Disciplinary Action**

- Students will not share passwords
- Students may not remove or alter any software or ID tags in any way
- Students will not use the school's network or devices to violate any federal, state, or local laws or any school regulations
- Students will not use school or personal email in any manner that would be contrary to the school's Mission or policies
- Students will not post information that, if acted upon, could cause damage or danger of disruption
- 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 requested to stop sending messages, he must stop
- 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 attempt to bypass or circumvent network controls or web filters, the use of hotspots is prohibited
- Students will not use the network for commercial purposes including online sales and trading
- Students will not use the network for political lobbying
- 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, indecent or pornographic material, or confidential, private, or proprietary information
- Students will not use school equipment, network, or credentials to exchange, display, or post electronic messages or pictures that are abusive, sexually oriented, offensive, damaging to another's reputation, or illegal
- 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.

### **Wi-Fi Access**

- Students seeking access to the school's wireless network acknowledges agreement to the terms in this AUP and agree to use the network for educational purposes.
- Students must register their device with the school by completing the Personal Device Consent Form

### **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.
- AI generated content submitted as the student's own work is considered plagiarism and will be addressed as such.

### 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.

### **Parental Consent for Students Under 13 Years of Age**

Students under the age of 13 may be required to have parental consent prior to downloading or accessing certain software or web-applications. This agreement grants Crespi employees permission to provide consent on behalf of parents. Teachers may provide consent electronically when creating accounts for students, provided they confirm their authority to consent and affirmatively indicate consent on behalf of a parent or guardian. A parent of a student under the age of 13 may contact the Director of the Center for Innovation, or the TRC for a list of software, apps, and web-based resources that has age considerations. A parent of a 13-year-old student choosing to not grant permission must notify the school by email.

### **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 school administrators shall determine the particular consequences for violations of this policy. 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 main 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 Dean of Men. 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 main 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 the Dean of Men's Office may confiscate such property.

### **COMMUNICATION WITH STUDENTS DURING SCHOOL HOURS**

For emergency purposes only, parents may leave a message with the school at (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.

## **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 a 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.

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.

## **EMERGENCY PROCEDURES AND SAFETY ISSUES**

### **EARTHQUAKES**

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

1. Stage One: Faculty, staff, and students will protect themselves during the actual earthquake.
2. Stage Two: A select group of faculty will evaluate the damage and evacuate the buildings to an assembly point on the football field.
3. 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 CALL 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.

### **LOCKDOWN**

A lockdown 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 to either of the two Parent/Student Reunion Areas. The first is the Crespi Student Parking Lot located on the corner of Zelzah and Santa Rita. The second is the BevMo! Parking Lot located on the corner of Ventura and Newcastle. 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 one of the two Reunion Areas.
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.
3. Should you wish to review the AHERA Management Plan, please contact the Main Office to arrange an appointment.

## **CRESPI PARENT AMBASSADORS**

Crespi Parent Ambassadors membership is open to all parents whose sons are currently enrolled at Crespi. The purpose of Crespi Parent Ambassadors 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 Crespi Parent Ambassadors meetings speakers are invited to address adolescent male topics and inform parents on ways to help their sons through their teenage years.

