



CRISTO REY  
JESUIT HIGH SCHOOL  
MILWAUKEE

# Student & Family Handbook 2022 - 2023

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## **SCHOOL OVERVIEW**

### **Welcome**

Welcome to Cristo Rey Jesuit Milwaukee High School (CRJHS) . We are grateful to work in partnership with our students and their families to nurture the academic, physical, social, emotional, professional and spiritual growth of all of our students. We take the commitment we have made to our students and their families seriously; fulfilling this commitment requires meaningful collaboration between all School staff and CRJHS families and students.

This handbook outlines the key policies that will enable CRJHS to best support students. These policies have been carefully designed and implemented to ensure the well-being and safety of all students. We thank our students and families for believing in CRJHS and for working in partnership to create the best possible future for every CRJHS student.

### **The Mission of Cristo Rey Jesuit High School**

Cristo Rey Jesuit High School (CRJHS), a Catholic high school for young women and men of all faiths and limited financial means, integrates rigorous academics, professional work experiences and spiritual development to empower graduates to succeed in college and life.

### **The Mission of the Cristo Rey Network**


CRJHS is the 29th school in the national Cristo Rey Network. The Cristo Rey Network® empowers thousands of students from underserved, low-income communities to develop their minds and hearts to become lifelong contributors to society. By providing students an extraordinary college preparatory education and a unique four-year, integrated corporate work study experience, we seek to transform urban America one student at a time.

### **Profile of the Cristo Rey Graduate at Graduation - Core Values**

#### **Open to Growth**

The graduate of Cristo Rey is confident, inquisitive, reflective, motivated and flexible. He or she views learning as a lifelong pursuit, inside and outside the classroom. The graduate always strives for success, but is also aware that failure is an important part of learning and maturity.

The graduate knows that an understanding of and deep appreciation for one's self and one's background are essential to a full life. Moreover, the graduate sees this self-awareness as the basis for any further growth. This appreciation of one's own background naturally compels the graduate to have constant respect and openness to other people's cultures, religions, experiences and socio economic backgrounds. Ultimately, the Cristo Rey



graduate learns to seek out new challenges and opportunities to enrich his or her experience or perspective be it religiously, socially, culturally, emotionally or intellectually.

### **Religious**

The Cristo Rey graduate has a sincere and deep sense of God's presence and love in his or her life. The graduate understands that he or she was created for a unique purpose, which awaits fulfillment in this life and the next. Such a realization compels the graduate of Cristo Rey to be an active participant in his or her own faith journey, and to be ever reliant on prayer and reflection on Christ's example for guidance and development. The Cristo Rey graduate maintains a deep understanding of the Church's teaching and the Good News, and relies on these as the basis for strong morals and ethical judgments. She or he participates in her or his parish and views the Church as a source of strength. The graduate of Cristo Rey appreciates the rich religious gifts of his or her family, community and culture and is also eager to build on those in an ever deepening and personal way.

### **Intellectually Competent**

The Cristo Rey graduate has a firm foundation in the liberal arts, which is necessary for further study, as well as a mastery of thinking, reasoning and cognitive skills and habits. The graduate constantly thinks across disciplines and cultures, always maintaining a deep respect for wisdom and truth. The graduate is able to express himself or herself effectively, and, as a young ambassador of culture, the graduate seeks the challenges and growth opportunities that diversity brings. The graduate of Cristo Rey is capable of engaging with all types of work and pedagogy at the college level and is also prepared to educate himself or herself outside of the classroom. The graduate wonders about the world around him or her and is in the habit of analyzing the problems and questions that one may encounter. The Cristo Rey graduate is expected to assume enthusiastically his or her role as a lifelong learner who savors the rich opportunities that the world provides, and who truly owns his or her education by helping others to learn as well.


### **Loving**

The graduate of Cristo Rey believes that he or she is truly loved by God. This love is made manifest in the beauty of creation and the love of the people around him or her. The graduate sees loving relationships with others as the foundation of a Christian life. He or she has a healthy love of self, rooted in deep self-respect and confidence in his or her own gifts and talents.

This love of self enables the graduate to move towards true and meaningful love for others. The graduate is aware that a full life involves loving other human beings as much as one's self, and he or she values the uniqueness of each relationship. The graduate sees his or her own way of loving as a response to God's gifts and heeds the call to demonstrate that love through service and dedication to others. The graduate is generous with his or her time and talents, and strives to share his or her gifts with others. The graduate knows that respect, trust and fidelity are the basis of any loving relationship, and that love, for God or for another person, requires us to give without asking anything in return.

### **Committed to Justice**

The Cristo Rey graduate is keenly aware of injustice and prejudice and gives of himself or herself in service to others because he or she believes in the dignity and equality of all people. The graduate believes in himself or herself and in his or her cultural heritage. The graduates work for and with the impoverished, the unfairly treated



and those who are without representation, both locally and globally. As a leader and role model he or she speaks out, and when necessary he or she takes action.

Experienced in service, the Cristo Rey graduate heeds the call of the Gospel to effect change and sees service as a gift to self, not only to others. The graduate is ready to lead, especially by example. The graduate understands that some of life's most worthwhile endeavors are neither easy nor comfortable. The graduate of Cristo Rey also believes that justice is necessary for equality, respect and love.

### **Work-Experienced**

Through the Cristo Rey Corporate Work Study Program, the Cristo Rey graduate has learned to be a dependable, responsible worker of integrity with high ethical standards. The Cristo Rey graduate has participated in the professional culture of the workplace and has begun to explore his or her own potential. The Cristo Rey graduate is a personable and effective team player who is a confident self starter as well as respectful and respectable. The graduate has learned the value of work both in the rewards it produces and in the self satisfaction it allows one to attain.

The graduate of Cristo Rey has learned to see work as an invitation to participate in the creative and salvific work of our God as "One who labors" on our behalf. Work offers the opportunity to discover and demonstrate personal talent - both as stewards and as leaders - and encourages growth. This stewardship implies the responsibility to use all resources wisely for the good of others and the greater glory of God. As a future leader in the workplace, the Cristo Rey graduate recognizes the dignity of work, its integral connection to justice and the choices he or she has to create a better society.

### **Sponsorship of the Society of Jesus**

Cristo Rey Jesuit is sponsored by the Society of Jesus (the Jesuits), the largest order of Catholic priests in the world and an order known for its deep commitment to education across the globe, including its sponsorship of Marquette University, Marquette University High School, Nativity Jesuit Academy and Cristo Rey Jesuit in Milwaukee, Wisconsin. For nearly 500 years, Jesuit priests and brothers have founded and staffed schools that tend to the *cura personalis*, the whole person, as they form students to become men and women for others.

### **Non Profit Status**

CRJHS is operated as a non-profit organization and is exempt from federal income tax under section 501(c) 3 of the federal code.

## **SCHOOL OPERATIONS**

### **Admissions**

#### **Admissions Office**

All students interested in attending CRJHS should direct their inquiries to the Admissions Office. Please note that all applicants to CRJHS must meet the employability criteria for the Corporate Work Study Program and be accepted to the Corporate Work Study Program to be eligible to attend CRJHS.

## **Automatic Probationary Status for Newly Admitted Students**

All students admitted to CRJHS are automatically placed on a probationary enrollment status. For all students admitted on the traditional timeline (at the end of the 8th grade year), full enrollment at CRJHS is contingent upon successful completion of the Summer Bridge Program. All students' continued enrollment following Summer Bridge is contingent upon their successfully meeting the School's academic and behavioral expectations as laid out in this handbook.

The school reserves the right to expel at any time any student who fails to meet the school's academic and/or behavioral expectations and/or those of the Corporate Work Study Program.

## **Milwaukee Parental Choice Program Application Appeal Process**

Under state statute 119.23 (3) (a) "Within 60 days after receiving the [Milwaukee Parental Choice Program] application, the private school shall notify each applicant, in writing, whether his or her application has been accepted. If the private school rejects an application, the notice shall include the reason. A private school may reject an applicant only if it has reached its maximum general capacity or seating capacity."

If an applicant would like to appeal a rejection, the CRJHS appeal process is as follows:

1. Applicants must submit a completed "Application Rejection Appeal Request" form within five (5) working days from the date of receipt of their rejection notice with evidence that the applicant was improperly rejected.
2. The evidence must include income and/or residency documentation that was part of the original application to the Director of Finance and Operations.
3. The Director of Finance and Operations shall respond to the applicant's appeal within five (5) working days of receipt of the completed "Application Rejection Appeal Request" form and supporting evidence.


## **Withdrawing from the School**

Withdrawing from Cristo Rey Jesuit Milwaukee High School is a serious decision. It can cause significant disruption to a student's high school experience, weaken the student's college application, result in a loss of academic credits, and/or delay graduation. Students and families considering withdrawal are asked to complete the *Request to Withdrawal* form located in the Main Office and speak with an administrator to address their concerns.

When a family does make the decision to withdraw from the School, CRJHS conducts an exit interview process in which a School administrator will discuss with the parents and student the reasons for withdrawal. The School is hindered in coordinating and communicating with the receiving school without the withdrawal paperwork signed and filed at Cristo Rey Jesuit.

## **Tuition**

Cristo Rey Jesuit charges tuition to students based on a "sliding scale" and their family's finances. In order to determine a reasonable tuition for each student, the School requires families to submit appropriate financial documentation each year. The School may adjust the amount of this tuition to reflect changes in a family's financial position.



Students who participate in the Milwaukee Parental Choice Program are assessed no tuition to attend the School, in accordance with Wisconsin law.

### **Activity Fees**

All Cristo Rey Jesuit students are assessed an annual fee for items and activities throughout the year, including but not limited to the following: personal items such as towels, gym clothes, social and extracurricular activities that are not part of the required curriculum, musical instruments, meals and high school classes not required or credited for graduation. Students may submit payment in one lump sum in August or monthly throughout the year. The fee is assessed at the start of each school year. The amount of the fee will be communicated to families by that time. Non payment of the fee may result in the student being withheld from participating in the extracurricular activities such as school dances, athletics and graduation activities. In all cases, the full fee must be paid by the last day of the school year.

## **Daily Schedule and School Calendar**

### **Daily Hours**

Attendance at school is essential every day for the full day from 7:30 AM - 3:30 PM, On Monday-Thursday the school day starts promptly at 7:30 AM. Students may arrive as early as 7:00 AM to eat free breakfast, but should arrive no later than 7:15 AM to allow time to prepare for the day.

On Friday rotation days, the CWSP workers follow the same arrival time as any other school day: doors open at 7:00 AM and students must be seated for CWSP dismissal procedures by 7:30 AM. Students who do not work on that Friday rotation day must be seated in their first period class by 8:40 AM or they will be marked tardy to school. On Friday rotation days, doors open at 7:00 AM for non-workers as well; those who wish to arrive early are required to proceed to one of the designated spaces.

After-school activities begin at 3:35 PM. Students may be required to stay after school to attend Office Hours or other academic supports, to attend behavioral detention, to complete missed assignments or attend to School business not satisfactorily completed during regular School hours. Students who miss these obligations may be subject to behavioral consequences.

Students may stay after school only if they participate in a school-sanctioned, supervised activity for the entire time they remain on campus after 3:45 PM. Students in after-school activities must leave the building immediately following the conclusion of the event.

### **Daily Class Schedules**

Most days, classes at CRJHS are 50 minutes long. Students have four minutes to transition between classes. Breakfast is available for 25 minutes before first period transition/CWSP at 7:30 AM (8:36 AM on rotation Fridays for non-CWSP workers). Students must be seated in their assigned classroom by 7:34 to be on time to class, and students who have not scanned their ID at entry before 7:30 AM are “tardy to school” (see attendance section for details). See below for the two typical daily schedules. There are modified schedules (typically a 2 PM dismissal time) for student/parent/teacher conferences, exam days, and a few other days.



Mon-Thu Schedule				Friday Schedule			
Period	Begin	End	Min.	Period	Begin	End	Min.
Breakfast	7:05 AM	7:30 AM	25	Breakfast	7:05 AM	7:30 AM	25
1	7:34 AM	8:24 AM	50	Teacher PD	7:30 AM	8:30 AM	60
2	8:28 AM	9:18 AM	50	1	8:40 AM	9:24 AM	44
3	9:22 AM	10:12 AM	50	2	9:28 AM	10:12 AM	44
Lunch/Flex1	10:16 AM	10:41 AM	25	3	10:16 AM	11:00 AM	44
Lunch/Flex2	10:41 AM	11:06 AM	25	Lunch/Mass/Flex1	11:04 AM	11:29 AM	25
4	11:10 AM	12:00 PM	50	Lunch/Flex2	11:29 AM	11:54 AM	25
5	12:04 PM	12:54 PM	50	4	11:58 AM	12:42 PM	44
6 (LL)	12:58 PM	1:38 PM	40	5	12:46 PM	1:30 PM	44
7*	1:42 PM	2:36 PM	54	Assembly	1:34 PM	1:54 PM	20
8	2:40 PM	3:30 PM	50	7	1:58 PM	2:42 PM	44
*Four minute examen at the end of the period				8	2:46 PM	3:30 PM	44

## School Calendar and School Closings

Please see the School calendar for key dates throughout the school year. **Please note Cristo Rey Jesuit does not follow the Milwaukee Public Schools calendar nor the Archdiocese of Milwaukee school calendar.**

The academic year at Cristo Rey Jesuit is divided into four quarters and two semesters. The start and end dates for each quarter and semester are outlined on the table below.

**Quarter:** one-quarter / one-fourth of the school year

**Cuarto:** una cuarta parte del año escolar

**Semester:** half (two quarters) of the school year

**Semestre:** la mitad (dos cuartos) del año escolar

### 2022 - 2023 School Year Dates

	Start Date/Fecha de Inicio	End Date/Fecha de Término
<b>Quarter/Cuarto 1</b>	8/17/22	10/21/22
<b>Quarter/Cuarto 2</b>	10/24/22	12/22/22
<b>Quarter/Cuarto 3</b>	1/10/23	3/16/23
<b>Quarter/Cuarto 4</b>	3/20/23	6/1/23 (Grade/Grado 12) 6/9/23 (Grade/Grado 9, 10, 11)
<b>Semester/Semestre 1</b>	8/17/22	12/22/22
<b>Semester/Semestre 2</b>	1/10/23	6/1/23 (Grade/Grado 12)



	6/9/23 (Grade/Grado 9, 10, 11)
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**School Closure Policy**

CRJHS will close school or delay the start of school under extreme circumstances, such as inclement weather. In such circumstances, **CRJHS will alert local media outlets and post an announcement on the School’s website so that the information is easily accessible to families.** Please refer to the “School closings” page on local media websites and/or listen to or watch the local media’s cancellation reports. As the situation allows, Cristo Rey Jesuit will also communicate the delay, closure or cancellation of school and/or of after-school events through our email, auto-call, and/or auto-text-message service.

**Please note that CRJHS does not automatically follow the school closure decisions of the Milwaukee Public Schools nor the Archdiocese of Milwaukee nor Seton Schools, although CRJ administration takes their decisions into account when determining the best course of action for CRJ.**

**School Closure Make-Up Plan**

CRJHS reserves the right to schedule additional instructional days to maintain compliance with the WI DPI’s minimum requirements for instructional hours. CRJHS will re-purpose vacation and/or professional development days as mandatory school days as needed depending on school cancellations.

**Transportation**

**Conduct and Transportation**

The same standards of student behavior outlined elsewhere in this handbook apply while students are traveling to and from school.

**Clear Transportation Plan**

Cristo Rey Jesuit students must create a transportation plan with their family so they arrive at school on time and remain until the end of the academic day and/or their required after-school activities. This plan should include a clear plan for picking up their child as soon as their school-day obligations conclude.

**Transporting Students to and from Cristo Rey Jesuit**

To ensure a smooth process, families who drop off and/or pick up their children at CRJHS should follow the guidelines below. Students who drive themselves to/from school must follow the same guidelines.

Early arriving students may wait inside the foyer starting at 7:05 AM. Prior to 7:05 AM, the building is closed.

**Monday - Thursday**

- Students need time to enter, scan their ID, drop off materials at their locker, and transition to their first period class by 7:34 AM. **Please arrive by 7:15 AM.** A 7:15 arrival provides enough time to do so.
- Any student who scans their ID upon entry at **7:30 AM** or later is marked “tardy to school.” Please see the Attendance section for a description of consequences for being tardy to school.

**Friday (CWSP “rotation” days)**

- The same arrival times described above apply to **CWSP workers on rotation Fridays**: workers should arrive by 7:15 AM and are marked “tardy to school” if they scan their ID upon entry at 7:30 AM or later.
- **Non-CWSP workers** have an optional “late start”. They should arrive by **8:20 AM** and will be marked “tardy to school” if they scan their ID upon entry **at 8:36 AM** or later.
- Please note that on Fridays, first period classes start at **8:40 AM**.
- Also, note that on Fridays, non-CWSP workers are permitted to arrive anytime after 7:00 AM to work quietly in an approved area. Students who are disruptive or misbehave will lose this privilege.

### Drop-off Locations

CRJ provides two locations for morning drop-off and after-school pick-up. CRJ staff are present at both locations.

- **9th- and 10th-grade families**: drop off students on Pierce Street at the *Phoenix Field* entrance. It is safest to drop off on the south side of Pierce St., facing east.
- **11th- and 12th-grade families**: drop students off at our National Ave main entrance. Drive as far as you can to the end of our drop-off road before stopping to let your child out of the car. If traffic is backed up at that entrance, redirect and drop off on Pierce Street instead.

