

Cristo Rey Boston High School



2018-2019

STUDENT HANDBOOK

The policies outlined in this handbook represent a framework of rules and responsibilities for students. Not every circumstance can be captured; sound moral judgment and common sense should be used at all times. Statements in this handbook may be subject to change at any time with or without notice. The School Administration reserves to itself the right to waive any policy or rule presented in this handbook. The School Administration will attempt to keep students and parents informed of all changes as soon as is practical.

To CONTACT Us

We are committed to establishing and maintaining an open and respectful line of communication between families of Cristo Rey Boston and Cristo Rey Boston High School (CRB) staff, each of whom has their own phone extension and e-mail address. Families should contact staff by telephone or e-mail, and understand that we will return calls promptly in the event that a message is left. Families will also have an opportunity to meet with teachers and school staff during the two scheduled parent-teacher conference days (see school calendar). In addition, meetings can be arranged at any time by appointment. If a parent needs to see a staff member more immediately, the parent should report directly to the Main Office, which will facilitate the soonest possible contact. The Main Office can be reached at 617-825-2580.

SCHOOL ATTENDANCE

Students are expected to attend school and be on time each and every day. In case of absence, a parent/guardian must call 617-825-2580 ext.10 or e-mail eortiz@crstoreyboston.org BEFORE 7:30 a.m. A call or e-mail from a parent is expected each day of the absence. Consequences for unexcused and excessive absences and tardiness will apply for students who do not comply with the school attendance policy. Students can only be successful if they are present and prepared for school every day. If a student has more than 5 unexcused absences in one quarter, that student will not receive credit until completing credit recovery through assigned Attendance Detention. Note that three tardies count as one absence. The attendance policy is described in detail in the Student Conduct section of this handbook.

CHANGES

The policies outlined in this handbook represent a framework of rules and responsibilities for students. Not every circumstance can be described, in which case solid moral judgment and common sense should be used. The School Administration has the authority and reserves the right to waive any rule or policy presented in this Student Handbook with the exception of policies mandated by state or federal law.

NOTICE OF NON-DISCRIMINATORY POLICY

Cristo Rey Boston High School does not discriminate in admission to, access to, treatment in, or employment of its services, programs and activities, on the basis of race, color or national origin,

in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA). In addition, no person shall be discriminated against in admission to CRB on the basis of race, sex, color, creed, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement, as required by M.G.L. c. 71, §89(I); 603 CMR 1.06(1). No person shall be discriminated against in obtaining the advantages, privileges or access to the courses of study offered at CRB on the basis of race, sex, color, religion, national origin, or sexual orientation as required by M.G.L. c. 76, § 5. Finally, pregnant students are allowed to remain in regular education classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave (Title IX).

SCHOOL SCHEDULE

MONDAY SCHEDULE		
	START	END
A	7:40	8:23
B	8:27	9:06
AD	9:10	9:40
C	9:44	10:23
D	10:27	11:06
E1	11:39	12:18
E2	11:10	11:49
E3	11:10	11:49
L1	11:10	11:35
L2	11:53	12:18
L3	12:36	1:01
F1	12:22	1:01
F2	12:22	1:01
F3	11:53	12:32
G	1:05	1:44
H	1:48	2:27
PREP	2:30	3:30

REGULAR SCHEDULE		
	START	END
A	7:40	8:32
B	8:36	9:24
C	9:28	10:16
D	10:20	11:08
E1	11:41	12:29
E2	11:12	12:00
E3	11:12	12:00
L1	11:12	11:37
L2	12:04	12:29
L3	12:56	1:21
F1	12:33	1:21
F2	12:33	1:21
F3	12:04	12:52
G	1:25	2:13
H	2:17	3:05
AS	3:15	4:00

FRIDAY SCHEDULE		
	START	END
A	7:40	8:22
B	8:26	9:04
C	9:08	9:46
D	9:50	10:28
E1	11:01	11:39
E2	10:32	11:10
E3	10:32	11:10
L1	10:32	10:57
L2	11:14	11:39
L3	11:56	12:21
F1	11:43	12:21
F2	11:43	12:21
F3	11:14	11:52
G	12:25	1:03
H	1:07	1:45
PD	2:00	3:30

MASS SCHEDULE		
	START	END
A	7:40	8:23
B	8:27	9:06
AD	9:10	9:14
MASS	9:18	10:18
C	10:22	11:01
D	11:05	11:44
E1	12:17	12:56
E2	11:48	12:27
E3	11:48	12:27
L1	11:48	12:13
L2	12:31	12:56
L3	1:14	1:39
F1	1:00	1:39
F2	1:00	1:39
F3	12:31	1:10
G	1:43	2:22
H	2:26	3:05

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AN OVERVIEW

Cristo Rey Boston is committed to providing a Catholic, college preparatory education to young people of limited economic means. As a member of the national Cristo Rey Network and sponsored by the Roman Catholic Archdiocese of Boston, Cristo Rey Boston High School brings together corporate leaders and students from families of diverse cultural, racial, and religious backgrounds.

The school opened in 2004 in Cambridge at the former North Cambridge Catholic High School. In 2010, the school moved to Dorchester and was renamed Cristo Rey Boston High School. For the 2016-2017 year, the school enrolled 118 students in 9th grade and is projecting a total enrollment of 380 students this school year. Over the past eight years, 100% of our graduating students have been accepted into a four-year college.

The founders, Board of Trustees, faculty and staff bring a variety of perspectives and skills to our school. Our faculty and staff are committed to providing Boston youth with a life-changing educational opportunity that prepares them to enter and graduate from college. As a Catholic community, we welcome students from a wide range of religious, ethnic, cultural and academic backgrounds, and we strive to promote a generation of students of faith, purpose, and service, skilled in the core subject areas that will serve as the foundation for success in college and beyond. Finally, as lifelong students ourselves, we are interested in instilling in our students a love of learning and a visceral understanding of the importance of education.

MISSION

A Catholic high school exclusively serving families of limited economic means, Cristo Rey Boston High School educates young people to become men and women of faith, purpose and service. By offering a rigorous curriculum, a unique work-study experience, and the support of an inclusive school community, we prepare our students to succeed in college and beyond with the values essential to a fulfilling life.

CRISTO REY NETWORK STANDARDS

The Cristo Rey Network is an association of 35 member high schools that provide college preparatory education to urban young people. Each school, including Cristo Rey Boston, adheres to the Network's Mission Effectiveness Standards. Every member school in the Network, including Cristo Rey Boston:

1. Is explicitly Catholic in mission and enjoys Church approval.
2. Serves only economically disadvantaged students. The school is open to students of various faiths and cultures, and is culturally sensitive and community-based.
3. Is family centered and plays an active role in the local community.
4. Prepares all students to enter and graduate from college.
5. Requires participation by all students in the work-study program. All students must be 14-years-old on or before September 1st or the first official day of work, whichever comes later.

6. Seeks to integrate the learning present in its work program, classroom and extracurricular experiences for the fullest benefit of its student workers.
7. Has an effective administrative structure—normally including positions such as a separate President, Principal, CWSP Director, and Development Director—and a Board structure that includes religious, education, community, business and civic leaders. Our administrative and Board structures comply with all applicable state and federal laws, including immigration, labor and not-for-profit tax laws.
8. Is financially sound. At full enrollment, the school is primarily dependent on revenue from the work-study program to meet operating expenses. In addition, the school maintains a comprehensive advancement program to ensure financial stability.
9. Supports its graduates' efforts to earn a college degree.
10. Is an active participant in the collaboration, support, and development of the Cristo Rey Network.

ACADEMICS: HIGH EXPECTATIONS

Cristo Rey Boston offers a rigorous academic program designed to challenge students to grow academically, spiritually and personally while preparing them to succeed in college, with many opportunities for Advanced Placement courses. Advanced Placement courses are college-level courses taught at the high school campus. The AP curriculum is provided by the College Board and ensures that students nationwide are being exposed to the same material. Students who perform well on the end of the year AP exams may earn college credit and/or advanced academic standing. The following is a list of the courses offered at Cristo Rey Boston:

Art Dept.

Introduction to Art [0.5 credits]
Advanced Art [0.5 credits]
AP Drawing Studio [2 credits]

Spanish Dept.

Spanish 9 [0.5 credits]
Spanish 9 Heritage I [0.5 credits]
Spanish 10 [1 credit]
Pre-AP Spanish [1 credit]
Spanish 11 [0.5 credits]
AP Spanish [1 credit]

English Dept.

English 9 [2 credits]
English 10 [1 credit]
American History & Lit [2 credits]
English Language 12 [2 credits]
AP English Language [2 credits]

Mathematics Dept.

Algebra I [2 credits]
Geometry [2 credits]
Algebra II [2 credits]
Pre-Calculus [2 credits]
AP Calculus [2 credits]
Financial Algebra [1 credit]
Senior Pre-Calculus [1 credit]

Science Dept.

Physics [1 credit]
Biology [1 credit]
Chemistry [1 credit]
AP Environmental Science [2 credits]
AP Computer Science [1 credit]

Social Studies Dept.

World Religions [1 credit]
World History [2 credits]
American History & Lit [2 credits]
AP Seminar [2 credits]
Sacred Scriptures [1 credit]
AP Research [2 credits]
Ethics [1 credit]
African American Studies [2 credits]
Senior Seminar [1 credit]

HONOR ROLL & CLASS RANK

Cristo Rey Boston recognizes students' academic achievement by placing their names on the Honor Roll at the end of each marking period. The qualifications for the honor roll are as follows:

- First Honors: All A's.
- Second Honors: A's and one B.
- Honors: A's, and B's
- Honorable mention: A's, B's and one C+

Class rank is a measure of how a student's performance compares to other students in his or her class. For instance, a student may have a GPA better than 75 of his or her classmates in a graduating class of 100. In this case, his or her class rank would be 25/100.

NATIONAL HONOR SOCIETY

Students at Cristo Rey Boston High School will be eligible for candidacy in the National Honor Society (NHS) after completing their first two years of high school. A student must have achieved a cumulative grade point average of 3.0 or higher in order to be considered as a candidate for the NHS. Faculty and staff will have the opportunity to affirm the candidacy of all students. Members of the National Honor Society must maintain the national minimum standard of a 3.0 cumulative grade point average to retain their NHS membership. Each year, members of the National Honor Society must render at least 15 hours of community service. As stated in its constitution, the purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in high school students. All recommendations for NHS candidacy will be made by the Faculty Moderator of the National Honor Society to the Principal.

STANDARDS BASED APPROACH

Research shows that teacher feedback to students is most effective when it consists of information about academic progress and how to proceed. A standards-based approach provides students with course standards that are clear and transparent so that students know what they need to learn and whether they have demonstrated proficiency on each benchmark. In each department, teachers have identified standards and benchmarks that are horizontally and vertically aligned. Students will be assessed on their mastery of the standards and may have the opportunity to reassess where additional learning is required.

HOMEWORK AND OUT OF SCHOOL WORK

With a college preparatory curriculum, students will be expected to complete homework and other out-of-school assignments. Teachers collaborate to ensure that the amount of time expected to be spent on out-of-school work is fair, manageable, and consistent with what students will be expected to complete in college. Homework and out-of-school assignments are important in preparing for the next class period, in addition to developing time management skills. Student out of school on work-study are still responsible for completing assignments due upon return.

The academic support program is designed to assist students in refining and strengthening skills necessary for success. Our staff works closely with the faculty, counselors, and the Student Support Office to offer the following services:

PREP (Planning, Reassessment, Extra Practice) BLOCK

Students needing extra help to learn essential content and skills, or students who would benefit from extra time for enrichment in a class may be assigned to PREP Block on Mondays from 2:30-3:30. Attendance is mandatory, and students assigned to PREP are expected to arrive on time with the relevant course materials. Students will be directed by the teacher to receive one-on-one or small group help in order to ask questions, review material, practice skills, revise or correct work, create study tools, and reassess as necessary.

TEACHER OFFICE HOURS

Students are encouraged to schedule time with teachers before or after school for additional help. Students are expected to reach out to the teacher proactively and use the opportunity to demonstrate effective communication, professionalism, initiative, and enthusiasm. Students may also study in the library after school.

STUDY BLOCKS

Every student has a study block in their daily schedule. The purpose of the study block is to provide students with the opportunity to silently study, work independently or in small groups on assignments, work with a tutor, or receive extra help. Students may sign up in the morning to use the library during their study block that day. In addition, students may use this time to attend meetings, prepare college applications, meet with staff, etc. Study blocks can also take the form of labs, tutoring sessions, counseling sessions, or the Corporate Work Study Class.

ACADEMIC PROBATION

Students failing more than one course will be placed on academic probation. Students on academic probation will be expected to check-in weekly with an assigned faculty or staff member and follow up on the next steps planned in each meeting. Students may be prohibited from participating in extracurricular activities while on academic probation.

