



**2016-2017**  
**STUDENT HANDBOOK**

## GENERAL SCHOOL INFORMATION

### **TO CONTACT US**

We are committed to establishing and maintaining an open and respectful line of communication between families 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 within 48 hours in the event that a message is left. Families also will have an opportunity to meet with teachers and school staff during the two scheduled parent-teacher conference days. In addition, meetings can be arranged at any time by appointment. If a parent needs to see a staff person more immediately, the parent should report directly to the Main Office, which will facilitate the soonest possible contact.

### **SCHOOL ATTENDANCE**

In case of absence, a parent/guardian must call 617.825.2580 ext.10 or e-mail [attendance@cristoreyboston.org](mailto:attendance@cristoreyboston.org) before 7:30 a.m. A call or e-mail from a parent is expected each day of the absence.

### **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(l); 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			REGULAR SCHEDULE			EARLY RELEASE SCHEDULE			DELAYED OPENING		
	START	END		START	END		START	END		START	END
A	7:40	8:23	A	7:40	8:32	A	7:40	8:22	A	9:00	9:42
B	8:27	9:06	B	8:36	9:24	B	8:26	9:04	B	9:46	10:24
AD	9:10	9:40	C	9:28	10:16	C	9:08	9:46	C	10:28	11:06
C	9:44	10:23	D	10:20	11:08	D	9:50	10:28	D	11:10	11:48
D	10:27	11:06	E1	11:41	12:29	E1	11:01	11:39	E1	12:21	12:59
E1	11:39	12:18	E2	11:12	12:00	E2	10:32	11:10	E2	11:52	12:30
E2	11:10	11:49	E3	11:12	12:00	E3	10:32	11:10	E3	11:52	12:30
E3	11:10	11:49	L1	11:12	11:37	L1	10:32	10:57	L1	11:52	12:27
L1	11:10	11:35	L2	12:04	12:29	L2	11:14	11:39	L2	12:34	12:59
L2	11:53	12:18	L3	12:56	1:21	L3	11:56	12:21	L3	1:16	1:41
L3	12:36	1:01	F1	12:33	1:21	F1	11:43	12:21	F1	1:03	1:41
F1	12:22	1:01	F2	12:33	1:21	F2	11:43	12:21	F2	1:03	1:41
F2	12:22	1:01	F3	12:04	12:52	F3	11:14	11:52	F3	12:34	1:12
F3	11:53	12:32	G	1:25	2:13	G	12:25	1:03	G	1:45	2:23
G	1:05	1:44	H	2:17	3:05	H	1:07	1:45	H	2:27	3:05
H	1:48	2:27	AS	3:15	4:00	CFG	2:00	3:30			
AS	2:31	3:05									

## TABLE OF CONTENTS

GENERAL SCHOOL INFORMATION	2
SCHOOL SCHEDULE	3
TABLE OF CONTENTS	4
THE SCHOOL	5
PROFILE OF THE CRISTO REY GRADUATE	6
CRISTO REY CODE OF CONDUCT	7
BASIC BEHAVOIR EXPECTATIONS	14
ACADEMIC PROGRAM	15
MEASURING ACADEMIC PROGRESS	16
ACADEMIC SUPPORT PROGRAM	19
OPPORTUNITIES FOR FAMILY INVOLVEMENT	19
FACULTY/STAFF DIRECTORY	21
CORPORATE WORK STUDY PROGRAM	22
STUDENT LIFE	24
ATHLETICS	26
COUNSELING, HEALTH & WELLNESS, AND STUDENT SUPPORT	28
SAFETY AND SECURITY	30
STUDENT DISCIPLINE POLICIES AND PRACTICES	35
TUITION PAYMENTS	38
STUDENT PERMANENT RECORD	39
FAMILY EDUCATION RIGHTS & PRIVACY ACT	40
RESPONSIBILITY AND ACCOUNTABILITY	42
CRB ACCOUNTABILITY AND SUPPORT AGREEMENT	43

## THE SCHOOL

### 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 9<sup>th</sup> grade and is projecting a total enrollment of 380 students this school year. Over the past seven 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 32 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.

### OUR VISION

We have a clear vision of how Cristo Rey Boston students will conduct themselves, both when they first enter our school and when they graduate. In class, we expect CRB students to sit up, listen, ask and answer questions. In school, we expect CRB students to be responsible, respectful, and ready to believe that they will grow and improve as learners only if they work hard and devote themselves completely to their studies. At work, we expect CRB students to respect and support supervisors and colleagues, to listen, ask questions, carefully complete all assignments, ask for work when assigned tasks are completed, consistently add value to the company, and adhere to the same rules and expectations set for all employees at their Corporate Work Study placements. By graduation, we expect that Cristo Rey Boston students will enter and graduate from a four-year college and be prepared to contribute to society.

## PROFILE OF THE CRISTO REY GRADUATE

The profile of a Cristo Rey graduate outlined below describes the characteristics we seek to instill in young people who complete their education at Cristo Rey Boston High School. Our intention is that every student will discover, understand and develop their God-given talents. Our goal is that at graduation every Cristo Rey student has fulfilled the ideals set forth below.

### **OPEN TO GROWTH**

The Cristo Rey graduate learns to seek new religious, social, cultural, emotional and intellectual challenges and opportunities to enrich his or her experience or perspective.

### **INTELLECTUALLY COMPETENT**

The Cristo Rey graduate will have a firm foundation in the various disciplines needed to build a person of education and learning. The rigorous academic demands of Cristo Rey have demanded that he or she attain a considerable level of proficiency in these disciplines as well as a mastery of thinking, reasoning and cognitive skills and habits.

### **WORK EXPERIENCED**

The Cristo Rey graduate has learned to be a dependable, responsible worker of integrity with high ethical standards. The graduate recognizes the dignity of work, and its integral connection to justice and the choices he or she will make to create a better society.

### **PHYSICALLY FIT**

At graduation, the Cristo Rey student has come to value the ideal of a sound mind in a sound body. He or she has experienced significant physical growth during high school. The student has had the opportunity of participating in team sports and has been challenged to see these activities not simply as a way of developing physical abilities, but also as a means for enhancing his or her growth as a well-rounded individual.

### **LOVING**

The Cristo Rey graduate is well on the way to establishing his or her own identity, aware that a full life involves loving other human beings as much as oneself. The graduate values the uniqueness of each relationship and has experienced being loved and cared for by others as a full member of the Cristo Rey Boston school community. These experiences have led the student to find real happiness and joy in the love, friendship and companionship of other people.

### **COMMITTED TO FAITH & SERVICE**

At graduation, the Cristo Rey student has been part of a community that seeks to nurture the seeds of religious faith and commitment to growth in each individual. The graduate has received a basic knowledge of the doctrines and practices of the Catholic Church and has been challenged to examine his or her own religious beliefs and traditions, whatever they may be. Experienced in service, the Cristo Rey graduate heeds the call to serve others and to affect change. The graduate sees service as a gift to self as well as to others.

## CRISTO REY CODE OF CONDUCT

Cristo Rey Boston is unequivocally committed to providing a safe and orderly environment in which students can grow personally, socially and academically while participating in a rigorous academic and corporate work study program. To be successful, all students are expected to abide by the Cristo Rey code of conduct and school-wide expectations. According to these expectations, Cristo Rey Students are to be responsible, respectful, and ready. We believe that a student's true learning cannot occur without these values.

### RESPECTFUL

---

Cristo Rey Boston is committed to maintaining a respectful and courteous environment where everyone is welcomed, valued and encouraged.

#### ***Courteous***

Students should politely greet staff each morning, as well as welcome any guests who are visiting the building with a handshake, a pleasant greeting, and an introduction. The school prides itself in being a welcoming community that opens its doors and classrooms to outside visitors so that they may be inspired and energized by the work that takes place here.

Of special attention is the use of social networking sites. Cristo Rey students who use social networking sites have the responsibility to maintain a safe, courteous relationship with other users. 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.

#### ***Honesty in dealing with others***

Students are expected to speak the truth fully and to answer questions with facts and data. Being truthful and honest may involve admitting to a mistake or to a violation of the school's rules. All Cristo Rey students are called to take full responsibility of their actions. As such, members of the school community are not only responsible for themselves, but also for the safety and well-being of each member of the community. If a violation of the Code of Conduct has occurred, it is every student and staff member's responsibility to address this issue with that person and, if necessary, address the issue with an appropriate additional staff member.

#### ***Respectful of the Community***

The Cristo Rey student's space of learning expands well beyond our building's walls. Every week, our students commute to work and as such when on the MBTA or on foot, they are to portray themselves in the same way they are expected to behave in the school classroom: travel on the sidewalk in a safe and orderly fashion; dispose of waste appropriately; do not loiter outside or near the school building; and do not touch anything that may be residents' personal property. MBTA, buses, or vans are forms of school-sponsored transportation. Therefore, appropriate behavior as laid out in the Code of Conduct is expected at all times. In general, all members of the school community need to be sensitive to how their actions affect the neighbors. Families who drive their children to or from school must not block access to Savin Hill Avenue or Sydney Street, or cause other disruptions to traffic patterns.

#### ***Respecting and Taking Care of the Building***

The Cristo Rey Boston community is blessed with a new facility we are very proud of, not only because of its functionality but also because of its beauty. All students are expected to respect and care for it. Proper care of the building as well as its furniture is a direct responsibility of each member of the school community. Below are a few of the most important indications:

**Lockers:** No pictures or stickers are to be affixed to the lockers on the outside. Nothing permanent may be put on the inside. No adhesive may be used to attach pictures and such to lockers; magnets only. Only items of appropriate nature will be allowed in lockers. No food or clothing items should be kept in a locker overnight. Lockers should be kept in a clean and orderly manner. Students should never leave money or valuables in lockers. The school does not assume responsibility for lost items.

**Textbooks, Paperback books and Calculators:** Textbooks are loaned to students, and each student gets a graphing calculator paid for by the school at the start of freshman year. Students will be responsible for the replacement cost of these items if lost as well as for those books or calculators damaged beyond future use or lost by other students. Textbooks must be returned at the end of the year and calculators if a student leaves CRB before graduation.

**Cafeteria:** Students may purchase food and beverages during breakfast, at the assigned lunch period. After breakfast and lunch, students are responsible for cleaning the tables and placing trash in the wastebaskets. Students must be in the cafeteria during their assigned lunch period, and remain there until the lunch period ends. Food and beverages may not be taken outside the cafeteria. Only water can be consumed outside the cafeteria during the school day.