### Student Parking

A limited number of student parking spots are available and will be assigned to students based on seniority. Students with assigned spots may use *only* their assigned spot. Students who drive to school and *do not have* an assigned spot *may not park in the CRJ parking lots*. On-street parking is available on the roads surrounding the school. CRJHS is not responsible for vehicles parked on city streets.

### Special Transportation Circumstances and Needs

Please communicate in advance to CRJHS regarding any special needs or circumstances surrounding transportation to/from school, including adults who should *not* be allowed to sign out a CRJHS student, acute transportation challenges the family is facing, and similar critical issues. While CRJ does not provide ongoing student transportation to/from school, school administrators may be able to help identify solutions and resources to help resolve families’ transportation challenges.

### Students who Walk or Take the City Bus

Students who walk to and from school, including from nearby bus stops, will likely have to cross busy streets to get to CRJHS. Students should use caution and common sense, cross the street *only* at an intersection with a crosswalk, and obey traffic and crosswalk signals.

Students who walk to and from school represent themselves, their family, their community and CRJHS. As such, students should be respectful of CRJHS’s neighbors, their homes and property and the condition of the streets and sidewalks. Before and after school, students should disperse quietly and quickly and avoid congregating in groups and/or loitering in the neighborhood.

### Transportation between School and CWSP Placements

Transportation between the School and CWSP job sites is provided by CWSP or a third-party transportation provider hired by CWSP. On workdays, **student workers must scan their ID at arrival for attendance before 7:30 AM** and be seated in the appropriate CWSP dismissal location, typically the Commons, by 7:30 AM. Further details of the CWSP transportation plan are outlined in the CWSP Handbook.

## Van & Bus Behavior

As needed, the School will utilize CWSP vans or contract with an outside transportation provider to transport students to and from school-related events, such as athletic practices and games, field trips, etc. In these instances, all CRJHS Code of Conduct expectations apply in full. Certain additional rules will often apply as well: students might be assigned seats, for example. Violations of the Code of Conduct or other transportation rules will trigger consequences including but not limited to suspension from or termination of transportation services.

## ATTENDANCE

In-person attendance is essential to success at CRJHS. CRJHS students and their parent(s)/guardian(s) are required to follow these attendance guidelines:

- Students are required to report to all assigned periods and in-school activities during the school day as well as all required after-school commitments. The **academic day runs from 7:30 AM until 3:30 PM**, with co-curricular and academic support programming starting at 3:35 PM. Students are encouraged to **arrive by 7:15 AM** in order to arrive at their first period on time. (First period classes start at 7:34 AM).
- Students may not leave school grounds before 3:30 PM unless a parent/guardian provides explicit permission to the Main Office. See the “Absence Procedures” section for more information.
- A student may NOT accumulate more than **6 unexcused absences in a single semester (August-December & January-June) or 5 consecutive unexcused absences** at any point.
- **Missing more than 3 periods in a school day constitutes a full day’s absence.** \*See *Excused Absences* for more information regarding excused absences.
- Any unexcused absences, including absences on CWSP workdays, will be included in a student’s attendance record and count against the allowable total for the semester. \*See the *Corporate Work Study Program Student Handbook* for more information regarding CWSP attendance policies.
- Scheduled appointments on non-CWSP workdays (on regular school days) that are accompanied by a documented excuse will be excused up to one hour before the appointment time and up to two hours after the appointment start time. (On workdays, appointments result in full workday absence and require a makeup workday). The time of the appointment should be included in the excuse. Note that appointments should be scheduled on non-CWSP workdays whenever possible, because any appointment on a workday will always result in a full workday missed and will be marked as unexcused.

## Absence Procedures

It is very important that school staff be made aware when a student will be absent. **When a student is absent or is going to be absent from school for all or part of the school day, a parent/guardian must:**

1. Call the Main Office at (414) 436-4600 **before 7:30 AM** each day the student is absent. If a receptionist is not available, please leave a detailed message that provides the child’s name, the date of the absence, and the reason for the absence.
2. Provide the proper documentation to the Main office within one week (5 business days) of the student’s absence. See more information regarding proper documentation below.

3. For partial-day absences, the parent/guardian must contact the main office to notify the school that the student is to be released early and to provide the reason. At the time of pick-up, the parent/guardian must enter the building to sign out the student.

**Students who exceed three(3) unexcused absences in period 8 in a quarter will forfeit their cell phone to an administrator or front office staff member upon arrival to school every day for the remainder of the quarter.**

## Excused Absences

**For an absence to be considered excused, it must meet one of the criteria below, and the parent(s)/guardian(s) must provide the proper documentation within one week of the absence:**

CRJ urges all students to enroll as patients of our partner organization, Sixteenth Street Community Health Center, even if they have another health care provider, so that the student can receive immediate health care in the event they are not well at school. Patient registration forms are available in the main office.


- **Student Illness** - A student will be marked excused for an absence related to illness if proper, dated documentation is provided by a medical professional or if the CRJ nurse or CRJ Covid coordinator determines the student may not be present at school.
- **Medical Appointments** - A student will be marked excused for up to one hour before and two hours after a medical appointment's start time, as long as documentation from the medical professional is provided. Any appointment on a workday will result in a missed workday and require a makeup workday.
- **Funeral** - A student will be marked excused for up to 3 days if a written note is provided by a parent/guardian. \*See the *Absence due to a Death in the Family* section below for more details.
- **Court Appearance** - A student will be marked excused if documentation of the court date is provided. Students are encouraged to attend school for a partial day if possible on the date of the appearance.
- **Voting** - A student will be marked excused for up to 1 hour before and 30 minutes after voting.
- **College Visits** - A 12th-grade student will be marked excused *if the college visit is pre-approved by the college counseling office*, and proper documentation is provided to the counselors following the visit.

## Absences during Semester and Final Exams

If a student is absent on the day of a semester exam or final exam, they will receive an F for the exam. CRJHS does not permit students to reschedule semester or final exams except in the case of an excused absence, such as a medical emergency, with proper documentation provided. If a student will miss a semester or final exam for an excusable reason, the parent/guardian should contact the AP of Student Success or Dean of Student Culture in advance, if possible, to reschedule the exam. **Travel and vacation are not excusable absences.** \*See *Excused Absences* for more information regarding excused absences.

## Attendance and Participation in Athletics and other Co-curricular Events

Attendance in school, including days on which students attend work for the Corporate Work Study Program, is mandatory for participation in any extracurricular activity, including athletic practices, games, meets, club meetings, dances, incentive events, or any other school-sponsored event. In order to participate in an extracurricular activity, students may not be absent unexcused for any part of the day of the activity. In the case of Saturday and Sunday school events, students may not be absent unexcused for any part of the previous



Friday. Please see the Cristo Rey Jesuit High School Athletics Handbook for more information regarding athletics attendance policies.

## **Anticipated Absences**

In the case of an anticipated extended absence, the parent/guardian should alert the main office at least a week prior to the dates of their absence.

CRJHS schedules long vacations around the Christmas and Easter holidays, as well as during the summer. Families should not remove students from school before or after these vacations in order to extend family trips. Instead, they should schedule vacations to align with school breaks. Absences related to travel, family visits, and vacation are unexcused.

## **Absences Due to a Death in the Family**

CRJHS supports families in times of grief and understands students and families need time to heal. The school offers in-school counseling and can help students and families connect to additional support resources. It is often helpful to the student to continue the routine of school and enjoy the connections they have with teachers, peers, and staff even as they grieve a difficult loss. At the same time, families need time to honor and remember those who pass away. As such, students may be absent from school for up to three days following a death in the family with a written note or verbal communication from a parent or guardian.

## **Tardiness to School**

On-time arrival is essential to student success. Students are expected to be on time to each class every day. The CRJ school building opens at 7:05 AM. Students are encouraged to arrive by 7:15 AM, and students who have not entered the building and scanned their ID before 7:30 AM are tardy to school.

CRJ understands that circumstances beyond the family's control may occasionally cause a student to be tardy to school. As such, students are permitted no more than four (4) tardies in a quarter. Excused tardies (which follow the same guidelines as excused absences outlined above) are not counted towards the 4 allowable tardies.

Families with extenuating transportation challenges should contact the Assistant Principal for Student Success & Dean of Student Culture to solve the transportation challenge so that the student can be on time to school.

## **Consequences for Tardiness to School**

When a student is marked tardy to school, communication will be sent via TalkingPoints app and/or phone to notify the parent of the student's tardy. After the student's second tardy in a quarter, they will be required to forfeit their cell phone for the day. Every day that a student is tardy to school beyond the allowed four tardies to school in a quarter, they may be sent home for the day. In that instance, the student will incur an unexcused absence from all classes, and their parent/guardian will be notified. A mandatory parent meeting will take place and must be scheduled before the student may return to school.

*Please note, per the attendance policy outlined above, no student is permitted more than 6 unexcused absences in a semester (August - December and January - June). Students with 6 or more unexcused absences in a semester will be placed on an Attendance Success Plan and may face dismissal for repeated absences and/or tardiness.*

## Attendance Success Plan

The School reviews student attendance on an ongoing basis and informs any student failing to meet the school's attendance requirements. If a student accumulates more than 6 tardies to school and/or 6 unexcused absences, the student will be placed on an attendance success plan. At that point, a student and his/her parent(s)/guardian(s) will be presented with a document that outlines attendance expectations for the student. Any student who fails to meet the expectations outlined in the document may face dismissal.

## TECHNOLOGY

### Technology Acceptable Use Policy

CRJHS provides students with a wide range of information technology for educational purposes. The use of these technologies is a privilege, not a right, and students are responsible for using them legally, appropriately, responsibly and kindly. All technology use is subject to the Code of Conduct. The School sets terms and conditions for technology use, and students should have no expectation of privacy nor anonymity while using equipment, Internet access, network access, or software applications provided by the School.

**In addition, the school reserves the right to require students to turn over any personal electronic device brought to school if it is judged to be a distraction; as collateral when students borrow items that they lost or forgot; as part of a learning or behavior support; or as part of a consequence for failing to meet uniform, behavior, or attendance expectations.**

CRJHS is the sole owner of all pictures, sounds, photos, images, recordings, websites, data files and videos used or produced by students using the CRJHS technology assets and resources. Proprietary rights including website design, computer code, and programs hosted on CRJHS systems remain at all times with CRJHS.

CRJHS has the right to monitor, review and inspect any directories, digital devices, files, messages, usage history, images, etc. residing on or sent using CRJHS or CWSP business partner technology assets and resources. CWSP business partners have their own technology acceptable use policies, and students employed by CRJHS business partners are subject to the business partner's policies, including the possibility of additional consequences from business partners beyond those of CRJHS.

Use of information technology is governed by the same core values and behavioral expectations set forth elsewhere in the Student Handbook and that apply to all other aspects of life within the Cristo Rey community.

### Rules Governing Technology

The following rules apply to all students at all times. Rules, unless they specifically mention Cristo Rey technology resources, apply to any and all technology, including your behavior involving technology when off School grounds.

#### Respect the Educational Purposes of Technology Use in School

- Use the technology equipment provided by the School for educational purposes only whether at school, at home, or at any other location.
- Consider leaving personal devices, including cell phones, at home. If brought to school, keep all personal devices silent and invisible when in classrooms or during class time.
- Cellular phones and smart devices are not conducive to a serious learning environment and therefore are prohibited in classrooms and bathrooms during school hours.
- In rare instances when a staff member explicitly indicates that use of a personal device is temporarily acceptable, respect the purpose and time limit of that exception. Never use personal devices in classrooms or during class time unless explicitly permitted by a staff member for a valid educational purpose.
- In the event that you violate the School policy around personal devices, honor immediately the consequences of that violation, including releasing the device temporarily to School staff.

#### Respect and Protect the Privacy of Self and Others

- Keep your passwords private. Maintain and safeguard password-protected access to both personal and confidential Cristo Rey files and folders and all electronic resources provided by the School.
- Always obtain permission before posting or transmitting pictures or recordings of others.
- Leave other people's files alone. Removing, examining, copying, altering or forging the files of another is no different from stealing, reading a personal letter or destroying someone's personal property.
- Use your real identity when using any Cristo Rey system. Never use another person's account or password.

#### Respect and Protect the Integrity and Security of all Electronic Resources

- Look after all Cristo Rey equipment. Make sure it is not damaged, stolen or misused.
- Utilize and respect procedures for requesting or borrowing equipment or resources.
- Return all borrowed equipment promptly and in good condition.
- Support computer and network security by not interfering with the operation of any computer or network or bypassing restrictions regarding technology use.
- Use network resources wisely. Excessive use hurts everyone by slowing down the network. The use of bandwidth for non-academic purposes is strongly discouraged.
- Be responsible for the safety and security of your own equipment and devices. Keep Chromebooks, laptops and other electronic devices in your locker when not in use. DO NOT leave them in an unattended bag or backpack.
- Students are responsible for making sure their data is backed up on a regular basis - especially prior to your Chromebook being serviced.

#### Respect and Protect the Intellectual Property of Others

- Obtain permission before uploading or downloading software, games, videos or music.
- Obtain the owner's permission before transmitting copyright-protected materials. Any material protected by trade secret or any other proprietary information should not be posted or transmitted. When in doubt, assume that all digital material is copyrighted.
- Obtain permission from Cristo Rey's Director of Finance & Operations or Technology Coordinator before copying or re-posting material from the Cristo Rey intranet or from the School's official website ([www.crymke.org](http://www.crymke.org)).



- Obtain permission from Cristo Rey before publishing a link to any Cristo Rey online resource (wikis, blogs, intranet) or to the School's official website (www.crijmke.org) from an external site
- Obtain permission from the author before reposting content to the web.
- If you present yourself as a representative of a School club, School publication or other Cristo Rey organization, you must obtain the permission of the Principal before posting anything to a site outside Cristo Rey.
- Seek permission from the Principal before using the School's name, logo, mascot or photographs.

#### Respect and Protect the Practices of the Community

- Follow the Cristo Rey core values at all times. The Cristo Rey Code of Conduct and all disciplinary policies apply in full to student actions while using CRJHS-owned technology and/or while interacting with CRJHS community members online, including but not limited to CRJHS and CWSP staff, CRJHS students and family members and CWSP corporate partners.
- Appropriate language, manners, and ethics are required. Ask yourself, "Will my actions reflect well on me?" and "Will my actions reflect well on the Cristo Rey community?"
- Communicate only in ways that are kind and respectful. Inappropriate, unkind, offensive online behavior is not acceptable and may lead to disciplinary action, including but not limited to loss of privileges.
- The posting or transmitting of any inappropriate or offensive words, images or videos is prohibited.
- The posting or transmitting of false, harmful or defamatory information prohibited, including gossip, rumors, threats, online harassment, cyber-bullying, and hate speech.

#### **Additional Restrictions for Students**

Engaging in commercial activities, such as shopping, while using Cristo Rey's technology is not permitted. Gambling, streaming non-educational videos, political lobbying and the sending of advertisements, spam, chain letters or other mass mailings are also prohibited.

Violent, sexually explicit or offensive content is prohibited. If you are uncertain about the suitability of content, please ask a faculty member. Requests for potential exceptions to this rule should be proposed in advance for consideration by the School administration.

#### **Cristo Rey Jesuit High School's Rights and Responsibilities Concerning Technology**

- Cristo Rey makes no guarantee of any kind to provide information technology. The School is not responsible for damages suffered by users, including loss of data, delays or other problems resulting from use of its technology. Use of any information obtained via such technology is at the user's risk; its accuracy cannot be guaranteed.
- Cristo Rey reserves the right to access School email and student accounts for any reason at any time.
- Cristo Rey may delete anything at any time from a School forum or website and may restrict students' use of School technology.
- Any information stored on any Cristo Rey computer's hard drive or information storage device that were purchased by Cristo Rey, are considered property of Cristo Rey, including loaner Chromebooks/laptops.
- Cristo Rey reserves the right to review data stored on student's laptops in the course of normal laptop maintenance and to inspect student laptop data in the course of a disciplinary investigation.

#### **Consequences for Violations**

Any inappropriate use of technology or behavior that does not follow the above guidelines, may result in disciplinary action. Students may lose their access to the School's information resources and be subject to standard disciplinary procedures. Additionally, students may be billed if hardware and/or software must be repaired, restored or replaced.

### **Reporting Computing Abuse and Irresponsible Behavior**

Abuse and/or questionable behavior should be reported to a teacher, administrator or technology staff member. Reports can also be made electronically by sending an email to [mtalavera@cristoreymilwaukee.org](mailto:mtalavera@cristoreymilwaukee.org).

### **Reminders for Safe Internet Use**

- Assume that there is no privacy online. Do not send anything that you would not be happy to see posted in the hallway or shared with your parents.
- Things posted online stay there in archives and are infinitely replicable, both at Cristo Rey and in the outside world—even after you think they have been deleted. Do not post anything that you would not want future college administrators or employers to see.
- Cristo Rey cannot protect students from all inappropriate or illegal materials. If you are sent anything inappropriate, offensive or illegal, it is your responsibility to report it to a teacher and administrator or the Technology Coordinator.
- When using sites that may be viewed by people outside the Cristo Rey community, do not communicate your full name, age, phone number or other personal information and do not provide such information about other people. A non-Cristo Rey email address is recommended for all non-school use.
- Talk to your parents or guardians before agreeing to meet in person with someone you met online.

## **Chromebook Policy and Program**

Students are provided with the use of a Chromebook as part of the School's educational program. Chromebooks and their attendant software provide immensely valuable opportunities for students to prepare for college and career.