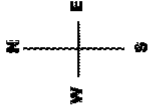
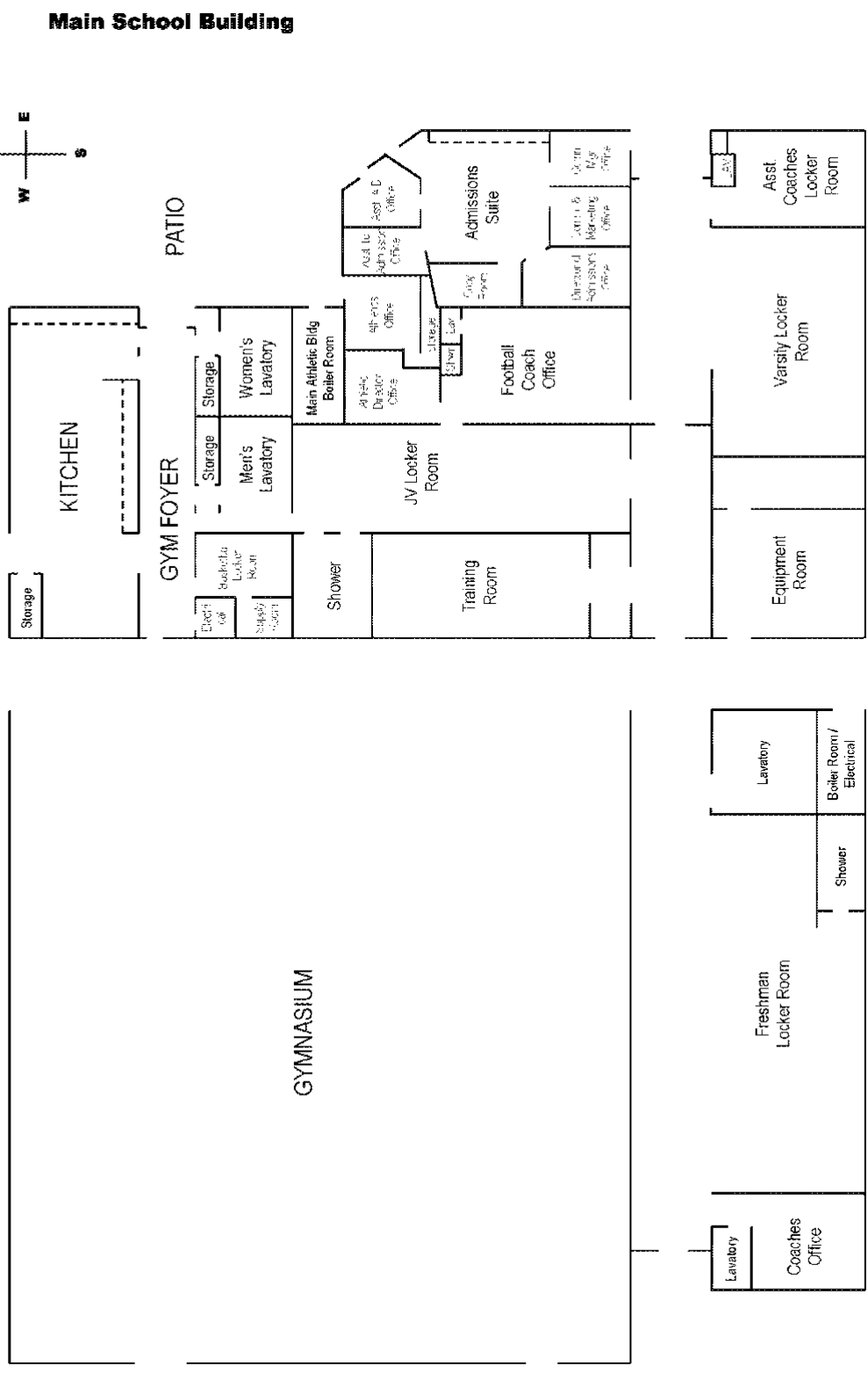
## **CRESPI DADS CLUB**

The Crespi Dads Club (CDC) operates as an extension of the Crespi Parent Ambassadors. The mission of the CDC is to be a united group committed to support the Crespi community. This is achieved through the organization of social functions to strengthen the relationships between Crespi Dads, their sons, and their family. In addition, the CDC looks to demonstrate that Crespi Dads are available to support the Crespi community by helping everyone at Crespi. The CDC holds regular meetings and is a part of the larger Crespi Parent Ambassadors.