PROFICIENCY TUTORING

Freshmen are required to pass three proficiency tests in order to be promoted to sophomore year and may be assigned a tutor in order to reach proficiency in one or more areas. Proficiency tutoring is mandatory for those assigned a tutor and takes place during a weekly study block.

LIBRARY USE

Students are encouraged to use the library before and after school. Students may also sign up **before school** to use the library during their study block. Students are expected to work and

study silently while in the library, while making appropriate use of technology and library resources. The school librarian and staff proctors in the library may ask students to leave the library space if they are not meeting these expectations, or are otherwise disrupting the quiet of the workspace. The school librarian and staff proctors may also revoke library privileges for students if the expectations are unmet.

ACADEMICS: ACCOUNTABILITY

Cristo Rey Boston is a college preparatory school. We are committed to preparing all of our students to succeed in a four-year college that fits the student’s academic strength and is financially affordable. The school uses different ways to measure the students’ academic progress.

GRADE POINT AVERAGE

Grade point average is a quantitative measure of high school academic performance. Cristo Rey Boston’s grade point average is un-weighted, which means that it does not take into account the level of difficulty of the courses. The average GPA earned by a student is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Single block classes are worth one credit. Double block classes amount to two credits. CRB uses two types of GPA. The career GPA is the cumulative GPA of all high school years. The yearly GPA is the average GPA for the current academic year.

EXPERT	SKILLED	PROFICIENT	LIMITED PROFICIENCY	INSUFFICIENT
A+ 4.33	B+ 3.33	C+ 2.33	C- 1.67	F 0.00
A 4.00	B 3.00	C 2.00	D+1.33	
A- 3.67	B- 2.67		D 1.00	

GRADING SCALE

A grade of “A” indicates excellent work; “B” is above average work; “C” is average; “D” is unsatisfactory but passing; “F” indicates the student has not achieved the minimum standard to earn credit for the class.

EXPERT	SKILLED	PROFICIENT	LIMITED PROFICIENCY	INSUFFICIENT
A+ ≥97	B+ ≥87	C+ ≥77	C- ≥70	F <64
A ≥93	B ≥83	C ≥73	D+≥67	
A- ≥90	B- ≥80		D ≥64	

TERM GRADE

At Cristo Rey Boston, grades reflect the importance of achievement over effort. Effort is reflected by grades on class work and homework assignments (20% of the overall term grade). Achievement is reflected by grades on major assessments such as tests, research

projects, major essays, as well as grades on minor assessments, including quizzes and short essays (80% of the overall term grade).

MIDTERM AND FINAL EXAMS

At the end of second quarter, students take the semester exams that cover all material from the first two quarters of the year. At the year's end, students take a final, comprehensive exam that covers all material covered throughout the year. Both mid-term and final exams each account for 10% of the student's overall final grade.

FINAL GRADE FOR THE YEAR

The final grade is computed by adding the four term grades (20% each) and the midterm and final exams (10% each). The final grade will be computed in the student's yearly and career GPA. Students and families will be given a password to check the student's academic progress on-line.

NO CREDIT

Students can only be successful if they are present and prepared for school every day. If a student is absent more than 5 times in one quarter, that student will not receive credit until completing credit recovery through assigned Attendance Detention. *Note that three tardies count as one absence.*

REPORT CARDS AND PROGRESS REPORTS

Teachers and staff use quarterly progress reports and quarterly report cards to communicate students' academic and behavioral performance. Progress reports and report cards are sent home monthly. Progress reports will inform families and students about the progress during the term and allow students to improve the performance in the quarter. Quarterly report cards reflect the grades achieved during the quarter.

PROMOTION POLICIES

- If a student fails one core academic course for the year, summer remediation is required (a student must earn at least 64% in each of his/her classes). Core classes include: Math, English, Science, Humanities, and Corporate Work Study.
- A yearly failure must be passed in an accredited summer school program during the summer after the failure. A student's return to school in the fall depends on the fulfillment of this requirement.
- Any student who fails three or more credits for the year is not eligible for promotion to the next grade level. In limited cases, the student is offered the opportunity to repeat the year at the school. In other cases, the student and family will be assisted in determining the best alternative school placement for the student.

GRADUATION

Seniors who fail even one course for the year will not be eligible to participate in the graduation ceremony. Students must also complete all of the CRB graduation requirements in order to be eligible for graduation.

PLAGIARISM

Plagiarism is “to steal and pass off (the ideas or words of another) as one’s own” or to “present as new and original an idea or product derived from an existing source” (Merriam-Webster). In a case of cheating or plagiarism, a student uses words or ideas that are someone else’s without identifying the source. All cases of cheating or plagiarism will go before the Academic Honesty Committee and will result in no credit for the assignment.

PROFICIENCY EXAMS

Ninth grade and transfer students are required to pass three proficiency exams (math, grammar, and essay) in order to be promoted to the 10th grade and to demonstrate their mastery of these subject areas. These assessments are based on the school’s expectations for what 9th grade students should know and be able to do at the beginning of the freshman year. Passing grade on the math and grammar exams is 90% while the essay requires a score of 80%. Students are required to take the exams monthly, until a passing grade is received.

Students are expected to take an active role in mastering these subjects and will be provided with review sessions and tutors to aid in their achievement. Tutoring and after school enrichment activities are privileges and must be treated as such by the students who participate in them. Students who repeatedly disregard school rules or who behave inappropriately after school may lose the privilege of staying for tutoring and enrichment activities. *If a tutoring session is missed or skipped, the student’s family will be contacted and it will be treated as if it were a skipped class.*

STUDENT CONDUCT: HIGH EXPECTATIONS, HIGH SUPPORT, AND ACCOUNTABILITY

Cristo Rey Boston is committed to providing a safe and predictable environment in which students can grow personally, socially and academically while participating in a rigorous academic and corporate work study program. Students have the responsibility to maintain this environment through meeting professional expectations in class, in the building, at work, and in their relationships with classmates, staff, and faculty. Students will have supports in meeting these expectations that include guidance, counseling, logical consequences, and the opportunity to acknowledge and fix problems when harm has been done to individuals or the school community.

Responsibility: Uphold and contribute to a calm, respectful environment for learning, working, and growing.

	Expectations	Supports from Faculty/Staff	Accountability When you Aren't Meeting Expectations
Classroom	<ul style="list-style-type: none"> ● Show up prepared and on-time ● Follow directions ● Respect the voice of classmates/teachers ● Use academic and professional language ● Complete tasks with 100% effort ● Signal engagement and effort with body language and tone 	<ul style="list-style-type: none"> ● Remind you of the expectation and give you a chance to correct yourself ● Move your seat so you can focus better ● Have a private conversation with you (hallway or back of the classroom) to find out what's going on and help you refocus ● Ask you to check in with Student Support to refocus before returning to class ● Invitation to discuss any concerns AFTER class 	<ul style="list-style-type: none"> ● Circle-back conversation after or before school ● Extra-time after school to improve work or ask questions ● Change of seating arrangements ● Call home to families to let them know about observations and agreements for improving performance ● SMART Goals plan with Counseling, Student Support, or Teacher ● Loss of or limit on pass privileges
Campus	<ul style="list-style-type: none"> ● Be mindful of volume ● Be mindful of space ● Clean up after yourself in the class, hallways, and in the cafeteria ● Keep bathrooms clean and safe ● Don't be in prohibited or otherwise unsupervised spaces 	<ul style="list-style-type: none"> ● Make an introduction and explain concerns about interruptions to work environment ● Remind you of the expectation and give you a chance to correct yourself ● Schedule to supervise unused spaces for academic or club purposes 	<ul style="list-style-type: none"> ● Circle-back conversation after or before school ● Clean-up or school beautification project ● In-person or written private apology ● Loss of or limit on pass privileges ● Loss of cafeteria or library privileges

Community	<ul style="list-style-type: none"> ● Use academic and professional language and tone with classmates, faculty, and staff ● Acknowledge peer, staff and faculty concerns when they arise ● Respect the personal space and property of others ● Be encouraging and helpful to those you don't know ● Help those you DO know be their best selves, every day 	<ul style="list-style-type: none"> ● Will coordinate with Student Support for an Excused Pass if a conversation with an adult makes you late ● Coordinate for mediations or private space to use during study block, before, or after school to de-escalate conflicts ● Remind you of the expectation and give you a chance to correct yourself ● Make time after school to discuss concerns 	<ul style="list-style-type: none"> ● In-person or written private apology ● Circle-back conversation after or before school ● Mediation with peers before school, after school, or during study block ● Call home to family to inform them of concerns or conflict ● SMART Goals plan with Counseling, Student Support, or Teacher

INCIDENTS INVOLVING SERIOUS HARM TO THE COMMUNITY

If words or actions cause serious harm to the community, additional steps or consequences are necessary so that students may learn from the mistake, repair relationships with others, and make agreements so that the problem does not happen again. Students will always be given the chance to acknowledge and fix any harm that was done with a Restorative Response Option, which may take the place of or be combined with a more traditional consequence or loss of privilege. If serious harm is caused to the school community, any of the following responses/consequences or a combination of them can be expected.

Actions or Interactions that Cause Serious Harm to the School Community (These are examples, but there may be others)	Restorative Response	If You are Unable or unwilling to Resolve a Serious Incident with a Restorative Option
<ul style="list-style-type: none"> ● Walking/running away from a staff/faculty member who is trying to communicate with you ● Physical altercation 	<ul style="list-style-type: none"> ● Public apology ● Learning project ● Community Service 	<ul style="list-style-type: none"> ● Loss of privileges (including but not limited to passes, library, study block, school events, and graduation) ● Continued Enrollment Contract

<ul style="list-style-type: none"> ● Targeted or aggressive language or threats towards another member of the school community ● Theft ● Vandalism (including pulling fire alarms, fire extinguishers, or emergency showers) ● Hate speech (using an aspect of another person's identity as an insult) ● Bullying and harassment including verbal, physical and electronic words and actions ● Pattern of disruptive behavior that interrupts the learning environment or makes the class or building feel unsafe ● Disruptive behavior in a standardized testing environment, either at CRB or a testing center <p><i>The following actions are EXPELLABLE under Massachusetts law and at CRB (that doesn't mean you definitely WILL be expelled, but that you MAY be)¹</i></p> <ul style="list-style-type: none"> ● Weapons possession at school or school sponsored event ● Drug or alcohol possession, or being under the influence of drugs or alcohol at school or a school sponsored event ● Assaulting a staff member 	<p>Project at the school</p> <ul style="list-style-type: none"> ● Restorative conference ● Teach-in ● Mediation ● Family conference ● Student Support Agreement 	<ul style="list-style-type: none"> ● In-School Suspension ● Out of School Suspension² ● Separation from the School
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ATTENDANCE

Responsibility: *Consistent and punctual attendance in school, class, and at work.*

<i>Expectations</i>	<i>Supports from Faculty/Staff</i>	<i>Accountability When you Aren't Meeting Expectations</i>
<p><i>Be Present and on time to School</i></p> <ul style="list-style-type: none"> ● <i>Arrive to school no later than 7:35am</i> ● If a student will not be attending school or work for any reason, a parent or 	<ul style="list-style-type: none"> ● CRB school closings, delayed openings and early dismissals due to hazardous weather conditions will be broadcast on: Fox 25, NBC 7 News and NECN. 	<ul style="list-style-type: none"> ● Students who are absent from school cannot attend or participate in school sporting events, dances or any other school-sponsored activities occurring on the day of the absence, unless the principal

¹ See **Separation from School pg. 13**

² See **Suspension pg. 13**

guardian must call the school's Main Office no later than 7:30 a.m.	<p>Additionally, students receive an email and families receive an automated phone call regarding closures or delayed openings. We do our best to make all decisions no later than 5:30am.</p> <ul style="list-style-type: none"> Automated call from the school whenever a student is absent without notification 	<p>has given advance permission.</p> <ul style="list-style-type: none"> Students who have more than 5 absences to any course during a quarter will receive a "NO CREDIT" for that quarter until they have completed credit recovery by attending the assigned Attendance Detention at the end of the quarter.
<p>Be present and on time to Class</p> <ul style="list-style-type: none"> Students should be In class, in assigned seats, before the bell rings Students must have a teacher's permission to leave class Students should not be out of class for long periods of time—typically more than 5 minutes 	<ul style="list-style-type: none"> Reminders to be to class on-time Write an excused pass if an appointment with faculty or staff goes longer than planned, or if there is an emergency 	<ul style="list-style-type: none"> Students who are late will be marked TARDY, and three tardies will count as one absence. Call to family from teacher if student is frequently late to class Requirement to make up time after school or during Lunch Detention

DRESSCODE

Responsibility: Maintaining a specific "business professional" dress style on every school day and work day, regardless of the weather or the fashion culture at their corporate work study placements.

