



CRISTO REY

SAN JOSÉ JESUIT HIGH SCHOOL

2016 - 2017

Student / Parent Handbook

Non-exhaustive clause:

The policies outlined in this handbook represent a framework of rules and responsibilities for students. Not every circumstance can be captured; sound moral judgment and common sense should be used at all times.

Statements in this handbook may be subject to change at any time with or without notice. The School Administration reserves to itself the right to waive any policy or rule presented in this handbook. The School Administration will attempt to keep students and parents informed of all changes as soon as is practical.

Non-discrimination clause:

Cristo Rey San Jose does not discriminate on the basis of race, color, national or ethnic origin, gender, sexual orientation or religion.

Table of Contents:

Mission, and Vision.....	3
Cristo Rey San Jose Graduate Outcomes.....	3 - 4
History of Network and Cristo Rey San Jose.....	4
Overarching Student Expectations.....	5
School Attendance Policies.....	6 - 8
Corporate Work-Study Program Expectations.....	8 - 9
Work-Study Attendance Policies.....	10 – 11
Work-Study Transportation and Lunch Policies.....	11
Employability Policies.....	12
Dress Code Policies.....	12
Dress Code for Female Students.....	13
Dress Code for Male Students.....	14
Academic Integrity Policies.....	15
Retreat and Christian Service Requirements.....	16
Disciplinary Issues.....	17 – 18
Lost & Found, Student Searches, Student Parking.....	19
Medication Policies.....	19
Technology and Electronic Devices Policies.....	20
Drug & Alcohol, Health and Wellness Policies.....	21
After-school Commitments.....	22
Tuition and Finance Policies.....	23
Child Protection Laws; Family Educational Rights.....	23
Jesuit High Schools Graduate and Graduation.....	24 - 28
Copy of Corporate Work Study Parent/Student Agreement.....	29 – 30

Mission:

Cristo Rey is a Jesuit, Catholic high school that empowers students from underserved communities in San José to be men and women for others who are prepared spiritually, academically, and professionally to complete college and who will become accomplished leaders committed to a lifelong pursuit of learning, faith, and justice.

Vision:

We are women and men for others, *who work, learn, lead, and succeed.*

Cristo Rey San Jose Graduate Outcomes:

Students will be expected to live out the Jesuit Secondary Educational Association Profile of the Graduate at Graduation throughout their four years and for the rest of their lives. We are committed at Cristo Rey San Jose to creating men and women who are:

I. Open to Growth and Intellectually Engaged

The Cristo Rey graduate:

- Commits to be a life-long learner who sees that intelligence grows based on effort;
- Develops self-awareness, accepting self with both talents and limitations with a sense of humility and gratitude;
- Possesses the necessary skills for success in college and life: critical thinking, problem solving, organization, and core academic knowledge;
- Grows by learning from failure, being courageous, and finding success through grit, determination, and self-discipline.

II. Committed to Faith and Justice

The Cristo Rey graduate:

- Is a “man or woman with and for others,” developing both a sense of compassion for those suffering injustice and a concern for those social changes that foster human dignity;
- Has an understanding of Catholicism and Ignatius spirituality and has developed an understanding of his/her faith in relation to Christianity;
- Conscientiously moves beyond self-interest to make value-driven choices and recognizes the value in healing and reconciliation;
- Is a responsible citizen who uses education to more profoundly participate in the best interest of self, family, and the greater community.

III. Prepared for Work

The Cristo Rey graduate:

- Has expanded their personal vision of future opportunities by seeing the power of education through their accomplishments in work;
- Exemplifies integrity and professional behavior in the work place, learning respect for and earning respect of coworkers;
- Organizes themselves effectively and efficiently and demonstrates competency of work skills;
- Lives out Cristo Rey Values in the workplace.

History of Network and Cristo Rey San Jose:

Cristo Rey San Jose Jesuit High School is a part of the 32-school Cristo Rey Network with the following mission:

The Cristo Rey Network® empowers thousands of students from underserved lower-income communities to develop their minds and hearts to become lifelong contributors to society. By providing students an excellent college preparatory education and a unique four-year, integrated corporate work-study experience, we seek to help transform urban America.

Since the founding of the first school in Chicago in 1996, the Cristo Rey model has become one of the most innovative and successful educational programs in the nation, serving over 10,000 students in 30 other cities.

The Board of Directors of Cristo Rey San José High School led by co-chairs John A. Sobrato and B. J. Cassin announced that its charter was approved by the Cristo Rey Network on December 12, 2012. The board and founders' circle worked for over 2 years to prepare for approval of the school. The California Province of the Society of Jesus endorses the new high school; the Diocese of San José and Five Wounds Portuguese National Parish support the latest Cristo Rey school set to launch in 2014.

32 Cristo Rey schools in 21 states and the District of Columbia provide a quality, Catholic, college preparatory education to over 10,000 young people year in urban communities with limited educational options.

In December of 2012, the Cristo Rey San José Board of Directors also named Rev. Peter Pabst, S.J., as school president. Rev. Pabst founded Sacred Heart Nativity School for boys in 2001 and Our Lady of Grace Nativity School for girls in 2006. He had served as president of these urban Catholic middle schools that seek to educate 129 low-income students from the Washington-Gardner neighborhood of San José to enter college preparatory high school programs. "Serving at Sacred Heart Nativity Schools has been a great joy," said Rev. Pabst. "I am excited to have the opportunity to launch another school for members of our community who find themselves underserved. I look forward to helping these young people come to know their dreams and to help realize them. To graduate 125 students a year who are college-ready is a blessing for their families and for our community."

Bishop Patrick J. McGrath, Bishop of the Diocese of San José, echoed his support that "the Society of Jesus has a long history and commitment to Catholic education nation-wide and particularly in the Diocese of San José. I am excited about the launch of Cristo Rey San José as an opportunity to bring education to those most in need on the east side of San José."

Overarching Student Expectations:

1. Faith:

As a Jesuit school, all community members are striving to be men and women for others. We all should do what we can to help others and put others' needs and interests in front of our own. We are to be a school of hope and faith in humanity striving to make the world a better place. Although students may have varying beliefs, we expect everyone to be united through love, respect, kindness, and generosity. We should all see the God given strengths of all community members and treat each other accordingly. Our faith should push us to be the best persons we can be for ourselves and others at all times.

2. Persistence:

Brain research shows that intelligence increases through hard work. All students at Cristo Rey will have this growth mindset to persist through difficult material to increase intelligence. All behavior for our students should help gear themselves in a way that boosts determination and confidence. Cristo Rey students have the courage to turn mistakes and challenges into opportunities for growth and improvement. Our students will foster resilience and integrity in the work that they do, backed by the support and help of their teachers and families.

3. Ownership of Learning:

All students at Cristo Rey San Jose will take responsibility for their learning. At Cristo Rey, there will be many people here to support you. However, student success will be based on effort. Students need to have the self-discipline to set goals for themselves and follow through. Another essential part of ownership of learning is to maintain academic honesty. Any form of academic dishonesty is a serious violation of the trust we have in you as men and women for others.

4. Positivity:

Creating a safe space where positive emotion can be nurtured is essential for productivity and success. Cristo Rey San Jose students will use their God-given strengths and talents towards their work and foster positive attitudes in themselves and in others. When each student brings joy towards their academics, spiritual life, and work placement, our students will be agents of positive change in their communities.