**CAMPUS MAPS  
GYMNASIUM/OFFICES**

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

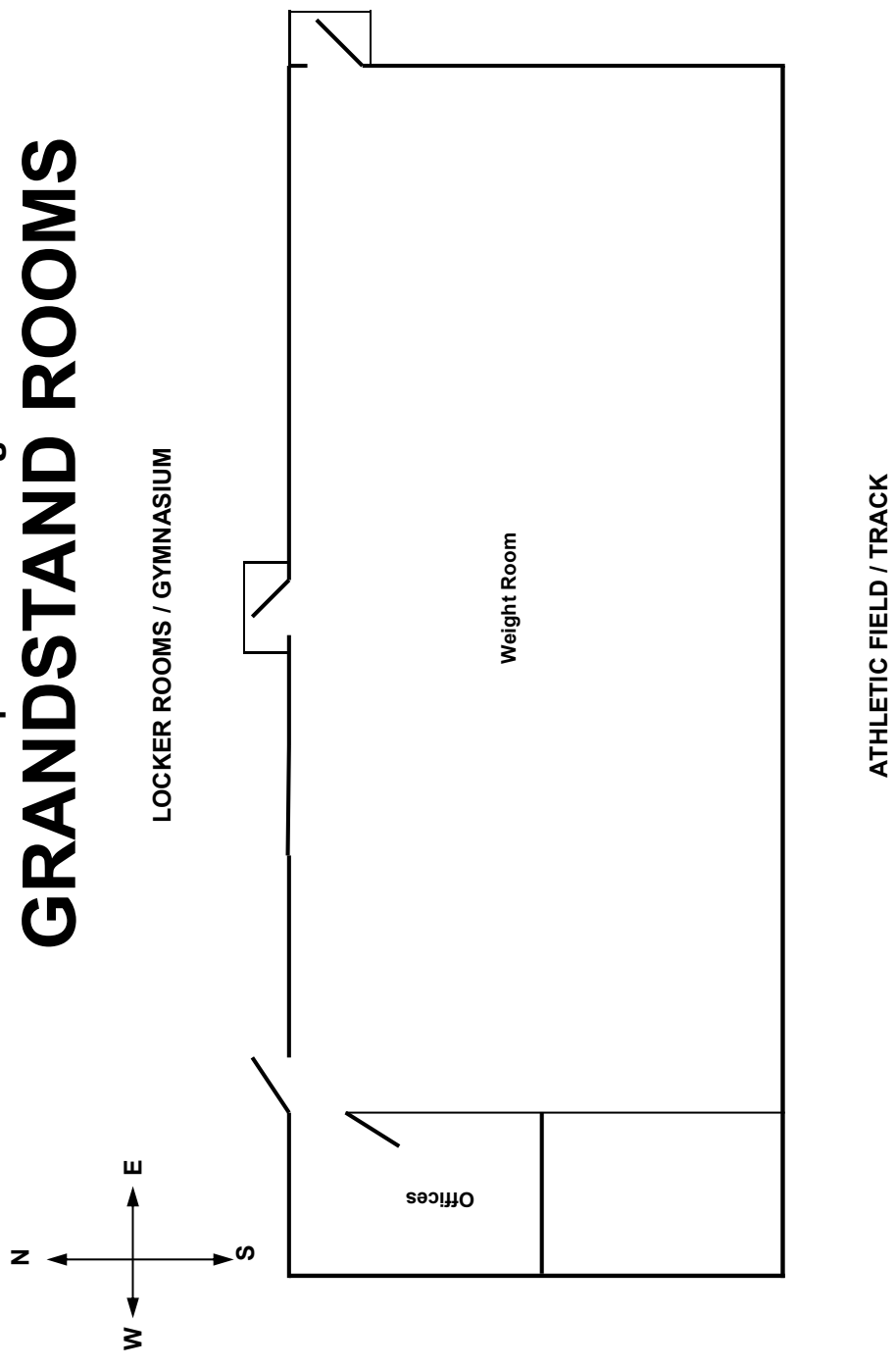
**Santa Rita Street**



Rev 7/2019

GRANDSTAND ROOMS

Crespi Carmelite High School  
