

# STUDENT AND PARENT HANDBOOK 2017-2018



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## ***Mission***

**Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life.**

## ***Our Beliefs:***

- We work to challenge students with rigorous academics.
- We work to provide invaluable corporate employment experience.
- We work to create a safe and supportive environment rooted in faith-based values.
- We work exclusively with Atlanta's economically disadvantaged students of all faiths by opening the door to excellence in higher education, the workforce, community citizenship and Catholic values.
- We are the school that works in the heart of Atlanta.

## ***Our Vision:***

Cristo Rey Atlanta Jesuit is an apostolate of the Society of Jesus and one of 60 Jesuit high schools across the United States. Since 1548, Jesuit schools have formed students to become people of conscience, competence and compassion. The hallmark of Jesuit education is academic and personal excellence. The aim of Jesuit schools is the formation of men and women for others.

Students will graduate from Cristo Rey Atlanta Jesuit prepared to embark upon a journey of personal accountability, service to others and lifelong learning.

Our school utilizes a longer school day and year, structured academic assistance, and counseling support to prepare students for college. All students enrolled in the school participate in a unique Corporate Work Study Program through which they develop important skills and finance the majority of the cost of their education. The Cristo Rey Atlanta Jesuit Corporate Work Study Program provides students the opportunity to build core skills that will help them succeed in college and the modern workplace.

Cristo Rey Atlanta Jesuit High School is based on a proven model of success and is a member of a network of 30 Cristo Rey schools around the country that empower young students to achieve their full potential. Cristo Rey schools offer a unique curriculum that combines academics, extra-curricular programs, and professional work experience to prepare students for success in college and beyond. This model works, with 100% of graduates being accepted into college.

## ***Non-Discrimination Statement***

***Cristo Rey Atlanta Jesuit High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state or local law in the administration of its educational programs and activities or with respect to employment.***

# CRISTO REY ATLANTA JESUIT HIGH SCHOOL TEAM

## ***Academic Administration***

Mrs. Diane Bush	Principal
Mr. Patrick D. Medley, Sr.	Dean of Students
Fr. Thomas J. Kenny, S.J.	Mission Identity
Ms. Colette Reed	Registrar
Mrs. Erika Samaniego	Reception/Attendance
Ms. Vivian Burgoss	Reception

## ***General Administration***

Rev. Mr. William J Garrett	President
Mr. Nick Gentile	Chief Operating Officer
Ms. Shatavia Richardson	Human Resources
Mrs. Camille C. Naughton	VP Advancement
Ms. Mikayla Lofton	Advancement
Mrs. Bea Farach	Director of Communications and Volunteers
Ms. Kristi Deutz	Director of Finance
Mrs. Cindy Thompson	Finance Office
Ms. Deborah Williams	Finance Office
Ms. Christina Sanchez	Finance Office
Mr. Jorge Santandar	Director of Technology
Ms. Isabel Vasquez	Administrative Assistant

## ***Corporate Work Study Program***

Mr. Bruce Simmons	VP Corporate Work Study
Ms. Lymicca Pierre	Director of Corporate Work Study
Mrs. Cynthia Wassenar	Corporate Work Study Coordinator
Mr. Austin Hollimon	Assistant Coordinator of Corporate Work Study
Ms. Esther Powers	Assistant Coordinator of Corporate Work Study

## ***Admissions Office***

Mr. Joseph Barker II	Director of Admissions
Ms. Ana McQuilkin	Admissions Coordinator

## ***Counseling Department***

Ms. Elizabeth Huff	School Counselor
Mrs. Julie McSweeney	School Counselor
Ms. Elisa Buckner	College Counselor
Mrs. Mary Feeney	College Counseling Assistant
Ms. Alexis Johnson	Alumni Coordinator

## ***Campus Ministry***

Ms. Lauren Morten	Campus Minister
Mr. Pierre Monette	Assistant Campus Minister

## ***Academic Faculty***

Mrs. Alissa Brown	Physics
Mr. Stanmore Hinds	AP Chemistry / AP Environmental Science
Mr. Eric Adjei-Danquah	Chemistry
Ms. Rosi Muñoz	Biology
Ms. Marcia Pecot	Health Science
Ms. Emily Bird	AP English Language
Dr. Robert Feldman	English 12 / AP English Literature
Mr. Paul Rogers	English 11 / 9
Ms. Tammie Pogue	English 10
Ms. Danielle Davis	English 9
Mr. Carlos Vizcaino	AP Calculus / Calculus
Dr. Maria Gonçalves	Geometry
Mr. Casey Dudek	Pre-calculus / AP Computer Science
Mr. Stephen Nicholson	Algebra 1 / Advanced Algebra 1
Mr. Kevin Dachille	Pre-calculus
Mr. Joel Thomas	Algebra 1
Ms. Brigid O'Donoghue	Math Foundations 9
Dr. Robert Rivers	Religious Studies 10
Ms. Emma Marsden	Religious Studies 9
Mr. Alan McGill	Religious Studies 11
Deacon Sami Jajeh	Religious Studies 12/9
Dr. Jennifer van der Grinten	AP Capstone Seminar
Mr. David O'Shea	US Government / Economics
Mr. Andrew Straube	AP World History / AP US History
Mr. Brandon Render	Human Geography
Mr. Henry Moller	Human Geography / Biology
Ms. Alicia Walsh	World History / US History
Mrs. Bibiana Perez	Latin
Mr. Ryan Stevenson	Latin
Ms. Elizabeth Moreno	Spanish



## THE CRISTO REY ATLANTA JESUIT EXPERIENCE

Cristo Rey Atlanta Jesuit High School is a Jesuit values school in many ways, but most importantly in the way it interweaves several aspects of the student experience. There are two very different primary venues for this experience—the classroom and the workplace.

- The first is similar—though not entirely—to any other excellent school where students are expected to learn and to accomplish much.
- The second is a setting in which students experience a different sort of rigor than many of their peers in other schools.

Despite these two settings, however, it is one experience for the student—the experience of learning many things, both inside and outside the classroom, and seeking to integrate all the lessons into one’s own life. Each venue, and the total experience, asks a great deal of the Cristo Rey student—much by way of perseverance, individual responsibility, collaboration, self-discipline and motivation. Many things need to be learned, but these attitudes and life skills are the most significant learnings of all.

It is important, to articulate clearly the expectations of each of these settings—the classroom and the workplace—so that students understand what it is that they need to do and why, how they are to behave, and how they can succeed, not only for themselves, but for their families, their communities, and finally and always ***ad maiorem Dei gloriam (to the greater Glory of God)***.

For this is what the Cristo Rey Atlanta Jesuit experience is really about—not just success in the classroom or in the workplace or for oneself, though each is necessary and honored—but about developing our talents to the fullest so that we can use them well as men and women for others.

## ACADEMIC CULTURE AND POLICIES

### ***A Culture of High Expectations***

Cristo Rey Atlanta Jesuit has high expectations for behavior, character, and habits of study. Every student at Cristo Rey Atlanta Jesuit has the right to an excellent education. We are establishing an environment that will foster maximum learning and mutual respect while staying free of distractions and negative influences. Students are expected to be respectful of the educational process and to take responsibility for their own learning.

At Cristo Rey Atlanta Jesuit, we believe that consistent strong effort, professional demeanor, and distinguished academic performance lead to success in college and beyond. This is why we will recognize students who:

- Achieve Honor Roll status
- Attain perfect attendance
- Demonstrate good character

Cristo Rey Atlanta Jesuit will recognize students when they make good choices and act in accordance with the spirit and mission of the school.

### ***Classroom Behavior and Requirements***

Students are expected to come to class with a positive attitude and strong desire to learn. Students are required to be prepared for their classes by having the required materials, including paper, a writing instrument, necessary notebooks, textbooks, and any other materials required by the teacher.

Students are also expected to act in a manner that fosters the classroom learning experience by showing respect to the teacher and other students. For example, students should utilize the skill of active listening when a teacher or another student is speaking. When students are redirected (corrected for misbehavior), the response required of

them is to conform to the expectation of the teacher without argumentation or justification. Class time is not to be wasted challenging a teacher's disciplinary action. In class, we expect students to be active, cooperative learners who listen, ask, and answer questions.

### ***Dismissal from Class***

If a student is dismissed from class, he or she will report directly to the Dean of Student's or counselor's office. Class dismissals, especially successive dismissals, will result in disciplinary actions up to and including expulsion.

### ***Homework and Study Time***

Students are expected to complete homework every night *including the nights before and after work days*. In addition to written work, homework may include reading, reviewing class notes, studying for tests and quizzes, etc. Students are expected to use all available resources to enhance their education, including their teachers, teacher assistants, tutors, and the school library/media center.

Homework is given so students have the daily opportunity to review, reinforce, and increase their ability in a certain subject or skill. All students will receive homework assignments from their teachers throughout the school year. Students are expected to complete all assignments by the assigned due date. Students will be held accountable for missed homework. Students failing to complete homework assignments may receive JUG or other consequences administered by their teachers.

### ***Failure Policy and Summer School***

In order to continue at Cristo Rey Atlanta Jesuit, students must pass all courses with a grade at the end of the academic year of 60% or higher. Students who fail any subject during the course of the academic year **MUST** attend summer school for credit recovery. Failure of more than two courses during the academic year may result in dismissal from Cristo Rey Atlanta Jesuit.

### ***Course and Standardized Test Requirements for Graduation***

Students looking to graduate from Cristo Rey Atlanta Jesuit must complete:

- English (4 units)
- Mathematics (4 units)
- Science (4 units)
- Religious Studies (4 units)
- World Language (2 units in conjunction with 1 unit computer language, or 3 units of a world language)
- History and Geography (4 units)
- Health and Fitness (1 unit)
- Corporate Work Study (4 units)
- ACT Tests (Grades 10 and 11)

### ***Grade Scale***

A	B	C	D	F
90-100%	80-89%	70-79%	60-69%	0-59%

### ***Honor Roll (per Marking Period)***

- Honorable Mention: 85 Average, no grade below 75.
- Second Honors: 90 Average, no grade below 80.
- First Honors: 93 or higher Average, no grade below 85.

## ***Academic Awards***

While academic achievement should be its own reward, students do derive added incentive and satisfaction from the knowledge that their efforts will receive special recognition from Cristo Rey Atlanta Jesuit.

- *The Principal's Award:* The criteria for the award include the student's demonstrating consistent honors-level academic performance, academic growth, persistence, and teamwork and collaboration.
- *Honor Roll Awards:* Students who maintain an Honor Roll average for each term of the school year are designated as Honor Roll Scholars for that year. Students meeting such requirements are presented with the Scholars' certificate at the Academic Honors Assembly held in the fall term.
- *Corporate Work Study Award*

## ***National Honor Society***

The Southern Association of Independent School accredits Cristo Rey Atlanta Jesuit High School; this accreditation was necessary for the creation of a resident chapter of the National Honor Society. In the summer of 2017, the school created the St. Ignatius Honor Society. The criterion for admission to the St. Ignatius Honor Society will be precisely those established for admission to the NHS: "outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities" (NHS Constitution, VIII, 1).

# **ACADEMIC BEHAVIORS AND SCHOOL EXPECTATIONS**

It is the policy of Cristo Rey Atlanta Jesuit High School that actions to discipline or expel students from the School are taken in accordance with the policies and procedures set forth herein. Responsibility for compliance with this Policy will rest with the Principal. Nothing in this Policy shall, nor is intended to, limit the discretion or authority of the Principal to impose discipline upon any student for violation of any of the rules or regulations required by the School. A decision to discipline or expel a student performed in accordance with this Policy shall be final and binding upon the student and his/her parent(s) or legal guardian(s).

## ***Academic Honesty***

Cristo Rey Atlanta Jesuit is committed to students understanding the values of honesty and integrity in their academic pursuits. No grade, test, or paper is worth compromising one's integrity. Each student has the responsibility to submit work that is uniquely his or her own. All work must be done in accordance with established principles of academic integrity.