Expectations	Supports from Faculty/Staff	Accountability When you Aren't Meeting Expectations
<p>ALL Students MUST Wear:</p> <ul style="list-style-type: none"> oxford style collared shirt with buttons all the way down the front dress pants (slacks) without any external pockets or patterns black or brown, close toed shoes <p>Young Men MUST wear:</p> <ul style="list-style-type: none"> tie or bow tie, tied neatly around the neck shirts tucked in pants worn at waist 	<ul style="list-style-type: none"> In order to support students in meeting the expectations of our business professional dress code, teachers and staff will document dress code infractions in an online system called RenWeb. 	<ul style="list-style-type: none"> Students will not be allowed to leave class to fix dress code infractions Multiple Dress Code infractions will result in an After School Detention 3:15pm-4:30pm

<ul style="list-style-type: none"> ● neatly groomed facial hair (when appropriate) <p>Young Women MAY Wear:</p> <ul style="list-style-type: none"> ● <i>OPTIONAL: a skirt that falls at least to the fingertips when arms held straight at sides</i> <p>Students may NEVER Wear:</p> <ul style="list-style-type: none"> ● Jeans (or any pants with external pockets), leggings, or white pants ● Open toed shoes, work boots, Uggs, slippers, rain boots, snow boots or shoes with any colors other than brown or black (including laces, soles and designs) ● Dresses ● Hats or Sunglasses ● Outside jackets, hoodies and workout style jackets or sweaters. ● Earbuds or headphones on your head or around your neck or visible 	<ul style="list-style-type: none"> ● Students and families will have access to the RenWeb system as well ● An opportunity to borrow clean, business professional clothing will be available in September, if needed. Beginning in October, students have the full responsibility for their dress code and may be sent home if a dress code violation is detected ● Award “Best Dressed” tickets to students who consistently surpass dress code expectations. These will count towards class Spirit Week points, and ALSO will enter students into a raffle for prizes throughout the year 	<ul style="list-style-type: none"> ● Missed Detentions or continued frequent infractions will result in a family meeting and Saturday School from 8:00am - 10:00am ● Continued Failure to meet Dress Code expectations is considered a serious signal that a student cannot or is unable to commit to basic school expectations, and will result in separation from the school
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USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

Responsibility: *Limiting use of cell phones and electronics to respect the learning environment and encourage professional social interactions.*

Expectations	Supports from Faculty/Staff	Accountability When you Aren't Meeting Expectations
● Students may not use their phone in classrooms or	● Reminder to have phone put away during the day	● Record the infraction in RenWeb

<p>hallways from 7:40 until the end of the school day.</p> <ul style="list-style-type: none"> ● Students may not receive phone calls or video conference (“facetime”) at any time when in the building ● Earbuds or headphones are not allowed to be worn anywhere in the building at any time. 	<ul style="list-style-type: none"> ● Be clear about expectations for phone usage ● Have a safe place for you to store your phone in the classroom if you are struggling to meet the expectations ● In an emergency, offer to use an office or open classroom to take the call from a parent 	<ul style="list-style-type: none"> ● Confiscation for a class period – either in the classroom or the student support office ● Students who refuse to turn in the phone for the class period will be assigned a “restricted technology plan” for the following day – to turn in the phone to student support office for the entire school day. ● Failure to comply with the restricted technology plan will result in a mandatory family meeting at school
<ul style="list-style-type: none"> ● Students may not use phones or cameras to take pictures of staff, faculty, or other students without permission and supervision ● Students may NEVER use speakers or radios on school property 	<p>These are serious infractions involving technology use and will result in immediate confiscation and follow-up with Student Support and your family.</p>	<ul style="list-style-type: none"> ● Student must bring their phone or device to student support and leave it in the safe for the remainder of the day. ● Technology Use Agreement where student will have to store the phone in the Student Support Safe for a longer period of time during the school day ● Family meeting to discuss future technology agreement and privacy concerns

SUSPENSION

A student may be suspended, in school or out of school, when the student’s behavior jeopardizes the learning or safety of other students, faculty, and/or staff. Depending on the severity of the infraction and the frequency, a student may be removed from class or school, sent to the Main Office, Student Support Office, or another designated school location. The student’s parent or guardian will be notified of the incident by the Principal, Vice Principal, Dean of Students, or another representative of the school.

Suspensions of one to five days may be appealed to the Vice Principal for Academics and Curriculum or Dean of Students. Suspensions may first be appealed to the Vice Principal for Academics and Curriculum or Dean of Students, followed by the Principal, and then to the President. (Note that this section is inapplicable to suspensions/expulsions imposed pursuant to the Education Reform Act, Mass. Gen. Laws, c.71, S37H or 37H 1/2 (pg. 68). Any appeal rights for such disciplinary action will be as provided in the statute.)

Matters concerning co-curricular or athletic activities may be appealed to the director of the program and then to the Vice Principal for Academics and Curriculum or Dean of Students. Notices and proceedings will be translated into the student's/parent's primary language if necessary for their understanding of the proceedings.

SEPARATION FROM THE SCHOOL

Under certain circumstances, students may be subject to suspension and /or expulsion by the Principal as explained below. In accordance with Massachusetts General Laws, c.71, §37H, a Principal may expel a student for the following:

- a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
- b) Any student, who assaults a Principal, Dean, Director, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal. Students and families should note that the definition of "assault" includes not only harmful or offensive contact, but also threatening such contact.

Any student who is charged with a violation of either paragraph a) or b) shall be notified in writing of an opportunity for a hearing along with the opportunity to present evidence and witnesses at said hearing before the Principal.

After said hearing, the Principal may, in his or her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph a) or b).

When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the Principal of the school expelling said student a written statement of the reasons for said expulsion.

In addition to those categories provided by statute, students may face expulsion as a result of the following infractions:

- Repeated and fundamental disregard of school policies and procedures
- Assault against fellow students or other members of the school community
- Destruction or attempted destruction of school property

It is in the authority of a Principal to suspend a student who has been charged with a felony, or expel a student if the student has been convicted, or admitted guilt in a court of law with respect

to a felony offense, if the Principal determines that the student's continued presence would have a detrimental effect on the general welfare of the school. See M.G.L., c.71, § 37H ½. In addition to any of the preceding infractions, any breaches of Federal law, Massachusetts State law, or bylaws of the City of Boston, may be handled in cooperation with the Boston Police Department and may result in expulsion.

The Principals, pursuant to M.G.L. c.71, §37H or M.G.L. c.71, §37H½, are vested with the authority to suspend and/or expel students in the following four circumstances:

1. Student possession of dangerous weapon;
2. Student possession of controlled substance;
3. Student assault of educational personnel; or
4. Student charged with or convicted of a felony.

All decisions by a Principal regarding suspension or expulsion of a student for any of the above-cited [four] reason(s) are subject to review by the President. Expulsion for all offenses except for the four listed above, must involve the President. Expulsion shall be defined as permanent exclusion from Cristo Rey Boston.

In addition to the reasons described above, the school administration of Cristo Rey Boston may determine that separation from the school is necessary after incidents or due to patterns of behavior that cause irreparable harm to the school community. Decisions to separate from the school under these circumstances will be done in consultation with the student's family, and are subject to review by the President as a part of the appeal process explained above.

CORPORATE WORK STUDY PROGRAM OVERVIEW

CONTACT INFORMATION

CWSP Main Number: 857-220-2444

CWSP Cell: 857-212-3848

Email: cwsp@cristoreyboston.org

SCHEDULE

CWSP Check-In: 7:30am - 8:00am

Work Hours: 9am – 5pm (may vary)

Van Schedule: Leaves at 7:45am, returns around 5:30pm

MONDAYS: Rotating Schedule

TUESDAYS: Seniors/Freshmen

WEDNESDAYS: Juniors

THURSDAYS: Sophomores

FRIDAYS: Freshmen

DESCRIPTION

- Cristo Rey Boston students provide valuable services to major companies in and around Greater Boston, while learning about the corporate world. Sponsors contribute \$9,000 towards each of their students' tuition, making Cristo Rey Boston affordable to students who otherwise could not afford a private, college-prep high school.
- Students gain valuable exposure to a variety of office environments and learn to work and to interact with adults in a professional atmosphere.
- Students work five full 8-hour work days per month. Students will not miss school for work, or work for school.

STRUCTURE

- CWSP is the legal employer of the students; Corporate Partners are not the students' employers.
- Parents or guardians must never contact Corporate Partners directly under any circumstances, even if the parents or guardians know the Partners and/or supervisors. Violation of this policy can result in disciplinary action.
- CWSP staff members maintain the right to enforce expectations and assign consequences surrounding student performance.

PLACEMENT

- CWSP staff members decide where students will be placed.
- CWSP staff members will do their best to place each student with a Corporate Partner that best suits his/her abilities and interests.
- A student's placement lasts one full academic year, from September - June. However, a CWSP staff member may transfer a student to another Corporate Partner for any reason during the school year.

SAFETY AND CONFIDENTIALITY

- **Company Information:** All CWSP Corporate Partner information must remain confidential. If anything is disclosed to anyone outside of the organization, this is considered a breach of contract and may result in termination from the job, and/or suspension or expulsion from school. Students may not, under any circumstance, take any files - paper or electronic - from the work site.
 - **Medication:** Any student with special medical needs, i.e. medications, inhalers and EpiPens, must make arrangements with CWSP staff. Partners are NOT to administer ANY medications to a student worker.
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STUDENT EXPECTATIONS

CORPORATE WORK STUDY, EMPLOYABILITY, COMMUNITY

Responsibility: *Uphold and contribute to a calm, respectful environment for learning, working and growing.*

	Expectations	Supports from CWS/Dean of Students	<i>Accountability When you Aren't Meeting Expectations</i>
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<p>Corporate Work Study</p>	<ul style="list-style-type: none"> · A positive attitude, professionalism, reliability, productivity, enthusiasm, and self-discipline are required at all times. · Students will be held to high standards of honesty and integrity. · Students are expected to follow the policies of the CWSP and the Corporate Partner. 	<ul style="list-style-type: none"> · Remind you of the expectation and give you a chance to correct yourself · Have a private conversation with you to find out what's going on and help you refocus · Ask you to check in with CWS before returning to work · Invitation to discuss any concerns 	<ul style="list-style-type: none"> · Circle-back conversation · Call home to families to let them know about concerns · SMART Goals plan with CWS/DOS · Change of work site · Work separation (fired) and required to successfully complete a retraining program. Failure to successfully complete the program is considered a second firing and the student will be asked to withdraw from CRB. · Students who are fired lose school privileges, such as sports or leadership positions as determined by the CWSP office. · Responsible for fines and fees (see "Fines and Fees"), detentions, probation, termination from employment, and/or expulsion from CRB (see "Termination
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and Re-
employment").

<p>Employability</p>	<ul style="list-style-type: none"> · Be in dress code · Be respectful · Be mindful of volume · Be mindful of punctuality · Be on task · Be responsible · Communicate effectively · Don't be in prohibited or otherwise unsupervised spaces 	<ul style="list-style-type: none"> · Remind you of the expectation and give you a chance to correct yourself · Have a private conversation with you to find out what's going on and help you refocus · Ask you to check in with CWS before returning to work 	<ul style="list-style-type: none"> · Circle-back conversation after or before school · Call home to families to let them know about concerns · SMART Goals plan with CWS/ DOS · In-person or written private apology to corporate partner · Loss of or limit on extracurricular privileges · Loss of cafeteria or library privileges
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<p>Community</p>	<ul style="list-style-type: none"> · Use professional language and tone with supervisor and colleagues · Acknowledge peer, staff and supervisor concerns when they arise · Respect the personal space and property of others · Be encouraging and helpful to those you don't know · Help those you DO know be their best selves, every day · Clean up after yourself in common areas and in the cafeteria 	<ul style="list-style-type: none"> · Remind you of the expectation and give you a chance to correct yourself · Have a private conversation with you to find out what's going on and help you refocus · Ask you to check in with CWS before returning to work 	<ul style="list-style-type: none"> · Circle-back conversation after or before school · Call home to families to let them know about concerns · SMART Goals plan with CWS/DOS · In-person or written private apology to corporate partner · Loss of or limit on extracurricular privileges · Loss of cafeteria or library privileges
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GRADING

Overview-

- The CWSP will issue students a grade for each quarter that will be reflected on the students' GPA, report cards and transcripts.
- The grades are based on attendance, performance at work, adherence to the CWSP policies, personal attitude and behavior, and time card completion.
 - **60% - Supervisor evaluation**
 - **40% - Time card completion, check-in, dress code and attendance**

Beginning in the fall of 2018, CWS will count as a core course for all CRB students and thus, the CWS grade will be factored into the student GPA. CWS will count equally to all other core courses (i.e. English, Math, etc.), and students will be required to earn one CWS credit in each year of attendance at CRB. This means that the class of 2019 will be required to have 1 CWS credit to graduate (credit must be earned during the 2018-2019 school year), the class of 2020 will be required to have 2 CWS credits to graduate, the class of 2021 will be required to have 3 CWS credits to graduate, and the class of 2022 and all subsequent classes will be required to have 4 CWS credits in order to graduate. This means that students are required to pass CWS in order to be eligible for promotion, or participation in any and all extracurricular activities including, but not limited to athletics and clubs, etc. Students are considered "at will" employees in their

placements, and students who are fired from their positions will be required to attend the CRB Retraining Program and are subject to subsequent consequences. Getting fired will equate to an automatic failure for the respective quarter and will impact the student's overall CWS grade, and thus the student's GPA. **A second firing will result in a separation from school.** CRB and CWS personnel reserve the right to handle individual circumstances should they feel that it is necessary and appropriate.