**Library:** The library will be open from 7:00am-5:00 pm for students to engage in silent study. Students are expected to follow the library policy list while in the library. Students may borrow books for 3 weeks. Books may be renewed once for an additional 3 weeks as long as there is no hold on the item. Reference books cannot be taken out of the library. If the item is lost, the student will be charged a replacement cost for the item. Student IDs will be necessary to borrow books.

**Clean School:** Given the school's emphasis on responsibility, all students are responsible for keeping rooms clean before leaving the classroom and the cafeteria after lunch. While the school also employs maintenance staff, it is important that everyone in the school – students and staff alike –help keep the shared common spaces neat and clean.

### ***Respectful of the Property of Others***

Students are expected to respect the belongings of other students. No one should borrow or use anything that belongs to another person unless he or she is given specific permission to do so. If a student finds a valuable item, he or she should bring it immediately to the main office. Misuse, destructive use, and stealing of another's property without prior permission are considered very serious offenses and any of these may result in expulsion.

## **RESPONSIBLE**

---

Being responsible is a condition *sine qua non* to a fulfilling educational experience at Cristo Rey Boston. One of the greatest determinants of success is whether or not the student is responsible to their studies –meaning fully present and ready to work each day. Repeated absences negatively impact academic achievement and may jeopardize the student's work placement. It is imperative that students are at school on time every day.

### ***Attendance on School Days***

If a student will not be attending school or work for any reason, a parent or guardian must call the school's Main Office no later than 7:30 a.m. Calls should be made as far in advance as possible and can be left on the school's main voicemail if necessary. Earlier written permission is both welcome and appreciated. If a student is not in homeroom (or if a student has arrived late and has not signed in at the main office hallway) and the school has not been notified that he or she will be absent, a call will be made to the home. In phone calls, voicemails and notes, parents/guardian should please leave or list his/her student's name, his/her relationship to the student, the reason for and date(s) of the absence and a phone number where he/she can be reached. All questions regarding student attendance and attendance records should be directed to the school's Main Office.

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 has given advance permission.

### ***Excessive Absences on School Days***

Students can only take full advantage of their education if they are at school and in class. Additionally, missing school or class or being late frequently, can create bad habits that can get in the way of students' success in school, college, and future career. Students should be at school every day and in all of their classes. 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. Students who are late will sign in at the Main Office to get a yellow Late Pass and then report to class. Students who are late will be marked TARDY, and three tardies will count as one absence.

### ***Snow Closings***

Cristo Rey Boston High School closes when the Governor declares a State of Emergency. CRB does not follow Boston Public School closings. CRB school closings, delayed openings and early dismissals due to hazardous weather conditions will be broadcast on the following stations: Fox 25, NBC 7 News and NECN. 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.

## **READY**

---

The most obvious form of readiness is to be in school or at work physically, but this is not enough. Coming to school or going to work each day and going through the motions does not guarantee success. In order to be fully present, one must be prepared mentally and emotionally. To help our students be fully ready, we stress that students be on-time and professional.

### **ON-TIME**

The students must recognize that time at school and at work placements is limited. Therefore, time must be treated with the utmost intentionality and care. In corporate work study placements, it is considered "time theft" when employees waste time in the following ways: late arrivals, excessive socializing, personal phone calls or texting, taking long lunch breaks or handling personal business at work. Teachers, Corporate employers and fellow students expect to get the most out of every day. Occasional problems with transportation, family or personal issues, or crowded hallways might make it difficult at times to be on

time for class or work. However, part of becoming a young professional is to plan for the unforeseen. Waking up late, missing the bus or T, car trouble, bad weather, etc. are not excuses for being late. School and work time is a precious commodity, and the best way to protect and respect everyone's time is to plan on arriving to school and work early.

### **Late to class**

Class time is sacred and must be interrupted as infrequently as possible. Napoleon Bonaparte, Emperor of France in the early 1800's, said *"there is one kind of robber whom the law does not strike at, and who steals what is most precious to men: time"*. Cristo Rey Boston is committed to preserving the sacredness of time.

**Expectations:** You should be at school every day, and in all of your classes. Additionally, you should be where you are supposed to be throughout the day, and you should arrive on time to school and class. If there is a reason you can't be in school or class, or arrive on time, you (or your family) should be proactive about that and notify an adult or ask permission.

1. If you are going to be late to school or miss school, your parent / guardian should call the main office to explain your lateness / absence on the day before or the day of your absence. Remember that you cannot have more than 5 absences per quarter, or you will receive NO CREDIT for your classes until you attend a Credit Recovery Program which will be held for several days before school at the end of the quarter.
2. If there is an urgent reason that you cannot be in class, you should go to the Student Support office or the main office to explain what you need. An adult will help you figure out what to do and how to meet your need, AND get you to class as quickly as possible.

### **What happens if you are late / absent from school or class?**

If you are late to school (meaning that you are not in your A Block classroom at 7:40)

1. You should come to the main office / front hallway to sign in.
2. Ms. Ortiz and main office staff will check your dress code, determine if your lateness is excused or not, and give you a yellow Late Pass and "Get Focused Reflection" with the time of your arrival.
3. You will report to your class immediately and show the teacher the pass. This is your ticket into the room.
4. You should enter the classroom quietly, without drawing attention to yourself and sit down quickly. Answer the short reflection questions on the pass – which will help you get focused on the class work.
5. When you complete the reflection and quietly show it to the teacher, s/he will initial it, and will then allow you to receive credit for the day's classwork. If you don't complete it or show it to the teacher you will not receive credit for the day's work.

If you are late to any class within five minutes of the bell ringing:

1. Get to your classroom quickly and enter quietly. The teacher will mark you with an UNEXCUSED TARDY, and WILL allow you to enter the class and get started on your work.
2. If you come into the classroom in a disruptive way, the teacher may send you to the Main Office to get a Late Pass and Reflection before returning.
3. Each time you have THREE UNEXCUSED TARDIES in a quarter, it equals an unexcused absence from the class. Remember that five unexcused absences from a class will result in NO CREDIT for the class for the quarter until you make up the time in an assigned Attendance Detention.
4. Teachers may impose their own classroom consequences for tardiness including loss of credit for missed work, making up missed time etc.

If you are late to class more than five minutes after the bell rings:

1. Go to the Student Support Office to get a Late Pass and "Get Focused Reflection." Then follow the steps above once you return to class.

If you SKIP any class or study block or are AWOP (Absent without permission) for more than 10 minutes:

1. The teacher will call your parent / guardian to inform them.
2. You will serve a "lunch detention" in the student support office within two days.
3. You may not receive any credit for missed work in the case of a skipped class.
4. Students with more than 5 unexcused absences to a class in a quarter will receive NO CREDIT for that class until credit is recovered during the assigned Attendance Detention at the end of the quarter.

### **TO BEGIN CLASS**

Being college ready requires more than getting high grades and good test scores; it also requires the academic skills for life in college. Time management, note-taking, organization, concentration, and study skills are necessary to achieve academic success. The secret to a successful school day lies in being prepared and active in class.

To come prepared for class means to have all homework and assigned readings completed, and any needed supplies (textbook, binder, paper, calculator, pen, eraser, and pencil) ready to be used. A prepared student quietly takes his or her seat before the bell rings, takes out the books and supplies needed, and leaves the book bags neatly on the floor when they are not in use. Once the student is settled, four items will always be on the board:

**Do Now:** In each class, the teacher will place on the board a brief “Do Now” problem or activity that students should begin immediately after writing down their homework.

**Objective:** After completing the “Do Now” activity, students should read the day’s Objective—the specific measurable goal of the class.

**Agenda:** After completing the “Do Now” activity, students should also read the day’s Agenda—the list of components or tasks of the class period.

**Homework:** Immediately upon entering class, students should be sure to write down the day’s homework. Students should expect about 2.5 hours of homework total per night, including weekends.

### ***During Class***

A Cristo Rey Boston student demonstrates preparedness through mental and physical engagement in class. Mental engagement means following along in the class discussion and reading, and physical engagement means participating in the discussion or activity, taking notes, and asking questions. Your physical position will also help you to get the most out of the time in the classroom. Do not put your head down, and never lean back in the chairs or put your feet up on school furniture. Students failing to follow these expectations are not prepared and may be disciplined as a result.

The necessary procedures below enable effective learning to take place:

- To participate in class discussions, students should raise their hand to offer a question or comment.
- Students should not leave the seat without the teacher’s explicit permission to do so (including to throw trash away, to get a tissue, or to sharpen a pencil).
- Students may eat small snacks in their classrooms during the first five minutes of class. The snacks must be small and discrete and easy to clean up.
- Students may drink water from a clear, plastic bottle. No other drinks are acceptable.
- Students will address all staff members respectfully inside and outside of class as Mr. or Ms.
- Students should have sufficient time during the passing times to use the bathroom. The bathroom may be used during class periods for emergencies.

### **PROFESSIONAL LOOK & Demeanor**

First impressions count. The impression a person gives by the way he or she dresses and behaves is critical to a good day at work and school because it is through our attire and demeanor that we communicate the importance of the moment. Casual attire promotes a casual approach to the task at hand whereas formal professional attire communicates seriousness and thoughtfulness. Research shows that the more serious a person dresses, the more seriously the person performs and the more seriously they will be received.

Work environments are also adult environments. Parents and students must be sensitive to the fact that the student might be assumed to be much older than his or her actual age. For the comfort and security of all our students, they should dress modestly. Conservative colors and styles of dress are required for all students regardless of the particular policy of the sponsoring company since safety is our first priority. Most jobs require some interaction with office machinery such as copiers, fax machines, etc. A neat appearance and properly fitting clothes will help avoid potential mishaps. In addition, students walk to and from their bus stop and workplace. Proper footwear helps ensure their safety. Students are expected to follow the same dress code for work as they do for school.

**Students are expected to be in proper full “business professional” dress code at all times while on school grounds during the school day, and at work, and when otherwise specified by the school.** Before a student enters the classroom at the start of the day, s/he must be in the proper dress code, and must remain in dress code throughout the entire school day. Students who attend certain after-school events at night – on school grounds or otherwise – are expected to be properly dressed as young professionals.

Students whose dress attire does not adhere to the guidelines will be asked to correct the problem in the moment or wear articles of clothing from the school closet in exchange for temporary collateral (cell phone or T-pass). Students will be expected to keep all non-dress code items (hoodies, boots, jackets, etc.) in their locker throughout the school day, and will be asked to put such

items in their locker if they have them inside classrooms. Students who frequently have to leave class to correct dress code infractions will be assigned to complete community service to the school to make up for the time missed.