## ***Academic Dishonesty***

In cases of academic dishonesty, the student will be referred to the Principal. Cristo Rey Atlanta Jesuit wants to support the student and help him or her learn from the experience while still holding him or her accountable to the seriousness of cheating or plagiarism.

Cristo Rey Atlanta Jesuit considers cheating, copying, or the offering or receiving of unauthorized assistance or information in examinations, tests, quizzes, reports, papers or projects as a violation of academic honesty.

Some examples of these violations include:

- Leaving books or notebooks open during a test;
- Writing answers on desktops, hands, legs, arms or any part of the body;
- Looking at another student's test or quiz;
- Talking with another student during a test or quiz;

- Copying answers from another student when tests are being handed in;
- Talking with students from previous class periods in order to give or receive test information;
- Copying answers verbatim when working on a project together;
- Copying another student's homework, or giving one's homework to another student for the purpose of copying;
- Giving and/or receiving answers during examinations, tests or quizzes using unauthorized technology including cell phones and programmable calculators;
- Leaving the classroom during exams, tests, or quizzes to gain or provide answers.

There are clearly dishonest actions on written or creative assignments such as:

- Turning in a paper/project that has been composed or created by another student;
- Submitting a paper or assignment in Latin class that have been translated by another person or any electronic device (internet websites, pocket translators, etc.);
- Handing in a paper or project for credit that has already been graded in another class, without the approval of both teachers.
- Taking a copy of a quiz, test, or exam without the teacher's knowledge or express permission is serious offense.

### ***Plagiarism***

Plagiarism is a violation of academic honesty at Cristo Rey Atlanta Jesuit. It is intentional or unintentional appropriation of information, ideas, or the languages of other persons or writers as the submission of one's own. Such instances of plagiarism include:

- Papers or passages of papers that are copied verbatim from primary and/or secondary sources
- Papers that are copies of a fellow or former student's work

Both the complete documentation (a bibliography of sources) and the specific documentation (citation/footnote) are essential to avoid plagiarism. If a student quotes a source word-for-word, he or she must attribute the quote to its source by identifying the author, work, publisher, date, and location of the quote through documentation (e.g. by internal citation or footnote).

Cristo Rey Atlanta Jesuit defines plagiarism as the use of words, ideas, or information of another without informing the reader or listener of the source of these words, ideas, or information. The student must document all sources used in composing a paper, report, or presentation, and within that paper, report, or presentation, acknowledge when a particular idea stems from another source.

### ***Student Honor Council***

Any instance of academic dishonesty shall first be reviewed by the moderator of the Honor Council to determine whether the student should appear before a panel of student peers and faculty moderators regarding the incident. The Honor Council will conduct a hearing with the student present and make a recommendation to the principal concerning whether there should be consequences of the incident. The principal, along with the Dean of Students, will determine the appropriate consequences.

## **SCHOOL GENERAL POLICIES**

### ***Attendance Policy***

One goal of Cristo Rey Atlanta Jesuit High School is to help our students have a successful educational experience. School attendance is an essential part of students' educational experience and community building at Cristo Rey Atlanta Jesuit. Students should work to ensure that absences are nonexistent or rare. Every second, minute, and

hour of class time missed is detrimental to a student's academic success. One of the most important ways that parent(s) or guardian(s) can help a student succeed is by supporting this philosophy.

### ***Daily Schedule***

The school building opens by 6:00 a.m. The school day begins promptly at 7:30 a.m. Students must report to their House (on Monday; class every other day) no later than 7:27 a.m., or they will be considered tardy. Work Study students will report to the cafeteria immediately following announcements.

On regular academic days, school ends at 4:00 p.m. Tuesday through Friday and 3:30 p.m. on Monday. At the conclusion of the workday, all students must return to school for academic assistance, clubs, activities and sports. Students absent from school or work may not participate in any school activity held the day of the absence, including sports or other extra-curricular activities and programs.

The building closes to students each evening at 6:30 p.m. All students are asked to have departed by that time. Parents are asked to be sure that their sons and daughters have been picked up by 6:30 p.m. or that alternative transportation has been arranged.

### ***Reporting an Absence***

When a student is absent, a parent or guardian must phone the school at 404-637-2800 before 7:30 a.m. on the day of absence. If no call is made, the school's Attendance Office will attempt to call the student's home ASAP in order to ensure the student's safety. If the school does not hear from a parent or guardian of the student who is absent, the absence will be considered unexcused. A note **must** be provided when the school returns to school. In case of an absence of three (3) or more consecutive days, a note from a doctor **must** be provided for the absence to be considered excused.

### ***Unexcused Absence***

Once a student accumulates five (5) excused absences, an official doctor's note must be provided in order for a medical or dental absence to be marked excused. Without an official doctor's note, all absences for illness will be marked unexcused even if parents call or send a note to report a student sick.

Once a student accumulates five (5) unexcused absences, parent or guardian will be called to meet (in person) with the Principal or Dean to discuss the student's attendance problem.

Excessive numbers of days absent, whether excused or unexcused, may result in a grade of Incomplete for courses and may lead to the student remediating course work in summer school or in his or her being dismissed from Cristo Rey Atlanta Jesuit High School.

### ***Returning to School Following an Absence***

When returning to school following an absence, the student must report to the Attendance Office with a note written by a parent or guardian stating the dates and the reasons for the absence. This note must be presented before 7:30 a.m. on the day that the student returns to school. If a student is absent on three (3) consecutive days, a doctor's note must be submitted to the Attendance Office on the day the student returns to school.

### ***Planned Absences***

While Cristo Rey does not endorse a student missing school for non-health or family emergency-related reasons, situations may arise when a student will need to miss school. In that case, the student must file a Planned Absence Request. This form **must be completed and filed before the date** of the planned absence. Filing the request does not preclude the damage that may be done to the student's grade and learning caused by the absence.

### ***Missing Academic Work Due to an Absence***

At the start of the school year, all students will receive a course description or syllabus that will have a list of expectations, procedures, and grading policies for assignments and assessments. Some teachers may also provide a website for students with specific information about their courses that could be used as a resource when students are absent. Students should be aware of class policies regarding absences for tests, absences on days when tests are announced, and on making-up work missed during an absence. The primary responsibility for work missed during an absence rests with the student. Teachers will be willing to provide reasonable assistance to students who request help after an absence.

### ***Missing Exams Due to an Absence***

Any student who misses a exam must present a doctor's note to be able to receive full credit for that exam. Any student who returns to school without a doctor's note may not receive full credit for the exam.

### ***Extracurricular Participation on Days of Absence***

Students who are absent, excessively late for school (after 8:30 a.m.) or who go home sick on a given day are not allowed to attend or participate in any after-school or evening activity sponsored by the school on that day. Students failing to adhere to this policy may be suspended and may jeopardize their participation in future activities.

### ***Dismissal for Illness during the School Day***

A student who becomes ill during the school day is to report to the clinic with the permission of his or her teacher only. Students should not report to the clinic without reporting to his or her scheduled class first. The school will contact a parent or guardian who may then come to the school to sign the student out. Students may not contact parents from their cell phone to ask to be picked up early. No student will be released from school unless signed-out by a parent or guardian.

If a student becomes ill at work, the student should inform both the direct supervisor as well as the staff from the Work Study Office who will arrange pick-up for the student. Students who leave work early may be responsible for the time missed.

### ***Professional Appointments***

Students must be signed out by a parent or guardian at the time of release for the appointment. Students returning from an appointment must check in at the Attendance Office with a parent or guardian.

Students arriving to school late due to professional appointments must present the school with an official doctor's note before going to class. Parents should also contact and inform the school about the appointment beforehand.

***All efforts should be made to schedule appointments around school days and workdays.***

### ***Tardiness***

It is imperative that students arrive on time to school, work, and class. If a student is late to school (reporting after 7:30 a.m.), he or she must check in with the Attendance Office for a tardy slip. Tardiness to school or class will result in administrative disciplinary action, which may include serving JUG. Three (3) unexcused tardy days will result in a meeting with the Deans Office and possible further consequences.

### ***Truancy***

A student is truant if he or she:

- Is absent from school without the permission of a parent or guardian.

- Leaves the school grounds once he or she has reported for classes without the permission of the Administration.
- Cuts class (unexcused without permission of teacher).

In case of truancy, the parent or guardian will be notified immediately. Truant students may be subject to suspension and other disciplinary action. Repeated truancy is cause for expulsion.

Cristo Rey Atlanta Jesuit is obligated by law to report excessive absence to a student's home district.

### ***Pregnancy Policy***

Cristo Rey Atlanta Jesuit 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 Atlanta Jesuit promotes abstinence as the morally acceptable approach to sexual expression. At the same time, however, Catholic tradition also embraces a compassionate attitude toward individuals who become pregnant or who are responsible for pregnancy outside of marriage. As a result, Cristo Rey Atlanta Jesuit will extend every effort to assist and support the student in her/his educational development as well as in her/his personal and social adjustment.

If a female student should become pregnant, the pregnant student is allowed to continue attending classes pending her agreement and that of her parents to comply with certain requirements/restrictions imposed by the school. The student must continue to meet the same basic academic requirements as all other students (i.e. grades and attendance). Adjustments may be made by the administration based on the physical needs of the student (i.e. needing to leave class to use the restroom) and safety issues, as the pregnancy progresses.

When faculty and staff members first become aware of a student's pregnancy, all efforts will be made to help facilitate a meeting with the school counselor to ensure that appropriate follow-through is made with the family and the administration. This is to ensure the safety and wellbeing of the student concerned.

After the counselor has met with the student to discuss the school's expectations and requirements, the counselor will inform the student that the administration needs to be made aware of the situation. The counselor will make contact with the parent(s)/guardian(s) to let them know that a meeting with the school's administration is the next step. The counselor will also make sure that the student is connected to the appropriate outside resources. The counselor will discuss with the parent(s)/guardian(s) the need to begin (or continue) appropriate medical care and treatment.

The following are our requirements/restrictions regarding pregnant students:

- The student must be receiving appropriate medical attention. The school will require the name of the physician and a schedule of the medical care to be given (number of visits, etc.). The parent(s)/guardian(s) will give written permission to the physician to speak with the school counselor regarding the student's ongoing condition.
- No baby showers or other celebrations will be held or planned on campus.
- The faculty will be informed of the student's pregnancy, to ensure that the adult community is supportive of the student and also to ensure her physical safety.
- After the birth of the child, the student may remain at school if all other normal academic expectations are met. In addition, upon returning to school or work, the student must provide the school (counselor) with a medical release form, from her doctor.
- The student's ability to participate in and attend co-curricular activities such as athletics, dances, retreats, graduation functions, etc., will be determined by the administration based on individual needs and circumstances.

- If the father of the child is one of our students the same initial procedures will be followed, namely, the parent(s)/guardian(s) will be contacted and a meeting held with the administration and counselor. The student/father of the child will be obligated to participate.
- At the administration's discretion, modifications may be made to this policy.

### ***Solicitation Policy***

No solicitations by Cristo Rey Atlanta Jesuit students are allowed without prior permission granted from the Solicitation Committee. This committee will be made up of a representative from Administration, Corporate Work Study and Advancement and will review all solicitation requests.

The solicitation committee will meet every Friday to approve requests submitted for the week. Should there be no requests, the committee will not meet. Students wanting to solicit funds for a trip, extracurricular activity or event should obtain a solicitation form from Ms. Reed and submit in writing a request that:

- clearly identifies the sponsoring organization
- includes the amount of funding needed
- describes the program in detail; and
- includes a list of those individuals selected for solicitation

The student must then meet in person with the Solicitation Committee to discuss their application and agree to adhere to the decision provided by the Solicitation Committee.

Requests should be submitted to Ms. Reed at [reed@crestoreyatlantia.org](mailto:reed@crestoreyatlantia.org). Please note that the Committee will not approve requests for solicitation for programs run by for-profit companies (e.g., Travel agencies).