All Chromebooks are owned by CRJHS and are provided for the use of the student under the following terms and conditions:

- The Chromebook remains the property of the School at all times and the student's use of the Chromebook while attending CRJHS does not in any way change ownership of the Chromebook.
- The Chromebook is provided solely for the use of the student for academic purposes. The laptop may not be loaned to anyone else.
- If the Chromebook is returned to the School inoperable and/or damaged beyond normal use, the student and family are responsible for the reasonable cost of repair or its fair market replacement value, as determined by the School. If the Chromebook is lost or stolen, replacement costs will be the family's responsibility. Replacement cost is \$275.00. In the event of loss or damage, a student will not receive a new Chromebook until the replacement cost is paid.
- The Cristo Rey Jesuit High School Acceptable Use Policy governs students' use of the Chromebook. Failure to comply with Acceptable Use policy may result in the immediate repossession of the Chromebook by CRJHS.

- The student's use of the Chromebook is subject to all relevant copyright laws. No software may be loaded, modified or removed without the express prior approval of CRJHS.

Failure to return the Chromebook to CRJHS at the end of this agreement or when required to do so by the School may result in the School taking legal action for the return of its property. Should the School have to initiate any such proceedings, the student and his or her family will be responsible for fees incurred by the School in obtaining the return of its property.

## **Student Liability for School Materials**

As part of the educational process, students at CRJHS have access to novels, textbooks, calculators, Chromebooks and other educational tools. Students will be held responsible for the replacement cost if they lose or damage items belonging to the School. Parents will receive a notice from the School detailing items lost or damaged and their respective replacement values. Students with outstanding accounts and no reasonable repayment plan in place may face loss of privileges.

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

In order to preserve the learning and work environments, **students are not permitted to utilize cell phones, tablets, earbuds, headphones, smart watches or any other personal electronics in classroom spaces or during class time. On a student's work day, they are only permitted to use their personal devices during their lunch break.**

Unless given explicit permission from a staff member, all personal electronics should be silenced and put away in the student's pocket, locker, or backpack. Staff members reserve the right to ask a student to leave his/her phone on the desk, floor, or box during class, an exam, or bathroom break. Any staff member who observes unauthorized use of personal electronic devices at school or work will immediately confiscate the device and hold on to it until the end of the period or day, at which point the student is permitted to retrieve the device. If a student fails to relinquish the device or the behavior becomes repetitive, he or she will be referred to the Dean of Student Culture for further disciplinary action.

When a CRJHS or CWSP staff member permits the use of personal devices, the CRJHS Technology Acceptable Use Policy immediately and fully governs students' use of their devices. Failure to comply with the policy may result in CRJHS confiscating the device until a parent or guardian can come to meet with an administrator or taking further and appropriate disciplinary action, depending on the nature of the non-compliance.

## **STUDENT UNIFORM AND PERSONAL APPEARANCE**

### **Student Uniform and Expectations for Personal Appearance**

Our mission of providing professional work experiences and a college-prep environment comes with commitments. CRJHS students commit to maintaining a polished appearance at all times at school and at work and for making sure they dress and present themselves in a way that is exemplary in an office environment. This includes wearing only uniform clothing that is in good condition (clean and free of wrinkles, stains, tears, holes, fraying edges, discoloration, etc.) and that fits appropriately (not baggy, sagging, overly tight or revealing).

The table below outlines the expectations for student appearance. Note that some CWSP partners may have specific guidelines that go beyond CRJHS expectations. In such instances, these must be followed as well. Students are required to wear CRJHS uniform items where indicated, which can be purchased from the Goldfish Uniform Store, located at 5300 W. Lincoln Ave. (Phone: (414) 436-4343).

Item	Student Expectations	Notes
<b>Pants</b>	CRJHS uniform dress pants from Goldfish Uniform, available in khaki, gray, or navy. (If student fails to have Goldfish apparel, a conversation with DOS will take place for the student to receive uniform support & assistance)	CRJHS uniform pants should be worn at the waist, must have belt loops, and do not have cargo pockets, metal studs, or chains.
<b>Shirt</b>	CRJHS uniform shirt with CRJHS logo from Goldfish Uniform.	Undershirts must be white, with no visible lettering or graphics. Young women may unbutton the top button of their shirt, but no lower.
<b>Tie</b>	Young men are required to wear a CRJHS uniform tie from Goldfish Uniform.	When wearing a tie, shirts must be buttoned to the top, the tie must be snug, and the shirt must be tucked neatly into pants with a belt.
<b>Socks</b>	CRJHS students are required to wear mid-calf or longer dress socks in a non-white neutral color (black, brown/khaki, navy, grey).	White socks are not considered dress socks.
<b>Belt</b>	Any person wearing a tie must wear a solid black, brown, or navy belt with a plain buckle.	Large or branded buckles are not permitted.
<b>Shoes</b>	Black, brown, or navy dress shoes.	No open-toed shoes or non-dress shoes. Examples of non-dress shoes include: Toms, Vans, Uggs, moccasins, huaraches, and athletic shoes.
<b>Earrings</b>	Up to 2 earrings (1 per earlobe) of moderate length (<1 inch) may be worn.	Gauge earrings or earrings with a “gauge-like” appearance are not acceptable. A CWSP partner may require a student to remove their earrings while at work.
<b>Hair</b>	Must be a natural color and neatly groomed. Any facial hair must be neatly groomed.	Hair should not cover the face or otherwise interfere with learning, communicating, or working. Non-natural hair colors include bright colors, such as pink, red, blue, orange, etc.
<b>Fingernails</b>	Fingernails and fake nails must not be so long that they interfere with Chromebook use or other tasks at school or work.	A CWSP partner may require a student to follow the organization’s fingernail policy (e.g. no longer than ¼” long; no polish at all).
<b>Permitted Items</b>	Young men and women may wear a CRJHS uniform sweater or sweater vest. One modest, appropriate necklace Young women may wear the uniform tie	Jewelry should not interfere with Chromebook use or other tasks at school or work. Young women who wear the uniform tie must meet all the requirements for young men indicated above.
<b>Not Permitted</b>	Facial piercings, visible tattoos or stickers Non-uniform outerwear, except when outside during a permitted activity. Non-uniform accessories (buttons, pins, hats,	Examples of non-uniform outerwear include: jackets, coats, sweatshirts, non-uniform sweaters, blankets, scarves, hats, and CRJHS sports outerwear.



	scarves, gloves, etc.) Backpacks, bags, and purses in classrooms Graphics, words, or designs shaved into hair	
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**Uniform and Personal Appearance Accountability**

In the event that a student violates the *Student Uniform and Expectations for Personal Appearance* policy outlined above, the school will take the following steps to ensure compliance:

1. A CRJHS staff member will address the student out of uniform and require him/her to resolve the issue immediately (remove unauthorized item, put on tie, belt, dress shoes, tuck in shirt). If the issue is unable to be resolved (such as the use of non-dress shoes or non-uniform dress pants) the student will speak with the Dean of Student Culture to obtain a loaner item, if available. Whether or not a loaner item is available, the student may be required to forfeit their phone or other item as collateral and the issue will be documented.
2. If the student refuses to resolve the issue immediately, refuses to wear loaner items or forfeit their phone, or fails to resolve the issue by the date agreed upon, he/she may be sent home and incur an unexcused absence.

Families in need of assistance with purchasing a uniform should contact the Assistant Principal for Student Success or Dean of Student Culture.

**Expectations for Student Spirit or Casual Dress**

There are opportunities throughout the year when students are permitted to dress out of uniform, such as school spirit weeks and other celebrations. It is the expectation of CRJHS that students dress and present themselves in a way that is modest and traditionally viewed as acceptable in a professional setting.

For this reason, students are expected to abide by the following expectations when allowed to dress out of uniform:

- Students are not permitted to wear:
  - Skirts/shorts/dresses that fall above the mid-thigh
  - Leggings as pants. Leggings can only be worn with a shirt or dress that falls to the mid-thigh
  - Revealing shirts such as spaghetti strap, off-the-shoulder, or crop tops that reveal the stomach
  - Ripped jeans that show skin above the knee. Skin must be covered above the knee.
  - Clothing that references drugs, alcohol, sex, violence or includes offensive content
- If there is a theme associated with the dress-down day, such a spirit week theme or college spirit wear day, students must dress in accordance with the theme. Any student not participating in the themed-dress down is expected to wear the CRJHS uniform and follow all school expectations for personal appearance.

In the event that a student violates these expectations for casual dress, the school will take the following steps to ensure compliance:

1. A CRJHS staff member will address the student violating the casual dress policy and require him/her to resolve the issue immediately. If the student refuses to resolve the issue or the issue is unable to be

resolved, he/she will lose further casual dress privileges and, depending on the severity of the issue, he/she may be sent home and incur an unexcused tardy and absence.

## **STUDENT DISCIPLINE**

### **CRJHS Approach to Student Discipline**

At CRJHS, we are guided by the School's mission to help students embody the characteristics of the Cristo Rey Graduate at Graduation: open to growth, intellectually competent, loving, religious, committed to Justice and work-experienced. In addition, our School leadership and staff are committed to ensuring our School is a nurturing, respectful, safe environment for all (physically, emotionally and intellectually) and that disruptions to this sacred learning space are infrequent and brief.

In the spirit of Catholic, Jesuit education, the School is committed to holding students to the high behavioral expectations that are the prerequisites to leadership through service to others and are consistent with a professional work environment. In addition, the Ignatian pedagogical paradigm of experience, reflection and action calls students to reflect upon and learn from their behavior and take appropriate restorative action when their behavior has negatively impacted others in the School community.

CRJHS teachers work diligently to understand our students as individuals who come from unique backgrounds, possess unique gifts and interests and confront unique struggles. In addition, CRJHS is mindful of the developmental phases that teenagers progress through at varying paces and it bears this knowledge in mind when addressing issues related to our student behavior and discipline. Our teachers understand that lessons that engage students in their learning are a prerequisite to a dynamic learning environment that encourages positive behavior, and they employ an array of strategies to promote positive behavior and to correct small problem behaviors when they arise. CRJHS teachers seek opportunities to reinforce positive behaviors whenever possible so that our students can recognize and build from their strengths and respond with resilience and increasing independence when a teacher corrects their misbehavior.

The Dean of Student Culture, in conjunction with other School administrators, addresses discipline issues and ensures compliance with the Code of Conduct. The Dean of Student Culture works closely with teachers, parents, students and the Assistant Principal for Student Success to help Cristo Rey Jesuit students learn and grow from disciplinary situations. The School retains all decision-making authority concerning student behavior that is in violation of the School's Code of Conduct, core values and behavioral expectations.

### **Code of Conduct**

By accepting admission to CRJHS, students have committed to working hard and embodying the characteristics of the Cristo Rey Graduate at Graduation; open to growth, intellectually competent, loving, religious, committed to justice and work-experienced. Students are responsible for their own behavior at all times and are required to abide by the CRJHS Code of Conduct and all school and classroom rules at all times.

The CRJHS Code of Conduct applies to any and all students for whom any or all of the following applies:

- He/she is on School or CWSP property, CWSP vans and contracted property, such as athletic fields or other facilities used by the School for School-sponsored programming.

- He/she is engaged in a School-sponsored or CWSP activity, including dances and off-campus activities such as retreats, field trips, college visits, employment activities at a CWSP partner, and/or travel to or from off-campus, school-sponsored events.
- He/she affects, through his/her conduct and at any time or place, including off-campus and outside of school hours, via the Internet, mobile communication technology and/or social media, the safety and/or welfare of others or the reputation of CRJHS.

**The CRJHS Code of Conduct requires that CRJHS students:**

- Respect God, others and self;
- Respect personal property, School property and the property of others;
- Attend every assigned period each day;
- Arrive on time to school and every assigned period each day;
- Wear the full CRJHS uniform and follow the expectations for personal appearance all day and every day;
- Arrive to school fully prepared for class with all materials, including a charged Chromebook;
- Adhere to all classroom and School policies, rules, expectations and procedures;
- Keep all personal devices and unauthorized electronics, including mobile phones and headphones, silent and invisible during unauthorized times;
- Communicate respectfully with all staff, volunteers, and students at all times in person, via the Internet, mobile communication, and social media;
- Put forth full and consistent effort and high levels of performance and productivity in school and at work every day;
- Participate actively in class, including oral and written participation;
- Fully complete all classwork, homework, formative and summative assessments, projects, and any other assignments on time and with academic integrity;
- Attend and be respectful and productive in all assigned support opportunities, such as learning lab, and take good advantage of optional support opportunities, such as office hours;
- Demonstrate respectful attention at all times, including in class and at school-wide events;
- Behave professionally and respectfully throughout the day, including using appropriate volume, tone and language and moving safely in hallways, offices, classrooms, the cafeteria, and other School locations.
- Respectfully resolve conflicts with peers;
- Respectfully participate in the religious and liturgical life of the School;
- Show only school-appropriate displays of affection towards others (ie. no kissing or cuddling);
- Be honest, respectful, and cooperative with School staff in disciplinary situations;
- Follow through with any consequences that result from a disciplinary situation.

## **Consequences for Violating the Code of Conduct**

Violations of the Code of Conduct, especially those that are disruptive or dangerous or that interfere with other students' ability to learn, the teacher's ability to teach, or a staff member's ability to maintain a safe and respectful learning environment will not be tolerated. Violations of the Code of Conduct will be addressed using the CRJHS discipline system outlined below. Consequences for violating the CRJHS Code of Conduct may require students to be at school outside of the typical school days and hours or may bar the student from entering campus. Such consequences might be inconvenient to the student and/or family but are nonetheless

mandatory, and the school expects full cooperation from the student and parent(s)/guardian(s). Students who miss all or part of these assigned consequences will face additional disciplinary action.

### **Teacher Intervention**

At this stage, the negative behaviors that violate the School's Code of Conduct are addressed by the classroom teacher or staff member responsible for monitoring the student. Such negative behaviors may include but are not limited to: tardiness to class, failure to comply with instructions and/or classroom norms or complete assigned tasks, disruptions to the learning environment, and disrespect to a classmate or teacher.

A teacher or individual staff member may choose to intervene using any combination of the following: redirecting the student in class, requiring the student to stay after class, contacting the student's parent or guardian, requiring the student to take restorative action, and requiring the student to complete a reflection.

### **Referral to the Dean of Student Culture**

A student who repeatedly violated the School's Code of Conduct despite teacher interventions will be referred to the Dean of Student Culture. At this stage, the Dean of Student Culture, will conference with any combination of students, parents/guardians, teachers, administrators, and support staff to establish a behavior plan. Behavior plans will be documented, approved by school administration, and signed by the student and parent/guardian.

### **Referral to a School Administrator**

A student who commits a gross violation of the school's code of conduct as well as any student who does not meet the expectations outlined in his/her Behavior Success Plan are referred to the Assistant Principal for Student Success. The Assistant Principal for Student Success is responsible for managing school discipline. A conference will be held between the Assistant Principal for Student Success, the Dean of Student Culture, the student, and his/her parent/guardian. The resulting disciplinary action may include: a Behavior Success Plan with the school, restorative action, in-school suspension, out-of-school suspension, or expulsion.

### **Gross Violations of the Code of Conduct:**

Gross violations of the Code of Conduct are grounds for severe disciplinary action including probation, in-school or out-of-school suspension, and expulsion. For illustrative purposes, the following is a list of gross violations that warrant more severe disciplinary action. It does not, however, constitute an exhaustive list of behaviors that violate the CRJHS Code of Conduct and could result in suspension or expulsion.

- Severe disregard for the School's expectations and/or disrespect to School staff;
- Non-compliance with School rules, such as failure to comply with the School's Uniform and Personal Appearance policy and Personal Cell Phones and Other Electronic Devices policy
- Failure to cooperate with School staff in a disciplinary situation, such as failure to cooperate with or complete a Teacher intervention.
- Leaving campus without explicit permission from School personnel and a parent/guardian or missing extended time from an assigned period without valid reason or permission.
- Acts of bullying/ cyber bullying/ harassment/racism (\*See *Bullying/ Cyber Bullying/ Harassment* below);
- Verbal altercation with a School staff member or student;
- Assault of any kind;
- Wrestling, aggressive physical play, fighting and/or "play-fighting";



- Vandalism and/or destruction of School property, including CWSP vans and facilities leased for School purposes;
- Use, possession, distribution, distribution assistance, supply or sale of alcohol, tobacco, e-cigarettes, vaporizers, drug paraphernalia, and/or controlled substances on or off School grounds during or outside of School hours and School days (\*See *Alcohol, Tobacco, Drug Paraphernalia, and Controlled Substances Policy* below);
- Gang membership and/or gang-related behavior, recruitment or personal presentation, including gang-related tattoos, hairstyles or other gang-related markings;
- Theft;
- Cheating and/or academic dishonesty, such as plagiarism, aiding in plagiarism, helping provide unauthorized access to assessment materials, providing unauthorized assistance to a peer, taking advantage of unauthorized access to assessment materials and/or unauthorized assistance from a peer, etc.;
- Sexual activity or inappropriate displays of affection;
- Forgery and/or falsification;
- Possession of weapons, firearms, explosives or other materials that endanger others and/or self;
- Termination from the Corporate Work Study Program.

### **Consequences for Committing Gross Violations**


The Dean of Student Culture, in conjunction with the Assistant Principal for Student Success, will determine whether a student's negative behaviors constitute grounds for an in-school suspension, out-of-school suspension, or expulsion based on the severity of the incident. Suspension and expulsion are serious consequences and should not be taken lightly by the student or family. These incident reports remain on the offending student's record, and colleges and universities may require the reporting of suspension and expulsion as part of their admissions review process.