**GRANDSTAND ROOMS**



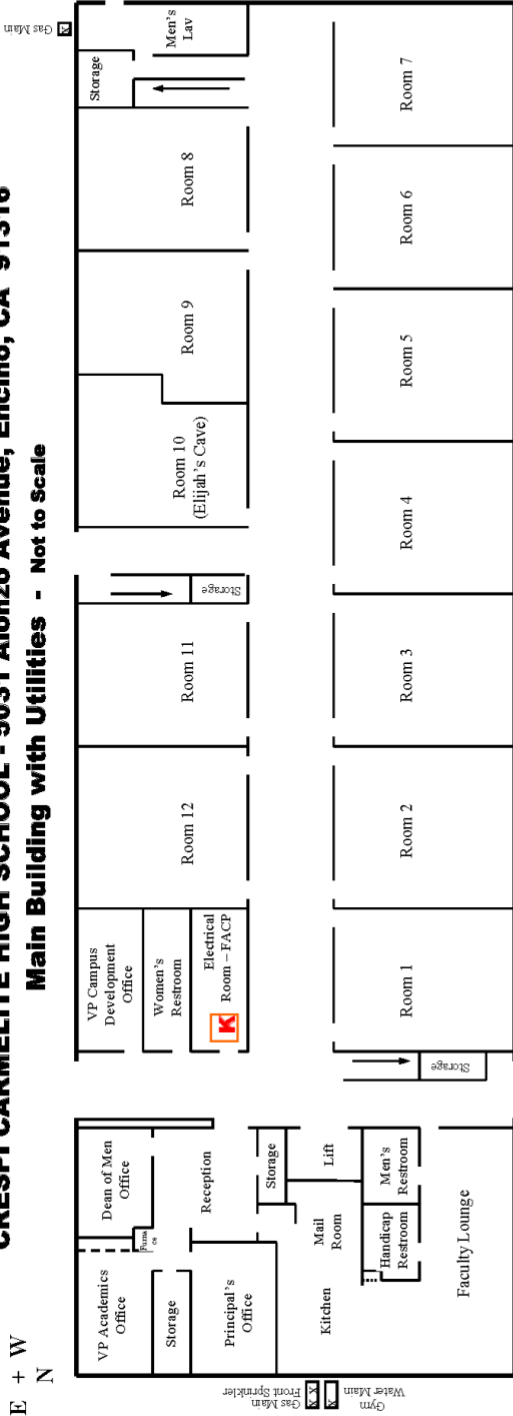
Rev 8/2015



**MAIN BUILDING**

**CRESPI CARMELITE HIGH SCHOOL - 5031 Alonzo Avenue, Encino, CA 91316**  
**Main Building with Utilities - Not to Scale**