### ***Severe Weather and School Closings***

In cases of severe weather conditions, Cristo Rey Atlanta Jesuit will ordinarily follow the plan of the Atlanta Public Schools. Announcements will be posted on the school website and reported out by other electronic means. Families should watch local news programming for school closings or delay updates.

### ***Holidays and Vacations***

Cristo Rey Atlanta Jesuit does not support or encourage vacation outside of defined school breaks. Such absences will be considered unexcused. If a student misses school beyond the allotted school vacation time, he or she will be subject to consequences as described in the attendance policy, including loss of credit. The student is responsible for any missed work and will be expected to make-up missed workdays.

### ***Backpacks and Book bags***

Backpacks and book bags are to be used to help students transport their textbooks and other learning materials to and from home. Book bags will not be carried in the school building during the school day. Students are to place their backpacks and book bags in their assigned lockers.

### ***Buildings and Grounds***

Students must demonstrate respect for any property or building where school activities are conducted, including off-site, athletic, and campus ministry activities. Proper care of the buildings, as well as the furniture at these sites, is a direct responsibility of each student.

Any student who defaces and/or damages property (such as computers, phones, machinery, walls, lockers, desks, chairs, table, or windows) is required to pay for the damage. The school may prosecute graffiti and vandalism offenders to the fullest extent of the law.



Students are to remain on school property at all times. Students should not congregate on our neighbors' property.

### ***Cell Phones and Other Electronic Devices***

Cell phones and other electronic devices (e.g. iPads, digital music players, etc.) are NOT TO BE SEEN, HEARD, OR USED DURING THE SCHOOL DAY or else they will be confiscated. Students may retrieve their confiscated items by meeting with the principal.

Cell phones and electronic devices are to be kept in the student's locker at all times. Any student who fails to turn over his or her cell phone or electronic device when requested by an administrator or employee of Cristo Rey Atlanta Jesuit is subject to disciplinary action. Parents and guardians are required to help enforce this school rule by supporting all policies and procedures related to this rule. Parents and guardians are advised that any evidence indicating that the student has been using his or her cell phone during the school day will result in the cell phone being confiscated and held by the Dean.

There are NO EXCEPTIONS. In case of emergency and with permission, students always have access to calling a parent or guardian from the Office of the Principal, the Dean, or the office of any other administrator. In case of a health emergency or other health issues, parents and guardians can expect a call from the clinic. Parents and guardians who need to contact their son or daughter during the school day are to call Reception for emergency purposes only.

*We follow a strict three-strike rule with electronics:*

- 1st Offense: The phone/device along with the SIM card and battery are brought to the Dean of Students and kept for the remainder of the day and until the end of the following school day.
- 2nd Offense: The phone/device will be kept for ONE school week.
- 3rd Offense: The phone/device will be kept for TWO weeks and a parent conference will be required.

**Note:** Cristo Rey Atlanta Jesuit is not responsible for any lost or stolen phones and/or electronic devices that are brought on campus or confiscated.

### ***Student Dress Code***

Cristo Rey Atlanta Jesuit maintains a code of dress and grooming consistent with its character as an independent, Catholic, Jesuit college-preparatory school and with the professional workplace.

- This code contributes to a seriousness of purpose, a constructive learning atmosphere, and the development of sound personal habits and a positive self-image.
- The overall dress code requires that all students look professional, neat, and appropriate in order to be a positive representative of Cristo Rey Atlanta Jesuit at all times.
- Students are expected to maintain a neat and clean appearance. Attention should be paid to proper hygiene: showering, using deodorant, brushing teeth, combing hair, and ironing clothes.
- Students are expected to follow the same dress code for work as they do for school, regardless of the dress code enforced at the workplace.

***The school reserves the right to determine what constitutes appropriate dress and personal grooming. In all cases, the school has the final say concerning dress and appearance.***

- **Summer Dress Code** will be in effect from the beginning of the school year until the day after the Columbus Day Holiday and from the Monday after spring break through the end of the school year.
- **Full Dress Code** will be in effect from the day after the Columbus Day Holiday through the Friday before spring break and will end the day school resumes after Spring Break.
- **Business Dress Code** is required for all Corporate Work Study Days.

**Proper Uniform Attire for MALE Students:**  
**Full Dress Code**

**Pants/Belts**

Only charcoal gray dress slacks will be worn with black or leather, or synthetic leather belt at all times. No Dickies, baggy pants, cargo pants, pants with extra pockets, or jean-like fabric pants will be permitted. No large belt buckles are permitted.

**Shirts**

Only white button-down dress shirts are permitted and must be tucked-in at all times. All buttons must be buttoned at all times, including the top-most and collar buttons. Undershirts should be white with no writing, images, and/or designs.

**Ties**

Uniform tie **MUST** be worn at all times, cinched at the collar, with the top button buttoned.

**Socks**

Dress socks of an appropriate dark solid color such as black, dark gray, or navy are permitted. Designs/stripes are not permitted.

**Shoes**

Only black leather or synthetic leather dress shoes are permitted. Sneakers, boots, Vans, (or Van-like shoes), Toms, UGG boots/slippers or sandals are not permitted.

**Jewelry**

Jewelry is limited to an appropriate necklace worn *underneath* the shirt and a single watch. No earrings or piercings are permitted. No silicone bracelets with inappropriate printed comments or images are permitted. All jewelry must be appropriate for Cristo Rey Atlanta Jesuit.

**Hairstyle**

Hair is to be neat, clean, properly combed of modest and professional length, and a natural color (hair must be one solid color). Hair should be above the collar, above the ears, and above the eyebrows. No mohawks, pony tails, buns, or designs are permitted. Students should be clean-shaven at all times. Sideburns must be above the earlobe.

**Make up/Cologne**

Make up and nail polish are not allowed. Minimal or no cologne use is suggested.

**Tattoo**

No visible tattoos are permitted.

**Sweaters and Vests**

School sweaters and vests are optional during summer and spring. Student should a wear sweater in the winter. No other jackets, sweatshirts, sweaters, Cristo Rey Atlanta Jesuit sweatshirts or other pieces of outer clothing are permitted inside the school or workplace. Students are required to purchase the school's sweater.

**Blazers**

Blazers are permissible on non-CWSP days. They may be worn over the school sweater or vest.

**Hats/Sunglasses**

Hats, caps, visors, headbands, scarves and sunglasses are not permitted.

**Summer Dress Code**

In lieu of Oxford shirt and uniform tie, the student is permitted to wear the school polo shirt.

### **Business Dress Code**

In addition to Full Dress Code, students will wear blazers on CWSP days, unless otherwise indicated by the Director of CWSP.

### **Proper Uniform Attire for FEMALE Students:**

#### **Full Dress Code**

##### **Skirts**

A gray uniform skirt or skort will be worn and purchased from Charter School Uniforms with modesty shorts permitted. Skirts must be no shorter than the top of the knee when standing.

##### **Shirts**

Only a white button-down shirt or blouse is permitted. All buttons must be buttoned at all times. Undershirts should be white with no writing, images, and/or designs. Undergarments should not be able to be seen.

##### **Ties**

Uniform tie MUST be worn at all times, cinched at the collar, with the blouse buttoned.

##### **Tights/Socks**

Solid tights in navy, gray, black, or white may be worn. Solid navy, grey, black or white knee-high socks are permitted in excessive hot weather. Designs/stripes are not permitted.

##### **Shoes**

Only black dress shoes are permitted. No open-toed or high-heeled shoe. Sneakers, boots, Vans, (or Van-like shoes), Toms, Ugg boots/slippers or sandals are not permitted.

##### **Jewelry**

Jewelry is limited to two pair of tasteful earrings (no larger than a quarter and no name earrings), an appropriate necklace worn underneath the shirt and a single watch or bracelet. No nose, tongue, eyebrow, lip or any other facial piercings are permitted. No silicone bracelets with inappropriate printed comments or images are permitted. Costume jewelry (thick metal bracelet) will not be permitted. All jewelry must be appropriate for Cristo Rey Atlanta Jesuit.

##### **Make-up/Perfume**

Make-up should be appropriate, modest, and tasteful. Excessive make-up is not permitted. No dark or bright colors or designs are permitted. This includes eye shadow and nail polish. Red, pink, and French-nail are generally considered acceptable. Fingernails should be kept at a length that is appropriate for a corporate office environment. Minimal or no perfume use is suggested.

##### **Tattoos**

No visible tattoos are permitted.

##### **Vest**

A dark blue sweater vest with the school emblem is optional to be worn during the summer and spring, for work, on days of worship, and for special occasions to be announced. Students are required to purchase the school's sweater vest.

##### **Hairstyle**

Hair is to be neat, clean, and properly combed of modest and professional style, and a natural color (hair must be one solid color). Hair should not cover a student's eyes. Hair bands, bows, or ribbons are permitted but must be white, gray, or navy blue. Hair accessory colors can vary, but should not cover the entire head. Netted, or bandanna designed hair bands/bows are not allowed.

### **Sweaters and Vests**

School sweaters and vests are optional during summer and spring. Student should wear the sweater in the winter. No other jackets, sweatshirts, sweaters, Cristo Rey sweatshirts or other pieces of outer clothing are permitted inside the school or workplace. Students are required to purchase the school's sweater.

### **Blazers**

Blazers are permissible on non-CWSP days. They may be worn over the school sweater or vest.

### **Hats/Sunglasses**

Hats, caps, visors, headbands, scarves and sunglasses are not permitted.

### **Summer Dress Code**

In lieu of oxford shirt and uniform tie, the student is permitted to wear the school polo shirt.

### **Business Dress Code**

In addition to Full Dress Code, students will wear blazers on CWSP days, unless otherwise indicated by the director of CWSP.

### **Consequences for violation of dress code**

Dress code violations are ordinarily sanctioned with JUG. Repeated dress code issues will be dealt with through further disciplinary consequences.

### ***Lockers***

Lockers are the property of Cristo Rey Atlanta Jesuit High School. They are provided to ensure the safe keeping of students' school materials and personal belongings. Students are expected to keep their lockers neat and orderly. Administrators may conduct locker inspections at any time. If a student's locker is messy, he or she will be required to clean and organize the locker.

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; only magnets may be used. Only items of an appropriate nature will be allowed in lockers. No food or personal items of great value should be kept in a locker overnight. The school does not assume responsibility for lost or stolen items.

Each student must ensure that his or her locker is closed, locked, and secure. A student may only use the locker assigned to him or her. Using another student's locker may result in disciplinary actions.

### ***Medication Policy***

- It is the policy of our school that students carry no drugs or medication with the exception of asthma inhalers and Epi pens.
- All medications are to be administered by the school nurse or his or her designee only.
- If it is necessary for a student to take medication during school hours, it must be in the original container and must be accompanied by a school medical form completed by the parent or guardian specifying the time for the medication to be given.
- Medications not accompanied by the proper medical form completed and signed by the parent or guardian will not be administered.
- Only medication approved by the parent or guardian on Cristo Rey Atlanta Jesuit's official medical release form will be given to the student.

### ***Immunization Policy***

It is Cristo Rey Atlanta Jesuit High School's policy that all students must be immunized. It is recognized that some parents do not agree that all children must be immunized, but in order to attend Cristo Rey Atlanta, a private high school, all students must have current immunizations in accordance with current Georgia State law requirements. A copy of an updated immunization form for every student, as well as a physical exam that has been administered within the calendar year must be provided to the school for all entering freshmen, within thirty days of start of school, or the student will be asked to leave.

### ***Confiscation of Contraband***

Students may be subject to a search of the belongings on their person. School authorities at times may search places such as lockers, desks, and other school property, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants. Inappropriate items will be confiscated at the discretion of school officials and disciplinary consequences may be given.

All lockers and other school areas provided for student use on school premises remain the property of the school and are subject to inspection, access for maintenance, and searches. School authorities are allowed to search any area of the school.