Performance Assessment (60% CWSP Grade)

- Supervisors provide quarterly evaluations that count towards students' CWSP grades. Supervisors are asked to rate a student's judgment, work efficiency, reliability, willingness to learn, adaptability, initiative, enthusiasm, professionalism, teamwork & collaboration, and communication.
- The supervisor's overall student rating correlates to the following percentages:
 - **5 (Consistently Exceeds Expectations) = 100%**
 - **4 (Occasionally Exceeds Expectations) = 90%**
 - **3 (Meets Expectations) = 85%**
 - **2 (Occasionally Meets Expectations) = 65%**
 - **1 (Rarely Meets Expectations) = 50%**
- Student firings result in an automatic failing grade for that quarter.
- Beginning with the class of 2022, students must successfully earn 4 credits in CWS in order to be eligible for graduation

Check-In, Attendance, and Time Cards (40% CWSP Grade)

Time Cards

- Time cards are sent to students' school email addresses during the work day, around noon.
- Students must fill out their time cards by noon the following day.
- Once a student completes his/her time card, it is sent to the supervisor for approval.
- Any missing time cards factor into a student's grade as a zero and can significantly lower a student's grade.
- **Failure to complete a total of 3 time cards on time in a quarter will result in a No Credit grade and other penalties.**

Check-In and Attendance

- Every student will receive a check-in grade on every work day, whether present or absent.
- The maximum number of points a student can receive is 4.
- If a student is absent from work, the parent AND student must notify CWSP by 8am for full credit.

PRESENT FOR WORK:

Student behavior	Points
Student checks in at school (or by phone/email if (s)he is approved to do so)	+1
Student checks in by 7:45am if (s)he is on the van route or by 8:00am if (s)he takes the MBTA	+1
Student is in full dress code	+1
Student fills out time card by noon the next day	+1

ABSENT FROM WORK:

Student/Parent behavior	Points
Student AND parent contact CWSP before 8am	4 points
Student OR parent contact CWSP before 8am	3 points
Student AND parent contact CWSP after 8am	2 points
Student OR parent contact CWSP after 8am	1 point
Neither student nor parent contact CWSP (no call/no show)	0 points – May lead to disciplinary action

CWSP ROUTINE

Check-In

- Students must check in before work so that CWSP staff know that they are safe and accounted for. It also allows staff to notify supervisors of tardiness or absences.
- On workdays, all students must check in with a CWSP staff member at school between the hours of 7:30am - 8:00am, unless alternative transportation is arranged and approved by the CWSP staff.
- Students who take the van must check in with a CWSP staff member at 7:30am and be outside by 7:40am. Vans leave promptly at 7:45am.
- Students must be in dress code and ready for work at check-in.
- Once students have been checked in, they are allowed to depart for work. Students must leave the school by 8:30am.
- Failure to check in will result in a failing grade for the day. Consistent failure to check in will result in detention and/or other disciplinary action.

Senior Check-In

- Seniors have the opportunity to go straight to work after Columbus Day if they meet all expectations.
 - A permission slip must be signed by a parent/guardian.
 - Students must attend every check-in until Columbus Day.
- Seniors who go straight to work without fulfilling these expectations will lose points from their CWSP grade.
- Failure to check in will result in detention and/or other disciplinary action.

Dress Code

- Students must go to work in full CRB dress code.
- Students must arrive at check-in in dress code or have all dress code items on their person.
- Students who are not dressed appropriately will be asked to change or will be sent home and required to make up the day.

Transportation

- Students may take public transportation to work where available.
- If there is no access to MBTA, a van will drop the student off at work in the morning and pick the student up in the afternoon.
- **Vans leave at 7:45am sharp and return students to CRB around 5:30pm.**
- Students are to keep the vans clean and free of any trash or litter.
- All students are representing CRB on their way to and from work. As such, students are required to act professionally and treat those around them with respect and courtesy.

- CWSP has a limited number of M7 passes. Students who lose their passes will be required to pay their way to/from work or acquire a pass from the Business Office.
- Students can borrow a spare M7 pass a maximum of two times per year, as available.

Check-Out

- For the first three weeks of school, freshmen are required to return to school after work to check out.
 - September 4th (Tuesday workers)
 - September 7th (Friday workers)
 - September 11th (Tuesday workers)
 - September 14th (Friday workers)
 - September 18th (Tuesday workers)
 - September 21st (Friday workers)
- Students must check out with a CWSP staff member in person at Cristo Rey Boston.
- If students do not return to school, parents will be notified.

WORK DAY

Arrival

- Students must report to their supervisors as soon as they arrive at work.

Lunch Break

- Students are required to tell their supervisor when they start and end lunch or break.
- Students are required to follow the lunch and break schedule followed by other employees at the work site.
- Students are permitted to leave the work site with their supervisor's permission for the allotted amount of time.
- All students are provided optional brown bag lunches at check-in consisting of a sandwich, juice, vegetable, and piece of fruit.

Departure

- Students must notify their supervisor where they left off on the current project before packing up for the day.
- Students must clean up their stations at the end of the day.
- Students are expected to accurately complete their time cards by the end of each work day.

Code of Conduct

- Students represent themselves, their families, the school, as well as current and future students of CRB.
- The CWSP staff members expect all students to be:
 - Reliable
 - Respectful
 - Enthusiastic
- This conduct is expected not only in the workplace, but also while being transported to and from work and/or special workplace events.

Use of Internet

- Students are expected to use work-site computers for work business and must adhere to all employer and school use policies. Personal use of work computers, including accessing the internet (Facebook, Youtube, Google, etc.) is prohibited unless they receive prior approval from their supervisor.
- Unauthorized use of the internet will result in appropriate disciplinary action, which may include termination from the job.

Cell Phone, Headphones, and Other Electronic Devices

- Consistent with school policies, use of the students' personal cell phones, headphones, or other electronic devices is not allowed while students are at work, unless explicitly approved by the supervisor. Devices must not be visible at any time during the day other than lunch.
- Students are strictly prohibited from taking any photos or videos at the worksite due to corporate confidentiality policies.
- If a student is found using a personal electronic device in an unacceptable way at work, penalties will occur, including but not limited to termination from the job.

Visitors

- Students shall not receive any visitors, including parents or other family members, during work hours.
- Visitors to any Corporate Partners are strictly prohibited at all times.

ATTENDANCE

Absence Communication

- Missing a day of work is a very serious event.
- If a student is absent on a workday, a parent/guardian must contact CWSP by 8:00am on the morning of the absence.
 - The parent/guardian must call: **CWSP Main Number - 857-220-2444**
- For full credit, students must also contact CWSP by phone or email to provide notification of the absence.
- Students absent from work will not be permitted to attend any school functions or extracurricular activities on that day, including sports. They are also not allowed to be present in school at any time.
- An absence that has not been communicated to CWSP will be considered a skipped work day and the student will be subject to a make-up day. More than one skipped work day will result in termination from the job.

Late Arrival

- Student must contact CWSP if he/she is running late for check-in or work by calling the main number, texting the CWSP cell, or emailing CWSP.
- Students late for work must make up any lost time by taking a shortened lunch, staying late, or making up the hours over vacation. Students are responsible for scheduling this time with their supervisors.

Early Dismissal

- A student's commitment to complete the full workday comes before all other commitments, including sports, extracurriculars, and other school-sponsored events.
- **Appointments (doctor, dentist, etc.) must NOT be scheduled for work days.**
- A student will not be permitted to leave work early without advanced notice.
- If there is an exceptional case in which a student must leave work early...
 - The parent must call CWSP at least one week in advance to provide notification.
 - The student must talk to his/her Account Manager at least one week in advance.
 - The student must make a plan with his/her supervisor to make up the time in advance of the shortened day.

Illness at Work

- If a student does not feel well the night before or the morning of work, the student should not go to work and the parent/guardian should notify CWSP.
- If a student appears healthy at check-in, he/she is expected to work the full day.
- In an exceptional case when a student becomes ill at work, the student must inform the supervisor, who will inform CWSP. A CWSP staff member will then contact the parent/guardian.
- If a student is on the van and gets sick, he/she must acquire a ride from family member.
- **Student must make up any and all lost time due to illness.**

Consequences

- There will be a fine assessed to families for students who miss work days (See the section on "Fines & Fees" below)
- Any student that misses 3 or more work days in a year may be placed on CWSP probation.
- Any student that misses 5 or more work days will be fired.
- Any student who is chronically late may be fired.

Make-Up Days

- Once a missed work day is made up, the student and family will not be fined
- Students must then email CWS the absence and the make-up date
- Students must make up any missed time from work during the next available vacation.
- **If a student misses a day of work, parents should not schedule travel for vacation week.**
- Students must schedule a make-up day with their supervisors by the work day following the absence. They can do so in person with the date of the make-up day and CC their supervisor AND Account Manager.
- Make-up days are on a first-come, first-served basis.
- Students should reschedule work days in a timely manner and are responsible for ensuring that they have completed their allotted work days.

CWSP Closing for Snow

- In the event that the CWSP is cancelled due to snow or inclement weather, parents/guardians will be notified by an automated phone call.

- If a supervisor tells a student that there is no work, the student must confirm with CWSP.
- Time off for snow does not have to be made up unless the supervisor requests a make-up day.

Christmas Vacation

- CWSP is closed from Christmas Eve through the end of School Christmas Vacation.

February & April Vacation

- There are no scheduled work days during these vacations, but they are used for make-up days.
- Students who have missed days of work are required to work during the next available vacation.

TERMINATION AND RE-EMPLOYMENT

Students of Concern

- Any student with recurring violations (i.e. 3 absences from work or ongoing tardies) or a significant violation (skipping work) becomes a student of concern.
- Parents/guardians and students must meet with CWSP staff to sign an improvement contract.
- Parents/guardians should be responsive to staff's attempts to contact them by phone, by email, or through the student. If a parent/guardian does not reply within 2 weeks, staff will proceed as indicated below regarding termination and retraining.

Termination

- The CWSP and student employment are critical to the CRB education and substantially decrease tuition.
- Students must be employable and remain employable in Corporate Partner jobs for their entire time as students at CRB.
- If a student does not meet the CWSP and/or Corporate Partner's expectations, he/she will be terminated from the workplace.
- A student who is terminated from the workplace will automatically receive an F for that quarter (see "Grading").
- A student who is terminated from the workplace must meet with a CWSP staff member and a parent/guardian to sign an Employability Agreement.
- If a parent does not schedule a meeting within two weeks of the firing, staff will move forward with Retraining (see "Re-Employment" below).

The following are grounds for termination from the workplace:

- Illegal Action Concerns:
 - Theft or vandalism of company property
 - Possession or use of drugs or alcohol at work

- Enthusiasm/Reliability Concerns:
 - Five absences from work over the course of the school year
 - Consistent skipped work days
 - No call/no show
 - Student checks in and doesn't go to work
 - Not providing proper or advanced notice of absence to CWSP
 - Consistent or significant tardiness
 - Excessive break time
 - Unannounced early departure
- Communication/Professionalism Concerns:
 - Improper use of electronics at work
 - Unwillingness to take on tasks assigned by supervisor
 - Unprofessional and unacceptable clothing for work
 - Failure to check in with supervisor
 - Inappropriate language at work or with CWSP staff
- Initiative/Productivity Concerns:
 - Inability to meet deadlines
 - Need for constant supervision to complete assigned tasks
 - Inattention to detail which leads to consistent errors in work
 - Lack of focus which leads to incomplete assignments
 - Sleeping during work hours

Re-Employment

- A student who has been terminated must successfully complete the CWSP Retraining Program. Failure to successfully complete the CWSP Retraining Program will be considered a second firing and will lead to dismissal from the school.
- During the CWSP Retraining Program, the student must report to school at the assigned time in full CRB dress code on his/her scheduled workday.
- Upon successful completion of the Retraining Program, the student will be assigned to a new work site.
- CWSP reserves the right to take egregious offenses and extenuating circumstances into account in individual cases when determining penalties.

