



CRISTO REY  
BATON ROUGE  
FRANCISCAN HIGH SCHOOL

## **School Information**

Cristo Rey Baton Rouge Franciscan High School  
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Phone: (225) 615-7479  
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Website: [www.cristoreybr.org](http://www.cristoreybr.org)

Accredited by AdvancEd  
Recognized by The State of Louisiana  
A Member of the Cristo Rey Network

## **Mission Statement**

Cristo Rey Baton Rouge Franciscan High School is a Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose and service. Through a rigorous college preparatory curriculum, integrated with a relevant work-study experience, students graduate ready to succeed in college and in life.

## **Mottos**

The School that Works

*Cristo Rey Baton Rouge Franciscan High School does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, religion, or national or ethnic origin in its student admission process, faculty and staff hiring practices, educational policies, scholarships, athletics, or other school administered programs.*

# Prayer of St. Francis

Lord, make me an instrument of your peace,  
Where there is hatred, let me sow love;  
where there is injury, pardon;  
where there is doubt, faith;  
where there is despair, hope;  
where there is darkness, light;  
where there is sadness, joy;

O Divine Master, grant that I may not so much seek  
to be consoled as to console;  
to be understood as to understand;  
to be loved as to love.

For it is in giving that we receive;  
it is in pardoning that we are pardoned;  
and it is in dying that we are born to eternal life.

## **A Cristo Rey Baton Rouge Franciscan High School Graduate**

Cristo Rey Baton Rouge graduates are academically, spiritually, and emotionally prepared to face their challenging college courses with confidence and determination to succeed. They have the skills to be self-sufficient and responsible in college and beyond, unbound by external limitations. They know they are loved by their Cristo Rey family and have faith that God has a purpose for their lives. They treat others with respect and have well-formed consciences to help them act with integrity. They are rooted in the Cristo Rey community but are ready to stretch their wings and persevere through college and the next journeys in life. They are eager to succeed in school and career so that they can make a positive contribution in service back to their communities.

# Statement of Agreement

Failure to read the material contained herein does not excuse the student from observing the information and/or regulations stated. The Principal retains the right to amend the Handbook if necessary. During the 2020-2021 school year, the handbook is subject to change on short notice due to the evolving nature of the COVID-19 pandemic and related guidelines and restrictions required by state and local government and health authorities. If this occurs, Parents/Guardians will receive written notice.

Student Acknowledgment: I have read the Parent/Student Handbook for the 2020-2021 academic year. I understand the rules and will cooperate with the school in this regard.

Additionally, I hereby consent to the use of my image, likeness, name, schoolwork, and/or work product, in whole or in part, in any and all media worldwide at any time now or in the future for purposes of advertising and promoting Cristo Rey Baton Rouge Franciscan High School and/ or the Cristo Rey Corporate Work Study Program (collectively, "Cristo Rey") without additional compensation. I release Cristo Rey from any liability or claims arising out of the use of my image, likeness, name, schoolwork, and/or work product, and I hereby waive any right that I may have to review or approve the form and use of any such materials.

_____	_____	_____
Student Signature	Date	Date of Birth
_____		
Printed Student Name		

Parent/Guardian Acknowledgment: I am the legal parent or guardian of the above signed student. I have reviewed a copy of the Student Handbook. I understand the rules and will work with the school to support these policies.

Additionally, I hereby give my permission and grant all rights necessary on behalf of myself and my daughter/son/dependent to Cristo Rey Baton Rouge Franciscan High School, Cristo Rey Corporate Work Study Program, and their respective agents and anyone authorized by them (collectively, "Cristo Rey") for the following:

1. to take my daughter/son/dependent on school or work-related field trips on foot (if within walking distance of school) or in school or work program-provided transportation;
2. to use the image, likeness, name, schoolwork, and/or work product of my daughter/son/dependent, in whole or in part, in any and all media worldwide in perpetuity for purposes of advertising and promoting Cristo Rey without additional compensation or prior review/approval;
3. to allow my daughter/son/dependent to be interviewed or participate in surveys or written/verbal tests generally related to either work or school;
4. to have my daughter/son/dependent drug tested in accordance with the school and/or work program policies.

On behalf of myself and my daughter/son/dependent, I hereby release Cristo Rey from any liability or claims arising out of the use of my daughter/son/dependent's image, likeness, name, schoolwork, and/or work product, and I hereby waive any right that I or my daughter/son/dependent may have to review or approve the form and use of any such materials.

_____	_____
Mother or Guardian Signature	Date
_____	_____
Father or Guardian Signature	Date

*Please complete and sign the first copy of this form and return it to the school office by Friday, August 14, 2020. The second copy of this statement should be retained for your reference. This signed form must be on file for a student to begin classes.*



## Dear Student,

Welcome to Cristo Rey Baton Rouge Franciscan High School! You have chosen to carve a path for yourself that will lead you to and through college. With hard work and dedication, great opportunities and experiences will be available to you. We read in *Jeremiah 29:11* – “*For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.”*

As your teachers and mentors, it is our privilege and responsibility to prepare you for this journey by providing rigorous academic formation, professional skills and experience, and prayers and support for all the challenges you may face. We are all here for you! But our cheers and support will only get you so far; you must make the choice to travel this path purposefully. We have established rules and procedures so that the path is clear for you. This handbook outlines those policies to provide you the resources to succeed as a Cristo Rey Baton Rouge student. By signing the handbook, you acknowledge that you know and understand all school policies and procedures, as well as the consequences that you may receive if you choose not to abide by school rules.

Please also note that the policies outlined in this handbook represent a framework. This list is not exhaustive and should not be considered comprehensive of all Cristo Rey policies. Statements in this Handbook are subject to amendment whenever the school deems it necessary. Cristo Rey will attempt to keep you and your parents/guardians informed of all changes as soon as practical. Some changes may be made immediately due to unforeseen circumstances.

Congratulations! We are proud to claim you as a Cristo Rey Baton Rouge Franciscan High School student, and we are praying for your growth and success.

**- The Cristo Rey Baton Rouge Faculty and Staff**

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## FAITH

*Cristo Rey Baton Rouge is a community of faith, formed in the Catholic tradition and in the spirit of Saint Francis of Assisi, that fosters spiritual development and helps students come to know the love of God.*

### Franciscan Charisms

As a Franciscan school, under the sponsorship of the Franciscan Missionaries of Our Lady, our students understand and honor the charisms that define our unique Catholic identity.

- Humility—by enthusiastically participating in the school’s liturgy and prayer service offerings, and by continually seeking to learn more about themselves and their faith
- Family Spirit-- by working cooperatively and collaborating with others, and by encouraging family involvement in school activities and celebrations
- Courtesy—by always showing respect and concern for others
- Joy—by always being a positive light for others and living out the Christian faith
- Praise—by regularly praying and participating in liturgies, by participating in retreats and/or spiritual direction, and by doing spiritual reading
- Respect and Love for Creation—by being good stewards of the school’s resources and by treating our campus with care and respect

### Religion Program Expectations/Requirements

Religious life at the school is an integral and indispensable part of the Cristo Rey experience. Just as a student matures socially, intellectually, and physically, her/his relationship with God should mature to include a strong personal faith and the active response of a Christian adult. Cristo Rey combines the academic discipline of theology with a program of worship, retreats, and Christian service. The Campus Minister at Cristo Rey coordinates all liturgies, retreats and service, offering a number of opportunities for students to grow in their faith and spirituality.

Attending a Catholic school awards a student many opportunities to participate in faith formation activities. While a student does not need to be Catholic to participate in any offered liturgies, retreats, or service programs, it is the expectation that the student will demonstrate reverence and respect for God and others during all faith formation activities. Reverent participation is defined as calm, quiet behavior, the refraining from talking, making excess noise, or sleeping, and being present and mindful of others during the activity.

### Retreats

The school sets aside one day per grade-level, when classes do not meet and workers do not report, for our Campus Ministry team to lead all members of the class through a day of prayer, reflection, and Christian fellowship. Students are expected to attend and participate in the Retreat as part of the Cristo Rey formation program.

*During the 2020-2021 school year, all-school or all-grade worship opportunities may be suspended and replaced with small group retreats, class masses and liturgies, and other individualized opportunities for faith development that meet requirements for restricted gathering sizes, as advised by evolving guidelines for health and safety during the COVID-19 pandemic.*

## PURPOSE

*Members of the Cristo Rey Baton Rouge community work intentionally to become men and women of purpose, focusing our actions and words on fulfilling our mission and achieving our goals for the future.*

### Academic Expectations

1. Every student at Cristo Rey has the right to a good education. All behavior in the school should help to establish and maintain an environment that fosters maximum learning and mutual respect. Students are expected to be respectful of the educational process and to take responsibility for their own learning.
2. Students are expected to study every school night as required to complete homework, review the material from the day, and prepare the assignments for the next day.
3. Students are expected to use all available resources to enhance their education. (teachers, tutors, academic support staff, libraries, etc.)
4. In class, students are expected to be active, cooperative learners - listening, asking, and answering questions. Students are expected to help establish an orderly, active learning process.
5. Courses from each year must be passed or made up during the summer to continue at Cristo Rey Baton Rouge Franciscan High School the following year. An academic support plan will be put in place for any student failing a class at the end of the first grading period. Students with multiple failures may be placed on probation or be subject to dismissal if all components of the academic support plan are not met. Seniors with failures in the 1st grading period must make up those credits before graduation or may be ineligible to graduate.

### Graduation Requirements

Students must fulfill all requirements in order to graduate. Students who fail any class and, therefore, have not fulfilled their credit requirements will not graduate. A Senior Year Calendar will be distributed to all 12<sup>th</sup> Grade Students by the College Counselor. Students must adhere to all college counseling deadlines to be cleared for graduation. Students who owe money, books, CWSP workdays, detentions, service hours, or other such requirements will not participate in graduation and will not receive a diploma until all requirements are met. Any student who presents disciplinary problems at the end of the year may not be permitted to participate in graduation.

English .....	4 credits
Spanish .....	2 credits
Math .....	4 credits
Science .....	4 credits
Social Studies .....	4 credits
Religion .....	1 credit each year of attendance
Physical Education .....	1.5 credits
Health .....	0.5 credits
Fine Arts / Electives .....	4 credits
Corporate Work Study Program .....	1 credit each year of attendance



## **Weighted GPAs**

GPAs are weighted with extra quality points for Advanced Placement (AP), Dual Enrollment (DE), and Honors classes. Weighted GPAs are used only for internal award purposes, including figuring graduation honors, awarding Honor Roll designations, the ranking of graduates, and other academic awards. **Weighted GPAs are not reported or shown on transcripts.**

Weighted GPAs are calculated as follows:

- Calculate the total quality points.
- Add one (1) extra quality point for each AP or DE course.
- Divide by the total number of courses attempted, excluding those courses for which a “P” (Pass) has been earned.

## **Honor Roll**

Honor Roll is posted at the end of each grading period and is based upon individual performance in all courses.

- President’s Honors = 4.0
- Principal’s Honors = 3.5 – 3.99
- High Honors = 3.0-3.49

Anyone receiving an “F” in any course is not eligible for the Honor Roll regardless of her/ his grade point average.

## **Grade Point Average (GPA) Expectations / Eligibility**

Students are expected to maintain a minimum cumulative grade point average of 2.0, and continued attendance at Cristo Rey may depend on it. Eligibility in athletic or extracurricular programs may be dependent upon maintaining the required grade point average. Students must maintain a minimum 2.0 GPA to be considered in “good academic standing” and eligible for participation in sports and activities.

After each grading period, if the student’s GPA for that particular report is below a 2.0, s/he may be declared ineligible in any organized team or club that falls under the Athletic Department or Student Activities Department so that time and energy can be focused on improving academic standing. Additionally, students who are terminated by their CWSP employer or who receive an unsatisfactory performance review may be considered ineligible. Ineligible students will not be permitted to work over the holidays, and students with an F at the end of a grading period may not be able to participate in summer work, if offered.