## **PERSONAL SAFETY AND HEALTH: ALCOHOL, DRUGS AND TOBACCO**

Parents and students should be aware that Georgia law has established a school safety zone that includes the schools and areas within 1000 feet of those schools, in which tobacco products, drugs, alcohol, and weapons are strictly forbidden. Cristo Rey Atlanta Jesuit is a drug, alcohol, tobacco free campus at all times and during all events. Cristo Rey is required by law to report drug and weapon violations to the police and the Fulton County District Attorney.

The use, possession, sale, purchase or distribution of illegal drugs, alcohol and tobacco products or electronic cigarettes and accompanying liquid solutions on or off our campus at any time, including but not limited to personal and/or after-school functions, is strictly prohibited. A school function is any activity in which the name of Cristo Rey is used whether the activity takes place on school grounds or not. The amount of alcohol/drugs/tobacco is irrelevant. The possession of drug-related paraphernalia or alcohol is likewise prohibited. Students who demonstrate by their behavior that they are involved in illegal use of drugs and/or alcohol could be subject to a random drug test ordered by a member of the administration. In addition, students who are associated with other students in possession of alcohol, drugs or tobacco products in any vehicle or at any off-campus event are subject to the same disciplinary penalties. If the student refuses help or will not agree to abide by the school's policies, he or she will NOT be permitted to remain in the school community.

**For use or possession of drugs, alcohol, drug-related paraphernalia, tobacco or electronic cigarettes and accompanying liquid solutions the penalty is suspension or expulsion. For sale, purchase or distribution, the penalty is expulsion. The administration reserves the right to determine the school's involvement at the time of the incident or at the time the incident is reported to school administration.**

Cristo Rey requires that a student involved in the illegal use of drugs or alcohol will participate in a school approved professional assessment. Then the student, along with his or her parents, will meet with a team from Cristo Rey which has been assembled by the Principal. This team will review the required professional assessment and establish a contract for continued attendance at Cristo Rey. The contract will be based on abstinence, prescriptive therapy, and ongoing random drug testing (at parents' expense) with results being shared with Cristo Rey. This contract will remain in effect for the duration of the student's matriculation at Cristo Rey.

## ***Drug and Alcohol Contract***

Students are placed on Drug and Alcohol contracts when they have violated the drug, alcohol and tobacco policies as stated in the student handbook. Parents will be notified in writing when their child is placed on drug and alcohol contract by one of the Deans of Students. Signed contracts (as well as all official school documents) must be returned to the Dean's Office within 2 (two) school days of receipt to avoid further disciplinary penalties. Should the student remain at Cristo Rey, a drug and alcohol contract will be in effect through graduation with the following stipulations. Additional stipulations may be required based on the individual case.

### ***Drug and Alcohol Contract Requirements***

The student must have negative results when randomly screened for drugs, alcohol or tobacco from the time the contract is initiated until graduation. The student must meet initially with a Cristo Rey school counselor and then continue to meet with the school counselor as outlined in the initial session.

The student must comply with any additional stipulations as set forth by the school administration and/or Cristo Rey school counselor. Such stipulations could include but are not limited to: Alcoholics Anonymous or Narcotics Anonymous meetings, entering a rehabilitation facility, outside counseling, etc. If outside psychological/psychiatric counseling must be obtained, the assigned Cristo Rey counselor must have contact authorization for consultation about treatment.

A student who has been placed on drug and alcohol contract is on probation and may be subject to all the penalties and restrictions implied by probation including ineligibility from athletics and other extra-curricular activities.

Additional use of tobacco products will result in more stringent disciplinary penalties. A second alcohol or other drug related incident (as defined in the student handbook) and/or any "positive" drug tests (as outlined above) will result in an appearance before the Dean with a likely recommendation to the Principal for expulsion from Cristo Rey Atlanta Jesuit High School.

## **TECHNOLOGY AND INTERNET USE**

Cristo Rey Atlanta Jesuit provides Internet access to students as a research tool and means to communicate. Information gathered from the Internet is viewed as another reference material in school. School officials may monitor any use of the Internet.

All students are expected to conduct themselves via the Internet in a manner appropriate of Cristo Rey Atlanta Jesuit. Any student whose behavior on the Internet demonstrates either a serious disregard for the dignity of self and others or the reputation of Cristo Rey Atlanta Jesuit may be subjected to disciplinary action. Students will be held responsible for material posted on the Internet or via cell phone (blogs, webpages, Facebook, Twitter, etc.) regardless of whether the student used a school, work, home, or other outside computer or when the material was posted. The failure to follow the terms of this policy will result in the loss of privileges or disciplinary action.

All Cristo Rey students are given the use of a personal computer for the school year. These computers are property of Cristo Rey Atlanta Jesuit High School; care for his or her designated computer is among the primary responsibilities of each student. The school reserves the right to charge the student for the computer in case of loss or damage. Abuse of the computer and Internet privileges may result in sanctions up to and including expulsion. All students and parents will be required to sign a separate Acceptable Use Agreement.

### ***Unacceptable Internet Use***

The following are considered unacceptable uses of the internet/computer:

- Using the network for non-school related activities (gambling, inappropriate violent games, etc.);

- Destroying or vandalizing computer equipment;
- Deleting resources intentionally;
- Violating the privacy of others;
- Using someone else's account;
- Using abusive language or profanity;
- Spreading computer viruses;
- Posting other's material;
- Sending or retrieving inappropriate material;
- Visiting social network sites such as Facebook, etc.
- Accessing areas that would be offensive to students, teachers or parents and guardians because of pornographic content; racial, ethical or minority disparagement; advocacy of violence or illicit/illegal content;
- Posting personal information that would jeopardize a student's own safety or the safety of another member of the Cristo Rey Community;
- Illegal use of software, freeware, or shareware or use of any software without the approval of the school; and,
- Filming or taking pictures of faculty and staff without proper permission.

***Privacy Expectation: Cristo Rey Atlanta Jesuit Access to all School Property and Equipment***

All Cristo Rey Atlanta Jesuit electronic and voice communications systems as well as all information transmitted by, received from, or stored in these systems are school property and are intended for school use.

Everyone should be aware that Cristo Rey Atlanta Jesuit has the technical capability to monitor its electronic and voice communications systems. Such monitoring could include Internet use of any kind, employee files (including those maintained on computer diskettes, network drives or other hardcopy form), and voice-mail and e-mail messages. Therefore, the same standards with respect to the quality and tone of the content of electronic and voice communications should be applied as would be done with any other means of business communication.

If a student receives an inappropriate message from another student, the Dean of Students should be notified immediately. If a student receives an inappropriate message from an employee or other adult connected with Cristo Rey Atlanta Jesuit, the Principal should be notified immediately.

***Guidelines for Student-Teacher or Student-Coach Electronic Communication***

In general, it is expected that all communication between students and school employees, whether faculty or coaches or any other adult in the Cristo Rey Atlanta Jesuit community, will take place on school email accounts. Adult members of the community have been instructed not to accept communications from students' personal accounts. This is for the protection of both students and adults.

It is also expected that faculty and coaches will use the school websites to convey basic information regarding classes, athletics, other student activities, and any other school-related information.

Texting is not an appropriate mode for student-teacher or student-coach communication. It should only be used in cases of genuine necessity.

School personnel are prohibited from using personal social networking sites for school purposes. They are likewise prohibited from initiating or accepting "friend" requests from current students.

Students are not to change the computer name, local administrator properties or remove/destroy laptop labels with asset tag and serial number information under any circumstance.

No student should plug a wired connection into any port on campus without permission from a member of the Cristo Rey staff or faculty.

## ***Other Social Media Policies***

Students and their families are not permitted to create Cristo Rey Atlanta Jesuit or Cristo Rey Atlanta Jesuit-related websites without the express permission of the school administration. Any Cristo Rey Atlanta Jesuit or Cristo Rey Atlanta Jesuit-related websites must have an administrator authorized by the school.

As noted above, on-line communications between Cristo Rey Atlanta Jesuit students, or Cristo Rey Atlanta Jesuit students and others, are a matter of concern to the Cristo Rey Atlanta Jesuit Community. Inappropriate online behaviors such as bullying, threatening, the posting of inappropriate material, etc., will be subject to the school's sanction and may affect a student's standing, even leading to expulsion from the school

All students and school personnel are reminded that personal postings may have long-term consequences, not only in the context of the school community at present but within the larger context of the poster's future and reputation.

These things having been said, it is hoped that all members of the Cristo Rey Atlanta Jesuit High School community will develop worthwhile, constructive and creative ways of using the extraordinary opportunities and access that the internet and social networking provide.

## ***Use of the School Symbols***

The Cristo Rey Atlanta Jesuit school name, logo, and mottoes are property of the school and must not be misused in any way, shape, or form. No one may use the school name, logo, or motto on any type of social media (Facebook, Twitter, Instagram, etc.), other internet site or communication or in any other way (e.g., putting the school name on t-shirts) without the explicit consent of the school administration.

# **SCHOOL DISCIPLINE SYSTEM**

The point of school discipline is to enhance the opportunity for learning for the whole school community and to bring good repute on the community—a good repute from which each member of the community benefits. Hence, any action or word or attitude which negatively affects the learning process for any student, or which damages the reputation of the school community, will become an issue. Conversely, any action or word or attitude which enhances the learning process, or which brings good repute to the community and its members, is encouraged and celebrated.

## ***Code of Conduct – R.E.S.P.E.C.T.***

The code applies to any student who:

- Is on school property;
- Is engaged in any school activity;
- Affects through his or her conduct at any other time or place the order and discipline of the school, the safety and welfare of others, or the good reputation of Cristo Rey Atlanta Jesuit High School.

## **R.E.S.P.E.C.T**

Students at Cristo Rey Atlanta Jesuit have been admitted because they have expressed a strong desire to work hard and be responsible, thoughtful individuals. As a member of the Cristo Rey Atlanta Community, our students are committing themselves to:

**R—READY to LEARN** when entering the classroom.

- Students take their seats when they enter the room.
- Students take out needed materials for class.
- Students review the board for instructions.



- Students begin DO NOW activity before the bell rings.
- Students work silently when the bell rings.

**E—ENGAGED and ACTIVE** during the lesson.

- Students ask questions.
- Students participate while working in groups.
- Students listen actively and contribute to classroom discussion with positive input.
- Students volunteer to answer questions and respond when cold-called.

**S—SILENT and ATTENTIVE** when a speaker is talking.

- Students sit up quietly in their seats when someone (or a video, movie clip, tape recording, etc.) is speaking.
- Students listen and make eye contact with the speaker.
- Absolutely no side conversations are permitted during a presentation. One person speaks at a time.

**P—PROPERLY DRESSED** in school uniform.

- Students must be in full uniform when entering classroom.

**E—EMBRACE REDIRECTION** with a positive attitude.

- Students receive redirection (correcting misbehavior) when needed. Teachers and students work together to build positive relationships.
- Students should not talk about redirections with teachers during class-time.
- Students should listen and continue with class assignment. Meet with teacher after class, school or during break.

**C—COME ON-TIME** to class.

- Students are in their assigned classrooms and seats when the school bell rings.

**T—TAKE RESPONSIBILITY** for my actions and learning.

- Students complete and turn in assignments.
- Students take pride in the work they do.
- Students take initiative to seek out teachers for missed assignments when absent and make up work and assessments in a timely fashion.
- Students ask for extra help in subjects when needed.
- Students leave the classroom in an orderly fashion.

## ***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, affiliation, or behavior, 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;
- Recruitment of students for participation;
- Violence of any kind, including verbal threats or physical harassment;
- Membership in gang-like crews;
- Tattoos of affiliation; and,
- Shaved brows.

## ***Bullying, Harassment, Hazing, And Intimidation***

Any form of bullying, harassment, hazing, and intimidation is prohibited in Cristo Rey Atlanta Jesuit. Finding that a student is in violation of this rule may result in immediate suspension or expulsion from Cristo Rey Atlanta Jesuit.