5. Community:

Students will build positive relationships with their peers and teachers that will cultivate a school culture of communication. Students will identify, share, and set clear goals for themselves and will collaborate with teachers to achieve these goals. Families will be a necessary part of conversations to discuss successes and improvements for students. We expect you to give nothing less than complete respect and to cooperate with the expectations of teachers and school staff here at CRSJ. Behavior in and out of the school should help establish an environment of learning and respect. It is essential for all students to work together to progress academically.

6. Precision and Accuracy:

As students and workers, students need to do their best to be as precise and accurate in the work that they do. Students need to have careful attention to detail. Students are not expected to be perfect, however, they are expected to constantly look over their work to make sure that they are being as accurate as possible. A major component of precision is timeliness. All students are expected to be prepared for class with materials before the bell rings to prepare to be effective workers.

Cristo Rey Policies:

Cristo Rey students are called to be leaders among their peers and role models within their communities; thus, they are held to very high standards of discipline and ethical conduct at all times; this includes:

- while students are at school;
- during all school activities, whether on campus or otherwise;
- at work study placements;
- at any time when a student's behavior can affect the safety and welfare of others and / or the reputation of Cristo Rey;
- through all means of social media and online presence;

Attendance Policies:

Cristo Rey opens to students at 7:15 AM each day. To be considered on time, a student must be dressed and reported to his or her assigned location before 8:00am. On the student's Work Day, the student must be checked-in for work, no later than 7:40 AM, fully prepared for the day. No student may leave the school grounds during the school day unless granted permission by the Dean or Principal.

Absence

If a student must be absent from school or work, a parent or guardian must call **before 8:00 a.m.** to inform the school. ***A phone call must be made for each day the student is absent.*** Students who are absent or sent home from school or work are strictly prohibited from participating in any extracurricular activity or athletic event that day, unless granted permission by the Dean or Principal.

Excused and Unexcused absences

The school reserves the right to determine what are or are not excused or unexcused absences

The following are generally considered excused absences:

- Ø Illness, i.e. flu, other contagious disease – doctor's note to confirm illness if possible;
- Ø Family death, attendance at a funeral;
- Ø Doctor, Dentist, or orthodontist appointment. Preference is to make the appointment for before or after school;
- Ø Social Services Appointment, i.e. SSI, Counseling, Immigration.

The following are examples of absences that are unexcused:

- Ø Club soccer matches or other non-school sponsored sports activities;
- Ø Quinceñeras – practice or the event itself;
- Ø Attendance at the graduation of a sibling or friend;
- Ø Vacations outside the time of regular school vacation.

Absences on Work Study Days

Students who are absent on their assigned Work Day for any reason will be charged \$100 toward their tuition. Students must make up the day of missed work during a non-school day in order to have the \$100 charge removed. (Please reference the Attendance Policy for Work Study in this Handbook for more information).

Anticipated Absences

If a family is aware in advance that a student must be absent from school, please notify the school in advance so that the student's teachers may plan ahead for the student.

Responsibility for Work Missed While Absent (excused absences)

It is the responsibility of the student to check online and contact the teacher(s) via email for homework assignments when he or she is absent. Once the student returns to school, he/she must meet with all his/her teachers and make up any missed tests and other assignments.

Consequences for Unexcused Absences

Students may not make up missed work, tests, projects or other assignments. The student's grade will be affected negatively.

Absences during Exams

Students may not be absent for end of marking period or end of the year exams unless they are seen by a doctor **and** present a note from the doctor. Students who miss an exam for any other reason will receive a failing grade.

Scheduling Outside Appointments

Please schedule medical and dental appointments during non-school and non-work hours. Vacations, college visits and other such activities should be scheduled after reviewing the school calendar so as not to conflict with school attendance.

Early Dismissal

If a student must be dismissed early from school, **a parent or guardian must send a note to the school prior to 8:00am** on the day of the requested early dismissal. If an unforeseen circumstance requires that a student leave school early, a phone call from a parent/guardian is acceptable. **There is no early dismissal from work.**

Truancy

Absence from school, class or work without sufficient reason is considered truancy and will result in a mandatory meeting between the student, his or her parents and the Dean or Principal. Truancy will be met with serious disciplinary consequences. Repeated truancy could lead to expulsion.

Absence Due to Illness or Injury

Extended absence due to illness or injury will be treated on an individual basis. Parents must notify the school as soon as possible.

Excessive Absences

If a student is absent five times, he/she and his/her parents or guardian may be required to meet with the Dean and / or Principal. **After the fifth absence of the school year, a student must provide a doctor's note for each subsequent absence.** Students who are absent for 10 or more days, no matter the reason, may be required either to repeat the school year or not be allowed to return for the following school year.

Tardiness

Punctuality is an incredibly important component to school and work life. A student who is late to school or class will be assigned demerits / detention. Once a student is tardy five times, he/she and his/her parents or guardian may be required to meet with the Dean and / or Principal.

Health and Wellness

Every school day except for Mondays begins with Health and Wellness class. All students are expected to participate fully. ***A student may only be excused for Health and Wellness with a doctor's note for that day(s).*** If a student misses a day(s) due to an illness, it is expected that the student can return to Health and Wellness on the same day that the student returns to school. If a student suffers a physical injury, the doctor's note must specify when the student can return to Health and Wellness as well. There is no Health and Wellness class on for the student on his / her Work Day.

Attendance, Discipline, and Honors: Students with poor attendance and / or disciplinary records may be deemed ineligible for consideration for Academic Honors or School Awards.

Corporate Work Study Expectations:

The Cristo Rey San José Corporate Work Study program (CWSP) provides students with real world job experiences and allows them to earn a portion of the cost of their education. It is an integral part of their educational experience at Cristo Rey San José Jesuit High School. A positive attitude and a commitment to high standards of responsibility and behavior are required.

While the Work Study program strives to create an environment for success for its students, the student must take 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 Partner organization one full day each week without missing any instructional time. Students gain valuable exposure to a variety of office environments and learn to work and act with adults in a professional atmosphere. At the same time, students earn income that is then paid directly to the school in order to offset part of the cost of their education.

Corporate Work Study Program coordinators work closely with the partner companies and direct supervisors to ensure that students are successful at work. Daily timecards, performance evaluations, and site visits are ways in which the Program coordinators engage students and supervisors. Any potential issues that arise at work are shared with the program coordinators throughout the year, and then communicated with parents and or supervisors. This dynamic support system helps students thrive in the workplace and at school.

The Work Experience

Through the Cristo Rey San José Work Study program, the Cristo Rey graduate will learn to be a dependable, responsible worker with high ethical standards. The Cristo Rey graduate will have participated in the professional culture of the workplace and begun to explore her/his own potential. The Cristo Rey graduate will be a personable and effective team player who is a confident self-starter as well as respectful and respectable. The graduate will have learned the value of work both in the rewards it produces and in the self-satisfaction it allows one to attain. The graduate of Cristo Rey will have learned to see work as an invitation to participate in the creative and salvific work of our God “as One who labors” on our behalf. Work offers the opportunity to discover and demonstrate personal talent – both as stewards and as leaders – and encourages growth. This stewardship implies the responsibility to use all resources wisely for the good of others and the greater glory of God. As a future leader in the workplace, the Cristo Rey graduate will recognize the dignity of work, its integral connection to justice, and the choices she/he has to create a better society.