#### **DRESS CODE FOR YOUNG WOMEN:**

Young women should wear a button down, collared shirt and plain dress pants or skirt with flat shoes. They may wear sweaters or fleeces to stay warm, as long as these do not have large logos or hoods. Hoodies, and outside jackets are not permitted in class. The school reserves the right to determine what constitutes appropriate dress for young women. The following is meant as a set of general guidelines.

**SLACKS & SKIRTS:** Solid-colored or pinstriped dress slacks or skirts are permitted. Slacks and skirts must be loose-fitting. Dress slacks **do not** have back pockets on the outside, and do not contain zippers, buttons, pouches, or pockets on the pant legs. Dresses are not allowed to be worn. Length of dress pants must be appropriate for professional dress.

**BLOUSES:** Blouses are to be button down, oxford-style, with a collar. Polo shirts are not allowed. Blouses must be modest, loose-fitting, and professional in style and may be any solid professional color or may include small stripes or patterns. Top button only may be unbuttoned. Blouses may have long or short sleeves or may be sleeveless (as long as they are not revealing).

**SHOES:** Plain, flat dress shoes or boots. Uggs, sneakers, sandals, moccasins, slippers, work boots or winter / rain boots are not allowed.

**SWEATERS (Optional):** If students chose to wear a sweater, it must be without any large logos or writing and without a hood.

**BELTS (Optional):** Appropriate solid-color belts are allowed.

**HAIR:** A neat, clean, conservative appearance is expected at all times. Only natural colors with subtle highlights are allowed. Appropriate braids for young women are allowed. Hair length must be appropriate to ensure safety in the work place. Small or thin headbands, elastics, or hair clips are permitted. No hair accessories such as beads, shells, or dice are allowed. Hair colors other than black, brown, blond, or red are also not permitted. Hairstyle that serves as a distraction – at the determination of the school – will not be permitted.

**JEWELRY & OTHER ACCESSORIES:** Once students enter the school building, the wearing of hats, head wraps, bandanas, or kerchiefs not permitted. Hats worn in the school building will be confiscated. Students who wear head coverings for religious observances will be permitted to do so with the approval of the administration. Additionally, the following are not acceptable: body, facial, or tongue piercings, large earrings, visible tattoos, jewelry depicting inappropriate subject matter. Acceptable necklaces must be worn inside the shirt.

#### **DRESS CODE FOR YOUNG MEN:**

Young men should wear a button down, collared shirt with a tie, and plain dress pants and shoes. They may wear sweaters or fleeces to stay warm, as long as these do not have large logos or hoods. Hoodies, and outside jackets are not permitted in class. The school reserves the right to determine what constitutes appropriate dress for young men. The following is meant as a set of general guidelines:

**SLACKS:** Solid-colored or pinstripe dress slacks. Slacks must fit properly and be worn at the waistline and be secured by a belt. Dress pants **do not** have back pockets on the outside, and do not contain zippers, buttons, pouches, elastics, or pockets in legs. Length of dress pants must be appropriate for professional dress. Sweat pants, “joggers” or other athletic style pants are not allowed.

**SHIRTS:** Button down oxford style dress shirts with a collar are required. Shirts may be any solid professional color or with stripes or other small pattern. Shirts must be buttoned at the collar and completely tucked in to the slacks at all times. Shirts may have long or short sleeves only. Solid white or solid black undershirt must be worn under the appropriate dress shirt but must not be visible. Shirts should be clean and ironed.

**TIES:** Ties must be worn at the appropriate length and with the knot at the collar line. No loosening of the tie is allowed. Shirt’s top button must be buttoned.

**SHOES:** Solid color dress shoes are required. Sneakers, sandals, moccasins, slippers, work boots or winter / rain boots are not allowed.

**SWEATERS (Optional):** If students chose to wear a sweater, it must be without any large logos or writing and without a hood.

**BELTS:** Appropriate solid-color belts are required for young men.

**SOCKS:** Dress socks must be dark in color, navy blue, black, or brown.

**HAIR:** Natural hair color only. No hair accessories may be worn by young men. Men’s hair should be neat and professional in appearance and is subject to the requirements of their corporate work study sponsor. Similarly, students may have neatly groomed facial hair if it is permitted by their corporate work study sponsor. The following hair styles are not allowed: braids,

cornrows, hair sculpting, shaping, or fades, multiple hair lines or designs, lines shaved in the eyebrows, or any style that resembles a mohawk. The school administration reserves the right to define “neat and professional” in terms of hair and facial hair.

**JEWELRY & OTHER ACCESSORIES:** Once students enter the school building, the wearing of hats, head wraps, bandanas, or kerchiefs is not permitted. Hats worn in the school building may be confiscated. Students who wear head coverings for religious observances will be permitted to do so with the approval of the administration. Additionally, the following are not acceptable for young men: body, facial, or tongue piercings, earrings, visible tattoos, jewelry depicting inappropriate subject matter. Acceptable necklaces must be worn inside the shirt.

**CRISTO REY LOGO SWEATERS AND FLEECES:**

Students are not required to purchase and wear CRB logo sweaters and fleeces, but we encourage you to purchase one! The building is often cold in the winter, and some classrooms are colder than others. Therefore, it is important to have something that is dress code approved to stay warm in the winter. CRB cardigans, V-neck sweaters and fleeces will always be approved to wear WITH appropriate dress code shirts. Sweaters are available for purchase at school and by ordering through the main office. Students may pay 8 dollars extra to add their name and graduation year to their sweaters.

**The following will be considered major dress code infractions. If you are not wearing:**

- A button down, collared shirt
- Dress pants or skirt (no dresses, jeans, sweats, leggings or joggers)
- A tie or bow tie for young men
- Solid color dress shoes (no UGGS or work boots)

**The following will be considered minor dress code infractions that should be quick to fix:**

- White or bright colored socks
- Bright or multi-colored belt
- Hooded sweatshirts or jackets
- Outdoor coats or jackets
- Earrings (for men) or facial piercings
- Hats inside of the building
- Hair colors that are not natural colors
- Young men: facial hair or long or braided hair
- Any clothing that suggests drug or alcohol use, gang affiliation or violence.
- Other departures from the official school dress code

**What happens if you are out of dress code at school between 7:40 and 3:05?**

For major dress code infractions, adults will:

1. Direct you to get into dress code immediately. You should have extra clothes in your locker to change!
2. If you can't, they will send you to the school dress code closet in the student support office to find something to borrow. You will leave your cell phone as collateral until you return the clothing at the end of the day.
3. If you are unwilling or unable to change or to find something that fits you, an adult will call your family to inform them of this infraction and that the next time it happens, you will be required to go home to change.
4. Then, not more than once per semester, you may be allowed to return to class with a ONE DAY BLUE dress code pass so that adults and students know that you will be in dress code the following day. Blue Dress Code passes will never be issued for students wearing jeans or other extreme violations of dress code.
5. If you have already used your Blue Dress Code Pass this semester, you will have to go home to change, or have someone bring you dress code approved clothing before you return to class.

For minor dress code infractions, adults will:

1. Ask you to get into dress code. You should be able to fix most minor dress code infractions immediately.
2. Ask you to go to your locker to put away any non-dresscode items such as jackets, hoodies, hats and sneakers.
3. Remind you to come in proper dress code the following day and check to see that you did.
4. Assign you to complete community service projects at school to make up for the time that you wasted by being out of dress code and having to go to student support or to your locker.

## **USE OF CELL PHONES, IPODS, IPADS, LAPTOPS AND OTHER DEVICES**

Cell phones can be used to access information, communicate effectively, measure understanding, or as an aid in other learning situations. We want to encourage these positive uses of phones, while limiting the negative uses of cell phones that can harm relationships and community and get in the way of learning and productivity. Use of cell phones in public can send a message to classmates, co-workers, and teachers that a student is not fully present, or does not value the relationship or interaction in front of them. They can also cause distraction, leading to missed directions and assignments—preventing a student from doing their best work. Beyond these effects to an individual’s relationships and learning, cell phones can also be used in cases of bullying or conflict with others.

### **Expectations: Acceptable Use Policy for Phones and personal electronic devices:**

During lunch, before school and after school students may use a phone for personal use within limits.

The following uses for phones and computers at school are never allowed in any location under any circumstance:

- To bully or harass or threaten or intimidate or slander any member of the CRB community
- To view or listen to sexually explicit content
- To view or listen to explicitly violent content
- For gambling, or arranging the buying and selling of any goods or services
- For cheating or plagiarism

#### In the cafeteria

- Before school, after school and during lunch, students may use a phone / tablet / laptop to complete schoolwork, text or email, or listen to music with headphones. Students may watch videos and use social media according to the school’s acceptable use guidelines.
- Students should never take pictures or videos in public spaces since they are likely to include people who did not give permission or who do not wish to be photographed or recorded.

#### In Classrooms (including Study Blocks)

- When teachers give permission, students may use a phone / tablet / laptop for the purpose the teacher has identified. When the specific activity is completed, all students must put devices away. At the end of the period, students must put devices away completely.
- Some uses for cell phone use in classrooms will include: listening to music during silent work time, research, taking pictures of important work but ONLY when the teacher has given permission!
- Some teachers will NEVER allow students to use cell phones in class, and students are expected to adhere to that teacher’s expectations.

***NOTE: Cell phone use is never permitted in hallways between 7:40 and 3:05. Making and receiving calls is never permitted in the building except with an adult’s permission in a private space.***

If a student has phone or headphones out in the hallway:

- Adults will remind the student about professional cell-phone use, and ask that the phone or headphones be put in a locker, bag, or pocket.

In the *classroom*:

- If phones are visible in the classroom without the teacher/proctor’s direction, the phone will be confiscated.

If a phone is confiscated:

- The phone will be given to Student Support, where it will be stored and locked in a safe for the remainder of the day. The phone will be returned to the student after 3:05 pm.

If a student refuses to hand over a phone or device which was being used inappropriately, or if the student has a phone or device confiscated multiple times in the same class or quarter:

- The family will be notified.
- The student will be placed on a “restricted technology plan” for at least one week. The student will then turn in the phone or device to Student Support before class in the morning, and may pick it up after 3:05.

## BASIC BEHAVIOUR EXPECTATIONS

### SCHOOL-WIDE EXPECTATIONS AND POSITIVE BEHAVIORAL SUPPORT

We believe that students should follow the same set of expectations in all areas of the CRB community. These expectations are displayed throughout the building and are posted in every hallway, classroom, restroom, cafeteria and library. When students consistently meet and exceed the expectations, they will be recognized in a positive way. When students are unable to meet the expectations, staff/faculty will use planned consequences to assist them in re-learning the expectations.