For the purposes of this code of conduct, bullying is the intentional 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 target (person) that:

- Causes physical or emotional harm to the target or damage to the target's property;
- Places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- Creates a hostile environment at school for the targeted person;
- Infringes on the rights of the targeted person at school; or
- Materially and substantially disrupts the education process or the orderly operation of school.

These acts include, but are not limited to:

### **Direct Bullying**

- Physical: hitting, kicking, punching, shoving, and spitting;
- Verbal: using a racial or sexual comment, name-calling, teasing, taunting, and threatening;
- Non-verbal: obscene gestures, stalking.

### **Indirect Bullying**

- Physical: getting another person to assault someone.
- Verbal: spreading rumors, gossip. Non-verbal: cyber-bullying

## ***Cyber Bullying***

Cyber bullying is a particularly insidious form of bullying and deserves particular attention.

This happens when a student(s) send or post text and/or images intended to hurt or embarrass another student(s) by use of electronic devices through means of email, instant messaging, text messages, blogs, mobile phones, telephones, pagers, social websites (Facebook, Twitter, etc.), two-way pagers, or through use of YouTube video, or any other electronic means.

## ***PDA (Public Displays of Affection)***

Public displays of affection are detrimental to a school culture. Such acts include hugging, kissing, and inappropriate touching of body parts or taking part in sexual activities. PDA are not accepted in the school setting because of the negative effects it has on the school and student's reputation. Cristo Rey says no to PDA. Any student failing to adhere to this may be subject to JUG or other disciplinary action by the Dean of Students.

## ***Weapons and Other Severe Violations***

School officials shall report weapon violations to the Cristo Rey administration team immediately. The local police will be contacted. The definition of weapons for which students can be expelled may include, but not limited to: knives, firearms, brass knuckles, box cutters, clubs or any other item (such as bats, pipes, sticks, etc.)

Any violation that could be defined or construed as a criminal act may also be subject to police investigation.

## ***Disciplinary Consequences***

### **JUG Process**

JUG will be held daily immediately after school dismissal. JUG will take place in a designated JUG Room. (A teacher's detention will ordinarily be held with the teacher in her or his classroom.)

JUG take precedence over any other school activity. Students may NOT reschedule JUG to attend a school event or extra-curricular activity (including sports events).

JUG will be served either the afternoon of or the afternoon following the infraction as determined by the Dean of Students or the teacher administering the punishment. For example, if a student receives a detention or JUG on Monday the detention or JUG MUST be served either that day or on Tuesday. Students are expected to make whatever changes are necessary in their schedules so that detention or JUG will be served accordingly. Students must check in with the JUG facilitator if he or she is unable to attend.

### **In-School Suspension (ISS)**

The Dean of Students will inform students whether they must serve an ISS of one to three days.

### **Out-of-School Suspension (OSS)**

Out of School Suspension is reserved for severe infractions. The Principal will inform students that they are required to serve an Out of School Suspension (OSS) as well as the number of days that they will be suspended.

### **Disciplinary Probation**

A student who consistently breaks the school rules or who fails to live up to the clear expectations set for his or her conduct may be put on Disciplinary Probation and placed on a contract established by the Principal. Students on disciplinary probation may forfeit the privilege of participating in any extracurricular activity or sport and may be restricted from attending any special school events, such as performances, games, or dances for the entire period of the contract.

### **Contract Review:**

- At the end of the contract period, all faculty members who teach the student will review the student's effort to satisfy the contract and make a recommendation to the Principal.
- If the student receives a satisfactory assessment, he or she will be deemed once again satisfactory student and will enjoy all the rights and privileges of a Cristo Rey Atlanta Jesuit student.
- If at the end of the contract period a student receives an unsatisfactory assessment, the parent or guardian will be called and the student will be face further disciplinary sanctions up to and including dismissal from the school.

### ***Infractions/Violations and Consequences***

**The following behavioral offenses will typically result in immediate expulsion by the Principal without redress to the Discipline Board:**

- Participating in any form of distribution of any controlled substance (distribution includes, but is not limited to, selling, giving away, trading, arranging the exchange of or providing information to facilitate any form of exchange). Controlled substances include "look-alikes" associated with controlled substances, performance-enhancing drugs, or other hazardous substances including inhalants.
- Misuse of prescription medicine, as well as misuse of over-the-counter medicines or being under the influence of drugs or any other legally controlled substance, on school grounds or at any school.
- Stealing, or enabling others to steal, or being in possession of stolen property, knowingly or unknowingly.
- Bringing a firearm of any type, ammunition, explosive or flammable materials, martial arts weapons of any type, or a knife, dirk, dagger, or switchblade or any other item with a blade measuring longer than 2 inches onto the Cristo Rey Atlanta Jesuit High School campus at any time, or having in one's possession any item as previously cited, at any school activity, function or event.
- Manufacture, possession, or use of explosives, firebombs or other destructive devices on or in school property or at official school functions.

- Causing the discharge of incapacitating gases or sprays, like but not limited to tear gas, mace or pepper spray, or introducing and/or broadcasting noxious odors, for the purpose of disruption of typical school activities.
- Causing willful personal injury.
- Serious or persistent instances of Bullying/Insensitive Speech/Hazing.
- Destruction of school property and/or the private property of any member of the Cristo Rey Atlanta Jesuit High School community or of any visitor to or guest of Cristo Rey Atlanta Jesuit High School.
- Creating, publicizing, posting, exhibiting, and/or making willful threats that disrupt the typical operation of Cristo Rey Atlanta Jesuit High School.
- Violation of any federal, state, or local law or any other conduct at school or elsewhere that may reflect adversely on Cristo Rey Atlanta Jesuit High School or the Roman Catholic Church.

**The following behavioral offenses are considered serious and students may be liable for discipline, suspension, or dismissal:**

- Cheating or plagiarism.
- Serious disobedience, insubordination, or disrespect for authority and continued refusal to improve daily behavior.
- Any form of harassment.
- Injury or harm to person(s) or property or threat of the same. Issuing threats to do harm or to intimidate others through any medium including the Internet.
- Establishing personal web sites or participating in “blogs” or posting social networking sites (Facebook, Twitter, etc.) containing material or connections to material contrary to the mission and philosophy of Cristo Rey Atlanta Jesuit High School.
- Unacceptable “uploading or downloading” or distribution of materials or software deemed inappropriate for school use.
- Inappropriate use of the School’s name or logos or any activity detrimental to the School’s reputation is strictly prohibited.
- Cyber bullying, “sexting” or issuing threats or passing on inappropriate content via any means that reflect negatively on the Cristo Rey Atlanta Jesuit High School community.
- Language or behavior, both implied and explicit (including spitting, gestures, commissions and omissions), which are deemed immoral, lewd, scandalous, profane, vulgar or obscene.
- Any form of vandalism, inappropriate prank, fighting, harassment, or any other form of abusive or intimidating behavior, on or off-campus.
- Unauthorized absences or continued tardiness.
- Falsification or alteration of a school record or any communication between home and school.
- Smoking or using tobacco products on campus, at any school events or at any time within two blocks of school property.
- Being off-campus without proper authorization.
- Possessing obscene or pornographic materials.
- Cutting classes.
- Violating provisions of any school contracts (disciplinary probation, etc.).
- Gambling in any form.
- Loitering on the campus of any other school without the written permission of the Dean.
- Failure to comply with directions of school officials or employees acting in performance of their duties while on school property or at official school functions, or resisting or obstructing such school official or other public official in the performance of their duties.

- Disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations at athletic contests.
- Extreme rough play or reckless behavior which endangers self or others.
- Reckless and/or unsafe driving practices on and/or off campus that endanger oneself or others.
- Manufacture, possession, providing, distribution, or use of drug paraphernalia.
- Violation of school regulations regarding possession, serving, and/or consumption, or being under the influence of alcohol beverages or students attending, organizing, hosting, and/or remaining at parties where alcohol or drugs are present or accessible to students.
- Any other actions deemed serious, at the discretion of the Principal or designee.
- More than 10 absences or 20 times tardy to school in an academic year.

### ***Notice of Expulsion***

When it is determined by the Administration that any of the grounds to expel exist, the Dean of Students shall provide to the student who is subject to expulsion and his/her parent(s) a written Notice of Expulsion. A Notice of Expulsion shall inform the student that the expulsion is immediate and that the student is not eligible for an informal hearing before the Discipline Board.

### **Notice of Intent to Expel**

When it is determined by the Administration that any of the grounds to expel exist, the Dean of Students shall provide to the student who is subject to expulsion and to his/her parent(s) a written Notice of Intent to Expel. The Notice of Intent to Expel shall advise the student of his/her right to an Informal Hearing before the Discipline Board and his/her right to appeal in accordance with this Policy. The Dean of Students will meet with the student and parent(s), discuss the circumstances leading to the issuance of the Notice of Intent to Expel, discuss the Discipline Board procedures and Advocate selection process, and answer any questions.

### ***Informal Hearing/Discipline Board***

A student who has been issued a Notice of Intent to Expel shall have the right to an informal hearing before the Discipline Board.

### **Timing of Informal Hearing**

If requested by the student (and barring any unforeseen circumstances), the Informal Hearing shall be held no later than 10 working days following the issuance of the Notice of Intent to Expel, unless an alternative date is otherwise agreed upon.

### **Discipline Board**

The Discipline Board meets on the authority of the Principal. It is designated with the responsibility of interviewing the student, providing for the inclusion of all the circumstances surrounding the student's offense, and providing the student with the most complete hearing possible. Its ultimate concern is to recommend to the Principal on the question of expulsion guided by both *cura personalis* and *cura apostolica* (what course of action is best for the student and for the school). The Discipline Board may also be convened to advise the Administration in cases that are complex and where factual evidence is difficult to determine. The Discipline Board is comprised of two faculty members (serving staggered two-year terms) elected by the faculty and a representative from Corporate Work Study. Also in attendance at the hearing is the Dean of Students who is the ex officio chairperson; the Principal (as observer), the Vice President of Mission and Identity, and the student's Advocate.

## **Advocate**

If a student requests an informal hearing, the student is required to choose a current faculty or staff member (other than senior administration) of Cristo Rey Atlanta Jesuit High School as an Advocate. Advocates work to help answer the family's questions about the process, meet with the student's counselor, assist the student in preparing for the informal hearing, and address the Board on the student's and his/her parents' behalf. The faculty Advocate is always present when the student is in the room during the Informal Hearing. The Advocate will also address the Board when the student and family is not in the room. Outside legal representation is not permitted at the disciplinary board hearings.

## **Informal Hearing**

The Principal, Dean, Advocate and members of the Discipline Board shall receive a confidential file (at least 24 hours in advance of the informal hearing) with the following student information:

- Attendance record.
- Discipline records.
- Grades.
- Student Activity Sheets.
- Incident Reports.
- A report on the present incident.

The Informal Hearing is comprised of the following steps:

- The student begins the proceeding by briefly outlining his perception of why the Board is convened.
- Board members have two rounds of questions for the student.
- The parents or their translator delivers their statement in English.
- The student delivers a final statement.
- The family and student are excused.
- The Advocate speaks on the student's behalf.
- The Board and Advocate discuss, and Board members vote to recommend a course of action to the Principal who makes the final decision.
- After the informal hearing, the Principal weighs the recommendation of the Discipline Board, along with information gathered from the informal hearing, and makes a final decision.
- The Principal then notifies the parents and the student of the decision.

## ***Rights of Students at the Informal Hearing***

The informal hearing is designed to provide an opportunity for the student to be heard on the question of his expulsion from the school and is not designed to be a formal hearing. The student shall be entitled to the following rights in the informal hearing:

- Right of parent(s)/guardian(s) to attend. A student shall be entitled to have his/her parent(s) or legal guardian(s) attend.
- Right to speak on his/her own behalf. A student shall be entitled to speak on his/her own behalf during the informal hearing, subject to the ground rules established by the Board Chair for the proceedings.
- Right to be present during the informal hearing. Subject to the ground rules established by the Board Chair for the proceedings, a student shall have a right to be personally present during the informal hearing. However, neither the student nor his/her parent(s) or legal guardian(s) shall be entitled to be present during the deliberation of the Discipline Board.