CWSP FINES AND FEES

Overview

- In order to help students understand and deter behavior that jeopardizes the quality of the Corporate Work Study Program, CWSP imposes fines and fees.
- Students will be charged \$195 per absence, unless it is made up.
- **If a student misses his/her make-up day, the family will be charged \$195 without the opportunity to reduce the fine (see "Make-Up Days").**
- All fines and fees are non-refundable. Fines can be paid in cash to the Business Office or by credit card online.
- Students who have not paid outstanding fines and fees **will not be able to start the school year until the fines are paid.**
- Seniors with outstanding fines and fees cannot walk during graduation.
- Students with unpaid fines and fees will not be able to participate in athletics or extracurricular activities.
- Official school documents including Report Cards, Transcripts, Diploma will be released upon payment of fines and fees (or until the days are otherwise made up as explained above).
- CWSP may change or add to the list of fines and fees throughout the year as necessary and without notice.
- CWSP reserves the right to take extenuating circumstances into consideration.

Breakdown

Failure to make up day of work - \$195

Missed scheduled make-up day - \$195

Invoicing

- All parents/guardians will receive an invoice in the mail twice a month with the amount that the student owes due to missed time from work. Please make sure that we have the correct mailing address on file.
- **The invoice does not have to be paid immediately, but rather reflects the amount that the student will owe at the end of the year IF he/she does not make up the time (see "Make-Up Days").**

COMMUNICATION

- Please use the CWSP main number and email for all attendance related concerns (appointments, absences, early dismissals, etc.).
 - 857-220-2444
 - cwsp@crstoreyboston.org
- Each student is assigned an Account Manager who manages the partnership with his/her Corporate Sponsor. Any questions/concerns relating to Work Study can be directed to the Account Manager.

OFFICE HOURS

- All members of the CWSP staff will have office hours during which students can ask questions or address concerns.
- Outside of office hours, the Director and Account Managers are not guaranteed to be available. Any urgent matters can be communicated to the CWSP main number or email and will be answered as soon as possible.
- Office hours will be determined at the start of the school year.

STUDENT LIFE AND CAMPUS MINISTRY

Cristo Rey believes that academic life is an essential component for the growth of its students, but it is not the only one. Growing implies developing a personal passion, discovering new things, and exploring the world that surrounds us. Outside of the classroom, Cristo Rey Boston has developed a program for the spiritual, and personal development of the lives of each student. The Student Life Office coordinates the program, “Widening Horizons”, the athletic and extracurricular program that supports the out of the classroom experience of our school.

WIDENING HORIZONS

The Widening Horizons Program requires that each student participates in events planned by Student Life Office in four different categories. The fulfillment of this requirement is mandatory to promote/graduate. Widening Horizons activities are scheduled after school and on weekends and are generally free of cost to students. We encourage all students to participate in Widening Horizons activities according to the following categories:

ART	TALKS	OUTDOOR
1 event per semester	1 event per semester	1 event per semester

An essential part of the formation as students of Faith, Purpose and Service is to be grateful for the gifts we receive and be able to share with others those gifts. Every student at Cristo Rey Boston will be required to complete a number of Community Service hours that may help them to share their gifts with those who are more in need. The community service requirements are:

COMMUNITY SERVICE	
FRESHMEN	10 hours
SOPHOMORES	15 hours
JUNIORS	15 hours

SENIORS	20 hours
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Students who do not complete the Widening Horizon’s requirements for the year will have to contact the Student Life Office to plan ahead how to make up for the incomplete credits.

CLASS OUTINGS

Each class will have a class outing once per year – a trip whose primary purpose is to build community and relationships among students and adults by doing something fun together. Outings are offered at no cost to students and are a required school activity.

CAMPUS MINISTRY

Mass: As a Catholic school, we celebrate Mass as a whole community on all Catholic Holy Days of Obligation. We all join together for mass because it’s part of who we are as a school. It’s a moment of community and shared reflection for every member of the school, Catholic, Christian, Jewish, Muslim, or other. When it’s time for communion, we all go up to the altar. Catholic students who want to take communion are invited to do so and others may put their hands over their chest to receive a blessing.

Retreats: Each class spends one half day in the fall on a class retreat. Retreats provide an opportunity for students to gather as a class and reflect on personal and spiritual goals and growth. The purpose is to interrupt the flow of day-to-day activities in order to make meaning of the things that are going on. Retreats are inclusive of all faiths and are required of all students.

Students will also have the opportunity to participate in optional retreats throughout the year to deepen in their faith and share their faith with other students from the school, faculty and staff.

CLUBS

Clubs are a vital part of insuring a quality student life at Cristo Rey Boston. Club activities range from student leadership in the Knights of the Round Table to planning school dances, designing the yearbook, participating in step team to doing service in the community. Students who are interested in starting a club that does not exist at CRB may fill out an application for the Director of Student Life. In order for clubs to be successful, students must commit for the entire year and must attend all meetings for that club. Clubs meet approximately two to three times a month and last for the whole year. Participation in a club fulfills the Widening Horizon’s requirement. Students must meet academic, Corporate Work Study and Behavior eligibility standards for athletics to have a leadership position in any Club.

ATHLETIC ELIGIBILITY

To be eligible for participation in Cristo Rey Boston athletics, a student must meet the following requirements:

1. Be legally enrolled as a student at Cristo Rey Boston High School (or have an official MIAA waiver.)
2. Have a completed Cristo Rey Athletics registration form and had it approved by the Athletic Director.
3. Comply with all Massachusetts Interscholastic Athletic Association (MIAA) policies – including completing concussion training each season and signing anti-hazing agreement.
4. Have a valid physical exam, completed within 12 months of the start of the season, on file at the school.
5. Meet the academic, Corporate Work Study, and discipline requirements as articulated below.

ATTENDANCE AT SCHOOL AND CORPORATE WORK STUDY

In order to participate in practices, games or meets, the athlete must be present at least four (4) full class periods that day. Student-athletes are expected to meet the obligations of their Corporate Work Study jobs. Students are not to leave work early to participate in any athletic activity. Students are expected to participate in practice every day excluding the Corporate Work Study job day. If a conflict arises, other than the work-study commitment, a note must be given to the coach in advance. The Athletic Director and Principal reserve the right to revoke athletic privileges based on academic and/or behavioral performance.

ACADEMICS

Students are determined to be academically eligible to participate in any athletics season when:

1. The student's cumulative GPA for the current school year – as determined at the close of the most recent quarter – is a 2.0 or above. For fall sports, eligibility is based on the student's final GPA from the previous school year. Freshmen students are all eligible to participate in fall sports.
2. Once a student-athlete has been deemed eligible for their current season, GPA and class failures will be monitored by the Athletic Director every two weeks on Sunday evening to determine that active student-athletes are in good standing academically.

Students who are academically ineligible at the start of a season may try out, and if they make the team, may NOT participate in any practices or games until they are academically eligible. At the close of the next quarter, if they become academically eligible, they may participate fully with the team. If they do not become academically eligible at the close of the quarter, they may not participate in any practices or games.

Students who become academically ineligible during a season (based on progress reports, report cards, and Bi-weekly grade checks) will be on *academic probation* and may participate in athletics only in a limited manner including:

1. Students on academic probation must have an initial meeting with the Athletic Director and attend after school office hours or PREP blocks twice per week, and have their academic probation tracker signed by the teacher of any classes they are failing.
2. They may NOT participate in any practices.

3. They may NOT participate in any practices or miss any class or CWS time.
4. Students remain on academic probation for a period of at least two weeks. At the end of two weeks, if they have improved their GPA to a 2.0 and have 0 failures, then they may return to full participation with the team.

DISCIPLINE

To encourage our student athletes to serve not solely as athletic competitors, but as Cristo Rey student ambassadors when traveling to other schools, they must model professionalism, maturity and respect during the school day. Therefore, students who do not meet our clear behavior expectations at school will be suspended from participating in athletics.

1. Students who skip class or PREP block (including being absent without permission for part of a block) more than once in a season will be suspended from the next game and ineligible to travel with the team.
2. Students who receive detention for dress code will be ineligible to participate in practice or games on the day of the assigned detention.
3. Students who are suspended from school – in school or out of school – will miss at least the next game regardless of when that game takes place, and may be suspended from athletics until the incident has been completely resolved.
4. Students involved in major disciplinary incidents or who refuse to complete assigned consequences or restorative actions may be suspended from practices, games or indefinitely per the discretion of the Dean of Students and the Athletic Director.

CORPORATE WORK STUDY

Just as being a student comes before being an athlete at Cristo Rey, so does being employed and employable at a corporate work study placement. If a student is fired from a placement during the season, s/he will become ineligible until the retraining process has been deemed complete by the Director of Corporate Work Study. That means that s/he cannot participate in any practices and may not participate in any games. **Seniors who are fired from a CWS placement and are not redeployed and deemed not placeable will be ineligible to participate in any athletics for the remainder of the year.**

COUNSELING, HEALTH & WELLNESS

COUNSELING

Cristo Rey Boston High School provides counseling services to all students who may require support during the year. The goal of our counseling support is to help students find academic and social success in the school environment. In some cases, that means the school counselors meet with students regularly on an individual level, while at other times that may mean meeting with groups of students or individuals in an “as needed” manner. Counselors also seek to make connections with students’ families and outside clinical care providers.

Additionally, counseling at CRB aims to support students in their academic work through high school in preparation for college. Freshmen and sophomores will be exposed to early college awareness curriculum, and juniors and seniors have a dedicated class to the college application process. Senior year the Director of College counseling will engage personally with students and families in supporting students through the application process.

NUTRITION AND HEALTHY EATING

Cristo Rey Boston High School has its own cook and kitchen staff who prepare delicious breakfasts and lunches each day. We encourage every student to take advantage of this service. Eating well helps students to be better learners. The school participates in the National School Lunch Program, which provides free or reduced price breakfasts and lunches as well as free milk to eligible students. At the beginning of the school year, each family will be mailed a table describing eligibility and an application to participate in the program. We urge families – regardless of whether they think will qualify – to return the form, as school funding decisions are made by the state depending on the totality of responses.

Breakfast is offered to students from 7:00 a.m. to 7:30 a.m. each day, and lunch is served during the course of three periods in the middle of the day. A full-priced breakfast costs \$1.50, and a reduced price breakfast costs 30 cents. A full-priced lunch costs \$3.25, and a reduced-price lunch costs 40 cents.

Students must pay in advance at the business office or through our website for a full-priced or reduced-price lunch or breakfast. Each student's account is credited when payments are made. Every student, regardless of their eligibility for the free or reduced lunch program, may only receive lunch or breakfast after swiping their identification cards in the cafeteria.

The school offers box lunches to students on their work days. Students must communicate to the work-study office if they wish to purchase a lunch at least one day prior to their work day. Their account will be debited accordingly.

MEDICATION, FIRST AID PROVISION AND MEDICAL EMERGENCIES

There is not a licensed nurse on staff at Cristo Rey Boston. Selected staff members are certified in Red Cross Standard First Aid and/or CPR. No student may bring medication to the school without the school's full knowledge. If a student needs to have an asthma inhaler or an epi-pen with him or her at school, the student must provide the school with the order from his or her physician stating that the student needs to carry the inhaler/epi-pen. The order must also be signed by a parent or guardian, and the student must provide the school with a second inhaler/epi-pen that will be kept in the main office.

Minor accidents, cuts, scrapes, and bruises will generally be treated at the school by selected teachers and administrators. The school is not equipped to handle medical services beyond basic first aid. Injuries requiring more extensive treatment will be taken care of at New England Medical Center or the closest hospital. In the event that a child requires emergency medical care, a parent or guardian will be notified as soon as possible. If a parent, guardian, or other emergency contact cannot be reached, the school may need to initiate medical treatment. Thus, it is essential that we have on file each student's Office/Health Emergency Card, which provides up-to-date contact information for parents and guardians, and which gives the school permission to initiate emergency medical treatment if a parent or guardian cannot be reached.

PREGNANCY POLICY

Cristo Rey Boston High School supports Catholic teaching that sexuality becomes personal and truly human when it is integrated into the lifelong union of marriage. Therefore, outside the confines of marriage and in light of Catholic teaching, Cristo Rey Boston promotes abstinence as the morally acceptable approach to sexual expression. At the same time, however, Catholic tradition also embraces a compassionate attitude towards individuals who become pregnant or who are responsible for pregnancy outside of marriage. As a result, Cristo Rey Boston will extend every effort to assist and support the student in his or her educational development as well as in his or her personal and social adjustment.