Below is the school-wide expectation matrix that is related to our code of conduct values that include: Responsible, Respectful, and Readiness.

School-Wide Expectations	Hallway Expectations	Classroom Expectations	Cafeteria Expectations	Library Expectations	Building Expectations	Bathroom Expectations
<b>Responsible</b>	Maintain open access to lockers, stairways, classrooms, and high traffic areas.  Use assigned locker	Sit in assigned seat when bell rings  Complete all work with a high standard of excellence  Follow classroom guidelines for all classroom activities.	Remain in cafeteria until bell rings to end lunch (no lockers, library/computer use or hallway roaming)  Bathroom use during lunch	Use of library before and after school and according to library hours only.  All chairs pushed in before exiting the library  All computers logged out/ books returned.	Be friendly and tolerant of others.  Keep hands and feet to yourself.  Be where you are supposed to be on time	Use toilets, soap, sink, towels correctly  All trash placed in appropriate receptacles.
<b>Respectful</b>	Appropriate conversation and voice level  Walk, don't run  Treat others as you want to be treated through words and actions	One voice at a time  Raise hand to have questions answered or answer questions  Engage in active listening and learning	Dispose of all food properly and clean all trash from tables when leaving  Plates, cups, utensils brought to washing station  Appropriate conversation and voice level  Cell phones may be used for schoolwork, text/email, or music.	Silent study  Food and drink are to be eaten outside of the library environment  Cell phones may be used for music only and must be kept out of sight.	Use un-offensive and appropriate language  Cell phones are out of sight in the hallways during school hours 7:40-3:05	Keep bathrooms clean  Report damage to staff
<b>Ready</b>	Locker use during assigned times	Prepared, with all materials, at the start of class (pen, pencil, binder, calculator, books, notebooks, homework)	Lunch forms and payments are up to date.	Use of computers for academic research and completion of assignments only.	In dress code. Hats, ear-buds, headphones removed prior to entering the building.	Use time efficiently  Return to class quickly.

## ACADEMIC PROGRAM

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 [2credits]

### **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]  
Environmental Science [1 credit]  
AP Biology [2 credits]

### **Social Studies Dept.**

---

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

## MEASURING ACADEMIC PROGRESS

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).

### ***Mid-Term 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 Average***

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.

### **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 report 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.

### **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 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.

### **ACADEMIC PROBATION**

Students with a yearly GPA below 2.0 or failing multiple courses will be placed on academic probation. Students may not be eligible to participate in any extra-curricular activities while on academic probation. Students placed on academic probation for three consecutive terms may not be eligible to continue their education at Cristo Rey Boston.

### **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).

A yearly failure must be passed in an accredited summer school program during the summer after the failure. A student's return to the School depends on the fulfillment of this requirement. Seniors who fail one or more subjects for the year will not be eligible to participate in the graduation ceremony.

CRB high school offers several courses for partial credit. Failure of these classes may result in summer remediation as outlined above or a modified summer school or portfolio requirement. If a failing mark is earned in a partial credit course, the student must complete the summer requirement before enrolling in the subsequent grade.

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.

### **ACADEMIC AWARDS**

**Pillar Awards** are the most prestigious awards to honor students and may be given at each grade level in the following categories:

**GROWTH** - Students who have demonstrated positive change over the course of the year by displaying greater awareness about themselves, their relation with the rest of the school, and the greater world.

**RESILIENCE** - Students who have demonstrated the ability to hold on to their desire for self-growth and fulfillment in the face of internal or external obstacles.

**RELATIONSHIPS** - Students who have recognized the value of meaningful relationships with others as an essential element for self-growth and have demonstrated a desire for growth through them.

**EXCELLENCE** - Students who have recognized the value of not settling but have instead sought to push themselves to excel in the classroom and in the school community.

The Academic Excellence award is the next most prestigious award and honors one student at each grade level according to the following criteria: GPA of 3.5 or above, contributes positively in the classroom and is motivated by a desire to learn

The Most Improved award may be presented to a student at each grade level according to the following criteria: demonstrates significant improvement in academic subjects, is motivated to reach full potential and shows improved effort and/or attitude.

Department awards are given in each department to the students who meet the following criteria: demonstrates excellence in a specific subject area with consistency throughout the year and exhibits deep understanding of and enthusiasm for the subject material. Each teacher may choose one student at each grade level to nominate for a department award.

## **STANDARIZED TESTING**

---

In addition to traditional classroom assessment measures, labs, research projects and other performance evaluations, Cristo Rey Boston High School uses several other assessment tools to evaluate the academic progress of our students. These assessments are also used in the college application process:

### ***American College Test [ACT]***

The American College Test (ACT) is a national college admissions examination that consists of subject area tests in English, Mathematics, Reading, Science, and Writing. The ACT is the only college admission test based on the number of correct answers—you are not penalized for guessing. To demonstrate student progress in a manner consistent with other Cristo Rey Network schools, Cristo Rey Boston uses the ACT to test students in grades 9 through 12. Students are tested at the beginning of each school year. Junior students will also take the ACT at the end of the school year.

### ***Scholastic Assessment Test [SAT]***

The Scholastic Assessment Test (SAT) Reasoning Test is a standardized test for college admissions in the United States. The SAT is administered by College Board and is developed, published, and scored by the Educational Testing Service (ETS).

To demonstrate the academic progress of our high school students, grades 9, 10, and 11 will take the PSAT in the fall. Students will also take the SAT in the spring of their junior year, and then again in fall of their senior year. Combined with high school College Prep Days (when mock SAT tests are administered, scored and discussed), students will have extensive practice in taking college-entrance exams, and will have ample time to improve their performance.

### ***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 10<sup>th</sup> grade and to demonstrate their mastery of these subject areas. These assessments are based on the school's expectations for what 9<sup>th</sup> 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.

## COLLEGE READINESS

To measure the college readiness of every student, we use the same scale used during the college application process for the state colleges and UMass system as a minimum bar. Our goal is that every Cristo Rey graduate will qualify to be accepted into the UMass system. According to the application process for state colleges and the UMass system, every student with a high school GPA of 3.0 and above qualifies immediately to any of the four-year public campuses. Students with a GPA lower than 3.0 will qualify according to the sliding scale used in making admissions decisions. The scale is based on the high school GPA and combined verbal and math SAT scores. Students with a GPA below 2.0 do not qualify for acceptance into state colleges or the UMass system.

GPA	SAT [CR+MT]	ACT
2.51-2.99	950	20
2.41-2.50	990	21
2.31-2.40	1030	22
2.21-2.30	1070	23
2.11-2.20	1110	24
2.00-2.10	1150	25

## ACADEMIC SUPPORT PROGRAM

The academic support program is designed to assist students in refining and strengthening skills necessary for success. Our staff works closely with the faculty, counseling office, and Dean of Students to offer the following services:

### ***Academic Support and Counseling***

Our staff utilizes many tools in assisting students with academics. We offer academic coaching and counseling. Academic coaching focuses on organization, time management, study skills, and goal setting.

Academic counseling focuses on helping students develop problem-solving skills by teaching them motivation, self-discipline, perseverance, the importance of a positive attitude and interest, goal setting, transitioning and adjustment to high school skills, time management, personal responsibility, self-management, conflict management, assertiveness, effective decision-making, and stress management.

### ***After School Academic Support***

While dismissal takes place at 3:05 p.m., students are encouraged to see their teachers for additional help. Some students may be required to stay after school with a teacher in order to make-up missing work and assessments or to receive extra help in order to be successful. 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. Student 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.

### ***Teacher Office Hours***

Teachers provide frequent and regularly scheduled tutoring and academic instruction after school. Students are encouraged to proactively seek extra help. Teachers will identify students needing extra support and will contact the parent/guardian of these students to notify them of the support available.

## OPPORTUNITIES FOR FAMILY INVOLVEMENT

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 to meet with teachers, advisors, and school staff. In 2016-2017, conferences will be held on **Thursday, October 13** and **Thursday, February 2**.

***Powerschool***

Students and families can access grades online through PowerSchool. 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.

***Grade Level Gatherings***

Families often have questions that are unique to the experience of the specific grade level. Parents of freshmen may want to know more about school policies and why we do the things we do, whereas parents of seniors may want to know more about choosing the right college and finding ways to pay for college. Each class will gather in community on a Saturday during the year to share these questions and hear from alumni, faculty/staff, and community members. Please mark these dates on your calendar:

- Saturday, September 24 – Freshman Family Gathering
- Saturday, December 3 – Sophomore Family Gathering
- Saturday, February 11 – Senior Family Gathering
- Saturday, May 13 – Junior Family Gathering

***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 2016-2017, the Family Council will meet from 4:30-5:30 on the dates below. Family members interested in joining the Family Council should contact Elizabeth Ortiz, Front Desk Manager.