## **Disposition**

Following the informal hearing, the Principal may take any of the following actions:

- Accept the recommendation of the Discipline Board concerning the expulsion of the student; or
- Reject the recommendation of the Discipline Board. In such circumstance, the Principal may refer the case back to the Dean of Students for the imposition of other disciplinary action against the student, or remand the case back to the Discipline Board or to the Dean of Students for further action as specified by the Principal.

## **Right to Appeal a Notice of Expulsion**

A student who has been expelled shall have a right to appeal such decision to the Principal only on the following grounds:

- New information becomes available that is material to the issues considered which was not available at the time of the presentation of the Notice of Expulsion.

Where such new information is asserted as a basis for the student's appeal, the Principal may refer the case to the Discipline Board for proceedings according to the terms of this Policy.

## **Extracurricular Activities and Eligibility**

Extracurricular activities—sports, clubs, and other activities—are extended to the students of Cristo Rey Atlanta Jesuit as a privilege, not a right. All students are encouraged to find activities that they will enjoy, that will broaden their talents and horizons, and that will help them to work with peers and faculty and staff in different contexts. In this way, extracurricular can be important components of the student's education, adding depth and breadth to the student's experience and to the quality of the school community's life. Nonetheless, these activities remain precisely *extra* and they will not be allowed to interfere with a student's core tasks as a student—the completion of the academic and work study curricula in preparation for college and for life beyond.

In order for a student to retain the privilege of participating in extracurricular activities, the student must maintain a status of eligibility. There are two kinds of eligibility:

### ***Academic Eligibility***

A student is academically eligible to participate in all extracurricular activities who have marking period grades of an 80 or higher and no grade below a 75 in all subjects. Grades between 70 and 79 will be reviewed by the principal and athletic director to determine student eligibility.

### ***Disciplinary Eligibility***

A student is eligible to participate in all extracurricular activities who has a clean disciplinary record both in school and at the student's CWSP work site. Eligibility may be reviewed however for various causes including, but not limited to:

- ♦ serious disciplinary incidents;
- ♦ excessive numbers of disciplinary incidents;
- ♦ excessive absences or days tardy;
- ♦ unsatisfactory reports from the Corporate Work Study site;
- ♦ unresolved disciplinary penalties such as probations or suspensions or JUGs;
- ♦ other unresolved issues that school officials deem serious.

No student will be deemed eligible for athletic extracurricular activities who does not have the necessary health forms filed with the school offices.

### ***Fiscal Eligibility***

A student is fiscally eligible to participate in all extracurricular activities provided that tuition payments are current or prior arrangements have been made with the CRAJHS business office.

### ***Reinstatement of Eligibility and Privileges***

A student may petition for reinstatement after a period of twenty (20) days. At this time the student's whole profile will be reviewed, including all grades and teacher reports, CWSP reports, and disciplinary records. In order to earn reinstatement the student must:

- be passing all courses with each teacher's full confidence;
- have positive job reviews to the satisfaction of the CWSP Director;
- have resolved all disciplinary issues to the satisfaction of the Dean of Students;
- have resolved any other serious issues to the satisfaction of school officials.
- Grades and discipline record will be reviewed once per month to determine eligibility reinstatement.

## **CORPORATE WORK STUDY PROGRAM (CWSP)**

### ***Program Philosophy***

The objective of the Corporate Work Study Program (CWSP) of Cristo Rey Atlanta Jesuit High School is to help students envision a future that includes a college degree and a successful professional career and to equip themselves with the knowledge and skills needed to realize that vision. This is accomplished through a deliberate plan of on-the-job learning that increases in responsibility and accomplishment as the students progress through high school.

Students are employees of the CWSP. Students are not direct employees of Job Partners. Students are not eligible for Job Partner employee benefits. However, the CWSP asks its Job Partners to treat the student workers as they would any other worker with respect to the company's stated workplace rules, regulations, policies, and procedures during their day-to-day work activities. To ensure that each member of the student team receives the same introduction and initial training, students will attend an employee orientation meeting at their host company before they officially begin their job.

As freshmen, student workers are introduced to the basic skills needed to participate in entry-level, corporate office-style jobs. Students will then increase their understanding of the general office culture, professional skills, daily responsibilities, and credibility with their supervisor and colleagues as sophomore students. When students reach their junior and senior year, we envision that jobs will increase a student's learning curve substantially, with a focus toward professional work interests and skills, as the job placement begins to mirror a college-level internship experience.

Moreover, as students move into their junior and senior years, the CWSP encourages Job Partners to assign tasks that will allow the development of job skills and work knowledge that will be valuable to students as they graduate from college in four years. As they progress through the program, students will be increasingly exposed to continuing education opportunities, in-house training, business meetings, and personal presentations. The CWSP attempts to make participation as simple as possible for its Supervisors. For this reason, our policies and procedures follow, as much as possible, standard business practices and customs. Cristo Rey Atlanta Jesuit High School reserves the right to change or alter this handbook at any time. Changes or modifications to this handbook are made in writing and communicated to Job Partners. Requests for clarification of any part of this handbook should be addressed to [lpierre@crstoreyatlanta.org](mailto:lpierre@crstoreyatlanta.org).



### ***Expectations of Students***

All students are required to work at their assigned job in order to continue enrollment at the school. Daily on-time attendance is extremely important for both the student's success and for the success of the school's CWSP. Students are expected to conduct themselves in a mature manner consistent with the expectations of the Job Partners' workplace, as well as Cristo Rey Atlanta Jesuit High School's Code of Conduct. If a Job Partner finds that a student's performance does not meet expectations, then the Job Partner is encouraged to follow CWSP's Three Strike discipline protocol outlined on page 13 of this handbook on Student Performance.

### **Specific requirements:**

- Students must complete a minimum of 290 (minus holidays) work hours each school year. Students must make up missed work hours.
- Students must attend work on their assigned day in order to continue enrollment at the school.
- Students will bring their lunch to work.
- Students must be on time for transportation to and from work.
- Students must abide by Cristo Rey Atlanta Jesuit High School's Code of Conduct and dress at all times, including wearing school uniforms to the workplace.
- Students must abide by the specific rules and regulations of the company where the student works.
- Students are expected to demonstrate motivation, an interest in learning, and a positive approach to work, through their behavior and performance.

### ***Business Training Institute***

The Business Training Institute (BTI) is a program that runs at the start of the school year to prepare students to be successful in school and in the workplace. The Business Training Institute is designed to introduce all students to workplace skills, including, but not limited to, Communication Skills, Microsoft Word, PowerPoint, and Excel and Office Skills such as handling confidential documents, business ethics, filing, copying and taking notes.

### ***Student Work Assignment Process***

Throughout the course of BTI, students' interests and skill sets are assessed. While the CWSP will take Job Partner criteria and student's preference into account, the assignment of a job is the sole discretion of the CWSP.

### ***Job Orientation***

At the end of BTI, students will be matched up with Job Partners and the entire 4-student team will visit their new workplace, receive a general orientation, meet co-workers, and have an actual "test drive" of their new job. Students will be accompanied by a chaperone from Cristo Rey to their job site either by school bus, MARTA, trolley and/or walking. Chaperones will ensure students arrive to/from work safely, help resolve questions or concerns regarding job assignments.

### ***Work Permits***

The CWSP and students must comply with all State and Federal Department of Labor Laws, including mandatory completion of the Federal I-9 Form on the first day of work. Proof of Employment Eligibility is required to be presented by each student to the CWSP Office on the first day of work, as instructed by the CWSP Office. All Cristo Rey Atlanta Jesuit High School students employed by the CWSP must be at least fourteen years old. Students under the age of 16 are required by state law to obtain a Georgia Department of Labor Work Permit. The Cristo Rey Network abides by Federal Department of Labor requirements by requiring that all students, their families and the CWSP sign a "Student/Parent Work Agreement" explaining and acknowledging terms and conditions of the CWSP prior to a student beginning work.

### ***Corporate Work Study Program Staff Member Site Visits***

Each year, Cristo Rey Atlanta Jesuit High School Corporate Work Study Program representatives and staff members must conduct regularly scheduled site visits for all locations in which the school has student workers. These site visits are necessary to ensure that all students are employed in compliance with the applicable child labor and minimum wage provisions of the Fair Labor Standards Act. The Corporate Work Study Program staff member must complete a Site Visit Documentation Form that certifies that he or she saw the site and believes that

it complies with the child labor laws. A Cristo Rey Atlanta Jesuit High School Corporate Work Study Program staff member will make every effort to schedule the required site visit at a time that is convenient for the Job Partner.

**Student Work Schedules**

The work year begins on Wednesday, 6 September, 2017 and ends on Friday 18 May, 2018.

**Weekly Work Schedules**

Each student works at least one day per week. Four students share one job and make up Job Teams. On the fifth day of the week the students rotate, such that every four weeks all students work five total days. A typical monthly work schedule may look as follows:

Student A = Tuesday Worker                      Student B = Wednesday Worker  
 Student C = Thursday Worker                  Student D = Friday Worker

Week/Day	Monday	Tuesday	Wednesday	Thursday	Friday
1	D	A	B	C	D
2	C	A	B	C	D
3	B	A	B	C	D
4	A	A	B	C	D

Please be aware, however, that due to days off and other anomalies, there will be times when the schedule will shift, particularly on Mondays, in order to balance the work/school day responsibilities of each student. Monday work assignments, which rotate through the four person team, are noted on the School Calendar.

**Daily Work Schedules**

All students are required to be prompt. Absences from work for any reason are very serious and will carry penalties – point deductions for lateness and \$100 fine for unexcused absences and failure to complete a make-up day. Parents or Guardians will also be notified. A pattern of absence or lateness is cause for termination of the student from the job. Student workers are expected to work a full day, approximately 6 to 7 hours, on the respective day of the week to which they are assigned to work. CWSP will organize transportation for students to and from the workplace for all students.

**Transportation Guidelines**

The CWSP is an educational internship program that is part of a student’s Cristo Rey curriculum. Students must comply with school policy during their participation in the CWSP. Accordingly, if from time to time students require alternate transportation, written communication from a parent or guardian is required. For safety and communication purposes, students are required to provide current cell phone numbers to the CWSP Office.

**Work Study Check-In**

Students will report to school each day, in proper dress code, at the normal school starting time (7:30 a.m.). At approximately 7:35 a.m., daily work transportation will be organized at school. In special situations, and with approval from CWSP staff, students may drive or be transported by parents to/from work.

Prior to students’ departure for work, attendance will be taken and uniforms will be checked. Points will be deducted for non-compliance with school dress code. If dress or appearance is deemed inappropriate for work and cannot be made satisfactory prior to transportation departure, the student will be kept at school and will be considered absent from work that day. If a student is not present when the transportation departs for work, the student will be kept at school and will be considered absent from work that day.

From time to time, Job Partners may require students to wear a company uniform, which must be approved in advance by the CWSP Office. Students will change into their uniform upon arrival to work. The CWSP does not allow students to participate in Company “Dress-Down” days.

### ***Daily Transportation to Work***

Transportation to work will depart from school according to the transportation schedule, which will be established by the CWSP and may be adjusted from time to time. Depending on job location, students will depart via school bus, MARTA, trolley, car or walking. Students heading out to job assignments accessible to public transportation, will be provided with a “MARTA pass,” which they will use exclusively for workday transportation. If the MARTA pass is used for personal reasons or misplaced, the student will need to reimburse the CWSP with cash or the charge will be placed on the student account. On Orientation day, student workers will be accompanied to and from school by an adult chaperone to become familiar with their route.

No Cristo Rey Atlanta Jesuit student shall engage in or instigate an altercation in any way. Should, from time to time, altercations with non-Cristo Rey people occur during Work Study transportation, students may not engage and/or escalate the interaction in any way. Students are required to move their location away from the altercation, contact the police and the CWSP office.