If a student is ineligible but part of an athletic team, s/he may practice, but not play in any games. If a student is ineligible but part of an organized student activity club, s/he may be subject to restrictions outlined in the club charter, which may include limiting attendance at meetings, revoking voting privileges, rescinding performance rights, etc.

For one-time events (i.e.: conferences, field trips, retreats, etc.), students who are not in good academic standing (below a 2.0), must petition the administration to participate, where factors such as the duration of event and demonstrated academic progress will be considered in the decision.

### **Student Success Team**

The Student Success Team is comprised of members of the Administration and Academic Leadership Team, Corporate Work Study Program, the counseling department, and teachers, as necessary. If a student is struggling to find success at school, a meeting with parents and with the student will be called to put into place a plan of action.

### **Corporate Work Study Program Overview and Expectations**

The Corporate Work Study Program (CWSP) is an innovative educational and financial model that allows students to receive a private, college preparatory education while getting invaluable work experience. The work study program enables students to earn a significant portion of the cost of their education and the program is separately incorporated, effectively functioning as an employment agency alongside Cristo Rey Baton Rouge Franciscan High School (CRBRFHS). This experience is an essential part of students' education and growth by enabling them to directly contribute to the cost of their education while exposing them to the world of work. A positive attitude and a commitment to high standards of integrity, responsibility and performance behavior are required.

Students are assigned to work at a client organization five full days each month without missing any instructional time. Each student works at least one day per week. Typically, four students share one job. On Friday, the students rotate. Students will still receive the minimum number of hours of classroom instruction as required by the Louisiana State Department of Education for the completion of a fully accredited college preparatory curriculum. At the same time, however, students gain valuable exposure to a variety of office environments, learning and interacting with adults in a professional atmosphere. Finally, students earn income that is paid directly to the school in order to offset the full cost of education.

Students are employees of the CWSP and not employees of the clients. Parents/guardians should not contact clients directly. Students are not eligible for client benefits, and consequently students should never presume that they may partake in those benefits.

All students and parents/guardians are expected to read and follow the rules set forth in this Exhibit A as part of their agreement with the Cristo Rey Baton Rouge Corporate Work Study Program. The terms of this Exhibit A are subject to change at the discretion of the Corporate Work Study Program. Students and parents will be given notice of any changes in writing. **All questions and concerns should be directed to Carissa Graves, VP, at 225-615-7479 or [cgraves@crstoreybr.org](mailto:cgraves@crstoreybr.org).**

### **Taxes and Employability**

Students earn real income through the Corporate Work Study Program. In their contracts, students and parents agree to assign this income to Cristo Rey BR Franciscan High School to help offset the cost of their education. Students will receive a W-2 form for tax purposes every January.

Because of the tax responsibility created by the program, every student is required to complete an IRS [Form W-4](#) and a DHS [Form I-9](#). Students must be at least 14 years old to participate in the CWSP. Students under 16 years of age must complete a State of Louisiana work permit form in addition to other employment forms. Students are required to abide by the work restrictions set forth on the reverse side of the work permit form.

### **Attendance**

Student employees are expected to conduct themselves in a professional manner, which includes being punctual to their obligations. Each student employee is expected to attend work every day that they are assigned to work. Since each student works only 5 days per month, missing a day of work is a serious matter.

#### *Pandemic Related Attendance Status*

Student workers for the fall semester will be categorized into the following levels of deployment:

- **Currently Deployed Worker** – student worker placed and actively supported as a CWSP worker in-person, deployed to their job placement on designated workdays.
- **Virtual Worker** – student worker has chosen 100% virtual instruction, reporting to CWSP virtually and assigned on-going CWSP instruction as scheduled by CWSP staff.
- **Unavailable for Deployment** - cohort or subset of student workers who CWSP staff has selected to defer deployment for a predetermined period of time, regardless of any change in circumstances. Student worker assigned on-going CWSP Instruction.

#### *Daily Schedule*

The CWSP schedule follows the same schedule of the CRBRFHS daily schedule. On mornings that they are deploying to work, student employees should check-in with CWSP staff at the designated area no later than 7:50 AM to begin workday preparations. Departure transit to client organizations takes place between 8:00 AM and 8:15 AM, with student employees arriving at work between 8:30 AM and 9:00 AM.

On mornings that they are assigned to work, virtual student workers will log-in for a virtual attendance check-in for 9:00 AM, but no later than 9:05 AM. CWSP staff will check students in and assign daily tasks for completion within the workday.

On mornings that they are assigned to work, student workers who are not eligible to deploy should check-in with CWSP staff at the designated area no later than 7:50 AM to begin CWSP Instruction.

#### *Absences*

For student workers and their families, failure to attend under any category of CWSP attendance study will be treated the same as an absence from school on an instructional day according to that school's standard academic policy. For the 2020-2021 school year, due to the pandemic, makeup days may not be required, and additions to tuition for absences not made up will not be charged.

#### *Tardiness*

Tardiness to school, class or work is not acceptable. A student employee who is on campus on the day they are assigned to work but not at the CWSP designated area by 7:50 AM is considered tardy. Each instance of tardiness will be entered into the student's attendance file, with an accompanying note documenting the infraction sent to their family. Each accumulation of three tardies will be considered the equivalent of an absence.

#### *Illness at Work*

If a student becomes ill at work, the student should call school, and the school will arrange for transportation of the student back to school. The school will call the student's parent/guardian in

order for the student to be picked up from school. If a parent/guardian or emergency contact cannot be reached, the student will remain in the Main Office or designated area until either the end of the school day or until someone can be reached. A student who is feeling ill or displaying any COVID-specific symptoms in the morning should not go to work.

### *Holidays and Early School Dismissals*

It is not uncommon for the Cristo Rey BR Franciscan High School to have a holiday which client organizations do not share. In those instances, student employees will not be required to attend work. Early school dismissals do not apply to students who are assigned to work on those days. Students are expected to complete a full day of work regardless of any special school day scheduling. Students should assume that they have work every assigned workday of the school year unless they are notified otherwise.

On rare occasions, a client may have a business holiday or special circumstance which may preclude a student from attending work. In this event, the student should report to school on that day, and a special work task will be assigned or further guidance provided by CWSP staff.

### **Dress Code**

Cristo Rey Baton Rouge Franciscan High School sets a high standard for students in their dress and appearance to express pride in themselves and their respect for one another.

All Cristo Rey students are expected to keep themselves well-groomed and neatly dressed at all times. A clean and healthy appearance is important. All clothing must be clean, neatly pressed, and in good repair. No ripped, torn, or defaced item may be worn.

When student employees go to work, they enter professional work environments. Their dress should reflect a high standard of professionalism. Because of this, Cristo Rey's dress code corresponds to business, semi-formal dress. Specific regulations on attire are provided below.

**Please refer to the full dress code policy in our Code of Conduct.**

On all CRBR Workdays, students are required to wear the dress uniform, which includes a navy Cristo Rey blazer for the Class of 2021.

For young women:

- Navy blue dress pants or plaid uniform skirt
- Dress shoes
- School-approved Belt (workplace appropriate) when wearing dress pants
- School uniform, button down CRBR Shirt with women's tie (cross-tie style).
- Conservative hair style of natural colors

For young men:

- Navy blue dress slacks
- Dress shoes
- School-approved Belt (workplace appropriate)
- School uniform, button down CRBR Shirt with tie.
- Clean-shaven and well-groomed physical appearance.
- Conservative hair style of natural colors

Articles out of dress code:

- Stretchy or form fitting pants, jeans, yoga pants
- Slippers, tennis shoes or UGG style boots
- Head garments/Bandanas
- Visible Tattoos
- Facial piercings or earrings on male students

Though not required, students may choose to wear:

- School ID badge or work badge
- School issued sport coat, cardigan or sweater
- A Navy-blue professional suit coat and/or vest
- Navy blue suspenders instead of a belt (young men only)

Facial/visible piercings, tattoos, or other body modifications are **Prohibited**. Other jewelry including bracelets, necklaces and rings should be kept to a minimum. If worn, prohibited accessories will be left on campus with staff of CRBRFHS and CWSP regardless of value.

### *Safety*

The safety of student employees is a priority. Most jobs require some interaction with office machinery such as copiers, shredders, etc. Neat appearance and properly fitting clothes will help avoid potential mishaps. In addition, students walk to and from the school and workplace or their transportation drop-off and workplace. Proper footwear and the absence of sensory distractions such as music headphones, etc., will help ensure their safety.

### *Adherence*

Students are always expected to follow the dress code when school is in session, whether on the school campus, at the workplace, regardless of the dress code enforced at client organizations, or elsewhere. Students that are not compliant with the dress code policy will not be permitted to work on their assigned day and are subject to a fine and other protocols for workday absences as outlined in the attendance policy of this document. Cristo Rey faculty and staff reserve the right to determine what constitutes appropriate dress.

### **Young Professionals Training**

Our *Young Professionals Training (YPT)*, is conducted every year before the deployment of students to prepare incoming students for the corporate work environment. The Young Professionals Training will take place on the students' scheduled workdays through the fall semester. Students should plan for a full day of attendance during Young Professionals Training, reporting by 7:50 AM.

Adherence to attendance and dress code policies is mandatory. Students who arrive out of dress code will not be admitted for that day of training and will be marked absent.

The Young Professionals Training is graded just like any other class, with homework, quizzes and tests. Any student who fails the Young Professionals Training will not be eligible to remain in the CWSP and therefore cannot be a student at Cristo Rey BR Franciscan High School.

For the 2020-2021 school year, any student deemed ineligible for CWSP at the completion of the fall semester, will be allowed to complete the academic year but will be ineligible to return for the following school year.

Transfer students will receive *Young Professionals Training (YPT)* before job deployment.

### **Transportation**

As their employer, the CWSP coordinates all transportation to and from the client organizations for all student employees. The specific mode of transportation for student employees may vary. Student employees are required to take the mode of transportation coordinated by CWSP staff every day in which they work.

Drivers and chaperones, like any other faculty and staff member of Cristo Rey, must be treated with respect. These individuals are responsible for the safety of all students in their charge and should not be distracted by inappropriate or unsafe behavior. Students who disobey these rules will receive the same disciplinary action as they would for violating a policy on campus: detention, suspension, disciplinary hearings, etc. Should a driver or chaperone be cited for a moving or pedestrian traffic violation, or otherwise due to inappropriate or unsafe behavior on the part of the student employee, the cost of that infraction will be passed on to the student employee and their family.

### **Performance & Evaluations**

During the regular academic year, students receive a grade for their participation in the work study program. A percentage of the grade is based on the *Work Performance Evaluation* filled out by the student's supervisor at work. Additional determinations include attendance, time card submissions, and the student's performance on a semester-long project designed to help students integrate what they are learning at work with what they are learning at school, as well as gain life skills that will help them prepare for college and a professional career.

If at the end of the year a student has failed CWSP, that student may be prohibited from continuing in the CWSP the following year, and therefore not allowed to return as a student at Cristo Rey BR Franciscan High School. If that student is not expelled by the CWSP, that student will have to attend and successfully complete the Young Professionals Training that summer in order to be allowed to continue in the CWSP and return as a student at Cristo Rey BR Franciscan High School.

#### *Timecards*

Student employees are required to submit a timecard for each day that they are assigned to work. Timecards will be issued to student employees electronically to their CRBRFHS email account at the completion of their workday. In order to receive credit, timecards must be completed online and submitted before dismissing on their workday. Timecards are used to record the specific hours in which student employees spent at a client, and that those hours are within Department of Labor rules governing work study programs. Timecards also provide an opportunity for student employees to reflect on the specific duties they supported at a client, and events of a given workday. These reflections allow CWSP staff to better understand a specific workplace environment and inform additional training to students as necessary.