Expectations of Students

At all times, students are expected to conduct themselves in a manner consistent with the Cristo Rey expectations set forth in this Handbook and consistent with the professional expectations of the workplace. Students will:

- Be dressed in appropriate Cristo Rey uniform (See Dress Code Policy).
- Be on time for transportation to and from work.
- Be present on each assigned work day.
- Make up any missed work day(s).
- Abide by Cristo Rey’s code of conduct.
- Abide by the specific rules and regulations of the Partner company or organization at which the student is assigned.
- Have no piercings of the tongue, mouth, nose, or face, nor gauges in the earlobes. These will not be permitted in the professional environment of the workplace.
- Only use a phone for work-related purposes while on duty. No personal calls or text messaging will be permitted.
- Only use the company internet browser for work-related purposes.

General Rules

These rules provide general guidelines for both students and family members regarding the student’s participation in the Work Study program:

- Use of a Partner Company’s telephone, office equipment, office services (i.e., Internet access, etc.), or office materials without a supervisor’s approval is tantamount to stealing and will not be tolerated. Students may not use the Internet or office equipment at work for any reason unless it is directly related to the performance of their job. Inappropriate use of any company equipment or services by the student may result in immediate termination from the workplace and may lead to expulsion.
- Students may not leave the company’s premises for any reason unless approved by the supervisors and/or accompanied by an approved representative of the partner company.

- Students are not eligible for partner company benefits unless specifically told by their supervisor, and consequently students should never presume that they may partake in these benefits. Students are not permitted to use Gym facilities at the workplace.
- **Students are employees of the Work Study program. Because Cristo Rey is the legal employer of the students, parents/guardians should not contact supervisors directly.** All questions and concerns should be directed to the CWSP staff.
- The Work Study program does not allow parents, family members, or friends of student workers to contact any student worker while he or she is at work. Parents, family members, or friends also may not contact any employee of the partnering company or organization. If a situation arises that necessitates contact between home and students at work, please contact the Work Study office who will then contact the student's workplace.

Attendance Policy

Each student is expected to attend work each and every day work is assigned. Since each student works only one day each week, missing a day of work is a very serious event. Cristo Rey and the student promise the Partner company they will fulfill their work responsibilities for the entire school year. Partner Companies pay Cristo Rey for this work and students automatically receive financial credit toward their education. If a student does not work, Cristo Rey must recoup the financial credit to the partner company. **Missing work for any reason will result in a \$100.00 fine. Fines are added to the student's tuition balance.** If a student leaves work early for any reason, completing only a half-day of work, there will be a \$50 charge.

A student must make up any absence as soon as possible. Missed work days August through December must be made up before the start of academic classes in January. Any days missed January through May need to be made up prior to, or during the first week of Summer vacation. Any absence not made up in the allotted time frame will result in the respective charge, \$50 or \$100. Once an absence has been made up, the student is eligible to receive a \$100.00 tuition credit back from the original fine. The student is responsible for making the arrangements with her/his supervisor and notifying the CWSP Office. Students are responsible for arranging transportation to and from work for any day they must make up. If a Partner Company's schedule offers no opportunity for the student to make up an absence, the student forfeits the full \$100.00 fine and receives no refund.

Students who accumulate five (5) or more missed work days may be subject to firing from their work study placement.

If a student ends the school year with more than one absence that is not made up, and has not made arrangements to make up the absences within the first week of summer break, the student may be liable to expulsion.

Tardiness

If a student arrives late to school and misses the Work Study transportation to work, he or she will be marked absent for the day (See Transportation Policy below).

Illness

If a student becomes ill at work, the student's supervisor should call school, and the school will arrange for transportation of the student back to school. The school will call the student's parent/guardian 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. Any incident of a student leaving work early will be treated the same as an absence and a \$100.00 or \$50.00 fine will be imposed.

Time Cards

As a way to ensure that all student workers are fully accountable for the time worked, Partner company supervisors complete a simple time card for each student worker, each workday. The student workers are responsible for checking in with their supervisors the moment they arrive each morning. Within the time card, supervisors should document the student worker's arrival, lunch, and departure and sign the time card at the end of the day. The student worker is asked to return their signed time card a Work Study staff member, or whomever is assigned by the Work Study department back at campus at the end of the day.

Transportation Policy

The Work Study program provides transportation to and from the workplace for all student workers. Parents may not drop off or pick up students at work. Students may not drive themselves to or from work. The student worker is responsible to be on time for the morning and afternoon transportation departures to and from work.

Seatbelts must be worn at all times when riding in the Cristo Rey vans. Failure to do so may result in disciplinary action or loss of the ability to use the vans to be transported to work.

Students are expected to behave in a non-disruptive manner at all times while on the Work Study provided transportation. The Work Study program reserves the right to determine consequences for misbehavior while being transported to and from the workplace.

Arrangements for direct commute to or from work by a parent or legal guardian may be arranged on a case-by-case basis with the CWSP coordinator. This privilege may be revoked at any time. An additional form must be signed each time a direct commute is arranged.

Lunch Policy Overview

A bag lunch will be made available for students each work day. Student workers are allowed to take lunch breaks according to the Partner Company's preference and schedule. The Work Study program expects that most student workers will take a lunch break at some point between 11 a.m. and 2p.m. **Students may not make arrangements to intentionally miss lunch in order to leave work early.** Student workers are encouraged to have lunch in the Partner company's break room or internal dining facility. Students should understand that public places outside of work could be unsafe. Students are only allowed to leave the premises of their company for lunch if accompanied by an approved representative of the Partner.

Alcohol, Drugs, and Tobacco

In accordance with the rules set forth in the rules, regulations, and duties set forth in this Handbook, the use, possession, and distribution of alcohol, drugs, and tobacco before, during, or after work is **strictly prohibited**.

Fingerprints and Background Checks

Students may be asked to submit to medical screens such as TB testing and may be asked to get flu shots as a condition of his/her employment at a partner company of the Work Study program. Students are expected to comply with all reasonable and necessary requests for medical testing.

Student Employability

The Work Study program determines all work study placements, removals, and replacements for student workers. The Work Study program reserves the right to determine whether or not a student worker is employable, along with the right to move students to other jobs at any time for any reason. If a student worker is terminated, he/she must successfully complete the Work Study retraining program in order to re-matriculate into the workplace. If a student worker successfully completes the retraining program, he/she will be placed at another work placement. If the student worker is unable to successfully complete the retraining program, he/she will no longer be able to participate in the Work Study program and will no longer attend Cristo Rey.

Summer and School Break Employment

Students may be hired by the Work Study program to work for a Partner company during summer and/or school breaks. Students will keep all net earnings from such additional employment. Work Study will automatically deduct applicable federal, state, and local payroll taxes from the student's gross pay. Students and parents will be responsible for any income tax or other tax-related or personal expenses incurred as a result of the student's employment during summer and/or school breaks. The Work Study program requires students to have a signed W-4 on file.

If the student accepts, his or her employment is entirely his or her responsibility. The Work Study program will NOT transport the student to or from work, provide lunch for the student, or be available for support or assistance

Dress Code Policies:

Cristo Rey students will dress in a professional, modest, conservative, and safe manner. Cristo Rey's dress code corresponds to business attire. With the exception of during Health and Wellness, all students are expected to remain in full dress code at all times while on school grounds, at work, to and from work, at special events and during all field trips unless otherwise specified by the school. **All students must have a school logo visible on the most outer layer of dress at all times.**

Students will be assigned demerits / detention for failing to abide by the school dress code. Repeat offenses may require a parent / guardian meeting with the Dean. On work days, the student may not be sent to work due if the student is not in dress code. The student will be responsible for making up any time missed from work and might be marked absent, resulting in a \$100 fine. Any item, which is inconsistent with the dress code, will be confiscated and turned over to the Dean, regardless of value.