### ***Work Arrival and Departure***

Student workers are responsible for monitoring their own time. Students are required to abide by the Code of Conduct throughout daily Work Study transportation. Depending on the transportation schedule, arrival/departure will vary as follows:

- **Bus Routes**

- Student drop off to the workplace will occur between 8:00 a.m. and 9:00 a.m. and pick up between approximately 3:00 p.m. and 4:00 p.m.
- Students are responsible for getting to the Job Partner’s office from the transportation drop-off location and for returning there for pick-up each workday.
- Students are required to arrive to school on time to use their designated bus route.
- Students have the option of returning home at the end of the work day following bus drop off at a MARTA station approved by the CWSP office.
- Students are not allowed to eat or drink on buses.
- Students must show the utmost respect to the bus driver at all times.

- **MARTA/Walkers**

- Students must depart from Cristo Rey Atlanta Jesuit and commute together in their designated transportation groups.
- Students are required to arrive to the workplace by 9:00 am and depart at 4:00 pm.
- Students arriving late to work due to reasons other than MARTA train delays (e.g. hanging out at the school’s receptionist desk or in the Peachtree Center food court etc.) will receive disciplinary action and grade point deductions.
- Students experiencing train delays, must contact the school to inform CWSP staff. Supervisors will be contacted regarding any delays.
- Students have the option of returning home directly from the job site at the end of the work day. Job Partners will ensure dismissal time is enforced (i.e. 4:00 pm) and any early dismissal should be communicated to the CWSP Office.
- Students are required to abide by all rules and regulations posted by the MARTA Authority at all times.

- **Car Riders**

- Students driving to work or being transported by parents will sign a contract and will not have to report to school for check in.
- Students are required to arrive to the workplace by 9:00 am and depart at 4:00 pm.
- Students arriving late to work due to reasons other than unexpected delays (e.g. excessive traffic, accidents etc.) will receive disciplinary action and grade point deductions.
- Students driving to work are not allowed to leave the job site for lunch breaks unless accompanied by their supervisors.
- Job Partners will ensure dismissal time is enforced (i.e. 4:00 pm) and any early dismissal should be communicated to the CWSP Office.

### ***Timecards***

Students are required to complete an electronic timecard at the end of each work day. Supervisors are requested to approve the student worker's timecard. Supervisors can rate student performance and include comments on the student's work habits, on a daily basis. Each student's work schedule will be verified and documented in order to track the number of hours worked and ongoing, historical student job performance. Follow this [link](#) for more information regarding electronic timecard approval. Please email [ahollimon@crestoreyatlanta.org](mailto:ahollimon@crestoreyatlanta.org) or call 404.637.2818, with any questions or concerns.

### ***Student Performance Evaluations***

Corporate Work Study is an important component of each student's education. Students will receive academic credit for work study, making them better candidates for college. All Mid-Year and Final Evaluation grades originate from the Student Performance Review completed by the student's direct supervisor and CWSP staff. The grade the student achieves in the Corporate Work Study Program will be applied to their GPA and will count as a 3-credit hour elective. Grades are cumulative.

In December and May, CWSP will work with supervisors to complete a brief student performance evaluation form. CWSP will send a link to the evaluation via email and ask that supervisors complete an evaluation on each student. Every student will be provided with a copy of the evaluation. Job Partners should feel empowered to share feedback directly with a student after discussion and coordination with the CWSP. Students are evaluated on the following 10 Professional Skills:

- **Judgment** – The ability to make decisions
- **Work Efficiency** – The ability to complete projects both quickly and accurately
- **Reliability** – Ability to work independently; Follows through
- **Willingness to Learn** – The ability to accept constructive feedback and develop new skills
- **Adaptability** – The ability to retain previous skills and apply acquired knowledge to new tasks and projects
- **Initiative** – Level of self-motivation; Seeks additional work
- **Enthusiasm** – Eagerness to succeed; Overall attitude
- **Professionalism** – Respect for authority; Appearance
- **Communication** – Ability to engage with the supervisor & staff
- **Teamwork & Collaboration** – Willingness to cooperate with others in positive working relationships

### ***Technical Skills***

Technical Skills (Tools & Responsibilities) are also evaluated but do not count towards a student's grade. Technical opportunities vary from company to company.

Tools	Responsibilities
Calculator Computer (Mac) Computer (Windows) Copier Fax Machine Label Maker Multi-Line Telephone MS Access or other database programs MS Excel MS Outlook MS PowerPoint MS Word Postage Meter Printer Scanner	Client Services Conference Room Set Up Data Entry Document Management File Management Internet Research Mail Delivery Note Taking Office Equipment Management Order Processing Patient Care Phone Coverage (Reception) Presentation Development Written Communication (Email)

**Final grades are based on the following criteria:**

**Job Partner - 70% of the final grade  
Mid-Year or Final Evaluation**

- Performance Rating (based on Professional Skills)
- 5** - Consistently Exceeds Expectations = 100
  - 4** - Occasionally Exceeds Expectations = 94
  - 3** - Meets Expectations = 85
  - 2** - Occasionally Meets Expectations = 75
  - 1** - Rarely Meets Expectations = 70

When a student does not meet expectations (i.e. receives a score of “1” or “2” in any area), Corporate Work Study staff responds with a targeted remediation plan to ensure that (1) the student receives the training/supports he or she needs in order to succeed at work and (2) the corporate partner’s concerns, related to the student’s performance, are resolved.

**Corporate Work Study  
Attendance | Dress Code | Timecard - 15% of the final grade  
Mid-Year or Final Evaluation:**

- Students start with a score of 100. Points will be deducted for violations as follows:
- Minus 2 points for being tardy to check-in
  - Minus 5 points for arriving late to a worksite
  - Minus 5 points for an unexcused absence
  
  - Minus 5 points for any dress code violation: hair color, blazer, tie, shoes
  - Minus 5 points for failure to submit timecard
  - Minus 10 points for missed make-up work day or truancy

**Assignments & Presentations - 10% of the final grade**  
*Students start with a score of 100. Points will be deducted as follows:*

- Minus 5 points for failure to submit assignments by the due date.
- Minus 10 points for unexcused absences (job orientation, project team rehearsals or end of year presentation)

**General Behavior - 5% of the final grade**  
*Students start with a score of 100. Points will be deducted for infractions as follows:*

Minus 5 points for behavioral infractions – i.e. any behavior that substantially disrupts the educational and professional process and includes willful disrespect or defiance of CWSP staff.

### Grade Scale

A	B	C	D	F
90-100%	80-89%	70-79%	60-69%	0 – 59%

### AWARDS

While Corporate Work Study achievement should be its own reward, students do derive added incentive and satisfaction from the knowledge that their efforts will receive special recognition from Cristo Rey Atlanta Jesuit.

- Corporate Work Study Honors – HIGH PASS: 94 or higher overall CWSP Average
- Student Employee of the Month – Assigned to a student from each grade level who consistently exceeds expectations each month, based on timecard ratings, supervisor comments, testimonials and CWSP recommendations.

## CORPORATE WORK STUDY POLICIES

### *CWSP Attendance Policy*

Each student worker is expected to attend work each and every workday they are assigned. The CWSP has strict rules and penalties when student workers miss work. Patterns of lateness or absence can be cause for termination of a student from the job. If a student is not present when his or her transportation route departs, the student will not attend work that day and it will be considered a “workday absence,” the student will have points deducted, and will face disciplinary action at school. Patterns of lateness or absence can be cause for termination of a student from the job.

If a student worker is tardy to work, the Job Partner is asked to notify the CWSP Office, and the subject will be addressed with the student worker by the CWSP Office and coordinated with the Job Partner. Patterns of lateness or absence can be cause for termination of a student from the job.

Student workers are expected to make-up any missed workdays prior to the end of the same semester in which they occurred. Cristo Rey Atlanta Jesuit High School holidays and breaks will be the most likely time when student workers will make-up missed workdays.

If a student worker will miss work:

- Prior to the start of the school day (7:30 AM), the parent or guardian should call school and notify the CWSP Office at the school that she or he will be absent, consistent with school policy.
- The student should schedule a date with her or his supervisor to make-up the missed day, as soon as possible, when he or she returns to work.

The CWSP Office will notify a Job Partner in the event that one of its student workers is not on the morning transportation route to go to work on a particular day.

### *CWSP Absence Make-Up Days*

There are no excused absences from the CWSP for any reason. Job Partners pay a fee in return for work hours, so an absence from work must be made-up to fulfill the CWSP’s commitment to Job Partners.

Make-up days will be scheduled at the convenience of supervisors and will be coordinated and approved by CWSP staff. The student workers are responsible for filling out an Absence Make-Up Form with the supervisor, and

returning it to a member of the CWSP Office for approval. The student is responsible for obtaining signatures from the supervisor, the parent or guardian, and the CWSP. If a company decides to waive a student make-up, the CWSP office will re-schedule a make-up day at school.

If a student is absent for a scheduled make-up day, then a.) points will be deducted, b.) he or she will face disciplinary action at school and b.) a charge of \$100.00 will be added to the family's tuition bill. The student will have another opportunity to make-up the day, as described above. If the student makes-up the missed day, the \$100.00 charge will be removed from the family's contribution bill. If a student misses make-up days two times during the work year, the student may be terminated from work.

### ***CWSP Dress Code***

All student workers are required to arrive at work in complete school uniform (Dress Code on pages 16-18). Prior to departing from school for work in the morning, CWSP Staff will be responsible for evaluating the students' attire and general compliance with the Code of Conduct to ensure a neat and professional appearance. Supervisors are instructed to notify the CWSP Office if student is not dressed appropriately, and CWSP will address the issue with the student as a violation of the school's Code of Conduct. The Dress Code and Code of Conduct policies of the school will also be observed during workdays.

The following items are not considered to be professional; therefore, they are prohibited at work: Non-compliant footwear including but not limited to UGGs, moccasins, sneakers, hoodies, flashy jewelry, visible tattoos, hats, dyed hair color, friendship bracelets, bright hair bands, colored shoe laces other than black and facial piercings other than ear piercing for girls only.

Cristo Rey Atlanta Jesuit maintains a code of dress and grooming consistent with its character as an independent, Catholic, college-preparatory school and with the professional workplace.

- This code contributes to a seriousness of purpose, a constructive learning atmosphere, and the development of sound personal habits and a positive self-image.
- The overall dress code requires that all students look professional, neat, and appropriate in order to be a positive representative of Cristo Rey Atlanta Jesuit at all times.
- Students are expected to maintain a neat and clean appearance.
- Attention should be paid to proper hygiene: showering, using deodorant, brushing teeth, combing hair, and ironing clothes.
- Students are expected to follow the same dress code for work as they do for school, regardless of the ordinary dress code at the workplace.
- Blazers are required after Columbus Day until Spring Break. Students may wear the school sweater or vest under their blazer in cooler weather.

Supervisors are not required to enforce the dress code; however, Supervisors are asked to notify CWSP if a student arrives for work in clothes, accessories, or in a physical condition that the Supervisor deems unprofessional or inappropriate for the workplace.

***The school reserves the right to determine what constitutes appropriate dress. In all cases, the school has the final say.***

### **Employer Requirements**

#### **Student Background Checks**

Sometimes Background Checks are required on student workers by Job Partners. The student and the student's parent(s) or guardian(s) are expected to cooperate and provide any needed information and signatures to comply with internal background checks conducted by the Job Partner.

### **Student Drug Tests**

Some Job Partners may require drug testing of student workers. If the Job Partner Company would like to perform its own testing, students and parent(s) or guardian(s) are expected to cooperate with such a request and sign the proper permission from parent(s) or guardian(s).

### **Non-Disclosure & Confidentiality Agreements**

Some Job Partners require student workers to complete standard confidentiality, nondisclosure and intellectual property agreements. Student workers, parent(s) or guardian(s) are expected to cooperate with the signing of any such agreements/documents that are required by Job Partners in connection with student's job at the company prior to beginning the school and work year. The CWSP Office will assist in completion of such agreements.