In general, in-school suspension is assigned to a student who has committed a gross violation of the Code Conduct and needs time and space to reflect on his/her actions in order to take responsibility and begin to restore his/her place in the community. The Dean of Student Culture, in conjunction with the Assistant Principal for Student Success, will determine the length of the in-school suspension. In the case of in-school suspension, the parent(s)/guardian(s) will be notified and a meeting may be scheduled with the student, his/her parent(s)/guardian(s), and the Dean of Student Culture. In-school suspension may also result in the student being required to participate in restorative action to repair the damage done to the community, and/or the student being placed on Behavioral Probation.

Out-of-school suspension is generally assigned to a student who has both committed a gross violation of the School's Code of Conduct and who either puts himself/herself or other students at risk of any type of harm or who has lost the trust of the CRJHS administration and community. The Dean of Student Culture, in conjunction with the Assistant Principal for Student Success, will determine the length of the out-of-school suspension.

\*See more information regarding out-of-school suspensions and expulsions below.

### **Out-of-school Suspension (OSS) Procedure**



The Cristo Rey Jesuit administration may issue an out-of-school suspension to a student in order to temporarily remove from the School a student who has placed himself or herself and/or other students and/or School staff and/or other School community members in danger, whether physical or emotional; who has contributed to creating a situation that has significantly detracted from the learning environment; whom the School administration determines must be separated from a situation that may re-occur before a resolution has been achieved; and/or who must be removed from the school environment to enable the School and/or law enforcement officers to conduct an investigation.

A maximum of five days of out-of-school suspension can be imposed without written notice that a disciplinary hearing has been scheduled. Notice of a disciplinary hearing for out-of-school suspensions of more than three days shall be given within a three-day period of the suspension.

The guidelines for out-of-school suspension are as follows:

1. Immediately following a gross violation of the Code of Conduct, the President, Principal, Assistant Principal for Student Success or Assistant Principal for Academics may issue a suspension.
2. The student will be advised of the reason for the suspension.
3. The parent/guardian of the student will be given immediate notice of the suspension and the reasons for the suspension.
4. The student will be fully responsible for completing all schoolwork during an out-of-school suspension. The School will make reasonable accommodations, such as an extended deadline for assignments that require the student to be on-site. Following an out-of-school suspension, the student should anticipate staying after school for several days until he/she is caught up with all schoolwork.
5. Before a student may return to School following an out-of-school suspension, the student and parents/guardians must attend a meeting with a School administrator to accomplish any/all of the following:
  - a. Review the offense,
  - b. Ensure the student's understanding of the offense and the rationale for the out-of-school suspension as well as the student's ownership of responsibility for the infraction(s) that resulted in out-of-school suspension,
  - c. Establish expectations and/or conditions for the student's re-entry to the School community,
  - d. Outline any supports that the School and/or family will provide to the student following re-entry to the School community,
  - e. Schedule subsequent communication between the School and the student/family.

### **Expulsion Procedure**

Expulsion is considered a termination of enrollment. Expulsion may result from a single gross violation of the Code of Conduct, repeated and uncorrected violations of school policies and/or the Code of Conduct, or any conduct that endangers the health and/or safety of others or endangers and/or damages school or personal property.

Cristo Rey Jesuit High School reserves the right to terminate a student's enrollment (expel a student) at any time, for any action or behavior on or off School premises that is considered to be unethical or contrary to acceptable moral standards of behavior. This action to terminate a student's enrollment on the part of the School is at the

discretion of the Cristo Rey Jesuit High School administration and supersedes any other disciplinary procedure or action as outlined in the student handbook.

Steps of Expulsion Procedure:

1. During the proceedings outlined herein, the student shall be suspended from classes.
2. In addition to attempted immediate contact via phone and/or text messaging and/or email, a written notice of the impending expulsion hearing will be sent through the U.S. mail or secure email to the parents/guardians to the address on file with the School within one (1) working day after the decision to hold a hearing has been made.
3. The hearing notice will provide for a hearing date and time within five (5) school days after the decision to hold a hearing has been made.
4. The Assistant Principal for Student Success and/or Dean of Student Culture will act on behalf of the School to present the case for expulsion.
5. The Principal shall conduct a closed hearing. The Principal may choose to appoint up to three (3) staff members to serve in an advisory capacity during the hearing. Both the student (including parent/legal guardian) and the School representative(s) will present their respective positions through their own statements, statements of witnesses and any supporting documentation. The Principal has the right to question the parties and their witnesses and to call additional witnesses or documentation as needed.
6. If the Principal has initiated the expulsion proceedings, then another member of the leadership team appointed by the Principal will serve as the hearing officer.
7. After the Principal or the appointed hearing officer has gathered evidence and finished questioning parties and witnesses, each party has the right to present a closing statement of 5 minutes or fewer.
8. At the conclusion of the hearing, the Principal will consider all of the evidence, consult with the staff advisory committee, if one has been appointed, will make a decision regarding expulsion, and will issue its decision in writing to the student and parent no later than 5:00 PM on the day following the hearing, unless otherwise indicated.
9. Decisions may include:
  - a. Retain the student at Cristo Rey Jesuit with disciplinary sanctions,
  - b. Retain the student at Cristo Rey Jesuit without disciplinary sanctions,
  - c. Allow the student to voluntarily withdraw in lieu of expulsion,
  - d. Expel the student from Cristo Rey Jesuit.
10. The Principal shall decide on the action taken.
11. The student and parent/legal guardian shall be informed verbally of the decision within one business day of the hearing's conclusion, followed by a letter detailing the decision. Said letter shall also be provided to the President of CRJHS.
12. If the decision is to expel the student, a date and time by which the expulsion becomes effective shall be indicated in the letter. A student may withdraw at any time prior to the effective date of the expulsion. If the decision provides for a disciplinary action other than expulsion, a meeting will be scheduled with the student and her parent/guardian. At that time, a disciplinary contract between CRJHS, the student and her parent/guardian will be executed with the expectations and consequences clearly set forth. All parties to the contract shall sign it.
13. The decision of the Principal may be appealed in writing to the President of the School. The appeal must include a specific grievance regarding the investigation or hearing, or a substantial disagreement of fact.

If the President of the School deems it necessary, the President will review the decision, speak to the parties involved and make a decision. The decision of the President is final.

## Search of Personal Property

With reasonable suspicion of a violation of the CRJHS Code of Conduct that might include possession of dangerous, stolen, illegal, offensive, or otherwise inappropriate material, the School reserves the right to search School property, such as lockers, and the student's personal property, including backpacks, purses, pockets of clothing, school materials, and any other relevant personal items brought onto School grounds. Additionally, the School may contact local law enforcement to conduct random searches of School property with or without suspicion.

## Bullying/ Cyber Bullying/ Harassment

Acts of harassment, bullying, and cyber bullying in or out of school are strictly prohibited and will result in disciplinary action, including, but not limited to, behavioral probation, suspension, and expulsion, and where appropriate, these actions will be reported to law enforcement. Harassment and bullying include **verbal, written, or physical conduct** that denigrates or shows hostility or aversion towards any individual or his/her relatives, friends or associates and:

- Has the purpose or effect of creating an intimidating, hostile or offensive school environment;
- Has the purpose or effect of interfering with a student's or a group's performance in school;
- Otherwise adversely affects an individual's or group's school experience and/or interferes with a student's educational opportunities.

### Examples of bullying and harassment include but are not limited to the following:

- Physically, emotionally, or mentally harming an individual;
- Placing an individual in fear of physical, emotional or mental harm, including making indirect threats, spreading rumors, and making gestures;
- Threatening, intimidating, or teasing an individual on the basis of attributes such as race, religion, ethnicity, gender, sexual orientation, pregnancy status, age, national origin, marital status, veteran status, citizenship or disability, including the use of slurs, epithets or stereotyping;
- Damaging, extorting or taking an individual's personal property;
- Placing an individual in fear of damage to or loss of personal property;
- Using technology or social media platforms to send or post inappropriate, derogatory, defaming, and/or threatening emails, text messages, direct messages, chats, comments, pictures, or stories;
- Making unwelcome sexual advances or touching;
- Making sexual comments, jokes, or gestures

According to Wisconsin Statute 111.32(13), "Sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. "Sexual harassment" includes conduct directed by a person at another person of the same or opposite gender. "Unwelcome verbal or physical conduct of a sexual nature" includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to

interfere substantially with an employee's work performance or to create an intimidating, hostile or offensive work environment.

### **Procedure for Incidents of Bullying/ Cyber Bullying/ Harassment**

1. Any student who believes that he/she has been the subject of any form of bullying or harassment by anyone at Cristo Rey Jesuit or by anyone who is associated with Cristo Rey Jesuit, including a Corporate Work Study Program sponsor, should immediately bring the matter to the attention of the Dean of Student Culture, the Corporate Work Study Director, or any staff member.
2. The Dean of Student Culture or Corporate Work Study Director will conduct a prompt and thorough investigation of the alleged incident(s). To the extent possible, harassment complaints will be kept confidential.
3. The parent(s)/guardian(s) will be notified.
4. Appropriate consequences will be determined by the School administration and issued to the offending individual(s).

Cristo Rey Jesuit will not retaliate in any way against a current, former or prospective student who, in good faith, reports harassment or participates in the investigation of such a complaint or report. Any attempt at retaliation will not be tolerated and will itself be subject to appropriate disciplinary action, including the possibility of suspension and/or expulsion.

### **Pregnancy Policy**

Cristo Rey Milwaukee supports Catholic teaching that sexuality becomes truly human when it is integrated into the life-long union of marriage. Therefore, outside the confines of marriage and in light of Catholic teaching, Cristo Rey Milwaukee promotes abstinence as the morally acceptable approach to sexual expression. At the same time, Catholic tradition embraces a compassionate attitude towards individuals who become pregnant or who are responsible for pregnancy outside of marriage. As a result, CRJ extends reasonable efforts to assist and support a student who is pregnant or has become a parent in their continued educational development as well as their personal and social adjustment.

- Once the School becomes aware that a student is pregnant (or responsible for a pregnancy), the Assistant Principal for Student Success and counselor will meet with the student.
- An appropriate staff member will ensure the student's parents/guardians are informed, if they are not already, as soon as possible, whereupon a meeting will be held with the student, parents/guardians, the Assistant Principal for Student Success, and the counselor. A pregnancy plan outlining school supports and expectations will be created, and the student and parents will be required to agree to and uphold the plan if the student is to remain enrolled at CRJ.
- Shortly after notifying their parents/guardians, the student must meet with the Assistant Principal for Student Success and CWSP Manager for Student Relations.
- Pregnant students (and young men expecting to become fathers or who are fathers) may remain at CRJ as long as they continue to abide by CRJ school policies, including attendance policies, maintain good academic standing, and behave responsibly and consistent with the Code of Conduct.
- Students who are parents or becoming parents should continue to live with their parents or legal guardians and are strongly discouraged from living with their significant other. Those who decide to

cohabitate may not be allowed to continue at Cristo Rey Jesuit.

- The student must continue to meet all CWSP obligations as determined by the CWSP representative.
- Both mother/father-to-be must communicate with a CRJ counselor regularly.
- The counselor and/or administrator from Cristo Rey will support the student with any long-term physical, emotional, and spiritual issues relating to parenthood, pregnancy, childbearing, and reproductive health.

## Alcohol, Tobacco, Drug Paraphernalia, and Controlled Substances

Cristo Rey Jesuit seeks to provide a safe environment for its students and strongly believes that all students should refrain from the use of alcohol, tobacco, e-cigarettes, vaporizers, drugs, and controlled substances. Drug paraphernalia and controlled substances include, but are not limited to marijuana, speed, cocaine, crack, LSD, psilocybin (mushrooms), club drugs (MDMA/Ecstasy, Methamphetamine, GHB, Ketamine) and unauthorized prescription drugs, including, but not limited to any opioids, Adderall, Oxycontin, Valium and Ritalin. In an effort to maintain a school environment free of drugs, tobacco, and vape, the School has installed smoke and aerosol detectors throughout the building. School administrators are notified when vape or smoke has been detected and respond immediately to investigate.

Any involvement with alcohol, tobacco, e-cigarettes, vaporizers, drug paraphernalia, and/or controlled substances is harmful to a young person's physical, emotional, spiritual and intellectual development. Involvement with these substances by a student may simply reveal poor decision-making, or in some cases, it might indicate a need for intervention and professional assistance.

In keeping with the philosophy of education, prevention and intervention, the School has adopted the following policy:

1. The use, possession, distribution, distribution assistance, supply or sale of alcohol, tobacco, e-cigarettes, vaporizers, drug paraphernalia, and/or controlled substances on School property or at any School-sponsored event is prohibited. **Violations of this expectation will result in the notification of the student's parent(s)/guardian(s) and will put the student at risk of disciplinary action, including the possibility of suspension, temporary or permanent removal from his/her CWSP job placement, and/or expulsion.**
2. CRJHS students are expected to refrain from the use of alcohol, tobacco, e-cigarettes, vaporizers, drugs, and controlled substances **at all times** - inside and outside of School hours for the duration of their enrolment at CRJHS, on school days as well as non-school days, including weekends and vacations. **Violations of this expectation will result in the notification of the student's parent(s)/guardian(s) and will put the student at risk of disciplinary action, including the possibility of suspension, temporary or permanent removal from his/her CWSP job placement, and/or expulsion.** In addition, students may be required to participate in therapeutic activities ranging from educational seminars to formal professional treatment at the family's expense.
3. After a student has violated the CRJHS *Alcohol, Tobacco, Drug Paraphernalia and Controlled Substances Policy*, and if the student will remain a CRJHS student, the student may be required to undergo a professional evaluation by CRJHS counselor or a certified professional outside of CRJHS. The evaluation session must include a review of substance use history, a review of current substance use pattern and a psychosocial evaluation. As a stipulation for remaining a part of the School community, the student's parent(s) may be required to pay for this evaluation.

If a student violates the School's *Alcohol, Tobacco, Drug Paraphernalia, and Controlled Substances* Policy, the Corporate Work Study Program Director and the School's Athletic Director reserve the right to impose additional disciplinary sanctions, including suspension and/or removal from a student's workplace or team. \*Please see the *Corporate Work Study Student Handbook* and/or the *Cristo Rey Jesuit High School Athletic Handbook* for more information.

### **Student-initiated or Parent/Guardian-initiated Consultations**

Consistent with the School's philosophy emphasizing prevention of and intervention with alcohol, tobacco, e-cigarette, vaporizer, drug and controlled substance abuse among its student body, CRJHS encourages students who feel they have a substance abuse problem or feel they are at risk of developing a substance abuse problem to consult with the School counselor or any trusted staff member. Except in situations involving threat of serious and imminent danger to the student's well being, this initial interview will remain confidential. The School counselor will determine if the student's parent(s)/guardian(s) should be contacted or if the student should be referred to an outside, Certified Alcohol and Drug Counselor.

Likewise, CRJHS encourages parents/guardians to report to the Dean of Student Culture any incidents of alcohol, tobacco, e-cigarette, vaporizer, drug or controlled substance use by their son or daughter. Following such notification, the School will require the student and parent/guardian to follow the School's *Professional Evaluation and Treatment Policy* outlined below but will not impose disciplinary sanctions, such as suspension or expulsion. However, please note, as outlined in the *Professional Evaluation and Treatment Policy*, the student may be subject to consequences deemed appropriate by the Athletic Director and/or the Corporate Work Study Director.

### **Testing**

Testing for use of alcohol, drugs, and controlled substances is the prerogative of the CRJHS administration and the School reserves the right to randomly test CRJHS students at any time with or without suspicion.

Additionally, testing will occur:

1. when a student is suspected to have violated the School's AODA policy.
2. when a student is on probation from a previous AODA violation.
3. at school-sponsored events, such as dances or athletic contests.
4. when required by CWSP job placements.

When tests are performed, students and their parent(s)/guardian(s) may be held responsible for the costs of the tests. The administration will decide upon the best test method, and students are required to immediately, without prior notification, provide an adequate sample for testing, including, but not limited to, a hair sample, a saliva sample, a breath sample, a sweat sample, a urine sample or a combination of these samples. CRJHS will determine where and when the test(s) are performed. Results of the test will be shared with the Corporate Work Study Program Director and the student's parent(s)/guardian(s) after the test.

If a student refuses a test for alcohol and/or controlled substances or tampers with the results, this will be considered conclusive proof of being under the influence of alcohol or controlled substances, and/or for having violated the terms of probation or expulsion. This includes instances when a parent/guardian refuses to allow their child to be tested. The student will be liable for all disciplinary sanctions, including possible expulsion.

## Students Suspected of Violation

A parent, teacher, peer or responsible outside agency may refer a student to the Dean of Student Culture for suspicion of the use, possession, distribution, distribution assistance, supply or sale of alcohol, tobacco, e-cigarettes, vaporizers, drug paraphernalia, and/or controlled substances. Upon referral, the Dean of Student Culture will conduct an investigation. Information will be gathered from as many sources as possible, including but not limited to information gathered from CRJHS staff, students, and social media. The student may be required to submit to a search of his/her personal property and/or drug and/or alcohol testing.

Failure to comply with the investigation by a student and/or his/her parent(s)/guardian(s) will be considered conclusive proof of having used, possessed, distributed, assisted in distribution, supplied, and/or sold alcohol, tobacco, e-cigarettes, vaporizers, drug paraphernalia, and/or controlled substances and constitutes grounds for further disciplinary action, including immediate removal from the student's CWSP job placement and expulsion from CRJHS.