- Wednesday, September 14
- Wednesday, November 16
- Wednesday, December 14
- Wednesday, January 11
- Wednesday, March 15
- Wednesday, April 12
- Wednesday, May 17

## FACULTY/STAFF DIRECTORY

NAME	POSITION	EMAIL
Androphy, Shira	Humanities Faculty	<a href="mailto:sandrophy@crstoreyboston.org">sandrophy@crstoreyboston.org</a>
Barillas, Marina	Spanish Faculty & Department Head	<a href="mailto:mbarillas@crstoreyboston.org">mbarillas@crstoreyboston.org</a>
Baumann, Michelle	Boston College Clinical Social Work Intern	<a href="mailto:mbaumann@crstoreyboston.org">mbaumann@crstoreyboston.org</a>
Bovell, Ariel	English Faculty	<a href="mailto:abovell@crstoreyboston.org">abovell@crstoreyboston.org</a>
Bowman, Betsy	Vice Principal for Student Support	<a href="mailto:bbowman@crstoreyboston.org">bbowman@crstoreyboston.org</a>
Brandon, Ella	Upper School Counselor	<a href="mailto:ebrandon@crstoreyboston.org">ebrandon@crstoreyboston.org</a>
Brennan, Mary	Student Life Corps Member	<a href="mailto:mabrennan@crstoreyboston.org">mabrennan@crstoreyboston.org</a>
Brennan, Michael	President and Acting Principal	<a href="mailto:mbrennan@crstoreyboston.org">mbrennan@crstoreyboston.org</a>
Brito, Ana Carolina	Dean of English & Humanities	<a href="mailto:cbrito@crstoreyboston.org">cbrito@crstoreyboston.org</a>
Brown, Will	Building & Operations Manager	<a href="mailto:wbrown@crstoreyboston.org">wbrown@crstoreyboston.org</a>
Chal, Maria	Science Faculty	<a href="mailto:mchal@crstoreyboston.org">mchal@crstoreyboston.org</a>
Chow, Rachel	Corporate Work Study Corps Member	<a href="mailto:rchow@crstoreyboston.org">rchow@crstoreyboston.org</a>
Crowley, Breda	Math Faculty	<a href="mailto:bcrowley@crstoreyboston.org">bcrowley@crstoreyboston.org</a>
Cuomo, June	Cristo Rey Boston Volunteer	<a href="mailto:jcuomo@crstoreyboston.org">jcuomo@crstoreyboston.org</a>
Edwards, Jessica	Art Faculty	<a href="mailto:jedwards@crstoreyboston.org">jedwards@crstoreyboston.org</a>
Enrique, Rebeca	Math Faculty	<a href="mailto:renrique@crstoreyboston.org">renrique@crstoreyboston.org</a>
Flowers, Matthew	Proficiency Corps Member	<a href="mailto:mflowers@crstoreyboston.org">mflowers@crstoreyboston.org</a>
Geddes, Rebeca	Student Support Corps Member	<a href="mailto:rgeddes@crstoreyboston.org">rgeddes@crstoreyboston.org</a>
Geddes, William	Science Faculty	<a href="mailto:wgeddes@crstoreyboston.org">wgeddes@crstoreyboston.org</a>
Gemma, Caitlin	Admissions Corps Member	<a href="mailto:cemma@crstoreyboston.org">cgemma@crstoreyboston.org</a>
Giberson, Laura	Math Faculty	<a href="mailto:lgiberson@crstoreyboston.org">lgiberson@crstoreyboston.org</a>
Gomez, Raphaelo	Food Services	
Gresh, Pamela	Math Faculty	<a href="mailto:pgresh@crstoreyboston.org">pgresh@crstoreyboston.org</a>
Grimaldi, Annemarie	English Faculty & Department Head	<a href="mailto:agrimaldi@crstoreyboston.org">agrimaldi@crstoreyboston.org</a>
Hoch, Justin	Library/Science Lab Support/Retreats Corps Member	<a href="mailto:jhoch@crstoreyboston.org">jhoch@crstoreyboston.org</a>
Hood, JaNae	Upper School Counselor	<a href="mailto:jhood@crstoreyboston.org">jhood@crstoreyboston.org</a>
Johnson, Lauren	English Faculty	<a href="mailto:ljohnson@crstoreyboston.org">ljohnson@crstoreyboston.org</a>
Jones, Spencer	Humanities Faculty	<a href="mailto:sjones@crstoreyboston.org">sjones@crstoreyboston.org</a>
Joseph, Alyssa	Account Manager for Corporate Work Study	<a href="mailto:ajoseph@crstoreyboston.org">ajoseph@crstoreyboston.org</a>
Karasin, Meghan	Dean of Academic Resources	<a href="mailto:mkarasin@crstoreyboston.org">mkarasin@crstoreyboston.org</a>
Kauffmann, Mike	English Faculty	<a href="mailto:mkauffmann@crstoreyboston.org">mkauffmann@crstoreyboston.org</a>
Kim, Hak	Science Faculty	<a href="mailto:hkim@crstoreyboston.org">hkim@crstoreyboston.org</a>
Klemmer, Charlie	Account Manager for Corporate Work Study	<a href="mailto:cklemmer@crstoreyboston.org">cklemmer@crstoreyboston.org</a>
Kohler, Molly	Science Faculty	<a href="mailto:mkohler@crstoreyboston.org">mkohler@crstoreyboston.org</a>
Lally, Michelle	Spanish Faculty	<a href="mailto:mlally@crstoreyboston.org">mlally@crstoreyboston.org</a>
Liborio, Everett	Maintenance Director	<a href="mailto:eliborio@crstoreyboston.org">eliborio@crstoreyboston.org</a>
Liszanckie, Brendan	Lower School Counselor	<a href="mailto:bliszanckie@crstoreyboston.org">bliszanckie@crstoreyboston.org</a>

Lopez, Rolando	Theology Faculty	<a href="mailto:rlopez@crstoreyboston.org">rlopez@crstoreyboston.org</a>
Martinez, Pablo	Director of Campus Ministry & Student Life	<a href="mailto:pmartinez@crstoreyboston.org">pmartinez@crstoreyboston.org</a>
Martinez-Diaz, Victor	Director of Admissions	<a href="mailto:vmartinez@crstoreyboston.org">vmartinez@crstoreyboston.org</a>
Mattingly, Christina	English Faculty	<a href="mailto:cmattingly@crstoreyboston.org">cmattingly@crstoreyboston.org</a>
McPherson, Ed	Director of Food Services	<a href="mailto:emcpherson@crstoreyboston.org">emcpherson@crstoreyboston.org</a>
O'Keeffe, John	Executive Director of Corporate Work Study	<a href="mailto:jokeeffe@crstoreyboston.org">jokeeffe@crstoreyboston.org</a>
Ortiz, Elizabeth	Front Desk Manager	<a href="mailto:eortiz@crstoreyboston.org">eortiz@crstoreyboston.org</a>
Ostine, Carla	Assistant Business Manager	<a href="mailto:costine@crstoreyboston.org">costine@crstoreyboston.org</a>
Paula, Manny	Boston College Clinical Social Work Intern	<a href="mailto:mpaula@crstoreyboston.org">mpaula@crstoreyboston.org</a>
Quiroga, Patty	Assistant Director of Food Services	<a href="mailto:pquiroga@crstoreyboston.org">pquiroga@crstoreyboston.org</a>
Reynoso, Nathalie	Academic Advisor	<a href="mailto:nreynoso@crstoreyboston.org">nreynoso@crstoreyboston.org</a>
Rodriquez, Sue-Ann	Associate Director of Corporate Work Study	<a href="mailto:srodriquez@crstoreyboston.org">srodriquez@crstoreyboston.org</a>
Scott, Derek	Dean of Student Support	<a href="mailto:dscott@crstoreyboston.org">dscott@crstoreyboston.org</a>
Searby, Christina	Dean of Math & Sciences	<a href="mailto:csearby@crstoreyboston.org">csearby@crstoreyboston.org</a>
Sheehan, Jerry	Ignaitian Volunteer - Alumni Services	<a href="mailto:gseehan@crstoreyboston.org">gseehan@crstoreyboston.org</a>
Stuart, Joseph	Director of Athletics & School Support Administrator	<a href="mailto:jstuart@crstoreyboston.org">jstuart@crstoreyboston.org</a>
Sweeney, Areema	Math Faculty	<a href="mailto:asweeney@crstoreyboston.org">asweeney@crstoreyboston.org</a>
Tejeda-Diaz, Alexandra	Admissions/Teaching Corps Member	<a href="mailto:atejeda-diaz@crstoreyboston.org">atejeda-diaz@crstoreyboston.org</a>
Tyman, Kelly	Account Manager for Corporate Work Study	<a href="mailto:ktyman@crstoreyboston.org">ktyman@crstoreyboston.org</a>
Wagner, Carrie	Vice Principal for Academics	<a href="mailto:cwagner@crstoreyboston.org">cwagner@crstoreyboston.org</a>
Williams, Celia	Business Manager	<a href="mailto:cwilliams@crstoreyboston.org">cwilliams@crstoreyboston.org</a>
Yu-Phelps, Jonathan	Theology Faculty	<a href="mailto:jyu-phelps@crstoreyboston.org">jyu-phelps@crstoreyboston.org</a>
Zongrone, Elena	Director of Development	<a href="mailto:ezongrone@crstoreyboston.org">ezongrone@crstoreyboston.org</a>

## CORPORATE WORK STUDY PROGRAM

### **VALUE OF CORPORATE WORK STUDY**

The Corporate Work Study Program (CWSP) provides students with real-world job experiences and allows them to earn the majority of the costs of their education. It is an integral part of their educational experience at Cristo Rey Boston High School. A positive attitude and commitment to high standards of responsibility and behavior are not only necessary but required.

While the Corporate Work Study Program strives to create an environment for success for its students, the program cannot succeed unless each student takes personal responsibility to ensure individual success by projecting a positive attitude, behaving in a mature manner and acting like an adult while participating in the program.

Students are assigned to work at a sponsoring organization one full day each week without missing any instructional time, and each student works an additional day (a Monday) each month. Students gain valuable exposure to a variety of office environments. They learn to conduct themselves as adults in a professional atmosphere. The income students earn is paid directly to the school in order to offset the full cost of education.

Students are employees of the Corporate Work Study Program and not employees of the Sponsors. By working 5 full days a month throughout the school year, each student generates a total of \$8,200.00 towards his or her education. Because students are not employees of the sponsor, they are not eligible for sponsor benefits unless specifically told by their supervisor. Because Cristo Rey is the legal employer of the students, parents/guardians should not contact Sponsors directly. All questions and concerns should be directed to the CWSP office.

In the workplace, students represent themselves, their families, and the school. It is expected that students will be honest, polite and respectful. In order to express one's self as mature and responsible, it is critical that each student is on-time, prepared for

work and works each full day to the best of his or her ability. As with any professional, while at work, students need to direct all thoughts and efforts to the successful completion of assigned tasks from the supervisor.

In any workplace, workers are held to high standards of honesty and integrity. Our students are held to the same standards. Students should use company computers only for business purposes. Students should expect and be aware that any and all communication sent by email or over the internet will be read by company officials and can be tracked at any time.

### ***Solicitations at the work place***

Throughout the school year students participate in various fundraising activities. While we applaud students for their efforts to raise money for important causes, a professional relationship must be maintained with supervisors and coworkers. Therefore, student solicitations (fundraisers, collections, etc.) of any kind are not permitted at the workplace.

### ***Job Placement***

The CWSP staff will do its best to place the student with a sponsor that best suits his or her abilities and interests, and we will learn about each student's interest, career hopes and desires for work placement. Sometimes we are able to match incoming students very well for their initial work placement. At other times, we are not able to place students in their ideal work environment, especially early on in their Cristo Rey career. Students can be assured of our efforts to do so, especially as students gain time and experience, and meet or exceed performance expectations. The CWSP Staff retains the right in its sole discretion to decide where the student will be placed and what duties he or she shall perform. The CWSP Staff also retains the right in its sole discretion to adjust the student's duties or transfer the student to another Sponsor.