### **Holidays: School**

The CWSP and Cristo Rey Atlanta Jesuit High School will follow the same calendar of holidays during the school year. Students will not report to school or to work on school holidays unless it's on a pre-approved Work Study Make-Up Day or if a Job Partner specifically requires the student to work on a school holiday.

### **Snow Days and other Emergencies**

CWSP will send out notification if school is affected by snow or other emergencies.

### **Holidays: Job Partner (Employer)**

Students will not report to work on a Job Partner holiday. Students will report to school and perform job duties in the school on their assigned workday if it is a Job Partner holiday and not a school holiday.

### **Summer Work Request**

Cristo Rey Atlanta Jesuit encourages students to work at the highest level of their ability to earn the right prospectively to work for the Job Partner during the summer, with prior approval of the CWSP. When the student works for the Job Partner during times other than the school year, the relationship will be managed under the CWSP Office to facilitate the convenience of retaining the student. The only differences will be that the fee paid will be a per diem of \$80, the student will be permitted to keep the income earned less taxes and processing fees, and transportation to and from the work site must be provided by the student. Student workers are required to follow the behavioral expectations that are consistent with CWSP rules and regulations during any summer work, including the school's Code of Conduct. Student must be in good academic standing to work during the summer.

### **Illness at Work**

If a student worker becomes ill at work, the student should immediately notify their supervisor of the situation. If the supervisor is not available, the student worker may directly contact the CWSP Office by phone. The supervisor is asked to call CWSP Staff who will work with the school nurse to determine the severity of the ailment. The nurse will contact parents or guardians to arrange for pick-up of the student worker. Students are not permitted to leave the workplace until the end of the workday unless a special pick-up plan is confirmed with the CWSP Office. The policies and procedures of the school will also be observed during workdays. If the parent cannot pick the student worker up, the school will arrange transportation, based on availability.

## **UNSATISFACTORY JOB PERFORMANCE**

This section of the handbook addresses incidents of unsatisfactory job performance and misconduct by student workers. The CWSP has a vested interest in both the continued satisfaction of its Job Partners and the continued success of its student workers. The CWSP Office will act as mediator in difficult situations between the Job Partner and the student worker.



## ***Misconduct***

Job Partners are requested to notify the CWSP Office as soon as possible regarding any incident of misconduct involving a student worker. The CWSP expects student workers to conduct themselves in a mature, professional manner. Incidents of misbehavior by student workers in the workplace are treated very seriously. Student behavioral problems occurring at work will be dealt with on an individual basis. However, if a Job Partner requires that a student be removed from a job, then the CWSP will comply with the Job Partner's request and promptly remove the student from the job.

If a student is removed from a job then CWSP will endeavor to replace the student with a new student as soon as possible, ideally within ten business days from the time the removed student last worked. The CWSP may choose to remove a student worker from the workplace at any time if it reasonably deems a student unable to fulfill the work required by the Job Partner satisfactorily in its sole discretion. If this occurs, the CWSP will coordinate with the Job Partner to replace the removed student as soon as possible.

## ***Three Strike System***

If disciplinary action is needed, the CWSP Office will generally follow the procedure below:

### **First Infraction**

The supervisor notifies the student and CWSP Office of the first unsatisfactory incident. The CWSP Office will first understand and document the issue, then schedule an immediate meeting with the student to assist with issue resolution. The CWSP Office will then work with the supervisor to discuss resolution and next steps; JUG or other disciplinary action may be deemed appropriate. Parent(s) or guardian(s) will be notified of the situation.

### **Second Infraction**

The supervisor informs the student and CWSP Office of a second unsatisfactory incident. The CWSP Office will issue mandatory JUG or other disciplinary action deemed appropriate. The CWSP Office will then work with the supervisor to discuss resolution and next step. Parent(s) or guardian(s) will be notified of the situation, invited to a meeting and reminded of the Three Strike System.

### **Third Infraction**

The supervisor informs the student and CWSP Office of the third unsatisfactory incident. The student is removed permanently from his or her current job and receives an In-School Suspension (ISS). An in-person parent conference is required. The CWSP Office will select a new student for the Job Partner to employ as soon as possible.

After a student is removed from their job due to non-performance, they will receive Job Re-Training in preparation for returning to work. After the second time a student is removed from a job, he or she will most likely be required to resign their enrollment at Cristo Rey Atlanta Jesuit.

## **Sexual Harassment**

The CWSP requires and expects that all Job Partners treat its student workers with respect. For the safety of its student workers, and in conjunction with the Job Partner's own policies, the programs is very sensitive to matters involving sexual harassment, discrimination or other inequitable treatment of student workers based on gender, race, culture or religious beliefs and reserves the right to remove student workers if necessary.

Student workers have very specific and clear procedures for reporting incidents of inappropriate behavior at the school and at work. If a student worker reports any incident, the CWSP Office will contact the Job Partner to

evaluate and discuss the situation. If there is a question of sexual harassment on the part of a student worker, the supervisor should contact the CWSP Office immediately.

## **ADDITIONAL CORPORATE WORK STUDY PROGRAM POLICIES**

### ***Parents/Guardians***

The CWSP employs students for Job Partners on a fee for service basis. Therefore, the CWSP Office is the primary point of contact between students and parent(s) or guardian(s) concerning any job related concerns. Parent(s) or guardian(s) must contact the CWSP Office to address any questions or concerns they may have about a student's job. Parent(s) or guardian(s) must not contact Job Partners directly. Job Partners should direct parent concerns to the CWSP office.

### ***Social Media & Student Images***

Job Partners may require student photos for social media, newsletters, PR or Marketing purposes. As part of the Agreement signed with the CWSP office, parents and students consent to the use of the image, likeness, name and/or work product in whole or in part, of the student, in any and all media for purposes of advertising and promoting without additional compensation. Cristo Rey and all Corporate Job Partners are released from any liability or claims arising out of the use of any such materials. For the safety and privacy of the student, we recommend that Job Partners use student first name only when posting to social media sites.

### ***Items Required at the Workplace***

Job Partners may require students to carry a security badge, a card, or a key with them to work on their workday. Generally, the Job Partner issues such security items and students have the responsibility to safeguard them from loss. If a security item is lost by the student, he or she shall comply with the Job Partner's policy for the replacement of such item. If there is a cost associated with replacement, this cost will be added to the family's contribution bill unless it is paid directly to the Job Partner by the student.

### ***Items Prohibited at the Workplace***

Student worker use of personal cell phones, video games, iPods, iPads, CD players, radios, headphones or sunglasses are specifically and strictly prohibited at the worksite. Job Partners are asked to help to enforce this policy. The Job Partner will inform the CWSP Office if student workers use any of the aforementioned items.

Notwithstanding the rule above, with their supervisor's prior approval, students may use personal cell phones during the workday to contact the CWSP Office regarding transportation or concerning a problem or issue at the workplace (e.g., student illness, etc.). Student workers are held to high standards of honesty and integrity by the CWSP. The CWSP has instructed student workers that the use of a Job Partner's telephone, Internet, office equipment, office services or materials for purposes other than the completion of their job duties is prohibited.

### ***Internet Policy***

Internet usage at the workplace may be necessary for students to accomplish tasks given to them by their supervisors. Social media websites are not to be accessed during the workday, such as Facebook, Twitter, Instagram and SnapChat, etc., except as specifically required in connection with the student's work duties. Only websites approved by the supervisor may be accessed at the workplace. The policies and procedures of the school will also be observed during workdays.

Job Partners will track students' Internet usage in accordance with the company's Internet policy. Improper Internet usage by student workers may be cause for termination of the student(s) from the job(s).

### ***Job Assignments***

The CWSP determines all job assignments for student workers based upon Job Partners needs and the students' interests and skill sets. If necessary, from time to time, the CWSP may find it necessary to make changes in student work assignments with best efforts toward providing consistent service for the Job Partners. Changes will only be made after consultation and agreement with the Job Partners. Students are expected to accept their work assignment and to complete the daily work responsibilities of their job to the best of their ability. While the CWSP will take the student's preference into account, the assignment of a job is the sole discretion of the CWSP.

### ***CWSP Lunch Policy***

Student workers are allowed to take lunchtime and breaks according to the Job Partner's preference and schedule. Students will prepare their lunch at school and bring their lunch to work each day. Job Partners are encouraged to instruct the student workers about the lunch schedule on the first day of work. The CWSP Office expects that most student workers will take a lunch break at some point between 11:00 a.m. and 2:00 p.m. Generally, students will not expect more than 1 hour for a lunch break. Students may not make arrangements to miss lunch intentionally in order to leave work early. If student worker abuses the schedule to the dissatisfaction of the Job Partner, the Job Partner is requested to notify the CWSP Office as soon as possible. A student leaving the workplace or building unsupervised during his or her lunch break is prohibited.

Students who do not comply with CWSP Lunch Policy are subject to disciplinary action at school. Successive violations may result in a student's removal from his or her job and/or suspension. Due to safe environment policy, all students must be accompanied by at least two staff members if leaving the premises for lunch or being escorted/driven to an off-site.

### ***Medication at Work***

The policies and procedures of the school will also be observed during workdays. Job Partners do not administer medication at work. All medications, (E.g. Tylenol®, Advil®, acetaminophen, ibuprofen) must be approved by parents or guardians and by the school. Any student requiring emergency rescue medication, such as asthma inhalers or EpiPens, should be allowed immediate access for use. If you have questions, please contact the CWSP Office at 404.637.2875, 404.637.2818, or 404.637.2800.

### ***Office Parties and Gifts to Students***

Some Job Partners request student workers to participate in office parties or celebrations. The CWSP office will work with individual Job Partners to determine student worker availability, but student workers are not permitted to miss class to attend office parties. Additionally, student workers may not, under any circumstance, attend any office gatherings that include alcoholic beverages. Job Partners are discouraged from giving gifts to students. Appreciation for a job well done can be recognized through student evaluations and student worker recognition programs of the CWSP. However, some considerations for appropriate holiday or end of year student gifts include laptop covers/sleeves (Chromebook size), journals, movie tickets, moderate gift cards (\$25-\$50 - Kroger, Target etc.), books, calculators – TI-Nspire CX (gifted to the school for students use), purchase of Cristo Rey 'SWAG' or blazer. All students are required to have their own blazer for the new school term.

## STATEMENT OF AGREEMENT

Failure to read the material contained in this fact does not excuse the student from observing the information and regulations stated. The Principal retains the right to amend the Handbook if necessary. If this occurs, parent(s) or guardian(s) may access any updated copies on our website.

**Student Acknowledgment:** I have read the Student and Parent Handbook for the school year 2017-18.

**Please initial each:**

\_\_\_\_\_ I release the Cristo Rey Network from any liability or claims arising out of the use of my image, likeness, name, schoolwork, surveys and/or other work product.

\_\_\_\_\_ I hereby waive any right that I may have to review or approve the form and use of any such materials.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Student Name:** \_\_\_\_\_

**Parent or Guardian Acknowledgment:** I am the legal parent or guardian of the student signed. I understand and hereby agree to abide by the rules and will work with the school to support these policies.

Additionally, I hereby give my permission and grant all rights necessary on behalf of my daughter or son to the Cristo Rey Network, the Cristo Rey Work Study Program, their respective agents and anyone authorized by them for the following:

**Please initial each:**

\_\_\_\_\_ Take my daughter or son to and from work on their scheduled days on school- provided transportation and/or MARTA.

\_\_\_\_\_ Allow my daughter or son to be interviewed or participate in surveys or written/verbal tests generally related to either work or school.

\_\_\_\_\_ Take my daughter or son to and from retreats, class trips, service opportunities, athletic/extra-curricular events, and physical education classes off campus on their scheduled days (including overnights and weekends) on school-provided transportation.

**Parent or Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Parent (Guardian) Name:** \_\_\_\_\_