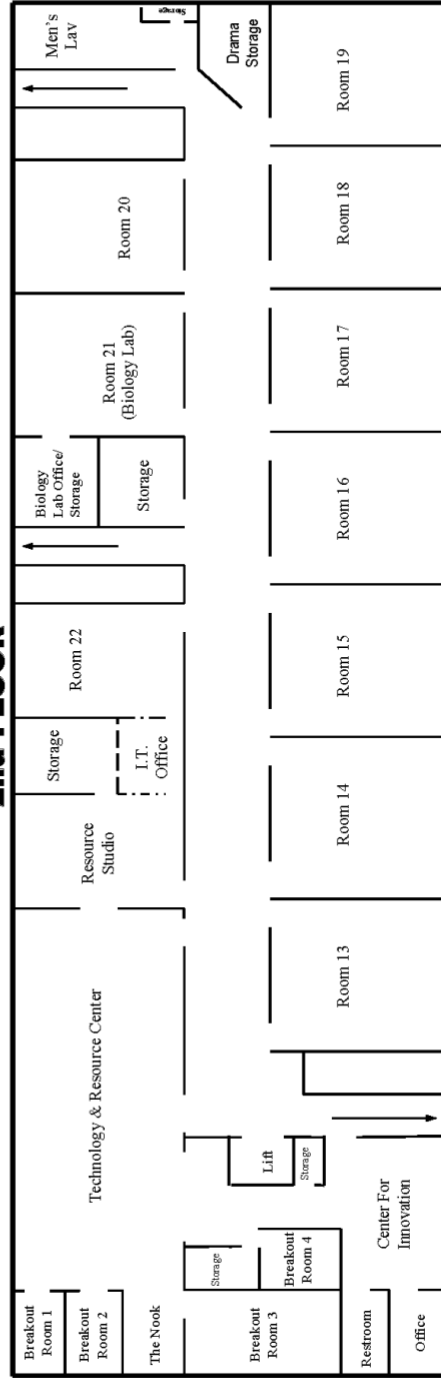
S + W  
E + N



**1st FLOOR**

Alonzo Avenue

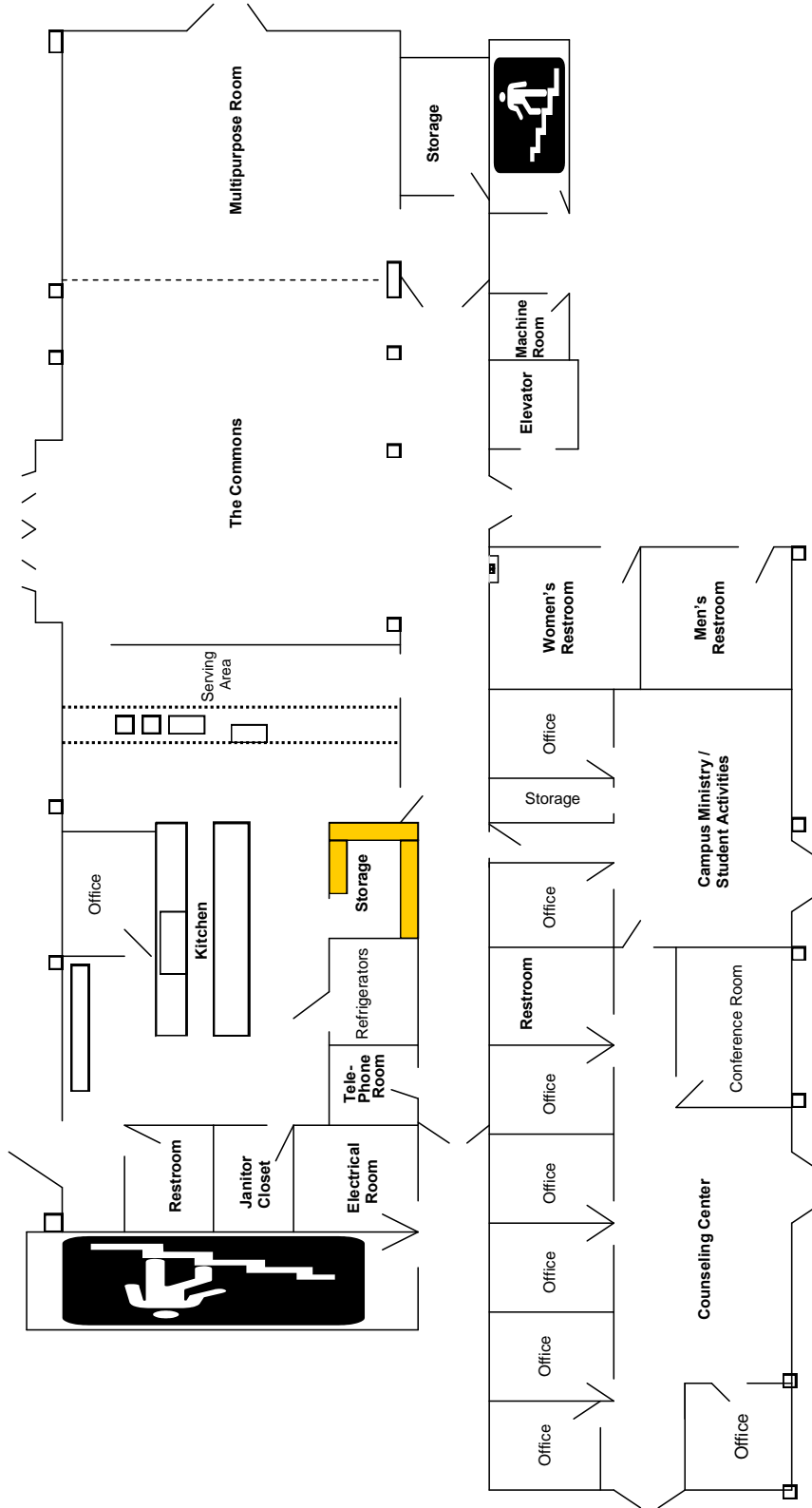
**2nd FLOOR**



**Santa Rita Street**

Rev July 2019

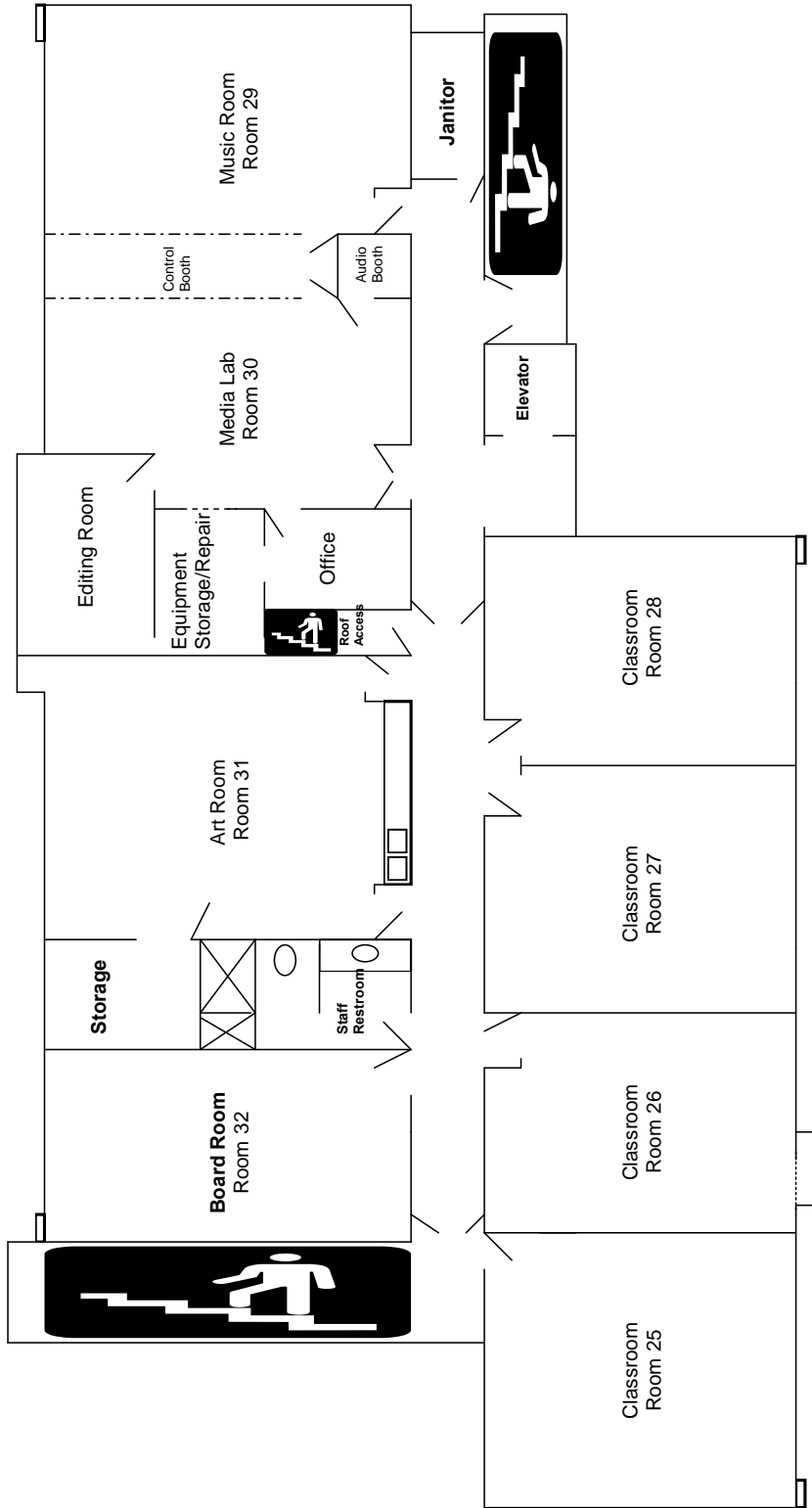
FINE ARTS BUILDING 1<sup>ST</sup> FLOOR



**1st FLOOR**  
**CRESPI CARMELITE HIGH SCHOOL**  
**FINE ARTS BUILDING**

Rev 08/11/2015

FINE ARTS BUILDING 2<sup>ND</sup> FLOOR



**2nd Floor**  
**CRESPI CARMELITE HIGH SCHOOL**  
**FINE ARTS BUILDING**

Rev 08/2015

# ROTATION AND BELL SCHEDULES

<b>ODD Day Schedule</b>		<b>Rotation</b>			
		<b>A</b>	<b>C</b>	<b>E</b>	<b>G</b>
Block 1	08:45 AM – 10:05 AM	1	3	5	7
Block 2	10:13 AM – 11:38 AM	3	5	7	1