## Procedures and Sanctions for Policy Violation

When a student has violated the School's *Alcohol, Tobacco, Drug Paraphernalia, and Controlled Substance* policy, the School administration, in conjunction with the Corporate Work Study Director and the Athletic Director, will determine the appropriate disciplinary sanctions. These sanctions will be based on the totality of the circumstances involved in the violation including, but not limited to, the student's cooperation in the investigation into the alleged incident, the nature of the offense (e.g., possession, use or sale of illegal drugs) and any other aggravating or mitigating factors.

1. Expulsion from CRJHS will extend through the remaining semester or school year with the option of making the expulsion permanent. A student who is expelled from CRJHS because of intent to distribute or distribution of controlled substances will not be considered for readmission to CRJHS. The Principal shall determine the initial length of the expulsion. When the expulsion is not permanent, the student must fully meet all stipulations outlined by the School before re-applying for re-admission.
2. In those cases in which the expulsion is not permanent, the student may petition for reinstatement in the following semester or school year. The Principal may convene an ad hoc Committee to review the student's request for readmission and make a recommendation to the Principal, who will have the authority to accept, reject or modify this recommendation. The Committee may make a recommendation to the Principal whether reinstatement is appropriate based on the circumstances leading to the expulsion and the student's entire record of performance during both the period he/she was enrolled at CRJHS and during the period of his/her expulsion. The Principal reserves the right to make the final decision concerning readmission.
3. A sanction less than expulsion can be imposed by the School for violations of the School's *Alcohol, Tobacco, Drug Paraphernalia, and Controlled Substances* policy. In instances where the student will remain at CRJHS, the student must follow the *Professional Evaluation and Treatment* policy outlined below and adhere to the disciplinary sanctions required by the School. Failure to abide by any or all of the sanctions imposed as a result of the offense will result in expulsion.

Disciplinary sanctions may include but are not limited to:

A series of lunch-detention, after-school detentions, and/or Saturday detentions; in-school suspension; out-of-school suspension; an educational presentation to other students; restorative conversations;



service to CRJHS or a partner organization; additional testing; behavioral probation; suspension from sports or other co-curricular activities; temporary or permanent removal from the student's CWSP workplace; referral to the police for criminal prosecution.

4. Any student found to have engaged in a second or subsequent offense will be expelled from CRJHS.

### **Professional Evaluation and Treatment**

In those situations in which a student who has violated the School's *Alcohol, Tobacco, Drug Paraphernalia, and Controlled Substances* policy remains at CRJHS, the student will be referred to the School counselor, who will oversee an evaluation process. The evaluation must include a review of substance use history, a review of current use pattern and a psychosocial evaluation.

1. The student will be evaluated by the School counselor, who will determine if the student must be professionally evaluated by a Certified Alcohol and Drug Counselor outside of CRJHS. In the case that a student must be professionally evaluated by a Certified outside counselor, the parent(s)/guardian(s) must select a qualifying treatment center of their choice and is responsible for the costs of the evaluation. CRJHS must be notified of the time and location of this evaluation, which should take place within 48 hours of parental notification. In addition, parents must sign a waiver to release evaluation information to authorized CRJHS personnel.
2. The Certified Alcohol and Drug Counselor will make a written recommendation regarding an appropriate course of action to parents and authorized CRJHS personnel. Depending on the individual recommendation, any or all of the following may be required: periodic drug screening including urinalysis; successful completion of an 8-week AODA education program sponsored at CRJHS; participation in CRJHS educational seminars; in-school support groups; in-school individual counseling; and outpatient or inpatient treatment at an AODA facility. In addition, the student remains subject to a range of disciplinary actions by the School, as detailed above.
3. The student will be subject to any additional co-curricular consequences deemed appropriate by the Corporate Work Study Program Director, Athletic Director and School administration.
4. If the student and/or student's parent(s)/guardian(s) refuses the evaluation, refuses to follow evaluation recommendations or fails to participate actively in the recommended intervention program, the student, at the discretion of the Principal, may face further disciplinary action including expulsion from CRJHS.

### **Students and Professional Treatment**

CRJHS wishes to cooperate fully with professional treatment personnel to provide support for the student facing the challenge of recovery. Parents or guardians of students in inpatient or outpatient treatment should sign a release of information waiver to facilitate this process. The School will help provide special structures of support for students participating in outpatient programs, including regular consultation with the student's outpatient counselor. In addition, the CRJHS School Counselor will participate in pre-release staff debriefing to facilitate a smooth and safe return to school for the student. Recovering students will meet regularly with the School Counselor.

## **School Dance Guidelines**

### **Alcohol, Tobacco, Drug Paraphernalia, and Controlled Substances**

In keeping with the School's *Alcohol, Tobacco, Drug Paraphernalia, and Controlled Substances* policy, the School reserves the right to perform personal searches and random alcohol testing with or without suspicion at school dances. Guests will also be required to submit to and pass personal searches and random alcohol testing in order to be allowed entry to the dance.

As outlined in the *Alcohol, Tobacco, Drug Paraphernalia, and Controlled Substances* policy, the use or possession of tobacco, e-cigarettes, vaporizers, alcohol, controlled substances or drug paraphernalia on School property or at any School function or activity is strictly prohibited. Furthermore, CRJHS students are expected to refrain from the use of alcohol, tobacco, e-cigarettes, vaporizers, drugs, and controlled substances at all times - inside and outside of School hours for the duration of their enrolment at CRJHS. **If a student is found in violation of this policy or refuses to submit to personal searches and random testing, his/her parent(s)/guardian(s) will be notified and he/she is subject to disciplinary action, including the possibility of suspension, temporary or permanent removal from his/her CWSP job placement, and/or expulsion from CRJHS.**

### Dancing

Dancing that involves close physical contact of a sexual nature is inappropriate for a Catholic school dance, and will not be tolerated. We ask for and expect student and parental support on this issue. The following expectation will be followed by all dance attendees:

- follow the expectations set forth and promoted through the dance.
- follow the directions of the chaperones while participating at this dance.
- dance appropriately and do not dance in a way that is suggestive of indecent behavior.

If a student is found in violation of these expectations, s/he may be required to leave the dance.

### Dress code

As students of a Catholic high school, Cristo Rey Jesuit students are committed to showing respect for the dignity of one's self and for the dignity of others. For these reasons, dressing modestly is the expectation at all dances.

Students are not permitted to wear:

- Skirts/shorts/dresses that fall above the mid-thigh
- Shirts/dresses that expose cleavage, the lower back, or stomachs, or have front or side cutouts or slits higher than the mid-thigh
- Ripped jeans that show skin above the knee. Skin must be covered above the knee.
- Clothing that references drugs, alcohol, sex, violence or includes offensive content

## ACADEMIC & CO-CURRICULAR PROGRAM

### Academic Graduation Requirements

Subject	# of Credits*
English (including Humanities Seminar)	5
Mathematics**	5

<b>Science</b>	4
<b>History</b>	3
<b>Theology</b>	4
<b>Spanish</b>	2
<b>Arts</b>	1.5
<b>College Readiness</b>	1
<b>Electives</b>	1
<b>Physical Fitness / Health***</b>	1.5 / .5
<b>CWSP Participation****</b>	4
<b>Total</b>	<b>32.5</b>

\*Students may earn credit for a course only once, even if they are required to retake the course.

\*\*CRJ does not award credit for any math course prior to Algebra I, such as Pre-algebra or other lower level courses, though the School will require students to demonstrate readiness for Algebra I before they can earn credit in Algebra I. Students who work at an accelerated pace in math will earn a credit for each course they complete, starting with Algebra I, even if they complete more than one course in a single year. All CRJHS students are required to continue to remain fully enrolled in a School-approved, for-credit math course every year they are enrolled at CRJHS, even if they have reached the minimum math credit requirement. Any exception must be approved by the Principal.

\*\*\*CRJHS provides 1 credit of physical fitness through scheduled courses. Students are responsible for earning an additional 0.5 credits by participating in a physical activity equivalent to 0.5 credits during their four years, which can include participation in a sport or documented independent physical activity.

\*\*\*\* Please see the CWSP Handbook for an explanation of the requirements for students to remain enrolled in the Corporate Work Study Program. The CWSP staff retains full authority over all aspects of the CWSP. Students who fail to meet CWSP requirements and are dismissed from the Corporate Work Study Program are subject to expulsion from the School.

### Full Course Load Requirement

All students must maintain a full course load every year they are enrolled at CRJHS, regardless of their accumulation of credits. A full course load is defined as a class schedule in which the student is enrolled in credit-bearing courses, for which the student has not previously earned credit, for the full school day, with the exception of lunch and one learning lab. Any exceptions must be approved by the Principal.

### Co-Curricular Graduation Requirements

In addition meeting all of the aforementioned academic requirements for graduation from Cristo Rey Jesuit HS, all students must meet the following co-curricular requirements

<b>Co-curricular Area</b>	<b>Requirement</b>
<b>Summer Bridge Completion</b>	1 summer
<b>Admission to a 4-year College/University</b>	1 or more
<b>FAFSA Completion</b>	1
<b>Community Service Completion*</b>	4 years

<b>Campus Ministry Participation</b>	4 years
<b>Graduate at Graduation Formation Participation</b>	4 years

\* Community service requirements apply during each of the four years that students are enrolled at CRJHS, and the specific requirements students must meet each year depend on the grade in which they are currently enrolled. As they progress through the curriculum, students are expected to engage more independently and more deeply with the community service they complete. The specific requirements (number of hours, number of service sites, reflection expectations etc.) are outlined below.

### **Participation in Campus Ministry and Community Service**

A central tenet of a CRJHS education is religious and spiritual formation in the Jesuit tradition of becoming men and women for others. In this vein, the School offers a variety of opportunities for students to nurture their faith life and their understanding of how to live in service to those around them.

All students are required to meet the minimum requirements for participation in the School’s Community Service and Campus Ministry programs, including annual retreats and annual community service trips. While many students will exceed the minimum participation in these programs, it is a graduation requirement for all Cristo Rey Students to complete the service requirement every year at Cristo Rey Jesuit. The service requirements differ by grade level. But the requirement is tied into standards in their Theology courses as well. The table below specifies the requirements for each Cristo Rey student according to the class.

## Service and Reflection Requirements by Grade

Freshmen	<p><b>At least 5 total hours of service.</b></p> <ul style="list-style-type: none"> <li>● 3 of the 5 hours must be “direct service,” meaning that the student engages directly with individuals and/or injustice (i.e. serving a meal at a meal program, tutoring children at a daycare or school, participating in an organized park clean-up, serving at their place of worship, etc).</li> <li>● Up to 2 hours can be “support service,” in which the student serves the CRJ community (i.e.volunteering to help with CRJ prayer and liturgy, athletic events at CRJ).</li> </ul>	Freshmen will complete the student service tracker online for each separate service outing. They will answer reflection questions pertaining to their experience doing community service.
Sophomores	<p><b>At least 15 total hours of service.</b></p> <p>A minimum of 10 of the 15 hours must be “direct service,” meaning that the student engages directly with individuals and/or injustice (i.e. serving a meal at a meal program, tutoring children at a daycare or school, participating in an organized park clean-up, serving at their place of worship, etc).</p> <p>Up to 5 hours can be “support service,” in which the student serves the CRJ community (i.e.volunteering to help with CRJ prayer and liturgy, athletic events at CRJ).</p>	Sophomores will complete the student service tracker online for each separate service outing. They will answer reflection questions pertaining to their experience doing community service.
Juniors	<p><b>At least 20 total hours of service.</b></p> <ul style="list-style-type: none"> <li>● A minimum of 15 of the 20 hours must be “direct service,” meaning that the student engages directly with individuals and/or injustice (i.e. serving a meal at a meal program, tutoring children at a daycare or school, participating in an organized park clean-up, serving at their place of worship, etc).</li> <li>● Up to 5 hours can be “support service,” in which the student serves the CRJ community (i.e.volunteering to help with CRJ prayer and liturgy, athletic events at CRJ).</li> </ul>	Juniors will complete the student service tracker online for each separate service outing. They will answer reflection questions pertaining to their experience doing community service.
Seniors	<p><b>At least 20 total hours of service.</b></p> <p>A minimum of 15 of the 20 hours must be “direct service,” meaning that the student engages directly with individuals and/or injustice (i.e. serving a meal at a meal program, tutoring children at a daycare or school, participating in an organized park clean-up, serving at</p>	Seniors will complete the student service tracker online for each separate service outing. They will answer reflection

	<p>their place of worship, etc).</p> <p>Up to 5 hours can be “support service,” in which the student serves the CRJ community (i.e.volunteering to help with CRJ prayer and liturgy, athletic events at CRJ).</p>	<p>questions pertaining to their experience doing community service.</p>
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**Summer Program Expectations**

Students are expected to participate in an approved summer program every summer, starting the summer after 9th grade. These include pre-college programs, leadership development programs, CWSP employment, Summer Bridge Ambassadorship, extended service programs and/or internships, academic enrichment (or credit recovery, when needed) and the like. While students will not be prevented from earning a CRJ diploma if they do not complete such a program each summer, they should make every effort to meet this requirement.

Students who attend a summer enrichment opportunity that CRJHS funds either in part or in whole will be required to reimburse the School entirely in any of the following circumstances:

- The student does not attend the program.
- The student is removed from the program due to violations of the program’s policies.
- The student withdraws from CRJHS prior to completing the subsequent school year.

**Adjustments to Graduation Requirements**

Final decision-making authority regarding graduation requirements rests with the Principal. The School reserves the right to adjust academic and co-curricular graduation requirements and will update families and students in a timely fashion when an adjustment takes place.

Furthermore, CRJHS reserves the right to reasonably modify graduation requirements for students who transfer into the School or who have extenuating circumstances that warrant such an adjustment.

**Religious Obligations and Milwaukee Parental Choice Program**

All CRJHS students are expected to participate in the School’s religious programming, both academic and non-academic, including theology courses, liturgies, retreats, prayer, community service and campus ministry.

Students participating in the Milwaukee Parental Choice Program may opt out of the School’s religious programming. The parent or legal guardian of the student may submit a written request to the Principal indicating the student’s decision to opt out of the religious programming at the School. In turn, the School will provide alternative, required instruction for any and all aspects of religious programming that are required for students to meet the School’s overall graduation requirements.

**Grading and Credits**

**Overview**

CRJHS courses are standards-referenced: student grades are determined based on their performance on course standards, which define the skills and knowledge that make up the course. To earn credit, students must earn at least a 70 on their final grade in that course.

The CRJHS school year is broken into four (4) quarters of approximately ten (10) weeks each. The first three quarters serve as reporting periods at Cristo Rey Jesuit: students and families receive formal report cards at the end of each quarter, and the school hosts Report Card Conference Night shortly after the conclusion of each quarter. Because students earn credit only upon completion of the full course -- at the end of the school year for year-long courses and at the end of the semester for semester-long courses -- these progress reports are summaries of the student's performance up to that point in the year and a projection of the student's likelihood to earn credit in the course based on the student's performance-to-date.

The academic year at Cristo Rey Jesuit is divided into four quarters and two semesters. The start and end dates for each quarter and semester are outlined on the table below.

**Quarter:** one-quarter / one-fourth of the school year

**Cuarto:** una cuarta parte del año escolar

**Semester:** half (two quarters) of the school year

**Semestre:** la mitad (dos cuartos) del año escolar

### 2022 - 2023 School Year Dates

	<b>Start Date/Fecha de Inicio</b>	<b>End Date/Fecha de Término</b>
<b>Quarter/Cuarto 1</b>	8/17/22	10/21/22
<b>Quarter/Cuarto 2</b>	10/24/22	12/22/22
<b>Quarter/Cuarto 3</b>	1/10/23	3/16/23
<b>Quarter/Cuarto 4</b>	3/20/23	6/1/23 (Grade/Grado 12) 6/9/23 (Grade/Grado 9, 10, 11)
<b>Semester/Semestre 1</b>	8/17/22	12/22/22
<b>Semester/Semestre 2</b>	1/10/23	6/1/23 (Grade/Grado 12) 6/9/23 (Grade/Grado 9, 10, 11)

### Importance of Assessments and Assessment Readiness

Grades in CRJ's standards-referenced system are largely, though not entirely, a reflection of students' performance on assessments but are also influenced by the quality of the work they do to prepare for those assessments--both inside and outside of the classroom. (See the Quarter Grade Calculations below for more detail.)

To incentivize improvement and a growth mindset, quarter grades reward strong work on formative assessments, which measure students' learning and provide targeted feedback for some improvement *before* the summative assessment.

In addition, students who are dissatisfied with a score on a summative assessment may retake it once. They must do so within the reassessment window determined by the teacher and no later than three weeks after the graded assessment is returned to the student. Students who wish to reassess must meet all teacher expectations for reassessment within the teacher-defined time limit.

### Late Work

Students who submit long-term assessments (such as an essay) late will receive a reduced score

### Quarter Grade Calculations

Each quarter grade is calculated according to the following percentages

- Summative Assessments - 50%
- Formative Assessments - 30%
- Coursework (both in-class and homework) - 20%

### Final Grade (F1 term) Calculation

Final grades (visible in PowerSchool as “F1” grades) are calculated according to the following percentages:

<u>Year-long Courses</u>	<u>Semester-long Courses</u>
<ul style="list-style-type: none"> <li>• Quarter 1 - 20%</li> <li>• Quarter 2 - 20%</li> <li>• Quarter 3 - 20%</li> <li>• Quarter 4 - 20%</li> <li>• Exams - 20%</li> </ul>	<ul style="list-style-type: none"> <li>• Quarter 1 or 3 - 40%</li> <li>• Quarter 2 or 4 - 40%</li> <li>• Exams - 20%</li> </ul>

### Grading Scale

Grades are communicated on a 100-point scale and correspond to traditional letter grades with grade point values that range from 0.00 to 4.33. Grade point average (GPA) reflects an average of all grade point values for all courses for which a student has received a grade. Semester-long courses are weighted half as much as full-year courses. Cumulative GPA is calculated and updated at the end of each school year.