### ***To Begin the Work Day: Check-In***

On a work day, students report to the school by 7:20 a.m., 7:40 a.m., or 8:00 a.m. for morning routine and check-in, depending on their designated check-in time. During morning routine, the Corporate Work Study staff ensures that each student is in proper corporate attire, makes announcements, and motivates students with Morning Prayer and other dynamics for their work day. Upon dismissal from morning check-in, students will go to work either in a CWSP van or via the MBTA. Arriving to work by the appointed hour is critical to showing oneself to be professional and responsible. Punctuality is expected by each of our corporate sponsors' employees, and CRB students must strive to meet those standards. Three tardies to check-in will result in a lunch detention overseen by the CWSP staff.

### ***Time Cards:***

All students, grades 9-12 must electronically check out using the online time card system at the end of each work day. These time cards represent a student's work each day and are an important form of communication and accountability for students, supervisors, and CWSP staff. Students have until 11am the next school day to complete their electronic time card submission. If they do not submit by 11am the following morning, the time card will be considered late. Three late time cards will result in a lunch detention overseen by the CWSP staff.

### ***Freshmen Check-Out:***

All freshmen are required to physically check out at the school with the Corporate Work Study staff by 6:00 p.m. each day. This physical check-out at the school allows the CWSP staff to ensure that students are adjusting well to their work assignments, are completing their full day of work, are getting into the positive habit of completing their time cards, and most importantly that students are travelling safely home from work each day. As students become comfortable and prove to be responsible in their job placements, freshmen can earn their way out of nightly check-out later in the year.

### ***Attendance on Work Days***

Both Cristo Rey Boston and the individual student promise the corporate sponsor that they will fulfill their work responsibilities for the entire school year. Sponsors pay CRB for this work and students automatically receive financial credit toward their education. If a student does not work, CRB must recoup the financial credit from the student. Since each student works only one day each week, missing a day of work is a very serious event. Missing work for any reason, even illness, will result in a \$182.00 fine. Fines are added to the student's tuition balance and assessed to the family on a monthly basis throughout the school year with payment due upon assessment. The \$182.00 fine will be assessed for any missed days that are not made up by the end of April vacation, which is the last opportunity for students to make up days.

### ***Illness on a Work Day:***

It is crucial that students are present on the day they have to work. However, we recognize that illness does occur. It is unfortunate when a student becomes ill on a workday, since missing a day of work for any reason results in a fine. If a student becomes ill and cannot report to work, he or she or a parent must call the Corporate Work Study office prior to 8:00 a.m. to alert the staff that he or she will not report to work.

***Illness at Work:***

During check-in, the CWSP staff makes sure each student is healthy and able to work. A student who is feeling ill in the morning should not go to work. But if a student becomes ill at work, the student should call school, and the school will arrange for transportation of the student back to CRB. The school will call the student’s family in order for the student to be picked up from school. If a parent/guardian or emergency contact cannot be reached, the student will remain at the school until either the end of the school day or until someone can be reached. When a student leaves work and cannot complete their commitment to work that day, CRB promises its sponsors that the student will make up the missed time

***Excessive Absences on Work Days***

Our corporate sponsors hold their employees to a standard of being punctual and at work each day. Our students are held to the same standard. It presents an inconvenience to our sponsors when a student misses even one day of work. If a student misses work more than once, it puts the student’s employment in jeopardy.

***Termination & Re-Employment Program***

CWSP staff strives to create an environment which fosters success for its students and supports the student to the greatest extent possible. If a student is having trouble at work for any reason, the CWSP staff will work with the student to ensure he/she is able to perform to the best of his or her ability. The student is expected to exercise personal responsibility to ensure success by working diligently while on the job, behaving in a mature and conscientious manner, and communicating with the CWSP staff and his or her supervisor to resolve any questions or concerns. If the student does not meet the CWSP and/or sponsor expectations, he or she may be removed from the workplace. A student shall receive a failing rating for Corporate Work Study in the term in which he or she is terminated from a job. A student removed from the work place will meet with the CWSP staff and the parent/guardian to sign a Re-Employment Agreement. The student will then engage in a six-week re-training program, in which the staff works with the student to improve hard and soft skills, address the cause of termination, and ensure that going forward the student will have a successful work experience. The student must successfully complete the CWSP Retraining Program. A second termination during a student’s tenure at Cristo Rey Boston High School will result in expulsion from the school.

**STUDENT LIFE**

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 HORIZONSS**

The Widening Horizons program begins from the belief that each student, no matter how young, is a man or a woman in the making. As such, he or she is in need of being respected, supported, and challenged to discover the full horizon that life offers to each one of us. Every adult man and woman, throughout the course of their lives, experiences the joy and the richness of discovering beauty, nature, love, and others. For this reason, we have prepared activities that may touch on these key points of the life of any man and woman, so that their lives may be enriched and called to the full responsibility of evaluating their actions and beliefs in their present and future.

A variety of activities will be proposed throughout the year to allow students to explore the world beyond their neighborhood. In particular, we want to bring students to explore and connect with the city of Boston where they may build relationships with the local community and contribute in their own way to the enrichment of their metropolis.

The Widening Horizon’s Program will require that each sophomore, junior, and senior student participates in events planned by Student Life Office in four different categories to fulfill this requirement. Freshmen are strongly encouraged to participate in the Widening Horizons Program, but they are not required to fulfill all categories. We believe that adjusting to high school can be difficult, and we prefer that they dedicate their attention to the new workload and building relationships inside their class.

The categories and number of events required for each category are shown below:

ARTS	OUTINGS	SERVICE	TALKS
1 event	1 event	3 events	1 event

Each Art, and Service event is concluded with a reflection part to allow the student to take in the major discoveries he or she has experienced during these moments and to foster their personal character and response to life. Participating in an event without completing the reflection within one week will result in no credit for the activity, because it is only when we evaluate our personal experience that an event becomes our growth. The events we sponsor are open to all students, and they are mostly free of cost. Some events however, given their substantial cost, will require a small family contribution. Cristo Rey is always available to provide extra help according to need. Specific events, like overnight service trips, or international trips, have further requirements. Students may be asked to submit applications and participate in fundraisers or other organizational activities before and after the events.

We believe that a requirement to enjoy life outside of the classroom serves our commitment to our main job: the academic work. Students who are failing one or more classes are not allowed to participate in major events like service trips or athletic teams.

**ARTS:** Cristo Rey believes that beauty is essential to live life. As Dostoevsky said: “Beauty will save the world.” Beauty is not just for esthetic purposes; we want students to discover art, creativity, harmony, and colors. It is in beauty that our life rediscovers meaning and peace, and we want our students to be exposed to it. Young men and women may consider these kinds of experiences less interesting than raw excitement, but the mark that beauty leaves in each soul is the beginning of that happiness that Dostoevsky describes as salvation.

In this category we have grouped all events that have to do with creativity, self-expression, beauty, and colors. Therefore, we propose to our students to see ballet, theater performances, visit museums, go to classical or modern music concerts, engage in Art themselves, express their creative genius through writing and acting, and even cooking. At the end of each Art event, participants are asked to write a short reflection to give credit to the discoveries they made about themselves.

**OUTINGS:** Our faculty and staff are very eager to share the passion for nature and adventure with our students. We organize many outings to different locations all year round. As adults, we believe that physical activity is beneficial for our mind and our bodies, and that nature is a gift to all of us. We invite our students to participate in these activities either on the field with the many teams that Cristo Rey has or in single outings. Nature and sports are a continuous discovery and adventure where mind and body are one and we discover the complicity of life and its gifts.

Throughout the year we propose to participate in, at least, one outing *or* join one of our teams. The Running and Dance Club are also considered activities that foster this kind of mind and body connection.

Throughout the year the Student Life Office schedules activities such as hiking, biking, ice skating, kayaking, skiing, snowboarding, or rock climbing. The student athletes who wish to join in these outings are welcome, space permitting. All events are subject to weather condition and number of participants.

**SERVICE:** Above all, our very nature requires us to be interested in others. When there is something beautiful within us, we desire to communicate it to others. When we see others who are worse off than we are, we desire to help them with something of ours. This need is so original, so natural, that it is within us before we are conscious of it; we call it the law of existence. We do charitable work to satisfy this need.

We realize ourselves to the extent that we live this need and this requirement; communicating to others gives us the experience of completing ourselves. This is so true that if we are not able to give, we experience ourselves as incomplete beings. To be interested in others, to communicate to others, enables us to fulfill the supreme and, indeed, the only task in life: to realize ourselves, to complete ourselves. We do charitable work, so that we may learn to fulfill this task.

Students participate in 3 different Service events throughout the school year. Students may choose either one recurring activity, which meets consistently throughout the school year, such as Bread on the Commons, Weekly Tutoring, volunteering on a School Committee *or* sign up for 3 different school sponsored events throughout the year. Upcoming Service opportunities will be listed and displayed on the Student Life board.

All Students who are on the Prom and Dance Committee, the Yearbook Committee, or the Student Life Committee are not required to participate in service activities because with their work they already serve the whole school.

At the end of Service events, participants write a small reflection on their time of charity. Love is so powerful that every drop molds our hearts.

**TALKS:** Learning to listen, welcoming an opinion different from mine, and being exposed to powerful life witnesses are all essential experiences every grown man and woman lives which we want to propose to our students. It is through these moments that we offer our students the possibility to confront the difference of the world, and learn to build a meaningful dialogue with it. The Student Life Office invites speakers throughout the year to discuss all aspects of life; we also sponsor open discussions where the students themselves share their thoughts and their reasons for their beliefs and decisions in front of debated topics of life. In this way, we learn to share our beliefs in our school community, to develop a common language, and to discover friends for life.

### **KNIGHTS OF THE ROUND TABLE**

Knights of the Round Table serves as the student government body at Cristo Rey Boston High School and includes representatives from each grade level. Students work with two faculty/staff advisors to plan fun and engaging community days, improve the atmosphere in the school, and give voice to the questions and concerns of their peers.

### **SPIRIT WEEK AND CLASS OF THE YEAR COMPETITION**

Throughout the school year, the four classes will have opportunities to compete and earn points for their class to win the Class of the Year competition. These competitions will take place during advisory community meetings, lunch time, and on community days. Additionally, classes will earn points for excellence in dress code, academics, and for other schoolwide initiatives.