Timecard submissions account for 25% of your CWSP grade each grading period. Timecards can only be submitted if an assigned workday was completed in its entirety and will not be accepted after the assigned workday.

### **Technology**

Internet and technology serve many educational and professional purposes in modern classrooms and workplaces. As with any resource, to be effective they must be used in an appropriate manner so as not to become a distraction or impediment to success.

The CRBRFHS *Acceptable Technology Use Policy* details what devices are permitted, for what purposes and when the use of such devices is permitted. Student workers are required to adhere to these policies at all times and locations while school is in session, including on their assigned workdays and at their assigned client worksites. Student workers are further obligated to adhere to policies governing technology and internet usage at their client worksites. Any violation of these policies as determined by Cristo Rey faculty and staff or designated client personnel is grounds for termination from a job placement.

Use of personal portable electronic devices, including but not limited to laptops, cell phones, headphones/earbuds, audio players and game consoles, is not permitted regardless of the policy of a client.

### **Workplace Termination and Retraining**

CWSP and client organizations reserve the right to remove student workers from their job placements at any time. Reasons may include but are not limited to unsatisfactory performance, attendance and timeliness, adverse interactions with workplace colleagues, or behavior which violates the CRBRFHS *Code of Conduct*. Depending on the cause of termination, student workers may face additional disciplinary action up to and including dismissal from the school.

Students who are terminated from their job placement are not eligible for a passing grade during that semester (or quarter). Student workers who have been terminated from their job placements are required to enter a retraining program. During retraining, students are expected to demonstrate appropriate professional behavior and complete work tasks as assigned. The retraining program culminates in a presentation by the student worker to designated faculty and staff. The presentation is an opportunity for the student worker to demonstrate their comprehension of CWSP program rules and expectations, apply relevant skills acquired through the summer Young Professionals Training and retraining program, and finally to express their interest and commitment to continue their participation in the work study program at Cristo Rey.

If faculty and staff members determine the student worker has satisfactorily completed retraining, the student worker will be placed at another client worksite. Student workers who fail to complete the retraining process will be dismissed from Cristo Rey BR Franciscan High School. Students may only participate in the retraining program one time during their time in CWSP and CRBRFHS. In the event of a second dismissal from a job placement, the student worker will be dismissed from CRBRFHS.

**Please review the information provided and sign and return the [Student and Family Agreement](#) included at the end of the Handbook. A signature is required to complete your student's registration.**

## SERVICE

*Cristo Rey Baton Rouge community members strive to serve all those around them, with an attitude of selflessness, kindness and gratitude.*

### Christian Service

As Jesus taught us and St. Francis modeled for us, serving others at the sacrifice of our own time, talent, and treasure is asked and expected of all God's children. Therefore, the school will regularly engage students in service projects both during the school day as scheduled grade-level events, and as outside of school-time extracurricular opportunities. Additionally, students are encouraged to participate as volunteers in any school activity or off-campus event, earning service hours that will be added to their record for purposes of financial aid, scholarships, and awards. All service hours completed outside of school time should be documented on the Service Hours Verification Form and submitted to the Campus Minister. The school will recognize outstanding service annually, as outlined below.

Bronze Award - 25 hours of service above and beyond school-required hours

Silver Award - 50 hours of service above and beyond school-required hours

Gold Award - 75 hours of service above and beyond school-required hours

Spirit of St. Francis Award - 100+ hours of service above and beyond school-required hours

### Student Activities & Athletics

To serve in the development of the whole person, the school encourages student participation in activities, sports and clubs. The purpose of any extracurricular activity, club or sport is to complement and enhance the educational experience of the students. Participation, however, is a privilege, not a right. All students involved in extracurricular activities will be required to meet eligibility requirements. For the good of the student's overall academic welfare, this privilege may be revoked at any time.

Given the nature of Cristo Rey's work-study program, conflicts will arise between work schedules and practices, games and activities. Work always takes precedence over extracurricular activities. A student may not miss any work in order to participate, nor should the student ask his/her supervisor for an exception under any circumstance. A student must be in attendance for at least 50% of the school day in order to participate in any after-school activity or program that day.

Students participating in sports must have a report of a physical less than 365 days old on file with the school.

*During the 2020-2021 school year, all-school or all-grade service projects, club meetings, and athletic programs may be suspended and replaced with small group events and other individualized opportunities for student life development that meet requirements for restricted gathering sizes, as advised by evolving guidelines for health and safety during the COVID-19 pandemic.*

## RESPECT

*Cristo Rey Baton Rouge is a community built on respect, committed to acknowledging and honoring the good in others and ourselves in all that we say and do.*

### Code of Conduct

Any time a student is representing the school – on school property, on school-provided transportation, engaged in any school activity, at work, or in the community in uniform or otherwise noted as a Cristo Rey student – he or she is expected to act, speak, and look in a professional manner reflective of our school’s high standards. The following code of conduct provides guidelines for such behavior.

1. Students at Cristo Rey have been admitted because they have expressed a strong desire to work hard and be responsible, thoughtful individuals. The following are more specific, but not comprehensive, examples of responsible or thoughtful conduct:
  - respect for God, others, and self;
  - respect for personal, school, and other’s property;
  - possession of required materials and timely completion of homework assignments;
  - cooperation with classroom procedures;
  - completion of one’s own homework and class work;
  - performance to the best of one’s ability;
  - attention and respect at all times, particularly during school assemblies;
  - respect for classroom and office work through maintaining appropriate volume in one’s conversations.

Lapses in any of these areas will be dealt with through the discipline system. Gross or repeated conduct unbecoming of a Cristo Rey student is grounds for dismissal from the school.

2. There should be no physical displays of affection between students, including physical contact other than a shoulder hug-and-release. Students should not engage in kissing in any form, hand-holding, or embraced walking.
3. As a Catholic school of the Diocese of Baton Rouge, we are concerned with the Christian moral development of the individual and the student bodies as a whole. In a society, which often undermines Christian values and principles, we strive to provide an atmosphere, which stimulates and fosters the growth of these same principles. Premarital sex is not in keeping with Christian values and principles and is not considered acceptable for Catholic school students. However, Catholic schools are concerned with respect for life and the individual. Should a pregnancy occur, every possible measure should be taken to encourage counseling, health care, continued education and direction to help each student make a mature decision in accordance with the teachings of the Roman Catholic Church and with the goal of supporting students to make life-affirming decisions. Cristo Rey Baton Rouge follows the guidelines for Catholic schools set forth by the Diocese of Baton Rouge regarding student pregnancy. The student will be subject to disciplinary action, according to the school’s Discipline System, if he or she does not adhere to the Code of Conduct:
4. Cohabitation: If a student chooses to marry and/or cohabitate, she/he will be unable to continue attending Cristo Rey.

5. We strongly believe that gang membership is dangerous for students, harmful to the safe learning environment of the school, and destructive to the community and families which we serve. Therefore, students will also be subject to disciplinary action, up to and including immediate suspension or expulsion, for gang membership, affiliation, or behavior, which can be defined in many ways, including, but not limited to:
  - gang graffiti and/or tagging;
  - representation of gang affiliation by way of colors, symbols, signs, clothing, etc. at any time or place, including online;
  - overt or covert recruitment of students;
  - violence of any kind, albeit vocal threats or physical harassment;
  - membership in gang-like crews;
  - shaved brows and/or bald heads.
  - Tattoos referencing gang affiliation
6. All policies governing the student Code of Conduct are in effect while the student is on-campus in an in-person learning environment as well as while the student is participating in any form of virtual learning environment or school activity, and students are expected to uphold all school rules and to display core values regardless of the learning environment.
7. The student will be subject to disciplinary action, according to the school's Discipline System, if he or she does not adhere to the Code of Conduct.

## **Dress Code**

### **Overview**

The Dress Code ensures that every student will dress in a professional, modest, conservative, and safe manner. Cristo Rey's dress code corresponds to business, semi-formal dress.

When they go to work, students enter professional work environments. Their dress should reflect a high standard of professionalism. The conservative colors and styles of the school dress code are required for all Cristo Rey students regardless of the particular policy of the sponsoring company. Work environments are also adult environments. Parents must be sensitive to the fact that their daughters/sons might be assumed to be much older than their actual age. For the comfort and security of all our students, they should dress modestly.

The safety of our students is a priority. Most jobs require some interaction with office machinery such as copiers, fax machines, etc. A neat appearance and properly fitting clothes will help avoid potential mishaps. In addition, students walk to and from their bus stop and workplace. Proper footwear and the absence of sensory distractions such as cell phones, iPods, or headphones will help ensure their safety. Students are expected to follow the same dress code for work as they do for school, regardless of the dress code enforced at the work place.

- The school reserves the right to determine what constitutes appropriate dress. The following is meant as a set of general guidelines. However, in all cases, the school has the final say.
- The dress style at Cristo Rey Baton Rouge Franciscan High School is intended to allow each and every student to achieve her/his best, both in the academic and the professional world. Personal hygiene is very important to one's health and appearance; therefore, each student will practice good hygiene.

- Students are expected to be in full dress code at all times while on school grounds, at work, to and from work, at special events, and during all field trips unless otherwise specified by the school.
- It has been observed over and over again that the more seriously a person dresses, the more seriously that person performs in her/his role and the more seriously others receive her/him. Expressing individuality should be done through hard work at school and at the work place, and not through one's clothing.
- Garments worn under clothing should not be visible.
- Violation of dress code will result in disciplinary action.

### **Mask**

All CRBR students **must** wear a mask that covers the nose and mouth as they enter the school campus, school hallways, each classroom, throughout the school day, including on transportation vehicles, and generally when on school grounds. Disposable masks are available if students forget a cloth mask or do not own a cloth mask.

### **Virtual Dress Code**

Cristo Rey Baton Rouge is proud of its tradition of having neat and properly attired students. While there is no official dress code for CRBR Virtual Learning, students are expected to be respectful of the virtual classroom environment in CRBR Zoom classes with suggested dress similar to the following guidelines for casual dress: Clothing that is appropriate for the virtual classroom: polo shirts, button down shirts, blouses, t-shirts, sweatshirts, or dresses or shirts with straps no less than 3" wide. Clothing that is inappropriate for the virtual classroom: hats, shirts with offensive logos or messages, ripped or torn clothing, strapless tops, pajamas.

When questions arise, School Administration will have sole discretion in determining the appropriateness of dress code policies and that discretion extends to matters of dress and appearance that are not explicitly stated in the Parent/Student Handbook. In all cases, the School Administration has the final say concerning dress and appearance.

### **Proper Attire for Men**

#### *Shirt*

Shirt must be long-sleeved, light blue oxford shirt with collar and buttons with the correct school logo on the pocket, worn tucked neatly into pants. Sleeves may be rolled up neatly. Shirts can be purchased at our uniform vendors. A light blue knit or pique polo-style shirt with the correct school logo may also be worn on days when work or liturgy is not scheduled.

#### *Dress Pants*

Pants must be a dress style navy pants with a crease, a hem in the leg, and appropriate fit. Skinny-cut pants or pants cut like jeans with rivets and outside pockets are not acceptable. Pants must be worn at the waistline and with a visible belt. Pants can be purchased at our uniform vendors.

#### *Tie*

Tie must be purchased through our uniform vendors. Tie style can be either long length or bowtie and must be worn with oxford shirt.

*Belt & Socks*

Belt and dress socks are to be worn at all times. Belt colors consist of dark blue, black, or dark brown. Belts with rivets or oversized belt buckles are not permitted. Socks must be dress socks. Athletic socks are not acceptable, and socks must cover the ankle.