CRJ follows the grading scale below:

Score Range	Letter Grade	Grade Point Value (for GPA)
98 - 100	A+	4.33
95 - 97	A	4.00
93 - 94	A-	3.67
90 - 92	B+	3.33
87 - 89	B	3.00
85 - 86	B-	2.67
82 - 84	C+	2.33
78 - 81	C	2.00



75 - 77	C-	1.67
73 - 74	D+	1.33
71 - 72	D	1.00
70	D-	0.67
60 - 69	F	0.00

### Minimum Grade

The lowest grade recorded in the CRJ grading system is a 60, which equates to an F and carries a 0.00 grade-point value. Note that in instances of plagiarism or other exceptional circumstances, the administration reserves the right to assign a grade as low as a 0 as an academic consequence. The principal reserves the right to reasonably adjust the minimum grade value if warranted.

### Academic Supports

CRJHS is committed to helping students achieve the dream of college graduation through sound academic preparation. In addition to providing engaging and rigorous lessons, the School provides additional supports for students who need them.

### Title 1 Reading and/or Title 1 Math


The Federal government directs educational “Title” funds to schools and districts serving low-income students. Cristo Rey Jesuit receives Title 1 resources to provide direct educational support in math and/or reading and/or English to students who meet the income requirements and demonstrate academic need. Where possible, CRJ will offer Title 1 support to students who qualify, receive parent permission, and show commitment to attending and engaging. CRJ is bound by law to follow all Title 1 guidelines, including not granting academic credit for Title 1 classes as well as meeting all MPS requirements for private schools receiving Title resources.

### Learning Lab

As part of their daily schedule, students have a period of Learning Lab, in which they may work independently on projects and other assigned coursework or may work directly with a teacher. Students who have begun demonstrating college-ready academic achievement and habits (such as earning a 3.0 GPA or higher and completing over 90% of their work on time) may be allowed to practice independent work in a space with more freedom, but are still expected to work on schoolwork or read during that time. Students should always complete homework assignments in advance of their due date, not plan to complete them on the day they are due, during Learning Lab. Learning Lab is not a substitute for doing homework at home; it is a supplement to doing homework at home.

### Office Hours

An important skill in college is to seek out resources and request additional time from teachers and professors. CRJ, as a college-prep high school, provides after-school office hours, which provide students with access to teachers from 3:35 - 4:15 PM. Students may choose to seek general assistance, schedule time with specific teachers, or simply attend to complete homework in a quiet, focused environment. Teachers will be available on a rotating basis, so students will need to communicate closely with their teacher if they wish to work with that



teacher during office hours. In addition to students opting into office hours, students may be assigned to mandatory office hours as part of a Student Success Team support plan. Students are expected to attend any assigned office hours and may face the loss of privileges during the school day or may fail to meet the terms of any academic contracts if they fail to attend.

### **Student Success Team**

Every week the Student Success Team (SST) meets to discuss students with acute challenges. The SST team creates a unique and individualized action plan to support each student in need of intensive (“Tier 3”) support. The plan is discretely shared with teachers and follow up occurs to monitor student progress. Typical supports may include assignment of a supportive point person, increased coordination and communication with family, assignments to office hours, and specific assignments during Learning Lab.

### **Homework Expectations**

Homework is an essential part of the CRJHS educational program. It is designed to prepare students for upcoming instruction, to reinforce skills taught in the classroom, to provide additional reading opportunities, to help students develop a deeper understanding of standards and to promote lifelong study habits. Homework at CRJHS requires careful thought and attention to detail.

Students need a range of study habits to ensure they complete top-quality homework. These habits include time management, initiative (not procrastinating), intentionally completing more difficult assignments first, communicating proactively with teachers about assignments when confused, re-reading difficult passages, reviewing notes from class and previous assignments and strategically studying for assessments and quizzes.

Homework will be assigned most nights in most classes at CRJHS. Students should anticipate 1 - 2 hours of homework per night. Homework must be completed in full and in accordance with CRJHS’s standards for quality work and professional presentation.

CRJHS parents are expected to partner with the School and their child in helping students develop these critical study habits. In particular, parents can help by providing their child with a quiet space at home, free from distractions, where their child can complete homework. Homework must be a priority for the family, and it is important that parents communicate the importance of homework completion to students and hold students accountable for completing homework.

### **Homework and Student Absences**

Following an absence, students are expected to return to School with the homework completed that was due on the day of the absence. Students who return from an absence and do not submit the assignments that were due the day they were absent are subject to grading penalties. Additionally, students are required to complete homework that was assigned while they were absent, typically within two school days. Students are strongly encouraged to communicate with their teachers (by email, phone, etc.) during an absence so that they do not fall behind. This work is make-up work from the absence, so it is assigned in addition to the work assigned on the day they return to School.

In the event of a planned absence (one that the student or parent knows about in advance), parents/guardians should notify teachers in advance so that they can prepare work for students to complete during the absence.

## Academic Integrity, Cheating, and Plagiarism

Students are expected to approach their schoolwork with integrity. Any cheating on homework, classwork or assessments or any other assignments, including using academic resources inappropriately and/or copying other people's work, is strictly prohibited. It provides a dishonest portrayal of the student's academic performance and achievement, it risks violating copyright laws, and it means missing an opportunity for a student to learn and receive authentic feedback. Moreover, cheating and plagiarism can compromise a student's application to college, as academic integrity is taken very seriously at all levels of education.

The following is a helpful but not exhaustive list of examples of plagiarism and cheating:

- Copying or paraphrasing anything from the Internet without giving credit;
- Copying or paraphrasing anything from textbooks and novels without giving credit;
- Copying or paraphrasing another student's words and ideas and passing it off as your own;
- Allowing another student to copy your work or giving your work to another student;
- Purchasing any papers, essays, worksheets, etc. and passing them off as your own;
- Sharing test questions and or answers to another student in or outside of the class;
- Informing other students from other classes of questions or other material on pop quizzes;
- Taking pictures of tests, quizzes, or homework and sharing this information with other students;
- Sharing answers to any assessment (test, quizzes, and homework) via phone, email, or social media or through personal conversation;
- Unauthorized use of "cheat sheets" or any other form of aid;
- Having parents, siblings, friends, etc. complete coursework for you;
- Willingly completing work for someone else;
- Distributing tests, quizzes, and homework to other students;
- Looking at other people's tests or quizzes during testing times;
- Using unapproved devices during tests and quizzes;

All instances of apparent plagiarism or cheating will be investigated. In each instance where plagiarism or cheating occurs, appropriate consequences will ensure. In determining consequences, school administration will consider the following:

- The nature and severity of the plagiarism or cheating
- Whether the incident is a first offense or a recurrence
- The impact of the incident on others

Typically, incidents of cheating or plagiarism will include three types of consequences and a range of consequences is possible, based on the conclusions of the investigation and relevant context regarding the student's behavioral and academic record.

- **Academic consequences:** ranging from an F on the assignment with the possibility to resubmit to a 0% on the assignment with no opportunity to resubmit.
- **Behavioral consequences:** ranging from a parent meeting to expulsion for severe/recurring incidents

- In addition, students guilty of cheating and/or plagiarism may be expected to engage in restorative action, including conversations with affected parties and other relevant actions.

If a student is unsure about what type of help is or is not appropriate on an assessment or is unsure about a test question or testing procedure, he/she should ask a teacher or an administrator for direction.

## **Promotion to the Next Grade**

CRJHS's ultimate academic goal is college readiness. Promotion to the next grade is earned by earning required credit in courses towards graduation, maintaining strong attendance at school, meeting grade-appropriate behavioral expectations, and consistently completing all assigned work. A student who fails to meet any of these requirements will be at-risk of non-promotion or dismissal. The Principal has final authority to make promotion decisions.

## **Promotion for a Students with an IEP**

CRJHS makes a commitment to do everything the School can to serve all students who are enrolled to the School regardless of any disability the student might have. The purpose of an Individualized Education Plan (IEP) is to outline the support a student needs to reach an ambitious, achievable academic bar. In the spirit of support and communication, CRJHS will ensure at least the following for students with IEPs:

- Ensure that the School has a signed copy of the IEP
- Ensure that accommodations as outlined in the student's IEP are shared and discussed with teachers
- Send home progress reports to families of students with an IEP with at least the same frequency the school sends them home to students without an IEP; progress reports should indicate whether or not a student is on track to meeting her/his goals and should align to the student's general performance.

## **Academic Probation**

Students and families are informed about the School's graduation requirements, grading policies and promotion policies at the beginning of the year, through the Student and Family Handbook, and through advisory and counseling lessons. Students are able to track their academic performance and progress by consulting the PowerSchool portal and/or through progress reports generated by the School.

Students who struggle academically will be provided with additional support by the School, such as additional academic instruction, assignment to office hours, tutoring during Learning Lab, attention from a point person, and so on.

At the start of each quarter, the School will inform any student in academic danger and their parents that the student is being placed on a contract and academic probation. This may also occur in an instance when a student demonstrates a precipitous academic decline.

During the probationary period, the School will periodically update the student and his/her parents on the student's performance against the contract goals. At the conclusion of the contract, which is typically at the end of a semester, the School will inform the student and family of the outcome of the contract. Students who do not meet their contract's academic goals will face consequences including extension of probation, revision of probation terms, retention in the same grade, or expulsion from school.



## **Summer School**

Summer School is an additional support that the School offers to students who need more than the traditional school year to earn course credit. Course offerings are not guaranteed to be available every year at CRJHS. If a course is offered, students who fail to earn credit in that course during the regular school year will be assigned to Summer School. During Summer School, students will be required to earn credit for the course per the requirements outlined by the School.

CRJHS does not currently offer opportunities during the summer for students to earn future credits (i.e., for courses they have not yet taken), though students are invited to seek out these opportunities elsewhere and present them to the school for consideration.

### **Summer School Behavior Expectations**

The Code of Conduct is in full effect for the entirety of Summer School. (Please see the Student Discipline section of this handbook for more information on the Code of Conduct.) Students are expected to conduct themselves in accordance with the Code of Conduct and the School's core values: Open to Growth, Intellectually Competent, Loving, Religious, Committed to Justice and Work Experienced.

### **Summer School Attendance Expectations**

Students are expected to attend Summer School every day they are assigned, for the full day. In some instances, students may be required to arrive early and/or stay late to complete assignments or engage in restorative action.

Absences and tardiness will not be tolerated. Students who miss more than one day of Summer School will be removed from the program and face the consequences for not having earned the necessary credits towards graduation. Students who are tardy to Summer School or who are released early from Summer School more than twice will also be removed from the program and will not earn credit.


### **Summer Program Completion (9-12)**

CRJHS recommends that during each summer after their ninth-, tenth- and eleventh-grade years, students complete a School-sanctioned summer program that continues to prepare them for college, career and leadership through service. Programs must be approved by the School and can include academic enrichment camps at colleges or select secondary schools, business internships, immersion trips, service internships at cultural and/or non-profit institutions, service as an ambassador at CRJHS Summer Bridge, and employment at the student's CWSP job placement. Non-CWSP jobs, paid summer jobs and camps focused only on sports do not qualify as summer programs.

The length of programs will vary, but the target is 40 hours/one week or more.

A student who qualifies to make up an academic credit at Summer School (because he/she did not demonstrate proficiency in a course during the School year) may fulfill the summer program requirement through satisfactory completion of Summer School hosted by the Milwaukee Public School District.

### **Informing Other Schools**



It is CRJHS's policy to inform other schools of a student's promotion status if that student decides to transfer. For example, if a ninth grader is not promoted to tenth grade at CRJHS and the student transfers to another school, CRJHS will inform the new school of the credits earned and not earned at CRJHS.

### **Credits when Repeating a Grade**

Students who fail to meet promotional requirements will repeat the full complement of courses for the grade failed; however, students can earn credit for a course only once, even if they take the course twice. When a CRJHS student is assigned to repeat a grade, he/she will almost certainly be required to repeat courses he/she already passed. If that student passes those courses a second time, however, he/she has only one credit for each course on his/her transcript.

When a student repeats a grade, the grades for the courses he/she took during the first year in that grade will remain visible on the student's transcript but will no longer bear weight on the student's GPA. The grades the student earns during the second year in that grade will be visible on the transcript and will bear weight on the student's cumulative GPA. The only exception to this policy is in the case of mathematics courses. The administration may allow a student to progress to the next level of math course, despite being retained.

### **Transfer Credits**

All decisions regarding credits from other educational institutions are made by CRJHS.

### **Credits from Other High Schools**


Students who transfer into CRJHS from another high school are required to meet the same promotional and graduation criteria and are subject to the same student performance standards as matriculating students. Some exceptions may be granted for students, particularly regarding CWSP, theology, math, and humanities requirements to which CRJHS students are subject, when a student is transferring from a school that does not offer those courses. When a student transfers into CRJHS, the transferring student's transcript will be analyzed by the CRJHS administration to determine the student's CRJHS grade-level status as well as any credit deficiencies. In some cases, transferring students may be required to repeat a grade, take summer school courses, or enroll in a heavier course load than a regularly matriculated student in order to meet the CRJHS promotional and graduation requirements. CRJHS administration is the final authority on the grade-level status of transfer students.

### **Credits from Post-Secondary Schools and Online Institutions**

Students might be eligible to earn CRJHS credit towards graduation from a post-secondary institution, such as a college, university, or online institution, subject to the approval of the Principal. Students interested in pursuing this option should confirm approval from the Principal prior to registering for the course. The Principal retains full authority to determine if CRJHS will award credit from any source. CRJHS is not responsible for any tuition payments to other institutions.

Please note that even in cases where credit from a post-secondary school or online institution does not meet a CRJHS graduation requirement, the student is encouraged to include the transcript from the post-secondary institution in his/her college application, as it is likely to strengthen the application.

### **Student Transcripts**



The School is the guardian of a student's official transcript. Students or academic institutions in need of a copy of a transcript prior to that date will be provided with the most recent version of the official transcript and the most recent progress reports. Official transcripts will be released only in specific circumstances, such as for inclusion with a college application, and when specific criteria are met, such as an official request from the student's legal guardian or another academic institution.

The School may take up to three (3) business days to process and prepare a transcript. This policy also applies to final transcripts for students who are preparing to matriculate to college.

## **CAMPUS AND SCHOOL RESOURCES**

### **Student Lockers**

All CRJHS students are provided with a locker and a combination lock for storage of school materials and appropriate personal items during the school day. Students are expected to treat their locker with respect and keep it clean. Nothing should be placed on the locker that cannot be easily and fully removed, and students should not mark up the locker with anything that cannot be easily and fully erased. At the end of the school year, students must clean out all materials and clean the entire locker. Students whose locker shows anything more than normal wear and tear will be expected to clean, repair, or pay for repairs to the locker.

The use of a locker is a privilege at the discretion of the school. If a student abuses this privilege, he/she will lose access to the locker. While students are provided with a lock for safe storage, the school is not liable for theft or damage to personal property of any item stored in a locker.


Lockers are the property of CRJHS and are subject to search at the School's discretion. Students should have no expectation of privacy when using a CRJHS locker.

### **School Breakfast & Lunch Program**

Both breakfast and lunch will be available at CRJHS. As part of its participation in the National School Lunch Program (a federal program that subsidizes student meals), the School must collect completed lunch application forms for all students. The lunch application form is used to determine the level of assistance that a child will receive. It is the CRJHS policy to require all parents, regardless of whether the parent believes the child will qualify for free or reduced lunch, to fill out and turn in a free/reduced lunch form. This policy helps the School ensure that we maximize the reimbursements we receive from the federal government.

Families who qualify for partial assistance and families who are not eligible for assistance can deposit funds to their child's account to pay for meals. The School will remind the student and parent when their balance is approaching. Any student with an account with a negative balance may not be served a meal. The School's Director of Finance and Operations will communicate with families in order to review costs and set up a payment plan if necessary.

### **Food & Beverage Policy**



Students may bring lunch to School from home. Unhealthy foods and drinks (e.g., junk food, sugary snacks, potato chips, candy, sodas, juices that are heavy in sugar, etc.) are discouraged. The School reserves the right to prohibit students from consuming unhealthy food and drinks at School.

Students may not have food delivered to the school. Any food delivered to the school will be confiscated immediately at the student's expense. A student's parent/guardian may drop off food for his/her child only. If a student or parent/guardian wishes to bring food or treats to school for a group of students to celebrate a special occasion, they must obtain prior approval from a school administrator at least 24 hours in advance.

In order to preserve the learning environment and maintain a clean space, students are not permitted to eat food or consume drinks, other than water, in learning spaces. Students may carry with them and consume water from a clear, plastic, closeable, water bottle (no glass) with a screw-on or push-top lid. The bottle may only contain water. No juice, coffee, tea, soda, flavor enhancers, or energy drinks are permitted in learning spaces.

Meals must be consumed in the Commons or other School-approved dining area during the designated meal time. All food and unauthorized beverages must be kept in students' lockers. Students who bring a light snack to consume during transitions must clean up carefully after themselves and finish the snack before entering the classroom or learning space.

## **Food Sales**

Students may not sell food during the school day. A student who wishes to sell food for a charitable cause, club, sport, or organization, must obtain the approval of the AP for Student Success or Dean of Student Culture.