In the Spring of each year, each grade level competes to win the title of Spirit Week Champion. Students engage in morning challenges, trivia, lunch competitions, after school games, dress code theme days, and a Community Day in which each grade earns points by completing as many Community Day challenges as possible.

### **MASS AND RETREATS**

**Mass:** We embrace and celebrate the diversity of our community. We recognize that our academic goals are inextricably connected with the value of community and the importance of relationships. Sitting with our advisories in Mass emphasizes the shared experience of our small Cristo Rey families (advisory groups) and the larger Cristo Rey family.

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.

Some students may be uncomfortable in Mass if it's not what they're used to. This is natural, and we affirm each student's own faith perspective. We embrace every faith as a beautiful and important part of that student's life. We also value the opportunity to pray together as a school and to grow together in our understanding of God's purpose for our lives.

**Retreats:** 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.

## **ATHLETICS**

### **ATHLETIC TEAMS AND CLUB OFFERINGS**

#### **ATHLETIC TEAMS**

Cristo Rey Boston offers nine varsity sports teams and some junior varsity teams. Athletics at Cristo Rey Boston provides students with life-long skills such as teamwork, responsibility, and leadership; thus, we encourage students to participate.

In order for CRB teams to be successful, they must have a full commitment from every member of the team. Therefore, students must commit to all practices and games, Monday through Sunday, excluding only their CWSP workday. In order to qualify, each student must be in good academic and behavioral standing.

Grades will be evaluated when progress reports and report cards are issued. Playing a sport is physically demanding. Therefore, students must be in good health with a current physical on file. Physicals are current for 12 months and must be updated yearly.

### ***Athletic Assistants***

Managers and Athletic Interns are a crucial part of a successful athletic team. Serving in either of these positions can fulfill a student's Widening Horizon's requirement. Each Cristo Rey Boston team can have up to three managers. Managers are responsible for going to all home and away games and making sure a team has a full medical kit, water and all other gear needed for the games. The manager is also responsible for keeping score, and doing all other tasks as assigned by the head coach.

### **ATHLETIC ELEGIBILITY**

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.
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.
4. Have a completed, valid (dated no earlier than 11 months before the season starts) physical form on file at Cristo Rey Boston High School.
5. Have the grade requirements in the term preceding the season.

Students will become eligible/non-eligible the first day they attend classes in the succeeding quarter. For fall athletes, the grades that determine eligibility are the spring term grades from the previous year. All incoming 9th grade students gain academic eligibility to participate in athletics in their first high school semester.

In order to participate in practices, games or meets, the athlete must be present at least four (4) full periods that day. Student athletes are expected to meet the obligations of their Corporate Work Study jobs. Students are not to leave work early on game days. 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.

Participating in high school athletics is privilege and is reserved for those students who can handle the academic work load first as well as the rigor of an athletic season. The purpose of athletics in the school system is to provide an area for students to grow in characteristics such as Leadership, integrity, work ethic, perseverance, sportsmanship, team work, wellness. The goal of Cristo Rey Boston athletics is to provide our students with the opportunity to bolster and expand their college applications with examples of experiences in the above characteristics. Student-Athletes who are serious about continuing their athletic careers in college will be guided in the process by Coaches and the Athletic Director.

### **Academics**

Students will be expected to maintain a GPA of 2.0, which equates to a C average. This will be their cumulative GPA for the current academic year. Eligibility for Fall Sports will be determined by the GPA from the previous year. If a student is failing a class when a grade report is taken, for example progress reports or end of a quarter, then that student will enter in an athletic academic probation. During the Probation period the student will have 3 weeks to bring the failing grade to a C- or better. Failure to meet this goal will result in a suspension from the team for the remainder of the season. Also, during the probation period the student must meet with the teacher of said class after school. A 3-week log will be given to the student to record his/her appearances after school with the signature of the teacher. Students will be exempt from meeting after school for GAMES ONLY. Any student that falls below a GPA of 2.0 will also enter into the Athletic academic probation. Although, there is no particular teacher they must meet with after school, they must meet with a teacher after school to help grades improve.

### **Discipline**

To encourage and promote the fact that our student athletes serve as not solely as athletic competitors, but Cristo Rey student ambassadors when traveling to other schools. In school conduct will be taken more seriously this year and moving forward. There will be a 3 strike system. If any student athlete is dismissed from class 3 times will result in a game suspension. 3 game suspensions as a result of classroom dismissal will result in loss of eligibility for the season. The 3 strike system can be applied to Skipping class as well.

### **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 their athletic eligibility will be revoked until the retraining process is completed and the student has a new work placement. As stated in the student handbook two Corporate Work Study firings will result in at the very least a conversation about the student's future in the school.

The Athletic Director reserves the authority to revoke eligibility as a result of any major incident, for example, a fight in school, violation of the school drug, tobacco, or alcohol policy, as advised by school administration.

### **ATHLETICS TEAMS OFFERINGS**

Boys Soccer	August 25 <sup>st</sup> - October 30 <sup>th</sup>
Girls Soccer	August 25 <sup>st</sup> - October 30 <sup>th</sup>
Girls Volleyball	August 25 <sup>st</sup> - October 30 <sup>th</sup>
Football	August 19 <sup>th</sup> - November 15 <sup>th</sup>
Boys Varsity and JV Basketball	December 1 <sup>st</sup> - February 19 <sup>th</sup>
Girls Basketball	December 1 <sup>st</sup> - February 19 <sup>th</sup>
Boys Baseball	March 16 <sup>th</sup> – May 26 <sup>th</sup>
Girls Softball	March 16 <sup>th</sup> – May 26 <sup>th</sup>
Girls Outdoor Track	March 16 <sup>th</sup> – May 26 <sup>th</sup>
Boys Outdoor Track	March 16 <sup>th</sup> – May 26 <sup>th</sup>

### **CLUBS- FULL YEAR**

Clubs are a vital part of insuring a quality student life at Cristo Rey Boston. Club activities range from 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.

## **COUNSELING, HEALTH & WELLNESS, AND STUDENT SUPPORT**

The Counseling and Student Support program is designed to respond to the individual, personal, academic and family needs of each of our students. We know our students face enormous challenges that can impede their learning and growth, and we are focused on helping students overcome any obstacles they face during their four years at our school. The Student Support Team (SST) is made up of counselors, the Vice Principal for Student Life, Dean of Students, and academic support personnel. The SST meets regularly to identify and discuss students of concern and how to best support and monitor the progress of these students’ growth.

The SST addresses challenges that may arise in school, at home, or in the community. Developmentally-appropriate supports are put into place to encourage the healthy development of students as they grow and progress through their high school years. The SST helps students and families facing stress and guides every student through their high school experience including the transition into high school and the transitions of promotion year-to-year through their successful entry into college. The SST ensures that social, personal, and academic support is provided to all students in need.

Counselors and support personnel assist students to advance human and intellectual capacities, as well as the spiritual and cultural heritage of the families being served by the school. The SST is committed to providing every student the opportunity to achieve success to his or her fullest potential in the areas of academics, career, and personal/social. The overall goals of the Counseling and Student Support program are to provide quality counseling to students and families; to help educate families about parenting issues and problems which may arise between the student and his or her family; and to provide students with an environment which is supportive of the whole range of human functioning – intellectual, emotional, physical and spiritual.

### ***Advisory Groups***

All Cristo Rey Boston students, faculty and staff will be assigned to an advisory group prior to the beginning of the school year. Students keep their advisor for the entirety of the school year. Advisories provide a vehicle for creating a more personalized learning environment where all students are well known by at least one adult. The advisory program strengthens relationships between students and adults, helps build our students’ character, promotes community spirit, fosters a caring environment, and provides all students with an adult in the building who will advocate for them, encourage them, and hold them accountable. Advisors serve as a point-person to parents, able to provide information to parents on their advisees. Advisory groups meet weekly and meet for longer periods of time during school-wide community days.

### ***Nutrition & 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 breakfast 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.

### ***Medical Records & Health Services***

Selected staff members are certified in Red Cross Standard First Aid and/or CPR. No student is allowed to 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.

### ***First Aid Provision and Medical Emergencies***

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.

### ***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 Vice Principal for Student Life or 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.

### ***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.

## SAFETY AND SECURITY

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 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 in 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 Boston residence students 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 a 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 ground 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 Student Life 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 extra-curricular 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 Student Life 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 of 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 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.

### **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.

The school maintains a computer lab to which students have access under adult supervision during designated times after school.

#### ***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 DISCIPLINE POLICIES AND PRACTICES**

AT CRB, we expect you to grow and become men and women of faith, purpose and service who have the skills to be successful in college and your chosen path, and who believe it is your responsibility to work to make the world a better place. We have high expectations for you, and we will offer you a lot of support and guidance in meeting those expectations. When you don't meet them, we will respond in ways that will help you to learn and grow. At the same time, we have a responsibility to ensure that the school remains a safe place where all students and adults have the opportunity to be their best selves.

**MINOR INFRACTIONS that violate basic school rules or can make it difficult for YOU to be successful in school**

Examples could include (but aren't limited to):	What Teachers and SST will do to support you... expect any of the following responses:
<ul style="list-style-type: none"> <li>• Side conversations in class</li> <li>• Swearing (accidental slips)</li> <li>• Minor, fixable dress code infractions</li> <li>• Showing with body language that you are not engaged or interested in class (head on desk, sleeping etc.)</li> <li>• Inappropriate electronics use in classrooms</li> <li>• Food outside the cafeteria or the first five minutes of class</li> <li>• Lateness to class</li> <li>• Being unprepared for class</li> <li>• Chewing gum in the building</li> </ul>	<ul style="list-style-type: none"> <li>• Remind you of the expectation and give you a chance to correct yourself</li> <li>• Move your seat so you can focus better</li> <li>• Have a private conversation with you (hallway or back of the classroom) to find out what's going on and help you refocus</li> <li>• Ask you to put away food or electronics, or confiscate phones in class.</li> <li>• Take away credit for assignments handed in late</li> <li>• Ask you to get into dress code. Give you an opportunity to fix it immediately.</li> </ul>