Lunch	11:38 AM – 12:08 PM	LUNCH			
Block 3	12:13 PM – 01:33 PM	5	7	1	3
Block 4	01:40 PM – 03:00 PM	7	1	3	5

<b>EVEN Day Schedule</b>		<b>Rotation</b>			
		<b>B</b>	<b>D</b>	<b>F</b>	<b>H</b>
Block 1	08:45 AM – 10:05 AM	2	4	6	2
Block 2	10:13 AM – 11:38 AM	4	6	2	4
Lunch	11:38 AM – 12:08 PM	LUNCH			
Block 3	12:13 PM – 01:33 PM	6	2	4	6
X-Period	01:40 PM – 02:25 PM	X-PERIOD			
X and/or CELT	02:25 PM – 03:00 PM	X-PERIOD / CELT BLOCK			

<b>Mass /Assembly Schedule</b>	
Block 1	08:45 AM – 10:05 AM
Mass/Assembly	10:13 AM – 11:38 AM
Lunch	11:38 AM – 12:08 PM
Block 2	12:13 PM – 01:33 PM
Block 3	01:40 PM – 03:00 PM

<b>Periods 1–7 Schedule</b>	
Period 1	08:45 AM – 09:28 AM
Period 2	09:33 AM – 10:21 AM
Period 3	10:31 AM – 11:14 AM
Period 4	11:19 AM – 12:02 PM
Lunch	12:02 PM – 12:32 PM
Period 5	12:37 PM – 01:20 PM
Period 6	01:25 PM – 02:08 PM
Period 7	02:13 PM – 02:56 PM

# ALMA MATER

SONS OF CRESPI, MEN OF GOD,  
GUIDED BY HIS LIGHT,  
WE WILL STRIVE TO MAKE  
YOU PROUD, CRESPI CARMELITE.

BLESSED FATHER, GRANT THAT  
WE MAY FULFILL OUR DESTINY  
AND BRING MORE GLORY HOME  
TO THEE, CRESPI CARMELITE.

SONS OF MARY, MEN OF GOD,  
CLOTHED IN BROWN AND WHITE  
WE WILL ALWAYS WEAR  
HER SIGN, CRESPI CARMELITE.

BLESSED VIRGIN, PRAY THAT WE  
TRUE AND FAITHFUL SONS  
MAY BE A CREDIT TO OUR GOD  
AND THEE, CRESPI CARMELITE.