## **Lost and Found**

The School will keep a lost and found box in the Main Office. Students should place found items in the lost and found box or give them to the Main office staff if they are of significant value. Additionally, if a student believes he/she has lost something, the student should retrace his/her steps, check the lost and found box, and speak with the Main Office staff. Lastly, if the item is nowhere to be found and the student suspects theft, he/she should report the incident to the Dean of Student Culture who will review the camera footage available.

At the end of each semester, items left in the Lost and Found box will be donated to a local charity.


## **School Visitor Policy**

Visitors are required to come first to the Main Office, even if the visitor wishes to deliver something to a specific student. For the sake of safety, we cannot have unannounced visitors in the building.

Parents/guardians/family members are welcome to visit the School. Parents who wish to meet with a particular teacher, staff member, or class are asked to do the following:

- Call in advance to schedule your visit.
- Upon arriving, sign-in with the Main Office and obtain a visitor badge.
- When in a classroom, respect the focus of teachers and students on the learning.
- Silence your cell phone during the visit.





All visitors, including parents and guardians, must sign in at the Main Office and wear a guest pass before proceeding to any other location in the building.

Anyone in the building without a guest pass will be stopped and asked to sign-in at the main office. Visitors, including parents, may be denied the opportunity to visit the School if the administration determines that the guest's presence may be disruptive to the learning environment.

Prospective students are allowed to visit the School during the school day on a case-by-case basis. Due to space limits in many classes, visitor passes will be given first to those students who are interested in attending CRJHS in the upcoming school year. Prospective students will spend the day with an identified student ambassador. Arrangements should be made three (3) days prior to the visit. The Admissions Director, with the approval of the President, will make any exceptions to this policy.

## Closed Campus

CRJHS is a closed campus. The campus is inclusive of the school building, fields, and parking lot, as well as the location of a school-sponsored event off campus and the student's CWSP worksite. For safety reasons, once students enter campus, they may not leave without the expressed permission of a parent or administrator. If a student leaves campus without permission, a parent/guardian will be notified by the school, and the student will face disciplinary action depending on the severity of the incident.

Prior to 7:30 AM and after 3:30 PM, the School cannot take responsibility for students if they leave campus. Furthermore, students are not permitted to remain in the building after 3:45 PM unless they are participating in a School-sponsored activity, and the School cannot take responsibility for students after this time.


## COMMUNICATIONS AND EMERGENCY PROCEDURES

### Family Emergencies

In case of a family emergency, a parent or guardian should contact the School either by phone at (414) 436-4600 or by coming to the School in person. **Under no circumstance should parents or guardians contact students directly during school hours or attempt to withdraw students from the building without notifying School office personnel.**

### Emergency and Evacuation Procedures

There are a range of possible emergency situations that can occur on campus, and the School takes precautionary measures to ensure students and staff are trained to respond safely and efficiently. Possible emergency situations include fire, medical emergency, flooding, tornado, intruder, bomb, active shooter, nearby police activity, and so on. CRJHS students and staff participate in regular emergency preparedness drills, in full accordance with WI law and DPI requirements, to ensure that the School community is familiar with the appropriate response in the event of an emergency. In addition, the school provides clear communication to parents and families regarding these procedures.



While each emergency presents unique challenges that require flexibility and adaptability, in all emergencies students must use common sense, communicate effectively, and apply emergency preparedness guidelines practiced in emergency drills.

In the event of a building evacuation, staff and students will follow the School's evacuation plan and the School will communicate with families through email, text message, and phone. **Parents should avoid the School's campus during an evacuation to allow law enforcement and first responders to work efficiently and effectively.**

As soon as conditions permit, all staff and students will return promptly to school or parents will be directed to pick up their child at a safe, off-site location.

## **Medication**

The School is responsible for checking all health records to be certain that each student is properly immunized. The School is required by law to have a completed health form on file for every student within 14 days of a child attending our School. The health form documents the vaccinations that a child has received to date. If you have not received this form from the School, please contact the School's Director of Finance and Operations at (414) 436 - 4600.

If a student requires medication during School hours, they must submit a completed Medical Administration Form (or MAF). At least one staff member will have the training and resources to store and administer medication; however, medication cannot be administered to a student until the student's physician has completed the form. This is a requirement of the Health Department and pertains to all medicines, including over-the-counter medication.

## **School - Family Communication**

### **Automated Phone Calls & Texts**

It is essential that each family keep CRJHS up-to-date on the most reliable phone number for contacting parents. If the phone number changes, the family is responsible for letting the School know immediately. CRJHS may utilize an automated dialing system and/or automated texting service when we need to communicate with our families. Typical uses include alerts about upcoming events, such as parent-teacher conferences, open house, and parent meetings as well as announcements from classroom teachers regarding your child's performance in class.

### **Parent Email Accounts**

CRJHS utilizes email frequently to communicate students' academic performance, their weekly schedule for After-School Learning Support, and other key information. Parents should ensure their most up-to-date email address is on file with the School.

### **Phone Calls**

Throughout the year, parents may receive a phone call or email from a teacher or School administrator. If the message requires a response, please contact the School either by phone or email within 24 hours.



## **Meetings**

The School may request a meeting with parents to discuss matters regarding their child's performance. Parents who would like to schedule a meeting with a teacher or administrator should feel free to contact the school directly at (414) 436 - 4600 or at the individual employee's email address.

## **Student Email Accounts**

Every student is assigned a Cristo Rey email account to be used for School purposes. Students are expected to check their email at least daily and to use it to communicate with School staff, CWSP staff and supervisors, college admissions personnel and other people associated with the School and the student's educational and career pursuits. Student email accounts should not be used for socializing or conducting personal business unassociated with the School or CWSP.

## **Progress Report Conference Night**

At the end of Quarter 1, Quarter 2, and Quarter 3, parents are expected to come to the School for academic conferences with their child's teachers. Parents will receive an up-to-date progress report with the student's grades and progress towards course proficiency. These conferences are listed in the School calendar at the front of this handbook. These are important opportunities for parents to partner with teachers and School staff to maximize support for their child. Parents who are unable to attend should come to school to pick up their progress report or request that it be mailed home.

## **Visits**

To arrange a visit to the School, please see the section on School Visitor Policy.

## **Expectations for School-Family Communication**

In the interest of maintaining a professional and collaborative environment while also balancing the number of demands on our staff and families, CRJHS has several important communication norms that both teachers and families are expected to honor.

### **Accurate Contact Information**

Parents will ensure that the School has the most up-to-date phone number(s), email address(es), mailing address(es) and emergency contact information. The School must inform parents of any additions or changes to the School's contact information.

### **Prompt Reply**

Respond to voice messages within 24 hours.

### **School-Parent Partnership Understanding**

The School's values should permeate all interactions; communication between School staff and parents must reflect our Partnership Understanding of mutual respect. The School will retain the right to end a meeting or phone conversation in which the volume, tone or substance of the communication is disrespectful towards School staff (including yelling, name-calling, use of profanity, aggressive language and/or interruptions). In this event, the School staff will seek to find another opportunity to return to the issue in a more productive way.

In the event that a parent violates the Partnership Understanding, the School may require that parent to provide written requests for meetings, outlining the nature of the concern and with whom they would like to speak and/or to meet off-campus and/or after School hours. In cases of repeated violations, CRJHS reserves the right to bar an individual from the School site in order to ensure the safety of all students and staff and a calm, productive learning environment.

## Addressing Student/Family Concerns

Families or students who have a concern about a School policy, a grade, a discipline decision or another School matter are encouraged to contact the appropriate staff member at the School. The process described below is designed so that parents/guardians can speak with the staff members who are most directly involved with the situation. Usually, this is the best way to resolve a concern or complaint. Parents do have the right, however, to submit concerns to the Principal and/or the President after first seeking to resolve the concern with the appropriate staff member.

### Procedures for Addressing Concerns

**Step 1: Contact Staff Member Involved.** The parent should call the School's front desk to obtain phone and/or email contact information and contact the appropriate staff member. The staff member and the parent will then set up a meeting to discuss the issue and work to reach a resolution.

**Step 2: Contact the Principal.** If the issue is not resolved, the parent should contact the Principal. The Principal will reply within one (1) business day and may take up to three (3) additional business days following the meeting about the issue to investigate and reach a decision.

**Step 3: Contact the School President.** If the parent is dissatisfied with the Principal's action on the concern, the parent should contact the President. If the original issue involves the Principal directly, the parent is encouraged to address the issue with the Principal first before contacting the President. The President will reply within one (1) business day and may take up to three (3) business days to investigate and reach a decision. The School will retain a copy of the complaint form and the President's response in the student's file and a summary of the complaint and resolution will be logged in the School's student information system.


### Grievances Related to Discrimination

CRJHS does not condone or tolerate discrimination on the basis of race, color, national origin, sex, sexual orientation or disability in admission or access to, treatment, or employment in its programs or activities. Families have the right, therefore, to file a formal grievance if they believe that CRJHS has violated a discrimination law (including Section 504, Title IX and Title VI). The purpose of this formal grievance procedure is to provide a simple and accessible process to address problems and claims of discrimination based on race, color, national origin, sex, sexual orientation or disability.

### Non-Discrimination

Cristo Rey Jesuit High School does not discriminate in admission to, access to, treatment in or employment in its services, programs or activities, on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation or disability, in accordance with Wis. Stat. 118.13.

### Additional Information



The Federal *No Child Left Behind Act* of 2001 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child. CRJHS is a Title I school.

As a recipient of these funds, CRJHS will provide you with this information in a timely manner if you request it.

### **Parent Invitation to Two Meetings of Board of Directors**

Two meetings of the CRJHS Board of Directors will be open to parents and the School will notify parents of the date, time and location of these meetings at least 30 days prior to the meeting.

### **Use of Pictures & Videos of Students**

CRJHS often takes pictures and videos of students during regular school activities to use for internal purposes, including to observe teaching and learning, to identify students and learn their names, to publicize students within the building who have earned recognition, to internally publicize events at the school and for other purposes. If a parent does not want his or her child's photo or video clip to be used for such internal purposes, he or she should let the School's Director of Finance and Operations know in writing.

CRJHS also allows pictures and videos to be used for print and broadcast media purposes and includes pictures and videos of students and staff on our website, on social media, general media and in promotional materials used to recruit students and staff and explain CRJHS to external audiences such as researchers, funders, prospective students and parents and the community at large. By signing the Cristo Rey Jesuit Corporate Work Study Parent Student Agreement, parents are consenting to allow their child's photo or image to be used for external promotional purposes for CRJHS and Cristo Rey Jesuit Corporate Work Study Program Inc. If the parent does not want his or her child's photo to be used for such purposes, he or she should let the Corporate Work Study Director know in writing.

### **Student Records**

The School administration is responsible for all student records. They will discuss, explain and/or make available to an eligible student (18 years or older) or parents/guardians any records on file. If a parent would like to examine a child's record, the parent should submit a request in writing to the Principal or the Director of Finance and Operations. Within ten (10) days, the eligible student or parent will be allowed to inspect the file in the presence of the Principal, the Director of Finance and Operations or their designee and may request a copy of some or all of the information contained in the record.

### **Family Education Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal Title I funding. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Current students to whom the rights have transferred are "eligible students."

In accordance with FERPA law:

- Parents or students over 18 years of age have the right to inspect and review the student's education records.

- Parents or students over 18 years of age have the right to request that the School correct records that they believe to be inaccurate or misleading. If the School decides not to amend the record, the parent or eligible student then has the right to a formal hearing. The Principal of CRJHS or the Principal’s designee will first hear the issue. If the parent or eligible student is still not satisfied with the decision of the Principal or the Principal’s designee, a hearing with the President or the President’s designee may be requested. The decision of the President or his or her designee is final.
- The School may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards and dates of attendance. Any parent who does not want such directory information included should contact the Director of Finance and Operations.
- This listing in this Handbook serves as the School’s annual notification to parents and eligible students of their rights under FERPA.
- Generally, the School must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, the School may disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the School;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.


## **CORPORATE WORK STUDY PROGRAM STUDENT HANDBOOK**

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

#### **OVERVIEW**

This section of the Student Handbook outlines the philosophy, general policies, procedures and expectations for students as they participate in the Corporate Work Study Program (CWSP). The CWSP provides student workers with real-world job experiences and allows them to earn a portion of the cost of their education. It is an integral part of their educational experience at Cristo Rey Jesuit High School (CRJHS) and results in academic credit required for graduation each year. The companies that provide work study jobs are known as “Corporate Partners.”

While CWSP provides training for the student workers to be successful, students must take personal responsibility to ensure their own individual success by projecting a positive attitude and behaving in a mature, work-appropriate manner while participating in the program. Student workers are assigned to work at Corporate Partners on their specific workdays and will not miss any instructional time. Student workers gain



valuable exposure to a variety of work environments and learn to interact with adults in a professional atmosphere. Student workers will be held to high standards of honesty and integrity.

Students are employees of CWSP. Students are not direct employees of Corporate Partners. Students are not eligible for Corporate Partner employee benefits. However, CWSP asks its Corporate Partners to treat the student workers as they would any other worker, with respect to the company's stated workplace rules, code of conduct regulations, policies, and procedures during their day-to-day work activities. This applies to transportation on the CRJ van or CRJHS-contracted transportation to and from work, and while at the workplace. Student workers can be terminated from their jobs only once in their four years at CRJHS. The second termination will result in dismissal from CRJHS. The CRJHS Student Code of Conduct applies on the CWSP transportation to and from the worksite and at the Corporate Partner worksite.

Students may not take backpacks, school bags, iPads, or Chromebooks to their designated partner worksite. Personal technology (including but not limited to cell phones, smart watches, AirPods, etc.) may be used only during the 30-minute lunch break unless the Corporate Partner has its own specific personal technology policy. All student workers and parents or guardians are expected to read and follow the rules set forth in this Handbook as part of their agreement with CWSP. Because CWSP is the legal employer of the students, parents or guardians may not contact Partners directly. All questions and concerns can be directed to the CWSP office at (414) 436-4600.

#### PROGRAM PHILOSOPHY

The objective of CWSP is to help students envision a future that includes a college degree and a successful 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 students progress through high school.

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, career skills, daily responsibilities, and credibility with their supervisor and colleagues as sophomore students. When students reach their junior and senior years, we envision that jobs will increase a student's learning curve substantially, with a focus on career interests and skills. Moreover, as students move into their junior and senior years, CWSP encourages Corporate 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 four years down the road. As they progress through the program, students may be increasingly exposed to continuing education opportunities, in-house training, business meetings, and personal presentations.

#### EXPECTATIONS OF STUDENTS

In accepting admission to CRJHS each student also has accepted a tremendous responsibility: the responsibility to represent not only themselves and their families, but also the school, CWSP, the people who comprise the school family, the surrounding community, and the Corporate Partners. To guide students in the effort to make the most of this great and challenging opportunity, and to live up to the responsibility of caring for the school, CWSP, and all the people who comprise the school community, the following high expectations have been set:

As a CRJHS student in the Corporate Work Study Program, I am a hardworking and motivated employee, therefore; I:

- Greet people by name;
- Demonstrate motivation, an interest in learning, and a positive approach to work through my behavior and performance;
- Adhere to the Cristo Rey uniform and code of conduct at all times, including wearing school uniforms to the workplace and while being transported in the school vans;
- Am aware that I must make up any missed workdays;
- Am on time and prepared in all CWSP situations;
- Conduct myself in a mature manner consistent with the expectations (specific rules and regulations) of my Corporate Partner's work site;
- Demonstrate integrity by respecting the time and property of my Corporate Partner and my co-workers;
- Power off my cell phone (and any other personal technology) and only keep it in my possession in case of emergency;
- Use all company-issued electronics for work purposes only;
- Attend work in order to continue enrollment at the school;
- Am conscious of my body language and know the messages it conveys;
- Use complete sentences, proper grammar, and appropriate language in conversations and electronic messaging;
- Follow the CWSP transportation rules (e.g. always coming to school before work on time, following safety procedures on the vans and/or buses);
- Take initiative by asking for more work when I complete a project;
- Take responsibility for my actions and let someone know when I have made a mistake.

## BUSINESS TRAINING CAMP

Business Training Camp is a 5-day program during Summer Bridge designed to introduce all new Cristo Rey students to the Corporate Work Study Program and introduce workplace skills such as communication skills, Microsoft Word and Excel, handling confidential documents, business ethics, filing, copying, and taking notes. The policies of the school year will be observed during Business Training Camp.

- Business Training Camp attendance is mandatory.
- The school uniform policy is in effect during Business Training Camp and Summer Bridge.
- Any student who does not successfully complete Business Training Camp will not be eligible for participation in CWSP and therefore cannot be a student at CRJHS.
- All new student workers will be provided with five hours of education regarding Child Labor Laws and safety per the U.S. Department of Labor.

## JOB PLACEMENT PROCESS



Based upon Corporate Partner needs and student skill sets, the CWSP matches student work teams to each Corporate Partner. From time to time, CWSP will find it necessary to make changes in student job placements with best efforts toward providing consistent service for the Corporate Partner. Students are expected to accept their job placement and to complete the daily work responsibilities of their job to the best of their ability. Each student will most likely work at more than one Corporate Partner over their high school years.