*Shoes*

Dress shoes should be leather or leather-like and should be either dark brown, tan, navy, or black in color. Loafer styles are preferred; solid boat shoes will be acceptable. Sandals, gym shoes, construction or work boots, moccasins, clogs, or slipper-like shoes are not permitted. Athletic shoes will be needed for PE.

*Outerwear*

Solid navy blue, navy blue denim, black or gray sweaters, sweatshirts, or jackets are permitted and can be purchased at our uniform vendors. The shirt collar and tie knot must be visible above a V-neck sweater or similarly cut sweater neck. Shirt and tie are required under any sweater or business jacket. Sweaters may not have oversized lettering or logos of any kind. No turtlenecks. No sports logos on coats or jackets except for the approved Cristo Rey logo. Outerwear must not have a hood.

**CRBR Navy Blazers**

Class of 2021 will be provided a Navy Cristo Rey Blazer. The blazer is **mandatory** for special events on and off campus, mass days, and CWSP work days. Students may wear their blazers to school, but are not required to do so.

**Cold Weather Days**

Students must wear CRBR Uniform school approved sweatshirts. Students may wear a non-school jacket/coats on cold days. Non-school jackets/coats need to be removed inside the classrooms, cafeteria, etc. **Blankets are not permitted on transportation vehicles and CRBR school grounds.**

*Jewelry/Accessories*

No excessive jewelry. Jewelry should not have inappropriate images or language. Earrings or other body or facial piercing is not allowed. Necklaces must not be visible on the outside of clothing. Visible tattoos are not permitted. Sunglasses may not be worn inside, at work or at school.

*Make-up*

Make-up, nail polish, or artificial nails of any kind are not allowed.

*Hair Color/Style*

A neat appearance with conservative and professional hairstyle is expected. Hair color should be the student's natural color. Students are expected to adhere to guidelines for hair defined by their workplace, if more restrictive.

### *Facial Hair*

Students must be clean shaven at all times. Beards, goatees and long sideburns are not allowed. Sideburns may be no longer than the middle of the ear. Students will be asked to shave on site if not clean shaven.

### *Hygiene*

Students are expected to maintain a neat and clean appearance. Cologne, if used at all, should be worn in conservative quantities.

## **Proper Attire for Women**

### *Blouse or Top*

Blouse must be a light blue oxford, button-down shirt with school's logo on the front pocket. Long-sleeved shirt sleeves may be rolled up neatly. Blouses can be purchased at our uniform vendors. A light blue knit or pique polo-style shirt with the correct school logo may also be worn on days when work or liturgy is not scheduled. All under garments should be tucked in and not visible.

### *Tie*

On work days, ladies will also wear the cross-tie style necktie with their oxford blouse.

### *Skorts / Skirts*

School skorts must be purchased from our uniform vendors. Skorts should be no shorter than one inch above the knee and should fit properly. Skirts purchased in previous year must be worn with a pair of solid colored shorts, preferably black or blue, underneath the school skirt.

### *Dress Pants*

If desired, women may also choose to wear dress pants. Pants must be a dress style navy pants with a crease, a hem in the leg, and appropriate fit. Skinny-cut pants or pants cut like jeans with rivets and outside pockets are not acceptable. Pants must be worn at the waistline and with a visible belt. Pants can be purchased at our uniform vendors.

### *Hosiery/Socks*

Navy blue, black, gray or white socks should be worn with the uniform. If a student chooses to wear tights or nylons, only solid navy or black tights and nylons are permitted. No fishnets, sheer tights, patterned tights or athletic socks are permitted.

### *Shoes*

Dress shoes should be leather or leather-like and should be either dark brown, tan, navy, or black in color. Loafer styles are preferred; solid boat shoes will be acceptable. Sandals, gym shoes, construction or work boots, moccasins, clogs, or slipper-like shoes are not permitted. Athletic shoes will be needed for PE.

### *Outerwear*

Solid navy blue, black or gray sweaters, sweatshirts, or jackets are permitted and can be purchased at our uniform vendors. The shirt collar and tie knot must be visible above a V-neck sweater or similarly cut sweater neck. Shirt and tie are required under any sweater or business jacket. Sweaters may not have oversized lettering or logos of any kind. No turtlenecks. No

sports logos on coats or jackets except for the approved Cristo Rey logo. Outerwear must not have a hood. Dark denim jackets without rips or holes are permitted.

### **CRBR Navy Blazers**

Class of 2021 will be provided a Navy Cristo Rey Blazer. The blazer is **mandatory** for special events on and off campus, mass days, and CWSP work days. Students may wear their blazers to school, but they are not required to do so.

### **Cold Weather Days**

Students must wear CRBR Uniform school approved sweatshirts. Students may wear a non-school jacket/coats on cold days. Non-school jackets/coats need to be removed inside the classrooms, cafeteria, etc. **Blankets are not permitted on transportation vehicles and CRBR school grounds.**

### *Jewelry/Accessories*

Jewelry must be conservative in style and length, preferably studs and small hoops. No excessive jewelry. Jewelry should not have any inappropriate images or language. Earrings are permitted (no more than 2 earrings per ear, in ear lobe only), but other body or facial piercing is not allowed. Visible tattoos are not permitted. Small, solid-color headbands may be worn in the hair, but full head wraps, long head scarves, or hair caps are not permitted. Sunglasses may not be worn inside, at work or at school.

### *Make-up*

Less is better and conservative colors and styles only. Fingernails should be of a moderate length and color. Black nail polish, extreme colors, or nail designs are not permitted. Nail polish should all be the same color, keeping in mind professionalism in the work place.

### *Hair Color/Style*

Conservative hairstyles and a neat appearance is expected. Hair must be a natural color. Hair should be worn off the face and with safety in mind while working with office machinery and in the classroom. If a student wears hair extensions, extensions should be natural color, well-maintained, of moderate length and should not be a distraction or impede the learning process of others.

### *Hygiene*

Students are expected to maintain a neat and clean appearance. Perfume, if used at all, should be worn in conservative quantities.

## **Respectful Language**

To maintain an environment of professionalism and respect at school and in the workplace, appropriate spoken and written language is expected.

### **In Speech**

Cristo Rey Baton Rouge students refrain from using curse words; slang terms that deride, ridicule, or persecute; racial, sexual or other demeaning epithets; and overly casual terms inappropriate for a professional workplace. When responding to adult correction or prompting, the student replies with “Yes, ma’am” or “Yes, sir.”

### **In Written Word**

Cristo Rey Baton Rouge students use Standard Formal English in writing for graded written or typed assignments for all classes, for all written communications with teachers and other school staff members, and for all written communications required for the workplace.

## **Policy on Harassment**

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

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

Harassing conduct includes, but is not limited to:

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

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

- when submission to such conduct is made a condition of a student’s continued attendance at Cristo Rey;
- when submission to or rejection of such conduct is used as the basis for decisions affecting a student;
- when such conduct has the purpose or effect of unreasonably interfering with the student’s performance or creating an intimidating, hostile, or offensive school environment.”

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

Any student who believes that she/he has been the subject of sexual or any other form of harassment by anyone at Cristo Rey or by any person who does business with Cristo Rey, even a

Corporate Sponsor, should bring the matter to the attention of a Cristo Rey staff member, the Principal, or the President of Cristo Rey. Upon notification of negative treatment, the student will be pulled from her/his sponsor site and not be allowed to return until the matter is resolved. A prompt and thorough investigation of any alleged incident will be conducted and appropriate corrective action taken if warranted.

To the extent possible, complaints of harassment will be treated as confidential. Cristo Rey will not retaliate in any way against any current, potential, or former student who, in good faith, reports harassment or participates in the investigation of such a complaint or report. Any attempt at such retaliation will not be tolerated and will itself be subject to appropriate corrective action up to and including termination or expulsion.

### **Policy on Bullying**

To reflect Gospel values and to ensure a positive and safe learning climate, Cristo Rey Baton Rouge does not condone harassment, hazing, or bullying of any kind. All school community members are to treat everyone with dignity and respect. In that spirit, the prohibition against acts of harassment, hazing, and bullying applies to all students, both on and off campus. It is recognized that harassment, hazing, or bullying can involve verbal, physical, written, or electronic communication whether by means currently in use or by any new electronic devices that may be developed in the future. Reported incidents of bullying may result in an investigation by the school's administration. Students who engage in bullying behavior may receive consequences that include suspension and/or expulsion and may be subject to criminal charges.

### **Respect for Our Campus and Facilities**

Cristo Rey Baton Rouge Franciscan High School is a closed campus school. Permission is needed to be off campus between the hours of 7:50 a.m. and 4:00 p.m. Once a student is dropped off at school, s/he is considered to be the responsibility of Cristo Rey. Therefore, once a student arrives at school, s/he is to remain in the cafeteria until assembly ends or until the first bell rings for 1<sup>st</sup> period. Students leaving campus during school hours without permission are subject to disciplinary action. Students are not to be on campus during hours when the office is closed or without the supervision of a Cristo Rey Baton Rouge staff or faculty member. When school dismisses and when students return from work, students are to be picked up promptly in carpool or should ride the bus. Any student chronically remaining on campus after 4:15pm will receive disciplinary consequences. No supervision is provided by Cristo Rey after 5:00 p.m. A student may only remain on campus after school hours under the direct supervision of a club sponsor, school-approved tutor, or athletic coach for such purposes. A student remaining on campus after school hours without supervision may be considered to be trespassing.

During and outside of school hours, students show respect for our campus by refraining from leaving litter or personal belongings on the grounds or cluttering classrooms. Students maintain clean desks and lockers and other student areas. Students refrain from writing on desks, walls, bathroom stalls, or doors. Students show respect for our resources and for the generosity of our benefactors by using materials such as paper, paper products, and school supplies judiciously.

### **Respect for Student and Family Confidentiality**

Teachers, administration and school staff will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of concerns.

## **Grievance Policy**

Occasionally during the course of the year, misunderstandings or problems may arise between any combination of student, parent, teacher, and school. This is often a result of a lack of communication between those involved. In order to best assist families, CRBR has a process that should be utilized to outline a grievance and to describe the steps already taken.

In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems; we call it *“The Matthew 18 Principle.”* The following are the words of Christ: “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But, if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to them, tell it to the church, and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

There are several clear principles that Jesus taught in solving people-to-people problems incorporated into school policy for handling all school grievances. All questions, problems, or complaints should be brought promptly to the teacher or staff member directly involved first, before anyone else is involved.

If the situation is not resolved at this level through direct contact (most of them are!), both parties should approach the appropriate supervisor to request to file a grievance. If the matter is not resolved at this level, all parties may schedule a conference with the President. Finally, if the other steps have been taken and a satisfactory resolution has not been attained, complaints or problems may be appealed in writing to the Chair of the Board for a judgment in the matter. Student procedures for appeal to a teacher can be summarized by “right time, right place, right spirit” (Ecclesiastes 8:5-6). The right time may be “later” if the teacher is in the middle of a task, such as teaching. The right place is a setting where there can be privacy between the two. The right spirit is being respectful.

When approached through proper Biblical guidelines, teachers and administrators have an “open ear” policy to parents and students and will always listen to any problems concerning a student’s instruction. Normally, administrators will decline to become involved unless the above steps have been followed.

***“If it is possible, as far as it depends on you, to live at peace with everyone.”***

***Romans 12:18***

## INTEGRITY

*Members of the Cristo Rey Baton Rouge community carry themselves with integrity, seeking to be women and men of our word through honest and sincere interactions with others.*

### Academic Integrity

In its attempt to instill Christian values and academic integrity while in the classroom and during virtual learning, Cristo Rey Baton Rouge Franciscan High School expects students to act responsibly in regard to her or his own learning. As a Franciscan community that seeks to ‘care for the whole person,’ Cristo Rey desires to form students who demonstrate a deep self-awareness that extends beyond lessons learned in the classroom. This self-awareness is characterized by the clear formation of a moral consciousness that allows the individual to distinguish between right and wrong, truth and falsehood.