Dress Code for Female Students

Dress Shirt

Must be a school-issued long-sleeved dress shirt or short-sleeved polo shirt. (School-issued shirts are black, white, or pastel yellow with the Cristo Rey school logo.) Shirts must be neatly tucked into pants at all times. All buttons except for the top button must be buttoned at all times. Under garments should not be visible.

Dress Pants

Must be solid-colored dress slacks (black, khaki, or gray) that cover from the waist to the ankles; must be loose-fitting and hemmed.

Dress Skirts

Must be solid-colored dress skirt (black, khaki, or gray) which covers past the knee cap; must be conservative and professional.

Dress Shoes & Socks

Must be dress shoes and able to hold a shine; no boots, suede, or “sneaker-like” appearance are permitted. Shoes must be conventional business colors of black, brown, or dark burgundy. Must be closed toe and closed heel, no more than 1-inch heels, and not rise above the ankle. If a female student chooses to wear socks with dress shoes, they should be women’s dress socks and appear professional; bright or multi-colored socks are not permitted.

Optional sweater / Vest / Fleece

Students may wear a school-issued sweater, sweater vest, or fleece with the school logo.

Optional Belts & Hosiery

Black hosiery or tights may be worn with skirts. A solid black or brown dress belt may be worn with pants.

Jewelry

One necklace of modest size may be worn. One stud earring per ear may be worn but only on earlobe; hoop or name earrings are not permitted. One ring per hand and only one bracelet per wrist may be worn.

Make-up

Students may wear natural-colored make-up modestly.

Hygiene

Students are expected to maintain a neat and clean appearance of clothing and person.

Hair Color/Style

Conservative hairstyles only; two-toned or unnatural-colored dyed hair is not permitted. Hair must be kept neat.

Items Not Allowed

Visible tattoos, visible piercings (tongue, nose, face, etc.), hats, caps, scarves, visors, headbands, sweatshirts / jackets, and sunglasses are not permitted.

Dress Code for Male Students

Dress Shirt

Must be a school-issued long-sleeved dress shirt or short-sleeved polo shirt. (School-issued shirts are black, white, or pastel yellow with the Cristo Rey school logo.) Shirts must be neatly tucked into pants at all times. All buttons except for the top button must be buttoned at all times.

Dress Pants

Must be solid-colored dress pants (black, gray, or khaki); must have a hem in the legs.

Tie

A tie is optional. However, if a student chooses to wear a tie, it must be school approved and tied at the collar with the top button of the shirt buttoned at all times.

Belt & Socks

A dress belt and dress socks must be worn at all times. The belt must be solid black or brown.

Dress Shoes

Must be dress shoes and able to hold a shine; no boots, suede, or “sneaker-like” appearance are permitted. Shoes must be conventional business colors of black, brown, or dark burgundy.

Optional Sweater / Vest / Fleece

Students may wear a school-issued sweater, sweater vest, or fleece with the school logo.

Hair Color / Style

Conservative hairstyles only; two-toned or unnatural-colored dyed hair is not permitted. Shaved heads / shaved shapes or patterns are not permitted. Hair must be kept neat and may not extend over the ears or passed the collar.

Facial Hair

NONE allowed. Students will be asked to shave on site or sent home if necessary.

Hygiene

Students are expected to maintain a neat and clean appearance of clothing and person.

Items Not Allowed

Visible tattoos, visible piercings (tongue, nose, face, etc.), hats, caps, scarves, visors, headbands, sweatshirts / jackets, and sunglasses are not permitted.

Academic Integrity:

It is the responsibility of our faculty and students to promote and contribute to a community of justice, honesty, integrity, and trust inside and outside of the classroom. At Cristo Rey San Jose Jesuit High School, we expect that our students embody a true and authentic “ownership of learning.” Integrity is an important component of the learning process and of all areas of life. A student’s integrity in his/her academic work is directly linked to his/her intellectual and moral growth. A high level of academic integrity is expected from all Cristo Rey students in all of their endeavors.

Academic Integrity includes:

- Taking ownership of your own learning and responsibility for your own work;
- Actively contributing on group work and collaborative assignments;
- Citing information or ideas that come from other sources;
- Showing classmates where to find information or how to complete a task without directly giving the information to them or completing the task for them;
- Asking teachers for help on assignments and projects;
- Communicating honestly and openly with teachers about incomplete work;
- Checking in with teachers and asking permission beforehand if you would like to work together with classmates on an assignment.

Violations of academic integrity include, but are not limited to, both cheating and plagiarism.

“**Cheating**” refers to any unauthorized attempt to give, receive, access, share, utilize, or falsify information on any assignment or assessment.

“**Plagiarism**” refers to any attempt to present another’s work or ideas as your own without proper acknowledgement.

Consequences for breaches of Academic Integrity include the following:

- The teacher(s) of the class in / for which the infraction occurred will confiscate the assignment and meet with the student(s) involved;
- The student(s) involved will receive a failing grade on the given assignment;
- The teacher will report the situation to the Dean;
- The Dean’s office will report the situation to the parents / guardians of the student(s) involved;
- The student will receive disciplinary and formative consequences based on the extent of the infraction;
- The situation will be documented in the student’s file held with the school;
- Re-submitting the given assignment is left to the discretion of the teacher(s) involved;
- Multiple infractions of academic integrity will be met with serious consequences, up to and including expulsion.

Retreat and Christian Service Requirements:

In addition to the school's academic and work-study requirements, Cristo Rey students are expected to attend and participate fully in their class retreat and Christian Service requirements each year. These experiences are a critical part of the student formational process, and therefore are required. A student cannot be promoted to the following year, or approved for graduation, without meeting these requirements.

Retreat Requirements:

Cristo Rey Retreats are an integral part of our students' spiritual formation, as well as a main avenue through which we work to build an authentic sense of community among the class members. The annual mandatory retreat for each year is as follows:

- Freshmen: A full-day retreat on a Saturday in the fall.
- Sophomores: A one-night, two-day overnight retreat in the winter or spring.
- Juniors: A two-night, three-day retreat in the spring.
- Seniors: A one-night retreat in the fall.

Christian Service Requirements:

For Jesuit schools around the world, the “prime educational objective” is the formation of students into “men and women for others.” This is a key component of our school program here at Cristo Rey. In order to continue to shape our students into true people of service, we require our students to be involved in service each year. Service experiences must introduce our students to injustices in our society and to those who are suffering as a result of these injustices. These experiences help our students to understand the oppression felt by others, to grow in empathy and compassion, and to form a habit of service which will hopefully lead into their adult lives. The Christian Service requirements for each year are as follows:

- Freshmen: Two service experiences with follow-up reflection activities.
- Sophomores: Three – Eight service experiences with comprehensive reflection project. (The three-experience option is 5 hours per experience, and the eight-experience option is 2 hours per experience.)
- Juniors: 20 hours of service (with no less than 5 hours in any trimester, and no more than 5 hours during any one day of service) with comprehensive reflection project.
- Seniors: 30 hours of service (with no less than 8 hours in any trimester, and no more than 5 hours during any one day of service) with comprehensive reflection project.