1. Once Cristo Rey Boston learns that a student is pregnant (or responsible for a pregnancy), a school counselor will meet with the student.
2. If a student's parent is not aware of the pregnancy, the student will be encouraged to inform her parents, whereupon a meeting will be held between the student, parents and counselor.
3. If the student refuses to tell his or her parents within a limited period of time determined by the school (one to two weeks), the counselor will intervene and notify the parents.
4. Immediately upon notifying parents, the student must meet with the Principal in order to notify him/her.
5. Pregnant students (or young men expecting to become fathers) are allowed to remain at Cristo Rey Boston as long as they are in good academic standing, are behaving responsibly, and continue to live with their parents or legal guardians.
6. Students are not permitted to live with their partner, nor are they encouraged to get married as a response to the pregnancy. Those who decide to marry or cohabitate may not be allowed to continue at Cristo Rey Boston.
7. Once a student has been identified as "mother/father-to-be", they will be encouraged to receive the following services as necessary:
 - a. The mother-to-be to start prenatal care at a local health center immediately
 - b. Both mother/father-to-be to see a counselor at Cristo Rey Boston regularly, or meet with a counselor from an outside agency
 - c. Both mother/father-to-be to start prenatal/parenting/health education classes at their health center

As a Catholic school, all employees of Cristo Rey Boston are to work in a prudent, professional and Christian manner adhering to the teachings of the Catholic Church. Therefore, adoption and keeping the baby are two alternatives that will be suggested to the student and his or her family. If the mother-to-be and partner are contemplating having an abortion, the counselor will work with them with the intention of preventing the abortion. No assistance will be offered to assist with an abortion, including: scheduling, transporting, or giving telephone numbers. If a student decides to have an abortion after the above educational and spiritual interventions, or before informing the school of their decision, counseling will be made available. The student and his partner have a right to confidentiality after such a procedure.

FAMILY ENGAGEMENT AND RESPONSIBILITIES

Families are encouraged to participate in their child's education and may take advantage of a variety of opportunities to get involved. In addition, families are welcome to contact the school at any time to schedule an appointment with a faculty or staff member. We welcome families to come into the school but encourage those who hope to meet with faculty or staff to make an appointment in advance to ensure that the desired parties are available.

PARENT TEACHER CONFERENCES

Families are encouraged to attend Parent/Teacher conferences in October and February to meet with teachers, advisors, and school staff.

RenWeb

Students and families can access grades online through RenWeb. Teachers are asked to update grades weekly, and by checking online, students and families can see the student's progress during the year and whether there are any missing assignments or areas for improvement.

FAMILY COUNCIL

The Family Council at Cristo Rey Boston supports the education and overall experience of students at CRB by expanding opportunities for community and cultural understanding between families, students, and school faculty and staff. In 2018-2019, the Family Council will meet from 4:30-5:30 on the dates listed on the school calendar. Family members interested in joining the Family Council should contact Elizabeth Ortiz, Front Desk Manager.

TUITION PAYMENTS

Every family contributes to the cost of their son or daughter's education. Every year each family must submit some form of financial documentation(s) to determine the Family's Share of Tuition such as a Federal tax return and W-2 or if you do not file taxes copies of any non-taxable income (Welfare, SSI, Child Support, Worker's Comp, etc.). The family share of tuition from all Cristo Rey Boston students account for approximately 10% of the operating costs of the school. The remaining 90% of costs are covered through the Work Study Program and donations from generous benefactors.

Each family must provide honest information about their family financial situation so that the school can do a fair assessment of what they can pay. Family Share Tuition is 13.3% or 16.6% of a family's per capita income; the rates vary depending on family size and eligibility to participate in the free/reduced lunch program. The Family Share Tuition covers calculators, books, graduation fees, and yearly retreats.

The school will work with each family on a payment plan that is fair and appropriate. The family share tuition program is a critical component of conditioning our students and their families for college where timely payment of tuition and fees and timely completion of financial aid forms is essential to remaining in college and earning a college degree.

Every family is assessed each year. Once the Family Share Tuition amount has been established, it becomes the responsibility of families to communicate payment plans for the year and make

timely tuition payments. Each family will receive monthly tuition invoices and when necessary tuition statements.

TUITION PAYMENT PLANS

We have four payment plan options:

1. One payment for the full tuition due on or before the first day of school in August
2. Ten monthly payments starting Aug.-May or Sept.-Jun
3. Bi-weekly payments
4. Weekly payments

If you did not select the first option (Full Payment) you are required to pay tuition for your son or daughter every month.

The following are your four options how you can pay for your son/daughter's tuition:

1. Tuition payments can be made directly to Ms. Ortiz in the Main Office or to Ms. Williams or Ms. Ostine in the Business Office. The tuition payments can be either by check, money order or credit card.
2. If you have a credit card, bank or savings account you can also make tuition payments through our website at www.cristoreyboston.org . Please select "*Quicklinks*" on the top right of the page, then select "*Tuition & Fee Payments*". Please include your son/daughter's name in the "*Description*" box under the "*Shipping and Return Policies*" link.
3. Families can also pay tuition through the FACTS Tuition Management Program, which allows families to have monthly/bi-weekly/weekly payments automatically withdrawn from checking/savings/credit card accounts. Their one-time processing fee for the year is \$43.00 (contact the Business Office for more details and form).
4. Families can set-up direct payments (*Bill Pay*) with their bank or credit unions (contact the Business Office for more details).

A \$25 fee will be assessed to any payments returned to Cristo Rey Boston High School for insufficient funds or closed accounts.

e. Failure to make payments after agreeing to a payment plan with the school may result in dismissal from the school.

MISSED PAYMENTS

Timely payment(s) of tuition is of utmost importance. Missing monthly payments could result in your student not being allowed to return to school. However, Cristo Rey Boston High School understands that there could be circumstances for missing a payment(s).

Students whose families miss a monthly payment will receive a phone call and a statement ten days after a missed payment and again on the 20th day after a missed payment. Failure to pay the tuition or set-up a meeting with the Business Office to develop a plan for payment by the 30th day after missing a payment will result in the student not being permitted to attend school until payment is made. The Business Office will work closely with each family to collect tuition, and will reassess the tuition as needed should a family's financial situation change. The Principal has the authority to dismiss students from the school for any violation of the Student Handbook, including non-compliance with a plan to pay family share tuition.

WITHDRAWALS DURING THE SCHOOL YEAR

Students who withdraw during the school year are responsible for the tuition of each month in attendance even if the student attended the school for only one day in a given month. Students who withdraw/graduate with unpaid balances (such as tuition, CWSP fines, book fees, etc.) will receive an “Incomplete” in all courses until financial obligations are met.

TUITION COLLECTION POLICY

- Families who have not completed the Financial Assessment by the end of June or who have unpaid tuition at the end of the school year and who have not communicated with the Business Office **will not be able to start the school year until they communicate with the business office to make a plan together**
- Seniors with significant unpaid tuition may not be able to walk in graduation
- Students with unpaid tuition and no communication with the Business Office may not be able to participate in athletics or extracurricular activities
- Official school documents including Report Cards, Transcripts, Diploma will be released upon payment of tuition

Celia Williams in the Business Office will answer any questions at 617-825-2580 ext. 19.

SAFETY AND SECURITY POLICIES

There are a number of basic procedures the school has in order to ensure the safety and security of its students and staff. Cooperation on everyone’s part will go a long way in guaranteeing that the business of the school – teaching and learning – can take place.

BUILDING SAFETY

Closed Campus

Under no circumstances are students to leave the school building without permission. A student with permission to leave may only leave under the escort and supervision of an authorized adult – who has physically come to the Main Office to sign a student out – unless the school has been given prior written or oral permission authorizing unaccompanied departure. All doors to enter from the outside will be locked at all times, including the building’s main entrance. Students should be aware that since the school is located in a residential neighborhood, there are private homes and neighbors to whom they should be respectful and courteous at all times. Once students have entered school in the morning, they may not leave the building.

Visitor Policy

Cristo Rey Boston always welcomes and encourages visitors, both from within and outside of our school community, into our school. However, in order to assure the safety and well-being of all students and staff, all visitors – including parents and guardians – are required to report directly to the Main Office. From 7:30 a.m. to 4:30 p.m. all visitors will be required to have a visitor’s pass once they have checked into the Main Office. Any visitor who does not report to the office, or is found in the building without authorization and a visitor’s pass, will be asked to leave immediately. We encourage visitors to make arrangements in advance.

In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact students in their classrooms, including or attempt to withdraw students from the building without notifying and receiving permission from a staff member in the Main Office.

Fire Safety and Evacuation Procedures

In case of an emergency – if a student or staff member sees fire or smells smoke—he or she should close the door – and pull the fire alarm located at either end of the corridor. Upon hearing the alarm, school staff will assemble students in their rooms and proceed out of the building according to the fire evacuation plan posted in each room. Students should follow the direction of staff members who will verify the safety of the stairwells and lead students outside the building to the designated locations, where school staff will line up students by class and take attendance. During the first weeks of school, and then throughout the school year, students and staff will participate in fire drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency.

Arrival and Dismissal

Students should not arrive at school earlier than 6:00 a.m. Parking and/or idling is not permitted by families who are dropping off students on Savin Hill Avenue. This rule is strictly enforced to guarantee that traffic jams do not occur on Savin Hill Avenue and Tuttle Street in the morning and afternoons, and so that families can quickly drop off large numbers of students. In the mornings, families can drop their child off directly in the front of the building entrance on Savin Hill Avenue. Please do not block the entrance to Tuttle Street or try to make a U-turn on Savin Hill Avenue. The building closes to all students at 5 pm.

MBTA Passes

Through Boston Public Schools, the school provides an MBTA student bus pass to all eligible students. BPS determines student eligibility, but typically eligible are Boston resident students who live over 2 miles from the school. MBTA student bus passes are valid only during the school day until 6:00 p.m. Each eligible student will receive one bus pass for the entire year.

PERSONAL SAFETY

BULLYING

In accordance with the anti-bullying legislation passed in May 2010, Cristo Rey Boston High School has adopted the Archdiocese of Boston Bullying Prevention Policy.

Bullying is defined as *“the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination, thereof, directed at a victim that: causes physical or emotional harm or damage to the victim’s property, places the victim in reasonable fear of harm to him/herself or of damage to his/her property, creates a hostile environment at school for the victim, infringes on the rights of the victim at school. Or materially and substantially disrupts the education process or the orderly operation of a school;”* bullying also includes cyber-bullying.

Cyber-bullying is *“defined as bullying through the use of technology or any electronic communication which shall not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted through, but not limited to, electronic mail, internet communications, instant messages, text messages or social media networks.”*

Bullying and cyber-bullying are prohibited on and off school grounds by any member the CRB community or persons in connection to any CRB community member. If a report of bullying or cyber-bullying is made to the Vice Principal for Academics and Curriculum or Dean of Students or designee, an investigation of such claim will be immediately conducted. If it is determined that bullying or retaliation has occurred, the designee will notify local law enforcement, and criminal charges may be filed. In all cases of bullying or cyber-bullying, the school will take appropriate disciplinary action, and will notify the parent/guardians of the victim and perpetrator.

HARASSMENT

Cristo Rey Boston is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Cristo Rey Boston requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Definition of Harassment

In general, harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment

While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.
2. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student.
3. Such conduct interferes with an individual's job duties, education or participation in extracurricular activities.
4. The conduct creates an intimidating, hostile or offensive work or school environment.

Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Cristo Rey Boston. Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school president.

Filing a Complaint

Any student or employee who believes she or he has suffered discrimination or been harassed because of her/his race, color, national origin, sex, disability, sexual orientation, or age in admission to, access to, treatment in, or employment in the school's services, programs, and activities may file a complaint with the Principal. If the Principal is the person who is alleged to have caused the discrimination or harassment, the complaint may be filed with the President. In the event the complaint consists of a student's allegation that another student is harassing him/her based upon the above-referenced classifications, the student may, in the alternative, file the complaint with the Vice Principal for Academics and Curriculum or Dean of Students.

Complaints of discrimination based upon disability

A person who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational placement of a person, who because of a handicap needs or is believed to need special instruction or related services, pursuant to Section 504 of the Rehabilitation Act of 1973, Chapter 766, and/or the Individuals with Disabilities Education Act, must use the procedure outlined in the Massachusetts Department of Education's *Parents' Rights Brochure* rather than this Grievance Procedure.

Contents of Complaints and Timelines for Filing

Complaints under this Grievance Procedure must be filed within 30 school days of the alleged discrimination. The complaint must be in writing. The Principal, Vice Principal, Dean of Students, or any person of the grievant's choosing may assist the grievant with filing the complaint. The written complaint must include the following information:

1. The name and school (or address and telephone number if not a student or employee) of the grievant.
2. The name (and address and telephone number if not a student or employee) of the grievant representative, if any.
3. The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) of the alleged discrimination or harassment.
6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.

7. A description, in as much detail as possible, of how the grievant wants the complaint to be resolved.

Investigation and Resolution of the Complaint

Respondents will be informed of the charges as soon as the Grievance administrator deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated. The Grievance Administrator will interview witnesses whom he or she deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. Such interviews and gathering of information will be completed within a week of receiving the complaint.