As such, the community believes that all academic work is the product of the individual student. The academically honest student:

- completes his/her own homework and does not allow his/her work to be copied by other students;
- completes quizzes, tests, and exams without seeking help from or offering help to another student;
- completes quizzes, tests, and exams without copying from notes or from a book;
- acknowledges another person’s contributions to his/her own work, whether written or oral, by citing the source and individual’s name;
- submits his/her own work and does not misrepresent someone else’s work as his/her own.

Cristo Rey stands firmly against academic dishonesty in any form whether it is intentional or not. Students at Cristo Rey Baton Rouge Franciscan High School refrain from the following behaviors:

Cheating: Using or attempting to use unauthorized materials in any academic situation or having someone else complete work for which you are responsible. Examples of cheating or violation of testing procedures include, but are not limited to:

- leaving books or notebooks open during a testing period;
- writing answers on desk tops, or hands, or clothing;
- communicating verbally or nonverbally with another student during a test period;
- exchanging answers with another students
- copying another’s test answers with or without his/her permission;
- copying unauthorized information from digital sources and using at the student’s work without proper documentation;
- using unauthorized “cheat sheets”;
- communicating with students who have taken the quiz or test earlier regarding test content and/or structure
- using cell phone or smartwatch to transmit information or to share photos of test or homework answers.
- Students whose response mirror online content or other students’ submission will receive a zero for that assignment without the option of recovery
- Searching online platform for answer that require work or personal effort.

*\*Tests and exams require a high level of attention to academic integrity. Therefore, it is important that students comply with the testing procedures specified by the teacher. Students*

*should be aware of their behaviors during a testing period and avoid looking around or looking at other students' papers to prevent giving the impression of cheating.*

**Fabrication:** Inventing or falsifying information. Examples include, but are not limited to:

- inventing lab data for an experiment done incorrectly.
- citing sources not used.
- Falsely reporting inability to access a website and/or assignment
- Falsely reporting the submission of an assignment

**Copying:** Examples include, but are not limited to:

- copying homework or papers from another person whether word for word or with minor changes.
- acquiring answers from unauthorized sources such as the internet, teacher answer keys, etc.
- allowing another student to copy your work.

**Deception or Misrepresentation:** Lying about your work or academic records. Examples include, but are not limited to:

- forging a teacher's signature on a document.
- taking credit for group work to which you did not contribute significantly.
- forging an adult's signature on a note or other communication or altering that note or communication.

**Electronic Dishonesty:** Using network access inappropriately. Examples include, but are not limited to:

- using another's computer account or computer files.
- damaging or deleting others' computer files.
- using calculator programs and/or data in a manner not approved by the teacher.

**Plagiarism:** Plagiarism is the representation, in a written or oral manner, of another person's words or ideas as ones' own, whether intentional or not. Paraphrasing and summarizing the ideas of someone else are considered plagiarism. At all times, credit must be given to outside sources, including, but not limited to: research materials, online databases, internet sources, encyclopedias, charts, graphs, pictures, and paraphrasing and summaries of another's written or spoken work. Plagiarism, regardless of intent or amount, is intellectual theft and thus a violation of academic integrity. Students uncertain about what material to cite should consult teachers for guidance and advice.

Academic dishonesty compromises the integrity of those involved, destroys the community of learning, and distorts the system of academic evaluation for students and faculty alike. While recognizing the strength of both the temptations to be dishonest and the pressure to cooperate in such behavior, the school cannot overlook any instance of dishonesty without compromising its mission. Thus, enforcing the code of academic integrity falls on all members of the Cristo Rey community including teachers, staff, students, and parents. Students should not lend their work to others. If a student needs assistance on an assignment, the assistance should be given in face-to-face instruction and not by passing written work from one student to another. Students passing their work to others share equal responsibility and consequences if academic dishonesty occurs.

Students caught copying daily homework assignments may receive a zero for the assignment and additional consequences by the teacher. If a student has multiple offenses of copying homework during his/her time at Cristo Rey, s/he may face more severe consequences given by administration.

If a student is found to have engaged in or facilitated a more serious act of academic dishonesty, the student and the parent will meet with a member of the administration to determine the appropriate disciplinary action.

Repeated offenses during the student's time at Cristo Rey will result in further consequences and may lead to expulsion from the school.

### **Acceptable Use Policy for Technology**

The Cristo Rey Baton Rouge Franciscan High School Acceptable Use Policy (AUP) applies to all technology resources. Students are expected to use all technology resources in a considerate, ethical, moral and legal manner.

All Cristo Rey Baton Rouge Franciscan High School issued chromebooks and Fujitsu laptop/tablets and information stored on them are property of the school and are subject to the policies set forth by school administration and are subject to supervision and inspection. Cristo Rey Baton Rouge Franciscan High School reserves the right to monitor, access, retrieve, read and disclose all messages, information, and files created, sent, posted from, and/or stored on the school issued device. Any student who violates this policy or any applicable local, state or federal laws, is subject to disciplinary action, a loss of technology privileges, and may face legal prosecution.

The administration of Cristo Rey Baton Rouge Franciscan High School reserves the right to amend any item in the Acceptable Use Policy or any technology policy during the year. The Principal will provide written notification of any changes by email or letter home to students and parents.

### **General Computer and Internet Use**

Cristo Rey Baton Rouge Franciscan High School provides on-campus Internet access and network resources to students and employees who use the access in accordance with the mission of the school. Students must remember that technology devices and resources they are allowed to use, are a privilege, not a right. By using such devices and resources, students agree to the following terms:

- Student use of the school's network and Internet usage must be consistent with the mission of Cristo Rey Baton Rouge Franciscan High School and its educational goals. Misuse includes any Internet conduct on or off-campus that negatively affects the reputation of Cristo Rey Baton Rouge Franciscan High School including messages sent, posted or received that suggest harassment, racism, sexism and inappropriate language and/or symbols.
- Students will not use their network resources or Internet access to interfere with or disrupt network users, services, Cristo Rey Baton Rouge Franciscan High School data or data of another student, or equipment, either on or off campus.

- Students will not access or try to make unauthorized entry to any computer accessible via the network or on remote networks. If a student notices a security problem, the student must notify administration immediately.
- Students will not use network resources or Internet access to transmit threatening, obscene or harassing materials, including chain-letters, solicitations, inappropriate photos and videos, or broadcast messages via our network or email system.
- The Internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Cristo Rey Baton Rouge Franciscan High School students will not use network resources or Internet access to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers.
- Students should not email, post to websites or blogs, images, photos or video of employees of Cristo Rey Baton Rouge Franciscan High School. Photographing and/or recording (audio or video) a teacher or staff member without permission is prohibited.
- Students will not provide their passwords or share another student's password with any other student or non-student.
- Students may not use another individual's account or log onto the Internet or network as anyone else.
- Students are prohibited from doing anything to compromise the privacy and/or security of other users.
- Students are held responsible for any communication that comes from their account regardless of who had access to that account.
- Students will not communicate their address, phone number or other personal information to any person or company on the Internet or through email.
- While at school, students may only connect to the Cristo Rey Baton Rouge Franciscan High School Wi-Fi and are prohibited from connecting to secondary Wi-Fi devices such as a cellphone and/or other external devices.
- The intentional destruction, deletion, or disablement of Cristo Rey Baton Rouge Franciscan High School installed software on any computer is prohibited. Unauthorized copying/installation of software programs belonging to the school is prohibited. Also, attempts to exceed or modify the boundaries set for the network are prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to the school is prohibited.

### **Appropriate Online Behavior**

Students must maintain a proper decorum while using social media and any electronic device. All social media posts and/or digital communication (including text messages) must uphold the ideals of Cristo Rey Baton Rouge Franciscan High School. Any producing, distributing, or viewing of inappropriate, sexually suggestive or pornographic images is strictly prohibited. The school may be obligated to contact law enforcement in situations involving inappropriate images of individuals who may be under the legal age of consent. The school utilizes anonymous reporting tools for students to report activity, and faculty and staff members are considered mandated reporters for any instances of harassment, abuse, or illegal activity, including the sharing of inappropriate images or messages.

It is the responsibility of the parent to monitor and/or restrict their child's access to social network sites, including adhering to the age limits placed on such sites. While CRBR views this as a parent responsibility, issues and incidents that arise at school, or are brought to our attention, stemming from interactive dialogue from web-based or mobile technologies off campus will be addressed. CRBR will follow the policies and procedures outlined in this Handbook.

## Electronic Devices and Cell Phones

There is absolutely no cell phone use in any part of the campus during school hours. Any electronic devices, such as but not limited to cell phones, hand-held video games, iPods, iPads, etc., may not be visible or heard from 7:45 a.m. until the student is off campus in the afternoon. These items will be confiscated, and the student is subject to disciplinary action. Students may only use communication devices while on campus and during activities with the permission of the supervising adult, such as the teacher, bus driver, athletic coach, or sponsor. Should a student need to call home for an emergency reason, s/he may go to the Main Office to request the use of a school phone.

### Consequences for improper Cell Phone Use during school hours

1 <sup>st</sup> Offense	Confiscation of device, returned to parent. Detention
2 <sup>nd</sup> Offense	Confiscation of device, held for remainder of the year. Saturday Detention
If student refuses to surrender phone when requested, the offense will escalate to a Level III Infraction, which will result in a suspension.	

## Drug Testing

Cristo Rey reserves the right to drug test any student at its discretion. Since many job partners require drug testing, results of testing may be made available to sponsors (in confidence) at their request. Positive results may be grounds for dismissal from the CWSP and expulsion from school.

## RESPONSIBILITY

*Members of the Cristo Rey Baton Rouge community demonstrate responsibility for their own actions and performance by exhibiting self-control and self-discipline, following through and giving attention to detail, and abiding by the systems of accountability set in place.*

### General Policies

#### *Change of Personal Information*

Each student is expected to notify the Main Office promptly if there is any change in address, telephone number, parent or guardian occupation, or any other pertinent information.

#### *Child Abuse*

By law, the State of Louisiana requires school personnel to inform the Department of Children and Family Services of any allegation/suspicion of child abuse/neglect.

#### *Communication Policy*

The official manner of communication from school to home is email. Every family should have an email address on file and should check it regularly. To better serve families, various mechanisms of communication are utilized, such as phone calls, texts, and social media. However, email is the official communication tool, and families are responsible for information received by email.

#### *Custodial Rights*

In the case of divorce or separation of parents, the law holds that parents do not cease to be parents when they no longer have custody of their children. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the parent to provide the school with an official, signed copy of the court order.

#### *Food*

Food for students is restricted to the cafeteria during lunch periods. Students are not allowed to have food, snacks, or drinks in other buildings at any time. The only exception to this is if a teacher arranges with the Principal's Office for a special event ahead of time. If necessary, the Principal will arrange to cancel any lunches. Cristo Rey participates in the Diocesan Child Nutrition Program, which provides all Cristo Rey Baton Rouge students one breakfast and one lunch daily, including on the student's work days. Parents are required to complete and submit a federal free/reduced lunch application to participate in the school lunch program. A student may bring a lunch from home for herself/himself, if desired. Water and sports drinks are available through a vending machine during breakfast and lunch.

#### *Medication Policy*

All medications must be kept in the Main Office with the exception of prescribed inhalers. Medications will be given only to students who have a medication form on file with the Main Office signed by a parent or guardian. Prescription medication must be brought in annually in pharmacy-labeled containers and registered in the Main Office along with a prescribers .

### *Parent Engagement Expectations*

A parent or guardian is expected to attend the mandatory family orientation offered prior to the start of the school year, as indicated on the official school calendar. A parent or guardian is expected to attend a parent/teacher conference once in the fall and once in the spring, though parents are encouraged at any time during the year to schedule a conference with a teacher or administrator as needed.