#### WEEKLY WORK SCHEDULES

Each student works at least one day per week, without missing any classes. Four students share one job and make up one job team. On Fridays, students rotate, such that every four weeks all students work five total days. A typical monthly work schedule may look as follows:

	Mon	Tues	Wed	Thurs	Fri
Week 1	Diego	Anna	Bridget	Carlos	Diego
Week 2	Diego	Anna	Bridget	Carlos	Anna
Week 3	Diego	Anna	Bridget	Carlos	Bridget
Week 4	Diego	Anna	Bridget	Carlos	Carlos

Diego = Monday worker, Anna = Tuesday worker, Bridget = Wednesday worker, Carlos = Thursday worker, Fridays rotate

#### 2022-23 WORKDAYS

Monday = Senior workday

Tuesday = Sophomore workday

Wednesday = Freshman workday

Thursday = Junior workday


#### TRANSPORTATION

CWSP will organize transportation for students to and from the workplace. Students are expected to arrive at school by 7:30 a.m. on their scheduled workday for van dismissal before departing for work. If a student is not present when their work van departs for work, the student will be sent home and will be considered absent from work that day. The student will be required to make up that missed workday. Transportation to work will depart from school according to the transportation schedule, which will be established by CWSP and may be adjusted from time to time. Students are never allowed to drive themselves to work. Parents are never allowed to drive students to work, go to the workplace, or pick up students from work.

The CWSP is an educational program that is part of a student's Cristo Rey curriculum. Students are considered to be "at school" during their participation in CWSP transportation and CWSP workdays. The drivers are school staff and have the ability to refer disciplinary issues to a school administrator.

#### ARRIVAL TO AND DEPARTURE FROM WORK

Student workers are responsible for watching their own time. They are responsible for getting to the Corporate Partner's office from the transportation drop-off location and for returning there for pickup each workday.



Students should allow themselves enough time to checkout properly from work (submit the electronic timecard and speak with the supervisor in person) and walk to the appointed pick-up location on time. Depending on their transportation schedule, student workers will be dropped off at their workplace between 8:00 a.m. and 10:00 a.m. and will be picked up between approximately 2:00 p.m. and 4:00 p.m. Families can plan to pick up their child from Cristo Rey around 4:30 p.m. on workdays.

Students are required to verbally check in, in person, with their work supervisor when they arrive at work each day. They are also required to complete their CWSP timecard while at work and to notify supervisors in person when they leave work each day.

Supervisors are requested to approve the student worker's timecard, provide electronic survey feedback, and (if desired) 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. Supervisors and students each access the timecard through their email.

#### STUDENT WORK PERFORMANCE

Student workers are expected to complete their daily assigned tasks and generally contribute to the Corporate Partner's business, growing in skill and responsibility over time. In the event that a student's assigned work cannot be completed by the end of the workday, students should anticipate this outcome and notify their supervisor well in advance of the end of the workday. Giving supervisors enough notice of a potential problem assists him or her in managing workflow and deadlines by possibly adjusting the work approach or to make alternative arrangements to have the work completed, if necessary. Good communication with one's supervisor is a mature worker's responsibility and promotes trust and credibility between worker and supervisor. However, a pattern of not completing work assignments can become a problem and cause for corrective action. If it becomes a problem, the student will be notified in writing. If it remains a problem, it can result in cause for terminating a student from the job.

#### STUDENT EVALUATIONS & GRADING

Students receive a daily timecard rating from their supervisor between 1 and 5 (Unsatisfactory; Needs Improvement; Met Expectations; Above Expectations; or Exceptional) with 1 being the lowest rating and 5 being the highest rating. Students who receive a work performance rating of Needs Improvement or Unsatisfactory will face disciplinary action. The CWSP team works with students who receive a low timecard rating on a case-by-case basis in expectation of improvement. Receiving multiple low ratings could result in a one-day, in-school CWSP suspension or could lead up to workplace termination.

In addition, CWSP issues grades on a quarterly basis of either "Meets Expectations" or "Does Not Meet Expectations." A "Does Not Meet Expectations" grade can be amended to a "Meets Expectations" grade the next quarter when the criteria is met or the assignment is turned in. All students must finish the school year with a "Meets Expectations" grade to earn their CWSP credit. Successful completion of CWSP credit each year enrolled is a requirement for graduation from CRJHS.

The following criteria factor into CWSP quarterly grades:

- Makeup day completion

- Daily timecard completion
- CWSP assignments (employment forms completion, ex. - Addendum A form, W4, WT4, etc.)
- Department of Labor lessons completion (Grades 9/10 only)
- Good standing with CWSP (students in Retraining will earn “Meets Expectations” upon successful completion of their program)

## STUDENT RECOGNITION

CWSP seeks to recognize above-average performance by student workers with the Employee of the Month Award. Corporate Partners can nominate students for Employee of the Month. Other recognition throughout the year might include Locker Shoutouts, MAGIS shoutouts, celebratory calls home, or small prizes.

## POLICIES

### ATTENDANCE POLICY

Each student worker is expected to attend work each and every assigned workday. CWSP has strict rules if a student worker misses work. Patterns of lateness or absence can be cause for termination of a student from their work placement. CWSP understands that occasionally absences are unavoidable, however, if patterns of absences arise, CWSP will follow our intervention plan on a case-by-case basis:

- 2 absences - CWSP staff may call home to remind families of the attendance policy
- 3 absences - CWSP staff may meet with the student and their family to sign a CWSP attendance contract
- Additional absences - Student worker is terminated for violating CWSP attendance contract


Students/families should never schedule appointments for CWSP workdays.

If a student is not present when their transportation route departs, the student will not attend work that day, will be considered absent, and will accrue a makeup day. If a student worker is tardy to work, the Corporate Partner will notify CWSP, and the subject will be addressed with the student worker by CWSP Staff.

There are no excused absences from a CWSP workday for any reason. CWSP workday absences may factor into the limit of allowed absences set by the Cristo Rey attendance policy. Corporate 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 Corporate Partners. Student workers are expected to make up any missed workdays at the convenience of the student’s supervisor. If a student leaves the work site before 1:00 pm, the workday will be considered an absence and will need to be made up.

If a student worker must miss work, the student worker is required to call the main office (prior to the start of the school day, 7:30am) and notify CWSP.

### CWSP MAKEUP DAY ABSENCES



Makeup days will be scheduled at the convenience of the supervisor and will be coordinated and approved by CWSP staff. Students may not schedule their own makeup days or request supervisors to change makeup days without the permission of CWSP staff.

If a student is absent from one makeup day, disciplinary action will be taken. This may include being placed on a CWSP attendance contract.

If a student misses makeup days two times during the work year, the student may be terminated from work.

School lunches will not be provided on these work makeup days; students must bring their own bag lunch from home.

### ILLNESS AT WORK

Students should not attend their workday if they are not feeling well. If a student worker becomes ill at work, the student should immediately notify their supervisor of the situation. Student workers should not contact family members about illness at work; CWSP/CRJ staff will handle all communication between the student, family, and supervisor. The student worker's supervisor should call the school's Main Office to speak with CWSP staff. If necessary, CWSP staff will 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 pickup plan is confirmed with CWSP. No other transportation plan may be arranged unless permission is granted by CWSP staff. When a student becomes ill at work and leaves early (before 1:00 pm), that student will be required to make up the full day.

### PARENTS AND GUARDIANS

The Corporate Partner signed a contract with CWSP; the Corporate Partner does not directly employ students. Therefore, CWSP is the primary point of contact between students and parents or guardians concerning any job-related concerns. Parents or guardians must contact CWSP staff to address any questions or concerns they may have about a student's job. Parents or guardians may not contact Corporate Partners directly. Parents or guardians (or any other friend or family member) cannot visit the Corporate Partner.

### EMPLOYER REQUIREMENTS

Student workers and parent(s) or guardian(s) are expected to cooperate with the signing of any agreements or documents that are required by Corporate Partners in connection with the student's job at the company prior to beginning the work year. CWSP will assist in the completion of such agreements. This may include, but is not limited to:

- Background checks
- Immunization records
- Drug testing
- Tuberculosis testing
- Influenza (flu) vaccine
- COVID vaccine
- Non-disclosure, confidentiality, and intellectual property agreements

## UNIFORM

Students will report to school each day in full uniform. Prior to students' departure for work, attendance will be taken and uniforms will be checked. If dress or appearance is deemed inappropriate for work and cannot be made satisfactory prior to transportation departure, the student will be sent home and will be considered absent from work that day and a makeup day will be required.

Students are required to wear their full school uniform (including approved uniform shoes) from the time they arrive at school in the morning until returning to CRJHS at the end of the day. Supervisors will notify CWSP if a student is not dressed appropriately, and CWSP will address the issue with the student. Students are not permitted to change out of their uniform after arrival at work unless expressly allowed by CWSP and workplace supervisor(s) beforehand. Any and each time a company requests a student to wear clothing other than CRJHS-approved uniform, it must be approved in advance by CWSP (e.g. special events, corporate field trips, projects, fundraisers, etc.). CWSP does not allow students to participate in Corporate Partner "dress down" or "casual" days.

## LUNCH POLICY


Student workers are allowed to take lunchtime and breaks according to the Corporate Partner's preference and schedule. Students will bring their lunch to work each day. Corporate Partners are not expected to provide lunch or food to students. Corporate Partners are encouraged to instruct the student workers about the lunch schedule on the first day of work. CWSP expects that most student workers will take a lunch break at some point between 11:00 a.m. and 1:00 p.m. Students have no more than 30 minutes for a lunch break. Students may not make arrangements to intentionally miss lunch in order to leave work early. If a student worker abuses the schedule to the dissatisfaction of the Corporate Partner, the Corporate Partner is requested to notify CWSP staff as soon as possible.

Students leaving the workplace or building alone during the lunch break is prohibited. Students may bring a lunch from home or bring a school-provided lunch to work. While at work, students cannot order food to be delivered. Students who do not comply with CWSP Lunch Policy are subject to disciplinary action. Successive violations may result in termination from the work placement.

CWSP recognizes that lunch periods can help build team spirit and generate good dialogue in a relaxed setting with co-workers. CWSP recognizes that co-worker lunches will further foster student learning, improve their communication skills, and build rapport within the Corporate Partner workplace. In instances where there is a group lunch off-site, supervisors should follow the steps in "Offsite Events."

## 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 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. Corporate



Partners will track students' Internet usage in accordance with the company's Internet policy. Improper Internet usage by a student worker is cause for termination.

#### ITEMS REQUIRED AT THE WORKPLACE

Corporate Partners may require students to carry a security badge, card, or key with them on their workday. Generally, the Corporate Partner issues such security items and students have the responsibility to safeguard them from loss. If a security item is lost (for any reason) by the student, they shall comply with the Corporate Partner policy for the replacement of such item. If there is a cost associated with replacement, this cost will be added to the student's billing account unless it is paid directly to the Corporate Partner by the student.

Students should always be prepared with a pen, paper, and a positive attitude at the workplace.

#### MEDICATION AT WORK

Corporate Partners do not and cannot administer medication to students at work. All medications, including over-the-counter medications, (e.g. Tylenol®, Advil®, acetaminophen, ibuprofen) must be approved by parent(s) or guardian(s) and by the school. Any student requiring emergency rescue medication, such as asthma inhalers or Epi-pens, should be allowed immediate access for use. If you have questions, please contact the school at 414-436-4600.

#### OFFSITE EVENTS

With CWSP's prior written approval, students may participate in offsite events with their supervisor and/or coworker(s) such as lunches, field trips, offsite projects, activities, celebrations without alcohol, etc. Students are prohibited from leaving the workplace or building unless invited and accompanied by one (if walking) or at least two (if driving) adult coworkers. In order to obtain CWSP's prior written approval for an offsite event, the corporate partner should contact CWSP staff with:


- 1) destination/location of event,
- 2) date and time frame the student will be offsite,
- 3) adult(s) who will be accompanying the student, and
- 4) contact information for at least one adult who will be accompanying the student.

Partners should not take student(s) offsite without prior written approval of the event from CWSP.

#### OFFICE PARTIES & GIFTS

Corporate Partners may request student workers participate in office parties or celebrations on their workday. Student workers are not permitted to miss class/academic days to attend office parties. Additionally, student workers may not, under any circumstance, attend any office gatherings that include alcoholic beverages. CWSP has a "no gift policy." Corporate Partners are discouraged from giving gifts to students. Appreciation for a job well done can be recognized through timecard evaluations and student worker recognition programs of CWSP.

#### HOLIDAYS: SCHOOL



The CWSP follows the CRJHS calendar during the school year. Students will not report to school or to work on school holidays unless it is on a scheduled makeup day.

#### HOLIDAYS/CLOSURES: CORPORATE PARTNER

Students will not report to work on Corporate Partner holidays/office closures. Students will report to school and perform job duties in the school on their assigned workday if it is a Corporate Partner holiday and it is not a school holiday and that day falls on the student's regularly scheduled workday.

#### TAXES AND EMPLOYABILITY

Student workers earn real income through CWSP, and CWSP and students must comply with all State and Federal Department of Labor laws. The Cristo Rey Network abides by Federal Department of Labor requirements by requiring that all students, their families, and the CWSP sign a Parent/Student Agreement explaining and acknowledging the terms and conditions of the CWSP prior to a student beginning work. A copy of the Parent/Student Agreement will be delivered to the student and families by CWSP for execution prior to the beginning of school and work, and must be resigned every six months as long as the student is an employee of CWSP (Addendum A form).

In the Parent/Student Agreement, student workers and parents agree to assign CWSP income to CRJHS to help offset the cost of the students' education. Because of the tax responsibility created by the program, every student is required to complete an IRS Form W-4 and a Federal I-9 Form (Employment Eligibility Verification Form) before the first day of work. Student workers must be at least 14 years old to participate in CWSP. Student workers under 16 years of age must complete a Wisconsin work permit in addition to other employment forms. Student workers are required to abide by the work restrictions set forth in the work permit.


#### HIRING STUDENTS FOR SUMMER (PAID) WORK

Corporate Partners may choose to hire students during the summer break as a result of quality performance at work during the academic year. Students will remain employees of CWSP and be paid an hourly wage. Students complete daily timecards while at their Summer Work placement, and CWSP staff submits hours to CRJ payroll for student paychecks. During Summer Work, students may provide their own transportation to and from work. 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. Students are required to wear their CRJHS school uniform.

If a student no longer attends CRJHS (due to graduation, transfer, or loss of academic standing), they may no longer work for any company as a CWSP employee.

#### HARASSMENT

CWSP requests and expects that all Corporate Partners treat student workers with respect. For the safety of its student workers, and in conjunction with the Corporate Partner's own policies, CWSP is very sensitive to matters involving harassment, 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 should communicate any incidents of inappropriate behavior in the workplace to CWSP Staff/CRJ Administration so that further action can be taken. If a student worker reports any incident, CWSP staff will contact the Corporate Partner to evaluate and discuss the situation.

## **UNSATISFACTORY JOB PERFORMANCE**

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

### **MISCONDUCT**

Corporate Partners are requested to notify CWSP as soon as possible regarding any incident of misconduct involving a student worker. CWSP expects student workers to conduct themselves in a mature 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 and may be cause for termination. If a Corporate Partner requires that a student be removed from their work placement due to egregious or continuous misconduct, CWSP will comply with the Corporate Partner's request for termination.

It should be noted that serious behavioral infractions, such as but not limited to: breach of confidential information; sleeping; lying for any reason; theft; removing, destroying, or taking the property of others; or consistent insubordination are reasons for job site termination.

If disciplinary action is needed for any reason, CWSP will document the issue, then schedule a meeting with the student to assist with issue resolution. CWSP will then work with the supervisor and student to discuss a resolution and next steps; in addition, disciplinary action by CRJHS may be deemed appropriate. Parents/guardians will be notified of the situation and an in-person parent conference may be required.

CWSP may choose to remove a student worker from a workplace at any time if CWSP reasonably deems a student unable to satisfactorily fulfill the work required by the Corporate Partner in its sole discretion. If this occurs, CWSP will coordinate with the Corporate Partner to replace the removed student.


### **THEFT AT WORK**

Theft of money or anything of any value from the workplace is a very serious matter and may result in immediate termination with CWSP.

### **ITEMS PROHIBITED AT THE WORKPLACE**

Student worker use of personal cell phones, smart watches, AirPods, video games, iPods, iPads, CD players, radios, headphones, backpacks, or sunglasses are strictly prohibited at the worksite. Corporate Partners are asked to help to enforce this policy unless they have their own policies for students to follow. Students may use personal cell phones during their 30-minute lunch break only. Student workers are held to high standards of honesty and integrity by the CWSP. The use of a Corporate Partner's telephone, Internet, office equipment,





office services or office materials for purposes other than the completion of their specific job duties is strictly prohibited.

#### RETRAINING POLICY

Being terminated from a Corporate Partner work placement is a serious issue. The first time a student is terminated from their work placement, they will enter into the CWSP Retraining program. Students in this program must successfully complete all requirements within a reasonable amount of time (determined by CWSP staff) to be considered for replacement at another Corporate Partner if a position is available. A student in retraining must complete all retraining assignments by the end of the school year. The second time a student is terminated from their workplace, they will be immediately dismissed from CRJHS.

#### CONCLUSION

It should be understood that some situations may take place that go beyond those immediately covered in this Handbook. CWSP reserves the right, therefore, to respond appropriately to those situations, especially to any that contradict the philosophy and values held sacred by the program. CWSP reserves the right to dismiss at any time any student whose effort or conduct (even off of school or work site property) is considered to be inconsistent with the ideals and goals of the program. Our students are to represent CWSP in a positive manner at all times. Parents are expected to cooperate with upholding the CWSP policies and expectations explained in this handbook.

CWSP reserves the right to amend or revise this handbook at any time in agreement with the mission and goals of CWSP.