Confidentiality of grievant/respondents and witnesses will be maintained, to the extent consistent with Cristo Rey Boston's obligations relating to investigation of complaints and the due process rights of individuals affected.

Retaliation against someone because he/she has filed a complaint under this Grievance Procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

Appeals

If the grievant is not satisfied with a disposition by a Grievance Administrator, the grievant may appeal the disposition to the school president which will issue a written response on the appeal to the grievant within ten (10) school days of receiving the appeal.

Generally, a grievant may file a complaint with the U.S. Department of Education, Office for Civil Rights, JW McCormack POCH, Boston, Massachusetts 02109-4557, telephone (617) 223-9662, TTY (617) 223-9695 as follows:

1. within 180 calendar days of alleged discrimination or harassment, or
2. within 60 calendar days of receiving notice of Cristo Rey Boston School's final disposition on a complaint filed through Cristo Rey Boston, or
3. within 60 calendar days of receiving a final decision by the Massachusetts Department of Education, Bureau of Special Education Appeals.

HAZING

Massachusetts Anti-Hazing Law

M.G.L. c. 269, Section 17. Hazing; organizing or participating; hazing defined. Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such

student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. (*Amended by 1987, 665.*) M.G.L. c. 269, Section 18. Failure to report hazing.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. (*Amended by 1987, 665.*)

M.G.L. c. 269, Section 19. Copy of secs. 17--19; issuance to students and student groups, teams and organizations; report.

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen. and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports,

and shall forthwith report to the attorney general any such institution which fails to make such report. *(Amended by 1987, 665.)*

STUDENT RESTRAINT

Cristo Rey Boston School maintains a strict Code of Conduct and clear disciplinary procedures. These procedures do not allow for corporal punishment but rather include a clear set of consequences including, detentions, suspensions, and expulsions. In accordance with M.G.L. sect. 37G, corporal punishment of pupils is prohibited. School personnel can use reasonable force as is necessary to protect pupils, other persons, and themselves from an assault by a pupil.

STUDENT SEARCHES

In order to maintain the security of all its students, Cristo Rey Boston High School reserves the right to conduct searches of its students and their property. If searches are conducted, the school will ensure that the privacy of the students is respected to the extent possible, and that students and their families are informed of the circumstances surrounding and results of the search. School e-mail accounts, lockers and desks, which are assigned to students for their use, remain the property of the school and students should, therefore, have no expectation of privacy in these areas. Such areas are subject to canine searches and to random searches by school officials at any time. Inappropriate items will be confiscated at the discretion of the school administrators.

DRUG TESTING

Students may be drug tested at any time while attending Cristo Rey Boston. Parents will be notified the day of testing before the test is administered, and they will also be contacted immediately upon receiving the results.

At various times throughout the school year students will be chosen, some randomly and some intentionally, to be tested for drug use. Parents of the students to be tested will be notified prior to administering the test. The students who are chosen will go to a classroom where the Dean of Students and a counselor will explain the drug testing process. The students will then be told that they will be given the opportunity to talk with a counselor before participating in the drug testing. At this time, the student has the opportunity to tell the counselor if he or she is currently using drugs or has used drugs in the past. After talking with the counselor, the student will be tested for drug use. The school may use different tests to determine if a student is using drugs. Upon receiving the results of the drug test at Cristo Rey Boston, a counselor will meet with each student individually to give the test's results. The following scenarios will be handled accordingly:

1. If a student states that he or she has not used an illegal drug and the test comes back positive, this will be probable grounds for expulsion. Parents will be notified immediately. In addition, a counselor will meet with the student and family in order to recommend outside counseling programs.
2. If a student admits to having used drugs beforehand and the test confirms this, parents will be notified immediately and the student must agree to outside drug counseling at the family's expense. In addition, the student will be required to participate in counseling at Cristo Rey Boston. Students who test positive will be subject to ongoing testing throughout their attendance at Cristo Rey Boston. When testing is performed by an outside agency, the

student will be required to bring a copy of the results to the counselor each time he or she is tested. These conditions must be met, and the student must remain off drugs in order to remain at the school.

3. If the student admits to using drugs, but the drug test comes back negative, parents will only be notified of the test results. The student, however, must agree to internal counseling and ongoing testing in order to remain at Cristo Rey Boston.
4. Many sponsors require drug testing. Results of testing will be made available to sponsors at their request. Positive results may be grounds for dismissal from Cristo Rey Boston.

INTERNET SAFETY

Internet use provides valuable opportunities for research, curriculum support, and career development. Cristo Rey Boston High School offers Internet access to its students and staff. The primary purpose of providing access to the Internet is to support the educational mission of Cristo Rey Boston. Cristo Rey Boston expects that students and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Cristo Rey Boston High School has installed special filtering software in an effort to block access to material that is not appropriate for children.

The Internet also allows for easy communication between individuals and groups, and therefore allows for quick and efficient communication between school and home. Families are encouraged to contact teachers via e-mail to set up appointments to discuss any student or school issues, or to ask brief questions, but should not use e-mail for extended conversations. Students should contact teachers or other school staff using the school e-mail. All components of the Code of Conduct and any resulting disciplinary procedures are applicable to e-mail communication from a student to a teacher or any other school staff.

Unacceptable Use

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of Cristo Rey Boston High School's Internet Service:

- accessing personal e-mail correspondence or social networking sites at unapproved times;
- accessing websites during class other than those identified by the teacher as appropriate for class;
- disclosing, using or disseminating personal identification information about self or others;
- accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;
- using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;

- vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of the Principal;
- plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through e-mail or news sources must also be credited as to sources;
- using the Internet service for commercial purposes;
- downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Principal; and overriding the Internet filtering software.

Social Networking Sites

CRB students who use social networking sites have a responsibility to maintain a safe, courteous learning environment for all in the building. Inappropriate use of social networking sites to bully other students, or to spread false information about students or teachers, even if this takes place outside of school on personal computers or phones, may be cause for disciplinary action, in accordance with M.G.L.c.71, 370.

Safety Issues

Use of the Internet has potential dangers. The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal *any* identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell the teacher if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify the teacher.

Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. Cristo Rey Boston reserves the right to examine all data stored on diskettes involved in the user's use of Cristo Rey Boston's Internet service. Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent

of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

Violations

Access to Cristo Rey Boston's Internet service is a privilege, not a right. Cristo Rey Boston School reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through Cristo Rey Boston's Internet service. The school also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

STUDENT PERMANENT RECORD

Information on a student's Permanent Record Card (PRC) includes a student's entire academic and attendance records, and test scores (ACT, SAT, PSAT). This record follows you when you enter an institution of higher learning and when you request recommendations for employment and scholarships. The importance of your high school record cannot be overestimated.

Inspection of Student Records: Student records refer to any written or recorded information, maintained by the school, by which a student may be individually identified. Information maintained by a staff member for individual use is not considered a part of the student record. The student's record consists of a permanent record and a temporary record. Parents or guardians have the right to see, obtain copies, correct, and limit the release of their student's records. When a student reaches the age of eighteen, all rights discussed below will belong to him/her.

MEDICAL RECORDS AND HEALTH SERVICES

Massachusetts state law requires all students enrolling in a new school to have a physical examination before entering the school. Before a student can enroll in the school, the school must have on file the following forms:

- Massachusetts School Health Record. This form contains records showing that the student has: 1) had a physical exam in the six months prior to the start of the school year; 2) up-to-date immunizations; and 3) had screening for vision, hearing, and scoliosis.
- Authorization for Dispensing Medication in School Form. If a child must receive medication during the school day, this form must contain the instructions and signature of the physician who ordered the medication and be signed by a parent or guardian.
- Physician Information Release Form. This form must be filled out and signed by a parent or guardian, so that the school may contact a student's physician in case of an emergency.
- Office/Health Emergency Card. This form provides important information about a student's emergency contacts, health care providers, and insurance. Most importantly, it gives the school permission to initiate emergency medical treatment in the event that

a parent or guardian cannot be reached. No student will be allowed to enter school without having this form on file.

ACADEMIC RECORDS

Federal and state laws provide parents and eligible students (those who are age 14 or older) with rights of confidentiality, access, and amendment relating to student records. The following is a general overview of the provisions in the Regulations.

Access and Amendment: A parent or eligible student has a right to access student records and to seek their amendment if the parent or eligible student believes them to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. In order to obtain access or to seek amendment to student records, please contact the principal.

Confidentiality: Release of student records generally requires consent of the parent or eligible student. However, the Regulations provide certain exceptions. For example, staff members employed or under contract to the school have access to records as needed to perform their duties. Cristo Rey Boston High School also releases a student's complete student record to authorized school personnel of a school to which a student seeks or intends to transfer without further notice to, or receipt of consent from, the eligible student or parent.

In addition, Cristo Rey Boston High School may release to partners certain student information, consisting of the following: the student's name, address, telephone listing, date and place of birth, dates of attendance, weight and height of the members of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the school's principal. Absent receipt of a written objection, information may be released without further notice or consent.

With few exceptions, information in a student's record will not be released to a third party without the written consent of the eligible student and/or a parent having physical custody of a student under 18 years of age. Two notable exceptions are:

- Directory Information – a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans.
- Recruiting Information for the Armed Forces and Post-Secondary Educational Institutions – Upon request from military recruiters and/or representatives of post-secondary educational institutions, CRB will provide the name, address and telephone listing for all secondary students.

If an eligible student and/or parent do not want Directory or Recruiting Information released, they must so notify the Principal.

Please see the Regulations for a description of other circumstances in which student records may be released without the consent of a parent or eligible student.

Access by non-custodial parents: Massachusetts General Laws c. 71, §37H (“Section 37H”) governs access to student records by a parent who does not have physical custody of a student. Generally, Section 37H requires a non-custodial parent seeking access to a student record to submit a written request and other documentation to the principal on an annual basis. Parents who have questions or concerns regarding access to records by non-custodial parents are requested to contact the building Principal for detailed information regarding the procedures that must be followed under Section 37H.

Parents and eligible students have a right to file a complaint concerning alleged failures by a school district to comply with the requirements of the student records laws and regulations with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148. Complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC.

FAMILY EDUCATION RIGHTS & PRIVACY ACT

ANNUAL NOTIFICATION OF RIGHTS

As a member of the Cristo Rey Network, Cristo Rey Boston High School participates in programs in which students’ personally identifiable information, such as social security numbers, are disclosed to school officials for purposes of tracking alumni throughout college. This data enables Cristo Rey Network schools to better serve their alumni and informs discussions that take place at each school about curriculum and instruction.

The release of student information is made pursuant to The Family Educational Rights and Privacy Act (FERPA), which affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. Cristo Rey Boston High School, “a Cristo Rey Network school,” is obligated to inform students and parents of their rights under this law. The following explains the rights of parents and students over 18 under FERPA:

You have a right to inspect and review your education records within 45 days of making a written request of the specific records you wish to inspect to your school Principal. Parents or eligible students should submit to the Principal of the Cristo Rey Network school a written request that identifies the record(s) they wish to inspect. The Cristo Rey Network school officials will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

You have the right to request an amendment or change of your education records if you believe them to be inaccurate. The request should be in writing and should specify the part of the record you want changed. Parents or eligible students may ask the Cristo Rey Network school to amend a record that they believe is inaccurate. They should write to the Principal of the Cristo Rey Network school and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Cristo Rey Network school decides not to amend the record as requested by the parent or eligible student, the Cristo Rey Network school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

You have the right to consent to disclosure of personally identifiable information contained in the student's education records, except FERPA does permit disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the Cristo Rey Network school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Cristo Rey Network school's Board; a person or company with whom the Cristo Rey Network school has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or a company providing degree verification services to the Cristo Rey Network school; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

You have a right to file a complaint with the U.S. Department of Education concerning alleged failures by a Cristo Rey Network school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

NOTIFICATION OF DESIGNATION OF DIRECTORY INFORMATION

In fulfillment of the Cristo Rey Network school's obligations to parents and eligible students pursuant to the Family Educational Rights and Privacy Act ("FERPA" or "the Act"), notice is hereby given of the Cristo Rey Network school's FERPA policy and parents' and eligible students' rights under the Act.

FERPA is a Federal law that protects the privacy of student education records. The law applies to all institutions that receive funds under an applicable program of the U.S. Department of Education. FERPA was designated to protect the privacy of educational records, to establish the rights of parents and eligible students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Parents and eligible students also have the right to file a complaint concerning any alleged failure of a Cristo Rey Network school to comply with the Act. Complaints may be addressed to: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

DESIGNATION OF DIRECTORY INFORMATION

Parents and eligible students are advised that notwithstanding the above, the Cristo Rey Network school has designated certain information contained in the education records of its students as "Directory Information" for purposes of FERPA. Directory Information may include, but is not limited to, information such as the student's name, addresses (including e-mail addresses), telephone number, date of birth, year of school, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (including identification pictures), videos depicting and/or concerning life at the Cristo Rey Network school, degrees and awards received, and previous educational institution(s) attended.