Parent University (Parent U) meetings are held monthly at school and are an important component of our school. The purpose of these meetings is to serve as an avenue for parental education concerning the child or family and to communicate the philosophy and purpose of programs at CRBR; to build and maintain a parental support group that is involved and responsive to school needs. A parent or guardian is expected to attend at least three Parent U meetings during the school year.

### *Student Passes*

Students are expected to be in class at all times. Any student who is not where s/he is scheduled to be must have a pass signed by a faculty or staff member. This includes going to the bathroom or seeing a counselor, etc. If a student is between periods and needs to see somebody, s/he must first report to the next class and receive permission from that teacher as well as a signed pass. If a student, for example, decides to visit the Main Office between periods and is then late for their next class, s/he will be given a signed pass from the Main Office.

### *Solicitations*

Student solicitations (fundraisers, collections, etc.) of any kind are not permitted unless first approved by the Principal's Office.

### *Student Drivers*

Students who have obtained an official driver's license may purchase a parking pass for \$25.00 each semester. A student parking pass allows a student to drive him or herself to our campus and park in the designated spaces along Wildwood Pkwy (between the football field and legacy lot) during the school day. To obtain a parking pass, the student must bring his or her driver's license to the Main Office with the \$25.00 semester pass fee. Student drivers are expected to obey all traffic laws, especially noting one-way streets and school zones in our area. Failure to demonstrate safe driving practices may result in the revocation of the student parking pass.

### *Time Management*

Students are responsible for managing their time while at work and at school. It is recommended that each student wear a watch daily.

### *Visitors*

All guests to classes must have approval from the Principal's Office prior to their visit. All visitors must report to the reception desk to sign in and indicate their presence at the school.

## **General Technology/Internet Information**

### **Email and Communication Use**

Cristo Rey Baton Rouge Franciscan High School students will be issued a password-protected login for the network, school email, and other communication resources. Students will use Office 365 for their school email account.

- Students are responsible for reading emails regularly and should check their school email at least once every 24 hours; however, it is recommended that students check their email in the morning and in the evening to make sure they are up to date.
- All communications sent or received serve as a representation of Cristo Rey Baton Rouge Franciscan High School. Communication exchanged via the Internet or email must not damage the school's reputation.
- Students may not change their given email user name.
- All email communication between faculty, staff, coaches, and students must be exchanged through the school-hosted email account.
- Students are prohibited from attempting to access or use another student's email.
- Cristo Rey Baton Rouge Franciscan High School reserves the right to access student email accounts for routine maintenance and to retrieve school records. Access also includes, but is not limited to carrying out internal investigations, accessing internet history, the disclosure of messages, social networking data, or files to law enforcement.
- Instant messaging, chat rooms, social networking, gaming, and email communication between students for non-academic purposes are prohibited during class time unless these activities are directly related to class activities and/or participation.

### **Student Laptop/Tablet Responsibilities**

All Fujitsu laptop/tablets and Chromebooks are property of Cristo Rey Baton Rouge Franciscan High School and special care should be given to all devices. Students are responsible for maintaining proper care and use of their device from the time it is issued to the time it is returned to the school.

- For school-issued laptops taken out of the classroom, the laptop/tablet should travel in a protective carrying case. Failure to do so could result in disciplinary consequences. If a student experiences a problem with his carrying case, he should report the problem immediately to the Technology Coordinator located on the Cristo Rey Baton Rouge Franciscan High School campus in room D207.
- Care should be taken on a daily basis to ensure that the laptop/tablet is not put in a situation where there is an increased risk for theft or damage.
- Students must report computer problems or issues to the Tech Coordinator immediately.
- Students are responsible for charging their devices overnight so that they are ready for use at school the following day. Failure to do so may result in consequences.
- Students are not to add stickers, paint, or other materials that can damage or deface the exterior surface of the computer.
- All information stored on the computer should be backed up regularly. This is the student's responsibility. The Tech Coordinator is not responsible for files or information lost during computer troubleshooting, diagnosing, re-imaging or repair.
- Students are to keep laptop/tablets protected while any food or drinks are present.

### **Tech Support**

The Cristo Rey Baton Rouge Franciscan High School Tech Room is located in Room D207 and is open school days 7:15 a.m. to 4:00 p.m. Holiday schedules for the Help Desk will be posted as necessary.

- Submit a tech support request by emailing [helpdesk@crstoreybr.org](mailto:helpdesk@crstoreybr.org).
- Students should always RESTART their laptop/tablet before going to the Help Desk.
- Students should always backup their laptop/tablet BEFORE going to the Help Desk.

- Students other than Cristo Rey Baton Rouge Franciscan High School employees are prohibited from entering the Tech Room and designated areas.

### **Damage/Malfunction**

- If the computer malfunctions or is damaged, any repair costs not covered by the standard warranty or the accidental damage insurance is solely the responsibility of the student and the parent.
- If the computer is lost or stolen due to student misuse, the replacement cost is solely the responsibility of the student and the parent.
- Students are required to keep all labels, barcodes, and stickers on their device. Removal of these items will result in a defacing charge of \$5.00 per incident.

### **Replacement Item Prices:**

In the event that a student is responsible for the loss or damage of one of the following items, the student is responsible for paying for its replacement according to list prices.

### **Discipline System**

The students of Cristo Rey are respected as individuals of substantial merit and potential. The discipline system used at Cristo Rey simply provides an objective and cumulative record of a student's demonstration of behavior as well as an attempt to right those behaviors that may inflict harm to the student's potential and merit.

The discipline system at Cristo Rey High School recognizes that different action must be taken depending upon the circumstances of the incident. As such, the discipline system attempts to reflect differences in student decision-making by delineating between the severity of infractions. The following is a multi-tiered system which addresses minor infractions and more severe infractions in different ways. Disciplinary action will be taken when a student commits an infraction deemed inappropriate by a faculty or staff member.

### **Level I Infractions**

Level I infractions are considered errors in judgment, but not serious violations of the Cristo Rey Disciplinary Code. Examples of such behavior include, but are not limited to, one time occurrences of chewing gum on school property, dress code violations, tardy to school and to class, public displays of affection, etc. If a student commits an infraction, any faculty/staff member has the authority to report the infraction after providing a warning and an opportunity for the student to self-correct the behavior.

1 <sup>st</sup> Offense	Grace (parent contacted by teacher)
2 <sup>nd</sup> Offense	Detention
3 <sup>rd</sup> Offense	Detention (parent contacted by administrator)
4 <sup>th</sup> Offense	Saturday Detention 8:00am-12:00pm (parent conference scheduled)
5 <sup>th</sup> Offense	Suspension (parent conference scheduled)
6 <sup>th</sup> Offense	Suspension (parent conference scheduled; student put on probation)
7 <sup>th</sup> Offense	Suspension (parent conference scheduled; under consideration for expulsion)

**Detentions**

1. Detentions will be held on days and times as designated by Administration.
2. Detention work may include written corrective assignments, service to the school community including campus cleaning and beatification or cafeteria cleaning, or service to the neighboring school or community.
3. Detentions take precedence over any other school activity.
4. Detentions will be served on the date assigned by Administration.
5. Multiple detentions in a week or missing an assigned detention may result in more serious consequences.
6. Chronic detentions will be handled by the administration and could lead to further disciplinary action.

When a detention is assigned, the student is expected to attend on the assigned date following the infraction. Detention will be held in a place designated by the administration. If a daily detention is not attended, students may be required to attend daily detention for two consecutive days. If a student does not attend the two consecutive daily detentions to make up for the one that he/she missed, then the student will be issued a more serious consequence. Repeated infractions could result in further and more serious consequences.

**Level II Infractions**

Level II infractions are considered serious errors in judgment and, as such, major violations of the Cristo Rey Code of Conduct and a failure to meet the expectations for a Cristo Rey student. Examples of Level II infractions include, but are not limited to: disrespect, truancy, abuse of property, stealing, academic dishonesty or forgery, disregard for school expectations, or repeated Level I infractions. If such incident occurs, the administration will meet with the student(s) involved and the documenting teacher or staff member to consider all circumstances surrounding the incident. In accord with our Franciscan identity, we seek to place the student in the forefront of our efforts to create a community that values the dignity of each person. Possible consequences range from multiple detentions through Saturday detention or loss of privilege and suspension, up to and including a recommendation for dismissal to the Principal, according to the guidelines below. The school administration reserves the right to modify or alter consequences at their discretion.

1 <sup>st</sup> Offense	Detention
2 <sup>nd</sup> Offense	Detention (parent contacted by administrator and put on Behavior Plan)
3 <sup>rd</sup> Offense	Saturday Detention 8:00am-12:00pm (parent conference scheduled)
4 <sup>th</sup> Offense	Suspension (parent conference scheduled)
5 <sup>th</sup> Offense	Suspension (parent conference scheduled; student put on probation)
6 <sup>th</sup> Offense	Suspension (parent conference scheduled; under consideration for expulsion)

### Level III Infractions

Level III infractions are egregious disciplinary matters that may warrant immediate expulsion. When appropriate, the school will engage law enforcement for a Level III infraction. The list presented below is not exhaustive, as other instances of serious misbehavior may be classified as a Level III infraction. Consequences will be administered according to the following guidelines.

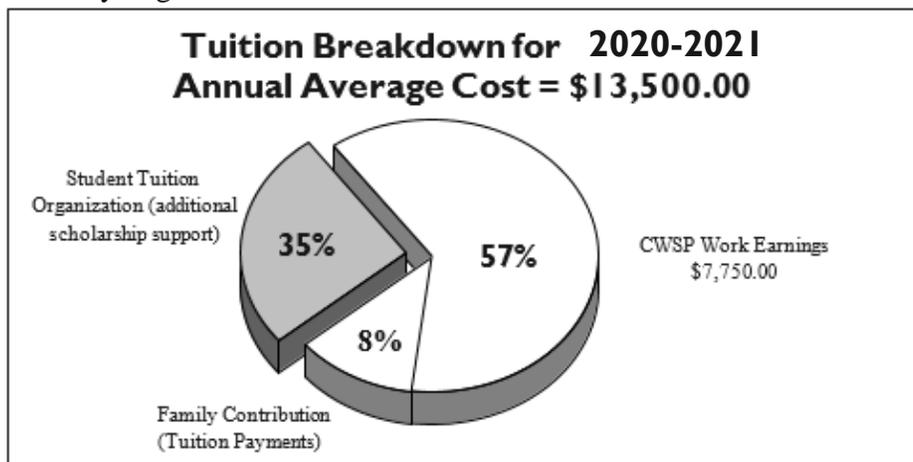
<b>Drugs:</b> possession, distribution, use on campus or bus, at work or school-related activity, or positive result on random drug testing (refusal to test equates to positive result) *only school personnel can administer medications with prior parental approval	Illegal Drugs: Expulsion  Over-the-Counter (e.g. Tylenol, Advil) or Prescription Drugs (e.g. ADHD medication): One-day Suspension up to Expulsion
<b>Weapons:</b> including guns, knives, and any other item used with the intent to harm or intimidate, located in vehicle, on person, in backpack, or other personal belonging on campus or bus, at work or school-related activity	One-day Suspension up to Expulsion
<b>Fighting:</b> on campus or bus, at work or school-related activity	One-day Suspension up to Expulsion
<b>Alcohol:</b> possession, distribution, or consumption on campus or bus, at work or school-related activity	One-day Suspension up to Expulsion
<b>Stealing:</b> on campus or bus, at work or school-related activity	Restitution and one-day Suspension up to Expulsion
<b>Smoking:</b> possession, distribution, or use of any tobacco product on campus or bus, at work or school-related activity	One-day Suspension up to Expulsion
<b>Leaving campus without permission</b>	One-day Suspension up to Expulsion
<b>Vandalism:</b> deliberate defacing or destruction of school or personal property on campus	One-day Suspension up to Expulsion

### Search and Seizure

School authorities or designated law enforcement agents are allowed to inspect and search places such as lockers, desks, parking lots, other school property and any other items brought to school, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants. Inappropriate items will be confiscated at the discretion of school officials.