Please note that Christian Service experiences follow the same attendance policies as a typical school day. (Please see *Attendance Policies* in this Handbook.)

Disciplinary Issues:

Minor disciplinary issues will result in demerits / detention(s) or other disciplinary action by the class teacher and / or the Dean. All major disciplinary issues will be brought to the Dean or Principal and may result in in-school suspensions, out-of-school suspensions, and expulsions.

Students will be subject to severe consequences, up to and including expulsion, for any of the following major offenses:

- Repeat or gross disrespect for faculty or staff;
- Repeated disruptive behavior in class or any school-related activity;
- Play fighting or actual fighting;
- Active gang related behavior;
- Possession of weapons of any kind;
- Stealing;
- Gambling;
- Vandalism or destruction of school/job partner property;
- Possession, sale or use of alcohol, drugs, tobacco or any other controlled substance, or relative paraphernalia;
- Sexual activity, or sexually explicit material;
- Bullying or **harassment** of any kind, including verbal harassment, physical harassment, visual harassment and sexual harassment;
- Repeat violations of Academic Honesty policy;
- Repeat truancy.

Please note that any illegal activity at school may also result in consequences with local law enforcement.

Harassment:

Harassment on the basis of any protected characteristic is strictly prohibited. This includes any verbal or physical conduct that denigrates or shows hostility or aversion toward any individual or her/his relatives, friends or associates because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, citizenship or disability that:

- has the purpose or effect of creating an intimidating, hostile, or offensive school environment;
- has the purpose or effect of unreasonably interfering with an individual's performance in School;
- otherwise adversely affects an individual's school experience.

Harassing conduct includes, but is not limited to:

- epithets, slurs, or negative stereotyping;
- threatening, intimidating or hostile acts;
- written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school's premises where it could be viewed by others or circulated by any means in the workplace.

Sexual harassment in particular is strictly prohibited. Government regulations define sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

- when submission to such conduct is made a condition of a student's continued attendance at Cristo Rey;

- when submission to or rejection of such conduct is used as the basis for decisions affecting a student;
- when such conduct has the purpose or effect of unreasonably interfering with the student's performance or creating an intimidating, hostile, or offensive school environment."

Employees OR students who violate this policy against sexual and other forms of harassment will be subject to corrective action up to and including termination or expulsion.

Any student who believes that she/he has been the subject of sexual or any other form of harassment by anyone at Cristo Rey or by any person who does business with Cristo Rey, even a Corporate Partner, should bring the matter to the attention of a Cristo Rey staff member, the Principal, or the President of Cristo Rey. Upon notification of negative treatment, the student will be pulled from her/his Partner company site and not be allowed to return until the matter is resolved. A prompt and thorough investigation of any alleged incident will be conducted and appropriate corrective action taken if warranted. To the extent possible, complaints of harassment will be treated as confidential. Cristo Rey will not retaliate in any way against any current, potential or former student who, in good faith, reports harassment or participates in the investigation of such a complaint or report. Any attempt at such retaliation will not be tolerated and will itself be subject to appropriate corrective action up to and including termination or expulsion.

Gang Membership

We strongly believe that gang membership is dangerous for students, harmful to the safe learning environment of the school, and destructive to the community and families we serve. Therefore, students may be subject to immediate expulsion for gang membership, which can be defined in many ways, including, but not limited to:

- Gang graffiti and/or tagging;
- Representation of gang affiliation by way of colors, symbols, signs, clothing, etc. at any time or place, including online; The wearing of reds / blues and professional sports team logos are prohibited;
- Recruitment of students for participation;
- Violence of any kind, including verbal threats or physical harassment;
- Membership in gang-like crews;
- Tattoos of affiliation.

School Property

Cristo Rey students are expected to show the utmost respect for all school resources and property at all times. **Vandalism of any sort will be met** with very strict consequences. Food and drink are strictly limited to designated areas. **Chewing GUM is not permitted in the school at any time.**

Items at School

The school reserves the right to confiscate any item brought to campus, which is determined to jeopardize the safety, order, or learning environment of the school. Any illegal items or weapons will be met with severe consequences. Cristo Rey is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices.

Year-End Review

At the end of each academic year, the Administration, after consulting with the faculty and staff, will review the enrollment of each student. Those experiencing disciplinary, attendance, work-study, or academic difficulties, and those not making progress toward achieving the goals and objectives of Cristo Rey, may be asked to leave the school. No prior notice is required before students are dismissed from Cristo Rey.

Lost and Found

Any items found in the school building or on the school grounds should be delivered to the Lost and Found. Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity. Students who lose or damage any item owned or issued by the school must pay the replacement cost of the item plus any shipping costs for the replacement.

Searches

The school reserves the right to search any student or anything brought on school property. This includes cell phones and other electronic devices, student persons, backpacks, bags, or purses, or vehicles.

Driving / Parking

Unfortunately, due to restrictions on space, the school cannot accommodate students parking on school grounds. Therefore, students are not permitted to bring a vehicle to Cristo Rey. Furthermore, any student who is known to be operating a vehicle without a valid driver's license, and therefore is breaking the law, will be met with serious consequences.

Medication

If a student must take any medication in school which is prescribed by a doctor, that medication must be sent to school in the container received from the pharmacy and must have on its label the following information:

- a. Student's name;
- b. Name of doctor prescribing the child's medication;
- c. Frequency;
- d. Dose;
- e. Date.

All non-prescription medication should be taken to school with the following information:

- a. Student's name
- b. Frequency
- c. Dose
- d. Date

Any student allergies, immunizations, and medical needs must be listed on the student's medical form, and any changes or additions must be updated immediately upon notice from the doctor. If a student is prescribed an inhaler or EpiPen, an extra one should be registered with the student's name and kept at the school office.

Technology Acceptable Usage Policy:

Cristo Rey students are held to high moral standards at all times. Any inappropriate use of technology is strictly prohibited and will be met with consequences up and including expulsion and the involvement of law enforcement where applicable. This applies to technology use both at school and away from school. All student computer files, accounts, and network activity are subject to monitoring by school personnel. All personal electronic devices, including phones, are subject to search by school administration. The following are some, but not all behaviors, which simply cannot be tolerated:

- Cyber-bullying, or any harassment through email, social media, etc;
- Any attempt to access sexually explicit material, or any material that promotes violence, racism, sexism, substance use, or any other topic inconsistent with the principles and values of Cristo Rey;
- Any attempt to access, circumvent, subvert, or introduce a virus to any computer system or program;
- Any attempt to access files belonging to another individual;
- Any attempt to illegally install or download copyrighted material;
- Inappropriate use of social media, including offensive language, pictures, or graphics, or any other material which jeopardizes the reputation and values of Cristo Rey;
- Any attempt to audio or video record on-campus without the permission of a teacher for a specific class assignment.

Furthermore, each student is responsible for maintaining their school-issued technology device and will be liable for any damage to a school-issued device. Any damage to a school-issued device will be financially charged to the student and family.

Cellphones and Electronic Devices:

Cellphones may be used only during break time and lunch time and only in the designated cell phone area. Cellphones must be silenced and not visible at any other time or in any area other than the designated cell phone area, unless authorized by the class teacher for an academic purpose.

On the first cell phone offense, the cell phone will be confiscated by the teacher and given to the Dean. The student will receive demerits / detention, and the student may retrieve the cell phone from the Dean's office at the end of the school day.