**MORE SERIOUS ACTIONS that can make it difficult for others to learn**

When you do the following things repeatedly, after many redirections and reminders	What Teachers and SST will do to support you...expect any of the following responses:
<ul style="list-style-type: none"> <li>• Failure to follow classroom rules after reminders and redirections</li> <li>• Dress code infractions</li> <li>• Inappropriate electronics use</li> <li>• leaving trash around or making a mess in classrooms, hallways and common spaces</li> <li>• Other repeated behaviors that do not meet teacher or school expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Have a private conversation with you (hallway or back of the classroom) to find out what's going on and help you refocus</li> <li>• Dismiss you from class to the Student Support Office (if the behavior is preventing the teacher from teaching and students from learning.)</li> <li>• Complete a written/verbal reflection with Student Support which will include making a plan to make amends with the teacher and the class</li> </ul>
<b>More seriously disruptive actions</b>	
<ul style="list-style-type: none"> <li>• Targeted or repeated swearing</li> <li>• Threatening language or gestures towards others</li> <li>• Inappropriate physical contact ("playing" that is too rough or could hurt someone or escalate)</li> <li>• Throwing objects</li> <li>• Refusal to complete classwork</li> <li>• Refusal to change seats</li> <li>• Refusal to "fix" dress code infractions</li> </ul>	<ul style="list-style-type: none"> <li>• Call home to discuss the conduct, who it affected, and how to prevent it from happening again</li> <li>• Schedule a one on one check in with you before or after school to discuss the situation and make a plan for how to improve it</li> <li>• Student research project related to a frequent area of struggle</li> <li>• Student public apology</li> <li>• Mediations</li> <li>• Community Service project</li> <li>• Peer-learning project</li> <li>• Student Support Contract</li> <li>• Loss of extracurricular or other student privilege (including lunch in the cafeteria)</li> <li>• <b>Firing from CWSP Placement</b></li> </ul>

**EXTREMELY SERIOUS ACTIONS that could threaten the safety of the building, community, yourself or other individuals**

Major infractions:	What SST will do to support you and the community ... expect any of the following responses
<ul style="list-style-type: none"> <li>• Being in possession of or under the influence of drugs or alcohol at school or any school sponsored activity</li> <li>• Fighting</li> <li>• Weapons possession at school or any school sponsored activity</li> <li>• Theft</li> <li>• Vandalism (including pulling fire alarms or fire extinguishers)</li> <li>• Hate speech (using an aspect of another person's identity as an insult)</li> <li>• Bullying and harassment including verbal, physical and electronic words and actions</li> </ul>	<ul style="list-style-type: none"> <li>• In-school suspension</li> <li>• Out of School suspension</li> <li>• <b>Firing from CWSP Placement</b></li> <li>• Student Support Contract</li> <li>• Loss of extra-curricular or other student privileges (including lunch in the cafeteria)</li> <li>• Other responses to make amends to the community including apologies, mediations, community service, learning projects, family meetings, and making reparation for stolen or damaged property</li> </ul> <p>The following actions are <b>EXPELLABLE</b> under Massachusetts law and at CRB (that doesn't mean you definitely WILL be expelled, but that you MAY be)</p> <ul style="list-style-type: none"> <li>• Weapons possession at school or school sponsored event</li> <li>• Drug or alcohol possession, or being under the influence of drugs or alcohol at school or a school sponsored event</li> <li>• Assaulting a staff member</li> </ul>

**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. 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 Student Life or Dean of Students. Suspensions may first be appealed to the Vice Principal for Student Life 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 Student Life 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.

## **EXPULSION**

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.

### ***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.

## 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](http://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.

### **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. Failure to make payments after agreeing to a payment plan with the school may result in dismissal from the school. The school 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 un-paid balances (such as tuition, CWSP fines, book fees, etc.) will receive an "Incomplete" in all courses until financial obligations are met.

## 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.

## RESPONSIBILITY AND ACCOUNTABILITY

The choice to come to Cristo Rey Boston is a precious one, and one that demonstrates your high hopes and expectations. We share those dreams with you, and are committed to making them a reality as we prepare your child for college. But we cannot do it without you. Cristo Rey Boston is based on shared responsibility and accountability. As students, families, and teachers, we each must fulfill our responsibilities and we each must be held accountable for doing so. What does this mean?

For students, it means we are going to expect a lot from you. Just like your responsibilities at home—cleaning your room or doing the dishes—and just like the responsibilities you’ll have when you get older—voting in an election or serving on a jury—you’ll be expected to do certain things and behave in certain ways as a Cristo Rey Boston student. You are expected to act respectfully towards all fellow students and all staff. You are expected to attend school daily and punctually, ready to actively participate in all classes. You are expected to complete all homework assignments fully and well, to stay for tutoring when needed, and to work productively. Finally, you are expected to accept all consequences of your behavior. In short, we expect you to be thoughtful, professional, and prepared.

For families, it means we are going to expect a lot from you as well. Along with those countless and seemingly endless responsibilities you carry as parents, we also expect you to do certain things as a Cristo Rey Boston community. Like your child, you are expected to act respectfully to all members of our school community. You are expected to ensure that your child arrives daily and punctually, ready to actively participate in all classes. You are expected to oversee your child’s completion of all homework assignments, support mandatory afterschool tutoring, and honor the requirements of the school. Finally, you are expected to require your child to fully accept all consequences of his or her behavior.

For teachers, it means we continue to expect a lot from ourselves. Along with the daily responsibilities we carry as educators, we also expect ourselves to do certain things and behave in certain ways as Cristo Rey Boston teachers. We, too, are expected to act respectfully to all members of our school community. We are expected to prepare engaging, demanding lessons in all of our classes every day, to assign and evaluate appropriate homework assignments and other sessions, to provide tutoring regularly after school, and to assign students to additional services when needed. Finally, we expect to be held accountable for our behavior as teachers dedicated to the mission of preparing each CRB student for college.

For all of us, the CRB Accountability and Support Agreement, printed on the next pages, represents some of the most important responsibilities for being a member of the CRB community. We all have responsibilities to meet. It’s not a complete list of what needs to be done and we’ll all have more to do. But, it gives a clear idea of your vital role as families and what it will take to make this year a successful one.

## CRB ACCOUNTABILITY 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.

### FACULTY/STAFF

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.

### STUDENTS AND FAMILIES

#### ATTENDANCE

- We, the student and family, will work together and take responsibility for arriving at school every day on time to begin school at 7:40 a.m.
- We, the student and family, understand that if a student is absent more than 5 times in a term (with 3 tardies counting as one absence), he or she will receive a "NO CREDIT" until credit is recovered by attending all of the assigned Attendance Detention at the end of the quarter.
- We, the student and family, will work together to make sure that any missed work is made up in a timely manner.
- We, the student and family, understand that a student may not be able to earn credit for work missed after unexcused absences, including but not limited to: family vacations, participation at sports tournaments, and attendance at entertainment events.
- We, the student and family, understand that the school day ends at 3:05 p.m. except for Mondays [2:27 p.m.], but that a student may be dismissed as late as 5:00 p.m. if the student is required to stay for a "circle back" meeting with a faculty or staff member to address a behavior concern, or for academic support or a Proficiency Exam.

#### HOMEWORK

- We, the student and family, agree to look over the homework each day to ensure that it is complete.
- We, the student and family, understand that poor homework completion will lead to poor grades, possibly course failure.
- We, the student and family, understand that the student may be required to stay for academic support if he or she is not achieving academically or is failing one or more classes.

#### STUDENT DRESS POLICY

- We, the student and family, will work together to make sure that the student comes to school and work in proper "business professional" attire, according to the guidelines listed in the Student Handbook.
- We, the student and family, understand that students must be in dress code in all locations in the building from 7:40 until dismissal at 3:05, and that all non-dress code items (sneakers, jackets, hoodies, etc.) must be out of sight in students' locker.
- We, the students and family, understand that the student support office maintains some dress code items for students to borrow, but that we cannot guarantee to always have every item in every size.
- We, the students and family, understand that if a student is out of dress code and unwilling or unable to correct it at school, that he or she will not be permitted to attend class until a family member brings proper dress code, or the student goes home to change and returns to school.

## CODE OF CONDUCT

---

- We, the student and family, agree to promote and support the rules of behavior as well as the consequence system as outlined in the Student Handbook, and accept responsibility as partners in the student's learning.
- We, the student and family, will come to school for a meeting if the student is suspended, and we understand that the student may not be allowed to return to class until after this meeting occurs.

## PROMOTION POLICIES

---

- We, the student and family, understand that the student must complete at least 5 academic credits in order to be promoted to the next grade, and that no more than 2 credits may be made up in summer school.
- We, the student and family, understand that the student will be retained if he or she does not earn enough credits for promotion.
- We, the student and family, understand that if the student is fired twice during the 4 years of high school, he or she will be ineligible to continue as a student of Cristo Rey Boston.
- We, the student and family, understand that every freshman must pass all proficiency exams to be promoted.
- We, the student and family, understand that the student may be required to stay for afterschool academic support.

## TECHNOLOGY USE AT SCHOOL

---

- We, the student and family, understand that technology use at school is a privilege, not a right.
- We, the student and family, understand that students are permitted to keep their personal electronic device with them for use during lunch in the cafeteria, or during class when teachers have explicitly given permission to do so.
- We, the student and family, understand that if a student is using a personal electronic device at an unauthorized time or in an unauthorized manner, then the adult present will confiscate the device for the remainder of the school day. The student may pick it up after dismissal in the student support office.
- We, the student and family, understand that if a student refuses to hand over a device, if a student has a device confiscated multiple times in the same class or quarter, or if a student is using technology at school to encourage disruptive, bullying or violent behavior, that the student will be placed on a "restricted technology plan" for at least one week.
- We, the student and family, understand that a student on a "restricted technology plan" must drop off his or her phone or device in the student support office each day before attending class, and may pick it up after dismissal at 3:05.

## STUDENT LUNCH

---

- We, the student and family, will ensure that the student comes to school with a nutritious breakfast and lunch every day, or participates in the school breakfast and/or lunch program.
- We, the student and family, understand that students are encouraged to bring small, simple snacks to eat during the first five minutes of class (at the teachers' discretion).

## FAMILY SUPPORT

---

- We, the student and family, agree to communicate regularly with the student's teachers and advisor by calling, emailing, or scheduling appointments as needed, and by attending all Family Conferences.
- We, the student and family, understand that we have access to students' grades through PowerSchool, and that it is important to regularly monitor work completion and grades.
- We, the student and family, agree to participate in the community as we are able by attending family meetings and other school-sponsored events.
- We, the student and family, understand the significant commitment necessary for the student to be prepared for college success and are committed to working together through all aspects of the college preparatory process.

***We have received and read a copy of the Cristo Rey Boston High School's Student Handbook and understand the expectations, policies, and procedures of the school. We understand that we must sign below and return the signed form to the Main Office by September 16, 2016.***

---

**Parent/Guardian Signature**

---

**Student Signature**

---

**Date**