### Tuition and Other Financial Information

Cristo Rey High School provides an affordable means of education for deserving young people and their families. By attending Cristo Rey, students automatically receive a sizable amount of financial assistance. The following is an illustration of the approximate cost of educating a student at Cristo Rey High School:



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

When a student enrolls at Cristo Rey Baton Rouge Franciscan High School, she/he becomes an employee of the Corporate Work Study Program and is assigned a Sponsoring Organization. By working five full days a month throughout the school year, each student generates a total of \$7,750.00 towards her/his education.

### **Student Tuition Organization Support**

Eligible families may choose to participate in a supplemental scholarship program through an approved Student Tuition Organization such as ACE. Families are responsible for completing the STO application and submitting all required documentation, such as income and residence verification, as well as the TADS financial support application, to receive STO scholarship funds.

### **Family Contribution Tuition Payments**

The family contribution for the school year is calculated based on need, informed by household income information as reported on the TADS Financial Aid Assessment application.

A Registration and Family Contribution Contract is generated for each family once all financial aid information has been received and must be signed and returned by the family. Families are expected to follow through with the payment plan indicated on the contract in order for a student to remain enrolled at Cristo Rey Baton Rouge.

### **Failure to Make Payment**

- Families of withdrawing students must pay all of the tuition due and other balances due until student officially withdraws from school. No official records will be released until all money owed to the school is paid in full.
- Students with overdue tuition or fee payments are ineligible to participate in extracurricular activities, such as athletics, field trips, or dances until all accounts are brought current.
- If there are very special circumstances that prohibit making a payment on time, parents must make an appointment with the Principal (225) 615-7479 to discuss the situation.

### **Returned Checks (NSF, invalid signature, account closed, etc.)**

- A \$25.00 fee will be applied to any check returned to the Business Office.
- Persons writing a returned check will not be allowed to make future payments with personal checks.
- If the tuition account becomes past due as a result of the returned check, a \$25.00 late fee will be charged in addition to the \$25.00 returned check fee.

### **Acquired Charges**

- Any additional charge/fee (aside from tuition) must be paid immediately (some examples include: finance charges, lost book fees, missed work day fines, etc.). Acquired charges left unpaid after the first of each month will be treated the same as tuition and will be past due.

### **Late Fees**

- A \$25.00 late fee is applied for each month that an account is past due.
- If, after the first of the month, an account has an outstanding balance for any reason, late fees will be charged and will accumulate until the account is brought up to date

## **PERSEVERANCE**

*Cristo Rey Baton Rouge empowers its members to work hard and persevere through challenges with positivity and resourcefulness on their life journeys.*

### **Attendance Policy**

Per the Louisiana State Department of Education Nonpublic Bulletin 741, high school students must be present for a minimum number of days to earn receive grades and earn credit for courses. Attending school regularly and on time is essential for a student’s success in high school. The following policy outlines expectations for attendance.

### **Daily Schedule**

The Cristo Rey school day begins promptly at 7:50 a.m. Students attending class on campus may arrive between 7:15 a.m. and 7:50 a.m., and students who are remoting in to classes for synchronous virtual instruction must be logged into their 1<sup>st</sup> hour class’s Zoom by 7:50 a.m. Students on campus are to enter through the St. Francis Gathering Area gate, follow instructions for daily entrance screening, and report directly to their House classroom. Students who arrive to school by 7:50 a.m. but are not at their appropriate destination will be considered tardy and must report directly to the Main Office.

Classes end at 4:00 p.m. All student workers will return from their work day by 4:00 p.m. as well. Buses will leave campus by 4:15 p.m. and all car riders must be picked up by 4:15 p.m.

Students absent from school or work due to illness may not participate in any school activity held the day of the absence, including sports practices or games, dances, etc. A student must be in school for at least half of his/her classes in order to participate in or attend co-curricular or athletic events after school. This applies to students who arrive late to school even if they are ill.

### **Daily Bell Schedule**

7:15 a.m. – 7:45 a.m.	Arrival to Campus
7:50 a.m. – 8:50 a.m.	House / 1 <sup>st</sup> Hour
8:50 a.m. – 9:05 a.m.	Breakfast Break
9:05 a.m. – 9:55 a.m.	2 <sup>nd</sup> Hour
10:00 a.m. – 10:50 a.m.	3 <sup>rd</sup> Hour
10:55 a.m. – 11:45 a.m.	4 <sup>th</sup> Hour
11:50 a.m. – 1:10 p.m.	5 <sup>th</sup> Hour / Lunch
1:15 p.m. – 2:05 p.m.	6 <sup>th</sup> Hour
2:10 p.m. – 3:00 p.m.	7 <sup>th</sup> Hour
3:05 p.m. – 4:00 p.m.	8 <sup>th</sup> Hour

### **Hybrid / Virtual Friday Schedule**

7:50 a.m. – 8:20 a.m.	House Advisory Check-in via Zoom
8:20 a.m. – 1:30 p.m.	Students work on Class Assignments as designated in Google Classrooms
9:30 a.m. – 11:30 a.m.	<i>Virtual Study Hall for students assigned</i>
1:30 p.m. – 3:00 p.m.	Teacher Virtual Office Hours
3:00 p.m. – 4:00 p.m.	Virtual Assembly

**Phase I Fully Virtual Schedule (only when announced)**

7:50 a.m. – 9:30 a.m.	1 <sup>st</sup> Hour (Monday/Wednesday)	5 <sup>th</sup> Hour (Tuesday/Thursday)
10:00 a.m. – 11:30 a.m.	2 <sup>nd</sup> Hour (Monday/Wednesday)	6 <sup>th</sup> Hour (Tuesday/Thursday)
12:00 p.m. – 1:30 p.m.	3 <sup>rd</sup> Hour (Monday/Wednesday)	7 <sup>th</sup> Hour (Tuesday/Thursday)
2:00 p.m. – 3:30 p.m.	4 <sup>th</sup> Hour (Monday/Wednesday)	8 <sup>th</sup> Hour (Tuesday/Thursday)

**On-Campus Assembly Schedule**

Due to the pandemic, all-school assemblies are not permissible on campus, as they will exceed the allowable gathering size. We will update the Assembly Schedule as the state advances further in phases.

**Early Dismissal Bell Schedule**

\*Will be updated before the first Early Dismissal Day.

**Absence Policy**

**Excused Absences**

Excused absences are defined as absences due to personal illness, court appearances, unavoidable circumstances (excused by administrative approval), school-sponsored activities, medical appointments, pre-approved college visits, or death in the family. Documentation of excuse is required for absence to be considered excused.

**Unforeseen Absences**

A parent or guardian should telephone the school at (225) 615-7479 before 8:30 a.m. and briefly state the nature of the unforeseen absence. A phone call must be made for each day the student is absent.

**Foreseen Absences**

Cristo Rey Baton Rouge students make it a priority to attend school on time every day. In the event that a student must miss a day of school for a reason known in advance, the parent or guardian must write a note, in advance, notifying the Main Office of a scheduled foreseen absence. The Front Office will then issue a Foreseen Absence / Early Release form to the student to be completed prior to departure from Cristo Rey and returned to the Main Office. Upon returning to school, the student must report to the Main Office to obtain an admit slip. Please note that a foreseen absence is not necessarily an excused absence.

**Pandemic Related Absence**

If a student must be absent from school due to mandatory quarantine for COVID or exposure risk, students are expected to attend virtual learning. A student who has selected to attend classes on campus must report on their designated on-campus days. A student may only attend virtual classes on assigned on-campus days if he/she has selected remote learning or if he/she has administrative approval or a doctor's note. If a student misses virtual learning for 2 days, a doctor's note will be required. Students mandated to quarantine are expected to attend virtual learning for the duration of quarantine. Virtual classes will be held live at the regularly scheduled class period.

Absences due to medical conditions must be certified by a physician's note, which is to be turned in upon return to school, physically to the Main Office or via the Attendance Email ([attendance@crstoreybr.org](mailto:attendance@crstoreybr.org)). Students with a medical emergency requiring a hospital visit must

have a physician's note authorizing that the student is able to return to school. Extended absence due to illness or injury will be treated on an individual basis. Parents must notify the school via the attendance email address ([attendance@crstoreybr.org](mailto:attendance@crstoreybr.org)) or (225) 615-7479 for any absence from school as soon as possible. Absence is defined as missing school physically on campus or the inability to attend virtual synchronous classes or live classes remotely.

### **Returning to School**

Upon returning to school after each absence, the student must report to the Main Office between 7:15 – 7:45 a.m. The student must present an absence note to the School Secretary from a parent or guardian with an acceptable excuse. Once the absence note is accepted, the student will receive a pass to proceed to class. If a student does not have a note from a parent or guardian, s/he may receive additional consequences.

### **Make-up Policy**

Students are given the same number of days to make up a test or to turn in missed work as the number of days missed unless administrative approval is granted for an alternate timeline. Make-up tests will be given at the discretion of the teacher within the allotted timeframe. It is the student's responsibility to schedule the make-up test with teachers in the timeframe of days absent or by the end of the quarter, whichever comes first. Failure to schedule make-up tests or failure to report to take the scheduled make-up test within the timeframe allowed may result in a zero grade for the assessment or missed work.

### **Early Release**

If a student is to be released early, s/he should present a note from a parent or guardian to the Main Office upon arrival to school in the morning stating the time and reason for departure. A parent, guardian, or emergency contact must come to Cristo Rey and sign out his or her son/daughter in person. We are unable to accommodate early release requests on a student's work day.

### **Scheduling Outside Appointments**

Medical and dental appointments should not be scheduled during non-school and non-CWSP hours. Vacations, college visits and other such activities should be scheduled after reviewing the school calendar so as not to conflict with school attendance. Students may not miss CWSP work days to attend extracurricular activities or events including athletic events, conferences and trips without prior approval.

### **Excessive Absences**

Excessive absences may result in a student's being dismissed from Cristo Rey or losing credit for coursework. Absences from work are considered school absences. A student may face the possibility of losing academic credit for CWSP and may be dismissed from the CWSP and from the school if work absences are in excess of 2 per semester or 4 in one year. If a student is at risk for losing academic credit, the school will require the student to attend mandatory attendance recovery hours after school or on designated Saturdays to recover the missed instructional time. In the event a student does not meet the minimum requirements for attendance, s/he will not earn credit for coursework, even if the course has otherwise been passed.

### **Medical Absences**

Absences due to medical conditions must be certified by a physician's note and turned into the Main Office upon return to school. Students with a medical emergency requiring a hospital visit must have a physician's note authorizing that the student is able to return to school. Extended absence due to illness or injury will be treated on an individual basis. Parents must notify the school as soon as possible.

### **Truancy**

Absence from school, class, or work without sufficient reason is considered truancy and may result in suspension and the school may report the truancy to the Department of Child and Family Services as an act of parental negligence. Additional offenses may result in additional and increasingly severe disciplinary action up to and including expulsion.

### **Absence from Work**

Please reference the CWSP policy for work absences.

### **Tardiness Policy**

Tardiness is defined as not being in one's assigned seat and prepared to begin class when the bell rings. Tardiness to school, class, or work is not acceptable.