On any subsequent offense, the cell phone will be confiscated by the teacher and given to the Dean. The student will receive demerits / detention, and the student's parent / guardian may retrieve the cell phone from the Dean's office at the end of the school day. The cell phone will not be returned to the student without a parent or guardian present.

No other personal electronic devices may be visible or audible at school or work at any time; this includes smart watches, which have been shown to be a distraction to learning and a potential means for compromising academic integrity.

Drug and Alcohol Policy:

Cristo Rey San Jose (CRSJ) reserves the right to drug test or “breath-alyze” any students at its discretion, and students may be tested at any time while attending CRSJ. The school reserves the right to use a variety of different drug and / or alcohol tests. Upon any suspicion of drug or alcohol use, the Dean and / or Principal will meet with the student and notify the student of these school policies. During this meeting, the student will have the opportunity to either admit to or deny any involvement with drugs and / or alcohol.

The following scenarios will be handled accordingly.

1.) Denial of Use

- a.) If a student states that he/she has not used, the student is then subjected to a test any time thereafter. If the test yields a positive result, this will be probable ground for expulsion, and parents / guardians will be notified immediately. In addition, a counselor will meet with the student and family in order to recommend outside counseling programs.
- b.) If the test yields a negative result, no further action is taken with the student until a subsequent suspicion arises. Parents / guardians will be notified of the negative test result.

2.) Admission of Use.

- a.) If the student self-reports / admits to having used drugs and / or alcohol, the student will be required to participate in counseling at CRSJ. The student will have at least six weeks to work with the school counselor before another test is administered. If the student tests positive after the counseling effort, this will be probable ground for expulsion, and parents / guardians will be notified immediately.
- c.) If the student tests negative after the counseling effort, no further action is taken with the student until a subsequent suspicion arises. Parents / guardians will be notified of the negative test result.

Health and Wellness Policies:

Cristo Rey strives to promote the health and wellness of all students and staff members on campus. In addition to the morning fitness program, the following policies exist to aid in our students’ health and development:

- Sugary drinks (including energy drinks, sports drinks, sodas, high-sugar juices, high-sugar coffee-based or dessert-like drinks) are not permitted on the campus at any time;
- Candy and gum are not permitted on the campus at any time;
- “Fast Food” is not permitted on the campus at any time; dropping off “Fast Food” lunches for students is prohibited.

Public Displays of Affection:

Consistent with the school's emphasis on professionalism, public displays of affection are prohibited at schools. Students may not engage in any kissing, groping, etc. in hallways or on school grounds. Violations may require a parent / guardian meeting with the Dean.

Protocol for After-school Commitments:

We acknowledge that there may be competing demands placed upon our students' after-school time. Below are guidelines, which should help direct where students with multiple commitments should be.

1. If a student has **Christian Service**, he / she must go to Christian Service. Our commitment to Christian Service is a major part of our "prime objective of forming men and women for others." The student can serve Supper Club or detention the next day. Christian Service supersedes sports and clubs; students and program directors should be communicating ahead of time to prevent assigning students Christian Service during a particular sports season if at all possible.
2. If a student has **Supper Club**, he / she must go to Supper Club (unless they have *Christian Service, see #1 above*). Our commitment to our student's academic growth through Supper Club supersedes sports and clubs, as well as detention.
3. If a student has **detention**, he / she must go to detention (unless they have *Supper Club or Christian Service, see #1 and #2 above*). Detention supersedes sports and clubs.

* A special exception to the above may exist if an athletic team is in danger of forfeiting a game due to a lack of players. In this unique situation, it is possible that a student could be excused from Supper Club, detention, or even picked up early from work in order to play in the athletic contest. This exception can only be granted by the administrator(s) responsible for the commitment the student would be missing in order to attend the athletic contest. It is important for our school to fulfill its commitment to athletic contests, and forfeits compromise this institutional commitment.

** From January until Easter, we will be offering Sacramental Preparation for those students wishing to receive the Sacrament(s). These students will meet once every two weeks at 3:30pm, and will be excused from Tutoring, Supper Club, and detention in order to attend these meetings.

*** Special exceptions may be made for students needed to represent our school for special donor events, campus tours, board meetings, and / or special events with corporate partners during after-school time. These situations will be dealt with on a case-by-case and student-by-student basis. Please bring these situations to the Dean of Student Life and / or Principal.

Tuition and Finance Policy:

Tuition is paid on a 12-month cycle. Statements are sent out monthly and amount owed is due upon receipt. We currently accept check, money order or cash. If paying by cash no change will be given. Any incidental costs incurred during the year, including but not limited to, uniforms, lost books, lost or damaged technology fees etc., will be added to the students account as incurred.

Child Abuse Laws:

California child abuse laws fall within the Penal Code, as they do in other states. The crime is broadly defined to include any type of cruelty inflicted on a child, such as mental abuse, physical abuse, sexual assault or exploitation, and neglect.

Mandated Reporters:

Child abuse must be reported when one who is a legally mandated reporter "...has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse or neglect..." (PC 11166[a]). "Reasonable suspicion" occurs when "it is objectively reasonable for a person to entertain such a suspicion based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse" (PC 11166[a][1]). Although wordy, the intent of this definition is clear: **if an adult at Cristo Rey (teacher, counselor, coach, administrator, staff member, etc.) suspects any child abuse with any of our students, we are required by law to report it.** Reports must be made immediately, or as soon as practically possible, by phone. A written report must be forwarded within 36 hours of receiving the information regarding the incident.

Buckley Amendment/Family Educational Rights and Privacy Act:

The **Buckley Amendment**, or the Family Education Rights and Privacy Act (FERPA), is a federal law that was enacted in November 1984. The law gives parents or "eligible students" (those who are over 18 years old) certain rights with respect to a student's educational records.

Jesuit High Schools Graduate at Graduation Statement:

Open to Growth

The Jesuit high school student at the time of graduation has matured as a person — emotionally, intellectually, physically, socially, religiously — to a level that reflects some intentional responsibility for one's own growth. The graduate is beginning to reach out in his or her development, seeking opportunities to stretch one's mind, imagination, feelings, and religious consciousness.

Although still very much in the process of developing, the graduate already:

1. is beginning to take responsibility for growth as a person; desires integrity and excellence in multiple facets of one's life.
2. is learning how to accept self, both talents and limitations, with a sense of humility and gratitude.
3. recognizes the need for leisure and recreation and budgets time for those activities.
4. exercises regularly for physical fitness and health.
5. understands principles of good nutrition and practices healthy eating habits.
6. understands the dangers of and avoids the use of controlled substances.
7. is more conscious of his or her feelings and is freer and more authentic in expressing them and managing one's impulsive drives.
8. is open to a variety of aesthetic experiences, and continues to develop a wide range of imaginative sensibilities.
9. is becoming more flexible and open to other points of view; recognizes how much one learns from a careful listening to peers and significant others; and recognizes one's biases, limitations, and thinking patterns.
10. is developing a habit of reflection on experience which informs future actions.
11. is beginning to seek new experiences, even those that involve some risk or the possibility of failure.
12. is learning to view criticism and setbacks as interesting, challenging, and growth producing.
13. begins to practice leadership skills, including vision, relating well and collaborating with others, and acting with integrity.
14. sees leadership as an opportunity for service to others and the community.
15. is developing a healthy and appropriate sense of humor.
16. is exploring career and life-style choices within a framework of faith and values.
17. is becoming more aware of choices and consequences relating to adult issues.
18. understands the implications and hazards of technology-based activities, including issues of privacy, social isolation, access to pornography, and addictive use of technology itself.
19. views emerging technology as potentially supportive to personal and professional growth.