RIGHT TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Any parent or eligible student wishing to prevent disclosure of directory information must file a written notification to this effect with the proper school official. A parent or eligible student may initiate a hold on the release of directory information at any time. This may be done in writing to the Principal. If the parent or eligible student submits the request to the Principal, it becomes effective on the day it is entered by the Principal.

Parents and eligible students are advised that previously printed documents (or documents already prepared and/or sent for publication prior to the parent or eligible student initiated hold) may contain directory information as it was consented to before the request for limited disclosure.

Once the parent or eligible student places a hold on the release of directory information, the restriction remains in effect permanently, unless rescinded by the parent or eligible student. For this reason, parents and eligible students are encouraged to review their demographic data periodically.

In the event that no restriction is filed, the Cristo Rey Network school will assume that the parent or eligible student does not object to the release of directory information.

DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION

Under FERPA, the Cristo Rey Network school may disclose personally identifiable information such as a student's social security number to school officials and from time to time may choose to contract individuals or organizations to act as school officials to assist the school in tracking its alumni throughout the college. Unless a parent, student or former student files a notice to prevent disclosure as described above, a student's social security number may be released for the purposes described herein.

FACULTY/STAFF DIRECTORY

NAME	POSITION	EMAIL
Aviles, Thomas	Americorps Volunteer, Admissions	taviles@crstoreyboston.org
Baker, Jenna	Math Teacher	jennabaker@crstoreyboston.org
Barringer, Durante	Humanities Faculty	dbarringer@crstoreyboston.org
Bolontin, Brooke	Lower School Counselor	bbolontin@crstoreyboston.org
Brandon, Ella	Director of College Counseling	ebrandon@crstoreyboston.org
Cadwallader, Lindsay	Math Teacher	lcadwallader@crstoreyboston.org
Costa, Maria	English Teacher	mcosta@crstoreyboston.org
Crowley, Breda	Math Faculty	bcrowley@crstoreyboston.org
Cuomo, June	Cristo Rey Boston Volunteer	jcuomo@crstoreyboston.org
Dewar, Ray	Principal	rdewar@crstoreyboston.org
Edwards, Jessica	Art Faculty	jedwards@crstoreyboston.org
Francois, Marguerite	Americorps Volunteer, Admissions	mfrancois@crstoreyboston.org
Geddes, Rebeca	Registrar and Academic Advisor	rgeddes@crstoreyboston.org
Geddes, William	Science Faculty	wgeddes@crstoreyboston.org
Gomez, Raphaelo	Food Services	
Grimaldi, Annemarie	English Faculty & Department Head	agrimaldi@crstoreyboston.org
Halloran, Karina	Math Faculty	khalloran@crstoreyboston.org
Jones, Spencer	Humanities Faculty	sjones@crstoreyboston.org
Joseph, Andronique	Corporate Work Study Account Manager	ajoseph@crstoreyboston.org
Kauffmann, Mike	English Faculty	mkauffmann@crstoreyboston.org
Kim, Hak	Science Faculty	hkim@crstoreyboston.org
Klemmer, Charlie	Account Manager for Corporate Work Study	cklemmer@crstoreyboston.org
Kohler, Molly	Science Faculty	mkohler@crstoreyboston.org
Kraska, Kevin	President	kkraska@crstoreyboston.org
Leon, Sergio	Director of Maintenance	sleon@crstoreyboston.org
Levine, Matt	English Faculty	mlevine@crstoreyboston.org
Lipede, Adebisi	CWS Workplace Success Coach	alipede@crstoreyboston.org
Liszanckie, Brendan	Director of Lower School Counseling	bliszanckie@crstoreyboston.org
Lopez, Rolando	Humanities Faculty	rlopez@crstoreyboston.org
Lynch, Patrick	Americorps Volunteer, Library	plynch@crstoreyboston.org
Martinez, Pablo	Director of Campus Ministry & Student Life	pmartinez@crstoreyboston.org
Martinez-Diaz, Victor	Director of Admissions	vmartinez@crstoreyboston.org
Miller, Deja	Account Manager for Corporate Work Study	dmiller@crstoreyboston.org
Moon, Lois	Math Faculty	lmoon@crstoreyboston.org
O'Keeffe, John	Executive Director of Corporate Work Study	jokeeffe@crstoreyboston.org
Ortiz, Elizabeth	Front Desk Manager	eortiz@crstoreyboston.org
Ostine, Carla	Assistant Business Manager	costine@crstoreyboston.org
Pica, Mercedes	Corporate Work Study	mpica@crstoreyboston.org
Pivonka, Melissa	Vice Principal for Academics and Curriculum	mpivonka@crstoreyboston.org
Polcari, Lynn	Database Manager	lpolcari@crstoreyboston.org
Roulhac, Khari	Dean of Student Support	kroulhac@crstoreyboston.org
Stuart, Joseph	Director of Athletics & School Support Administrator	jstuart@crstoreyboston.org
Tejeda-Diaz, Alexandra	Spanish Faculty	atejeda-diaz@crstoreyboston.org

Villa, Marlene	AmeriCorps Volunteer, College Counseling	mvilla@crstoreyboston.org
Wahle, Scott	Grant Writer	swahle@crstoreyboston.org
Williams, Celia	Business Manager	cwilliams@crstoreyboston.org
Yu-Phelps, Jonathan	Humanities Faculty	jyu-phelps@crstoreyboston.org

CRB RESPONSIBILITY AND SUPPORT AGREEMENT

In order for students to learn and grow, it is essential that we all do our part. Cristo Rey Boston students, parents, teachers, and administrators all have responsibilities to promote student learning and growth. We are all educational partners who must do our part so that students can learn to the best of their ability and be prepared for college success. We know that the choice to come to CRB is a precious one and we want to make sure that students, families, and faculty/staff have a full and clear understanding of the responsibilities.

As the Faculty and Staff of Cristo Rey Boston High School, we dedicate ourselves to the academic, professional, social, and spiritual development of each student and pledge to educate, support, and care for each one.

- ✓ We will prepare engaging, demanding lessons in all of our classes every day.
- ✓ We will assign and evaluate appropriate homework assignments and other assessments.
- ✓ We will provide extra help after school and provide additional support as needed.
- ✓ We will communicate with students and families about student's progress through quarterly progress reports and report cards, regular PowerSchool updating of grades, and personal phone calls or emails to address major concerns.
- ✓ We will look to each other as well as to students and families to be held accountable for our behavior as part of our dedication to preparing each CRB student for college and beyond with the values essential to a fulfilling life.

CRB STUDENT RESPONSIBILITY AND FAMILY SUPPORT AGREEMENT

*Families will receive a separate copy of this form in the August mailings to read, initial, sign, and return to the school by 8/30/2018.

This Family Support Agreement describes important responsibilities and school expectations that students will be held to once families choose to enroll their child at Cristo Rey Boston. The items below are a selection of key areas, drawn directly from our Handbook, where families have an opportunity to provide the greatest level of support. We know that the choice you made in coming here is a precious one, and we want to make sure that there is a full and clear understanding of student expectations, and ways that families can support their child in meeting them. **Please check and initial each item.** *Failure to check, initial, and sign this document and return to Advisors or A-Block teachers by **8/30/2018** will result in official documentation, including Grades, Progress Reports, Report Cards, and Transcripts being withheld until the document is complete and submitted.*

TUITION

- ___ Families who have not yet completed the Financial Assessment **will not be able to start the school year**

- ____ Families who have unpaid tuition as of June 2018 and have not yet communicated with the Business Office **will not be able to start the school year until they communicate with the Business Office to make a plan together.**
- ____ Seniors with significant unpaid tuition may not be able to walk in graduation
- ____ Students with unpaid tuition during the year may not be able to participate in athletics or extracurricular activities until the tuition is paid or their family has communicated with the Business Office to make a plan together.
- ____ Official School documents including Report Cards, Transcripts, and Diplomas will be released upon payment of tuition

TEXTBOOKS AND CALCULATORS

- ____ CRB will loan each student textbooks for their classes
- ____ CRB will loan each student with a TI-83 Graphing calculator at the beginning of their freshman year. Students will be able to keep the same calculator until they graduate or otherwise leave CRB.
- ____ **For Underclassmen**, official School documents including Report Cards and Transcripts will be released upon return of or payment for missing textbooks at the end of the school year.
- ____ **For Seniors or students who leave CRB**, official School documents including Report Cards, Transcripts, and Diplomas will be released upon return of or payment for missing **textbooks AND calculators** as of their last day of class at CRB.

CORPORATE WORK STUDY FIRING AND RETRAINING

- ____ Students who are fired once from their Corporate Work Study Placement will have a period of mandatory retraining at CRB before receiving another placement
- ____ Students who fail CWS retraining or are fired for a second time during the remainder of their tenure at CRB will no longer be able to continue the school year as a student at CRB, and will have to transfer to another school immediately.

ATTENDANCE

- ____ I will ensure that my child comes to school every day on time to begin school at 7:40 a.m.
- ____ If late to school, I will ensure that my child knows to report to the main office immediately upon arrival.
- ____ I understand that if my child is absent more than 5 days in any quarter of his or her school year, he or she may not receive credit for classes missed in that quarter. This would mean that if a student is frequently absent with or without excuse over the course of the school year, the student may not earn credit for all classes for the year and may need to repeat the grade.
- ____ I will make sure that my child promptly makes up missed work following absences.
- ____ I understand that an absence is excused if I have contacted the school and written a detailed note regarding student illness, family emergency, or religious observance. I understand the student is still considered absent for that day.
- ____ I understand that my child should complete work proactively or promptly make up work missed due to unexcused absences, including but not limited to the following: family vacations, participation at sports tournaments, and attendance at entertainment events.

- ____ I understand that my child may not be permitted to enter the building before 6:30 a.m. and will be required to exit the building at 5:00pm unless under the supervision of faculty/staff

AFTER SCHOOL PREP BLOCKS AND DETENTION

- ____ I understand that my child may be required to stay for mandatory academic support if he or she is not achieving academically or is failing one or more classes.
- ____ I understand that my child cannot be excused from mandatory academic support or detention unless there is a family emergency or student illness. I understand that if my child skips tutoring or detention he or she may be suspended.

PROMOTION POLICIES

- ____ I understand that my child will be enrolled in 7.0 academic credits per year and must pass and earn a minimum of 4.5 credits per year in order to be eligible for promotion to the next grade. Seniors must pass and earn all 7.0 credits in order to be eligible to participate in the graduation ceremony.
- ____ I understand that my child will be automatically retained or asked to transfer if he or she does not earn sufficient academic credit for the year.
- ____ I understand that every freshman must pass all proficiency exams to be promoted to the sophomore year.
- ____ I understand that my child must fulfill the Extracurricular Credit in order to be promoted to the next grade.
- ____ I understand that all fines and fees must be paid by the end of the year to ensure promotion to the next grade.

STUDENT DRESS CODE POLICY

- ____ I will ensure that my child comes to school in proper professional attire, according to the guidelines listed in the Student Handbook.
- ____ I understand that if my child comes to school out of dress code, he or she may be sent home to correct infraction, held from class or assigned a Dress Code Detention.
- ____ I understand that frequent or extreme violations of school dress code will result in a family meeting, and could result in separation from the school if the pattern is not corrected.
- ____ I will help support my student in meeting dress code expectations by encouraging them to leave an extra set of dress code attire in their locker in case of an emergency.

CELL PHONES AND ELECTRONIC DEVICES

- ____ I understand that cell phones and electronic devices are prohibited in the hallways and classrooms of Cristo Rey Boston between the hours of 7:40am and 3:05pm unless otherwise instructed by a teacher or administrator.
- ____ I understand that use of cell phones or electronic devices in the hallways or classrooms during the school day will result in confiscation of the device, which will be returned to the student at the end of the day
- ____ I agree to contact the Cristo Rey Boston main office in the case of family emergencies or scheduled appointments
- ____ I agree to support the appropriate and professional use of technology and social media with my student

MASS

- ____ I understand that as a Catholic school, we will have mass celebrations over the course of the year.
- ____ I understand that mass is an opportunity to gather as a school community, regardless of a student's religious background.
- ____ I understand that attendance and engagement in the routines of mass (standing when directed by the facilitator or priest) IS mandatory as it does not imply religious affiliation
- ____ I understand that participation in specifically Catholic symbolic practices in mass (receiving Communion, etc.) is NOT mandatory or expected for non-Catholic students
- ____ I understand that if I have religious reasons why my child's attendance at Mass would be problematic, I can contact the school by the first day of classes to let them know, and will work with the school administration to develop a plan

I have received and read the Student Handbook and the specific responsibilities listed above.

Student Name (first, last) _____

Parent name (printed) _____

Parent Name (signed) _____