Intellectually Competent

By graduation the Jesuit high school student will exhibit a mastery of those academic requirements for advanced forms of education. While these requirements are broken down into departmental subject matter areas, the student will have developed many intellectual skills and understandings that cut across and go beyond academic requirements for college entrance. The student is also developing habits of intellectual inquiry, as well as a disposition towards life-long learning. The student is beginning to see the need for intellectual integrity in his or her personal quest for religious truth and in his or her response to issues of social justice.

By graduation the student already:

1. has mastered those academic skills required for college (or for some other form of advanced education).
2. is developing mastery of logic and critical thinking.
3. is developing precision and creativity in oral and written expression within and across disciplines.
4. is developing a curiosity to explore ideas and issues.
5. is developing the ability to apply knowledge and skills to new situations.
6. is developing problem solving skills.
7. is able to learn in a variety of settings and through a variety of pedagogical approaches.
8. is developing the ability to learn as an active member of a team.
9. uses technology resources to support collaborative work for learning, problem solving, and communication.
10. uses effectively a variety of media resources to acquire, create and process information.
11. assesses media and content critically, attending, for example, to issues such as credibility of sources, values expressed or promoted, and civility and respect for persons.
12. is developing an organized approach to learning tasks.
13. can present a convincing argument in written and oral form that evidences sound analytical reasoning and convincing rhetoric.
14. is taking pride and ownership in his or her school accomplishments and is beginning to enjoy intellectual and aesthetic pursuits.
15. has begun to develop a knowledge of central ideas and methodologies of a variety of academic disciplines.
16. has begun to relate current issues and perspectives to some of their historical antecedents.
17. is growing in knowledge and understanding of his or her cultural heritage and of cultural complexities in one's local community and in a global society.
18. is beginning to understand the public policy implications of science and technology.
19. is beginning to understand the interdependence of global economic policies.
20. understands basic principles of personal finance and handles one's own finances responsibly.
21. is beginning to understand both rights and responsibilities as a citizen of one's country.
22. is beginning to understand one's own government and other forms and practices of government around the world.
23. understands the need for individual and community responsibility for stewardship of the earth's resources.
24. understands a variety of images of the human person through literature, biography, history, and the arts that lead to a greater appreciation of the variety of human experience.
25. is beginning to develop that critical consciousness which enables one better to analyze the contemporary issues facing men and women and to seek and evaluate the various points of view on these issues from the standpoint of a man and woman for and with others.

Religious

By graduation the Jesuit high school student will have a basic knowledge of the major doctrines and practices of the Catholic Church. Having been introduced to Ignatius spirituality, the graduate will also have examined his or her own religious feelings and beliefs with a view to choosing a fundamental orientation toward God and establishing a relationship with a religious tradition and/or community. What is said here, respectful of the conscience and religious background of the individual, also applies to the non-Catholic graduate of a Jesuit high school. The level of theological understanding of the Jesuit high school graduate will naturally be limited by the student's level of religious and human development.

By graduation the student already:

1. has read the Gospels and encountered the person of Jesus Christ as He is presented in the New Testament.
2. has a basic understanding of the Church's teaching about Jesus Christ and His redeeming mission, as well as the embodiment of that mission in and through the Church.
3. has an understanding of the variety of the world's religious traditions.
4. is beginning to take more responsibility for exploring and affirming one's own faith.
5. is increasingly willing to let religious faith influence one's basic values, lifestyle, and vocational interests.
6. understands that being fully alive/human necessitates an active relationship with God.
7. is aware/appreciates that human life is fundamentally spiritual.
8. has experienced the presence of God (finding God in all things): in private prayer, on a retreat, in liturgical prayer, and in some other moments of grace
9. is learning how to express self in various methods of prayer, especially those from the Spiritual Exercises.
10. is forming a Christian conscience, evaluates moral choices, and reasons through moral issues with increasing clarity.
11. appreciates the centrality of the Eucharist to a vibrant Christian community.
12. is learning through his or her own sinfulness of the need for healing by and reconciliation with friends, family, Church, and the Lord.
13. recognizes that any sin affects the entire human community.
14. understands the relationship between faith in Jesus and being a "man or woman for and with others."
15. knows Church teachings on moral issues and social justice.

Loving

By graduation, the Jesuit high school student is continuing to form his or her own identity. He or she is moving beyond self-interest or self-centeredness in close relationships. The graduate is beginning to be able to risk some deeper levels of relationship in which one can disclose self and accept the mystery of another person and cherish that person. Nonetheless, the graduate's attempt at loving, while clearly beyond childhood, may not yet reflect the confidence and freedom of an adult.

By graduation the student already:

1. is learning to trust friends, family, and adults in the school and wider community.
2. has personally experienced God's love.
3. is growing in self-acceptance and in recognizing that he or she is loved by God and others.
4. assumes responsibility for maintaining good personal health.
5. is attentive to sources of stress and applies healthy strategies to maintain balance in one's life.
6. is alert to the signs of emotional and mental distress in others and follows appropriate referral measures.
7. has begun to identify and work against personal prejudices and stereotypes; is open to and able to communicate with others, especially persons of another race, gender, religion, nationality, socio-economic background, or sexual orientation.
8. has personally experienced support from members of the school community.
9. has made specific contributions to build school community.
10. is becoming increasingly comfortable and mature in relating with persons of a different gender.
11. is beginning to integrate sexuality into his or her personality.
12. has begun to appreciate deeper personal friendships, while also learning that not all relationships are profound and long lasting.
13. is beginning to appreciate the satisfaction of giving of oneself through service for and with others.
14. is increasingly empathetic.

15. takes into account and values the feelings of others when making decisions.
16. is sensitive to the beauty and fragility of the created universe and exercises stewardship.
17. cares deeply about preserving human life.

Committed to Doing Justice

The Jesuit high school student at graduation has acquired considerable knowledge of the many needs of local, national, and global communities and is preparing for the day when he or she will take a place in these communities as a competent, concerned and responsible member. The graduate has been inspired to develop the awareness and skills necessary to live in a global society as a person for and with others. Although this commitment to doing justice will come to fruition in mature adulthood, some predispositions will have begun to manifest themselves earlier.

By graduation the student already:

1. is growing in awareness of selfish attitudes and tendencies which lead one to treat others unjustly; consciously seeking to be more understanding, accepting, and generous with others.
2. is beginning to see that Christian faith implies a commitment to a just society.
3. is growing in awareness of the global nature of many social problems such as human rights, population displacement, resource distribution, war/terrorism, etc., and their impact on human communities.

4. practices a sustainable lifestyle based on awareness of social, economic and environmental consequences.
5. is working to be environmentally responsible by limiting the use of non-renewable resources and maximizing sustainable resources.
6. is beginning to engage in the public dialogue on environmental issues, practices, and solutions.
7. is beginning to understand the structural roots of injustice in social institutions, attitudes and customs.
8. is gaining, through experiences of and reflection on Christian service, an understanding of and solidarity with marginalized members of society.
9. is developing, from reflection on experiences with the marginalized, a sense of compassion and a growing understanding of those social changes which will assist all in attaining their basic human rights.
10. is becoming aware, through study and reflection, of alternatives in public policy that regulate services provided to segments of the community.
11. has begun to reflect on social justice implications of future careers.
12. is beginning to understand the justice implications inherent in Christ's commandment to love one another.
13. is beginning to recognize the importance of public opinion and voter influence on public policy in local, regional, national and international arenas.
14. is beginning to understand the complexity of many social issues and the need for critical reading of diverse sources of information about them.
15. is beginning to confront some of the moral ambiguities embedded in values promoted by Western culture.
16. is beginning to make decisions, based on Gospel values, which sometimes conflict with the values of a materialistic society.

Work Experienced

The Cristo Rey Jesuit graduate has grown because of his or her work experience. Through reflection the graduate has begun to explore his or her own potential for growth, learning, and accomplishment in particular areas. Work presents an opportunity to discover and demonstrate personal talent, confidence, and capability. The graduate has begun to appreciate connections between learning in the workplace and learning at school. He or she values work because of its personal rewards and social benefit.

By graduation the Cristo Rey student:

1. is becoming a dependable, responsible worker of integrity with high ethical standards.
2. participates in the professional culture and norms of the workplace, including business and social etiquette and self-presentation.
3. is growing as a personable and effective team player, a confident self-starter, respectful and respectable.
4. is developing work place skills such as problem solving, adaptability, and accountability.
5. is coming to recognize through the work experience the value of current and future education.

Copy of Corporate Work Study Program 2016-2017 Student Agreement

Cristo Rey San José Corporate Work Study Program (CWSP) provides students with real-world job experiences and allows them to earn a sizable portion of the cost of their education. It is an integral part of their educational experience at Cristo Rey San José Jesuit High School. A positive attitude and personal commitment to high standards of professionalism, responsibility, and behavior are required.

This letter offers **conditional acceptance** to Cristo Rey San José Jesuit High School, contingent upon the student's performance, commitment, and attitude during the Summer Training Program. Upon completion of the program, Cristo Rey has the right to revoke acceptance if the student does not show potential for success with the Corporate Work Study Program.

The Summer Training Program (STP) will be in session from June 29th through July 29th, 2016. Classes will meet Monday through Friday. It is important to remember that if the student does not attend and successfully complete the STP at Cristo Rey San José Jesuit High School, their acceptance into Cristo Rey will be revoked.

Student Acknowledgment

As a new CRSJJHS student, I understand that I will be working a real job, in a professional workplace, for eight (8) hours a day, five (5) days a month, every month of the school year.

I understand and agree to abide by the following rules for the Cristo Rey San José Work Study program. I must:

1. Attend the entire Summer Training Program. I acknowledge that my acceptance to Cristo Rey may be revoked if I do not meet the expectations stated above.
2. Be dressed in appropriate Cristo Rey uniform and within dress code.
3. Be on time for transportation to and from work.
4. Be present on each assigned work day.
5. Make up any missed work day(s). If the work day is not made up, a fee will be issued.
6. Abide by Cristo Rey's code of conduct.
7. Abide by the specific rules and regulations of the sponsor's company or organization to which I am assigned.
8. Only use my phone for work-related purposes while on duty. No personal calls or text messaging will be permitted.
9. Only use the company internet browser for work-related purposes.
10. Have no piercings of the tongue, mouth, nose, or face, nor gauges in the earlobes. These will not be permitted in the professional environment of the workplace.
11. Submit to drug and/or alcohol testing as required by your workplace.
12. Grant permission to CRSJJHS and CRSJWS to use, and waive the right to receive payment for my picture – including photographic, motion picture and electronic (video) images, and my voice – including sound and video recordings, for all purposes in all media. This permission extends to all languages, formats and markets known or hereafter devised. This permission shall continue forever unless I revoke it in writing.

Copy of Corporate Work Study Program 2016-2017

Parent/Guardian Agreement

Cristo Rey San José Corporate Work Study Program (CWSP) provides students with real-world job experiences and allows them to earn a sizable portion of the cost of their education. It is an integral part of their educational experience at Cristo Rey San José Jesuit High School. A positive attitude and personal commitment to high standards of professionalism, responsibility, and behavior are required.

This letter offers **conditional acceptance** to Cristo Rey San José Jesuit High School, contingent upon the student's performance, commitment, and attitude during the Summer Training Program. Upon completion of the program, Cristo Rey has the right to revoke acceptance if the student does not show potential for success with the Corporate Work Study Program. **The Summer Training Program (STP) will be in session from June 29th through July 29th, 2016. Classes will meet Monday through Friday.** It is important to remember that if the student does not attend and successfully complete the STP at Cristo Rey San José Jesuit High School, their acceptance into Cristo Rey will be revoked.

I acknowledge that my daughter/son/dependent who is a new Cristo Rey student will be working a real job, in a professional workplace, for eight (8) hours a day, five (5) days a month, every month of the school year. I commit to the following:

1. Affirm that my daughter/son/dependent will attend the entire Summer Training Program. I acknowledge that my daughter's/son's/dependent's acceptance to Cristo Rey may be revoked if he/she does not meet the expectations stated above.
2. Ensure my daughter/son/dependent will arrive at school **on time** during the Summer Training Program and on every work day.
3. Acknowledge that if my daughter/son/dependent misses a day of work and fails to make it up, a fee will be issued.
4. Understand that all earnings from my daughter's/son's/dependent's work go toward their tuition.
5. Support my daughter/son/dependent in the Work Study aspect of their education at Cristo Rey San José Jesuit High School.

I confirm that I am the legal parent or guardian of the above signed student. I hereby give my permission and grant all rights necessary on behalf of myself and my daughter/son/dependent to Cristo Rey San José Jesuit High School, Cristo Rey San José Work Study, their respective agents, and anyone authorized by them for the following:

1. To take my daughter/son/dependent to and from work on their scheduled work days or on non-scheduled days for any work-related reason, on school-provided transportation;
2. To have my daughter/son/dependent drug and/or alcohol tested in accordance with the school and/or work program policies;
3. To have my daughter/son/dependent undergo fingerprinting and/or background checks and to supply all reasonable and necessary documentation in accordance with school and/or work program policies;
4. To have my daughter/son/dependent undergo medical screening, including but not limited to TB tests, and/or receive a flu shot in accordance with work program policies; and
5. To have my daughter/son/dependent participate in any other workplace-related processes, policies, restrictions, rules, and regulations required by a corporate sponsor which could include but are not limited to confidentiality agreements, media releases, and assignments of work products and other intellectual property.
6. Grant permission to CRSJJHS and CRSJWS to use, and waive the right to receive payment for my daughter/son/dependent's picture – including photographic, motion picture and electronic (video) images, and my daughter/son/dependent's voice – including sound and video recordings, for all purposes in all media. This permission extends to all languages, formats and markets known or hereafter devised. This permission shall continue forever unless I revoke it in writing.



CRISTO REY
SAN JOSÉ
JESUIT HIGH SCHOOL

Student / Parent Handbook 2016-2017

We acknowledge that we have reviewed the Cristo Rey Student Handbook, and we agree to abide by all rules and regulations of Cristo Rey. We will uphold the values and spirit of Cristo Rey at all times – at school, at work, during all school events and activities, away from school, in the greater community, and through online presence, including through all forms of social media.

Parent Signature: _____

Printed Parent Name: _____

Date: _____

Student Signature: _____

Printed Student Name: _____

Date: _____