- A student is considered tardy if s/he arrives to school after 7:50 a.m. but by 9:30 a.m.
- If a student is tardy to school, the student must report to the Main Office to receive a signed admit slip in order to enter class. Each tardy to school will be entered into the student's attendance record.
- If a student arrives tardy on his or her scheduled work day and does not arrive in time to be transported to work by the school, s/he must return home for the day, and the missed work day will count as an absence.
- Both a tardy to school or a tardy to class will be recorded as a Level I infraction and will earn consequences according to school policy. See Discipline Policy page 31 for policy details.
- For a student who is tardy after 9:30 a.m., a half absence will be entered into the student's attendance record and the student may be subject to consequences for excessive absences as appropriate.
- Chronic tardiness to class may result in loss of credit. Students who are excessively tardy will be placed on tardy probation, requiring them to sign in at the Main Office before 7:45 a.m. each school day. Continued violations of tardy probation may result in further disciplinary consequences.

### **Illness at School/Work**

If a student is displaying any symptoms, such as headache (with or without fever), stomach distress, nasal congestion, coughing, loss of taste or smell, he or she should not come to school and should contact our Main Office at (225) 615-7479.

If a student arrives to campus showing any symptoms, such as headache (with or without fever), stomach distress, nasal congestion, coughing, loss of taste or smell, a parent will be called to pick up the student immediately.

If a student becomes ill at school, the student should ask permission to go to the Main Office to see the School Health Professional. If it is determined that the student should not remain at school, a call will be made to the parent/guardian in order to release the student to their care. If a

parent/ guardian or emergency contact cannot be reached, the student will remain in the reception area until either the end of the day or until someone can be reached.

If a student becomes ill at work, the student should call school, and the school will arrange for transportation of the student back to school. The school will call the student's parent/guardian in order for the student to be picked up from school. A student who is feeling really ill in the morning should not go to work. Leaving work early due to illness may be considered an absence. If the student becomes ill and must leave work, she/he must present a written note to the CWSP Office from a doctor or parent/guardian when she/he returns to school. If the student fails to bring a note, the departure from work will be treated as an unexcused absence from work.

## **Counseling**

The counseling department at Cristo Rey Baton Rouge Franciscan High School is committed to assisting all students and their families in meeting the demands of high school and in dealing with problems that may arise in school, at home, or in the neighborhood. Our Counselor assists students in understanding their abilities and interests as well as formulating and achieving realistic goals, and maintaining satisfactory personal and social adjustments. The Counselor meets with students at the beginning of each semester to assess the need for counseling services. If counseling services are needed, the counselor meets with the students individually or in groups. Students who are in need of more intensive counseling services are referred out to local counseling agencies and hospitals.

Counselors are available Monday through Friday, 7:50 a.m. to 4:00 p.m. or by appointment. In the case of a crisis or emergency, families are urged to contact emergency services.

## **Crisis Plans**

Detailed plans for emergency events or crisis events, such as a fire, inclement weather, or unregistered visitor on campus will be set in place and on display throughout all buildings at school. The school's Crisis Management Team will train all faculty and staff members on emergency protocols, and drills will be practiced throughout the year to ensure student safety. Parents will be notified by phone and email in the event of an emergency on campus.

## **Notification of Designation of Directory Information**

Notice is hereby given of Cristo Rey Baton Rouge Franciscan High School's FERPA (Family Educational Rights and Privacy Act) policy and parents' and eligible students' (students over 18 years of age) rights under the Act.

### **Designation of Directory Information**

Parents and eligible students are advised that Cristo Rey Baton Rouge Franciscan High School has designated the following information contained in the education records of its students as "Directory Information" for purposes of FERPA: the student's name, addresses (including e-mail addresses), telephone number, date of birth, year of school, parish, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (including identification pictures), videos depicting and/or concerning life at the Cristo Rey Network school, degrees and awards received, and previous educational institution(s) attended. Directory Information may be disclosed without consent.

## **Parents' and Eligible Students' Right to Prevent Disclosure of Directory Information**

Any parent or eligible student wishing to prevent disclosure of directory information must file a written notification to this effect with the Principal of Cristo Rey Baton Rouge Franciscan High School.

### **Annual Notification of Rights under FERPA**

FERPA affords parents and eligible students certain rights with respect to the student's education records. These rights are:

- A. The right to inspect and review the student's education records within 45 days of a written request to the Principal of Cristo Rey Baton Rouge Franciscan High School.
- B. The right to request in writing an amendment of the student's education records that the parent or eligible student believes are inaccurate and to a hearing if the requested amendment is denied.
- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Cristo Rey Baton Rouge Franciscan High School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School's Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or a company providing degree verification services to the School); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Parents and Guardians are also afforded the right to file a complaint with the U.S. Department of Education concerning alleged failures by Cristo Rey Baton Rouge Franciscan High School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**CRISTO REY BATON ROUGE CORPORATE WORK STUDY PROGRAM, INC.**  
**STUDENT-WORKER FAMILY AGREEMENT**

This agreement (the "Agreement") is entered into as of August 19, 2019, and is executed by and between the Student-Worker whose name appears on the signature page hereof ("Student-Worker"), the parent or legal guardian of the Student-Worker whose name appears on the signature page hereof ("Parent"), and the Cristo Rey Baton Rouge Corporate Work Study Program, Inc., a Louisiana not-for-profit corporation, hereinafter referred to as "CWSP".

**WHEREAS**, the Student-Worker and the Parents want the Student-Worker to be enrolled at Cristo Rey Baton Rouge Franciscan High School ("CRBRFHS") and CRBRFHS wishes to enroll the Student-Worker; and

**WHEREAS**, the Student-Worker and the Parents acknowledge that CRBRFHS requires that as a condition of entering and continuing enrollment in CRBRFHS each of its Student-Workers must participate in the work study program administered by CWSP and comply with the rules, regulations and duties set forth in Student and Family Handbook distributed and updated from time to time by CRBRFHS and CWSP.

**THEREFORE**, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

1. **Employment by CWSP.** CWSP agrees to employ Student-Worker in its work study program throughout the term of this Agreement. CWSP retains the right to select the duties (in every case, entry-level office work: e.g., filing, photocopying, reception, mailroom, research, data-entry, etc.) to be performed by the Student-Worker and the business where the Student-Worker will perform such duties as part of the work study program (the "Client"). CWSP retains the right to change such duties and the Client from time to time.
2. **Student-Worker Responsibilities.** Student-Worker agrees to perform the duties selected by CWSP in accordance with this Agreement. Student-Worker acknowledges and agrees that he/she has read the Handbook and agrees to follow the rules, regulations and duties set forth therein throughout the term of this Agreement. Student-Workers perform entry-level office work (e.g., filing, photocopying, reception, mailroom, typing, data-entry, etc.) for client companies, each of which have filed a detailed job description with CWSP that will be furnished to a Student-Worker upon being assigned to work at that client's location.
3. **Parent Responsibilities.** Parents hereby authorize the Student-Worker's participation in the work study program of CWSP and agree to such participation on the terms of this Agreement. Parents acknowledge and agree that they have read the Handbook and agree to follow the rules, regulations and duties set forth therein throughout the term of this Agreement and to support the Student-Worker in complying with the terms of this Agreement. Additionally, I hereby give my permission to CRBRFHS and CWSP for the following:
  - a. To take my child/dependent on school or work-related field trips on foot (if within walking distance of school), by public transportation under the supervision of a designated school chaperone, or in school or work program-provided transportation;
  - b. To allow my child/dependent to be interviewed or participate in surveys or written/verbal tests generally related to either work or school;
4. **Term.** Student-Worker's beginning date with CWSP is August 26, 2019, and his/her participation will continue until the termination of the Student-Worker's enrollment at CRBRFHS ("Term"). Student-Worker's enrollment at CRBRFHS may terminate due to graduation, transfer, withdrawal, expulsion or termination of this Agreement by CWSP.
5. **Compensation.**
  - a. **Rate.** CWSP will establish Student-Worker's pay rate during the term of this Agreement in compliance with applicable federal, state and local minimum wage provisions. CWSP reserves the right to change such rate from time to time.  
**Client Fees.** During the Term of this Agreement, CWSP will set, and reserves the right to change from time to time, the fees to be paid by the Client in exchange for services rendered by the Student-Worker as a condition of her/his employment by CWSP.

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- c. Payroll Deductions. CWSP will automatically deduct applicable federal, state and local payroll taxes from the Student-Worker's gross pay. Student-Workers and Parents will be responsible for any income tax or other tax-related or personal expenses incurred as a result of the Student-Worker's participation as an employee of CWSP.
  - d. Assignment. All parties agree that CWSP shall pay over to CRBRFHS all of the Student-Worker's net earnings for participation in the work study portion of CWSP and that such net earnings shall be assigned to CWSP to fund the Student-Worker's contribution to his/her education expenses at CRBRFHS. Student-Worker agrees to assign her/his net earnings for each payroll period on a continuing basis and Parents authorize and consent to this assignment. Student-Worker's assignments of such earnings are non-refundable. Student-Worker and Parents agree to sign such additional forms or documents as may be necessary to implement this assignment of pay. The Student-Worker and Parents agree that at no time shall they have or make any claim, for any reason, to any portion of the Client Fee(s) paid by the Client to CWSP or to recover Student-Worker's contribution to education expenses. By this Agreement, CWSP acknowledges and consents to this assignment of wages and agrees to cause such net earnings to be paid to CRBRFHS to fund the Student-Worker's education costs at CRBRFHS.
  - e. Non-CWSP Compensation. Student-Worker may be requested at a Client's discretion and the Student-Worker's option to provide services to the Client similar to those provided as a condition of his/her participation in the CWSP on a day or at a time when the CWSP is not in operation. Compensation for such services rendered by the Student-Worker at his/her election and not as a condition of his/her participation in the CWSP, whether paid by the Client directly or through a payroll processing mechanism of the CWSP, are not Client Fees, but the personal earnings of the Student-Worker. All parties agree that Student-Worker and Parents will be responsible for any income tax or other personal or tax-related expenses incurred as a result of such Non-CWSP Compensation.
6. Medical Authorization. Parents hereby agree to give representatives of CWSP and the Client full authority to seek professional medical treatment on behalf of the Student-Worker in the event that it becomes necessary during work hours or while participating in the work study program. Parents agree further to authorize representatives of CWSP or the Client to dispense over-the-counter medication, as authorized in Student-Worker's medical file, if the Student-Worker requests it. Parents agree further to permit drug or other medical screening of Student-Worker according to the policy of CWSP or the Client.
  7. Media. Student-Worker and Parent hereby grant CRBRFHS, CWSP, Cristo Rey Network, and their partners, the absolute right and permission to use the name, image(s), video(s), and recording(s) of Student-Worker to be used in whole or part, now known or later developed, for the purposes of promoting, publicizing and advertising on behalf of CRBRFHS or CWSP. Student-Worker and Parent understand the given name, images, videos, and recordings may be used in publications, websites, and other publicity material including but not limited to print, television, radio, internet, and social media, and expressly authorize such use. Student-Worker and Parent hereby waive any right to inspect and/or approve the finished product or the copy that may be used in connection therewith, where Student-Worker's name or likeness appears, or the use to which they may be applied.
  8. Labor Laws. Both the Student-Worker and the Parents acknowledge that pursuant to federal, state and local labor laws, certain restrictions apply to Student-Workers who work under the age of eighteen (18), including the number of hours per week a Student-Worker may legally work. CWSP affirms that its employment of minors is in compliance with the minimum wage and youth employment provisions of the FLSA and Louisiana State Labor Law. In connection with the work study program, Student-Workers will work no more than: (i) eight (8) hours per day; (ii) two days per week; and (iii) five days per month. Furthermore, a Student-Worker will never exceed eighteen (18) hours of work in a given work week, and all Student-Worker work will be conducted between the hours of 8:00AM and 4:30 PM. CWSP agrees to use its best efforts to ensure that all applicable federal, state and local laws are likewise observed by the Client(s) to whom the Student-Worker may be assigned.
  9. Termination by CWSP. CWSP may terminate this Agreement at any time if the Student-Worker does not comply with the terms hereof, including the rules, regulations and duties set forth in Exhibit A. If CWSP terminates this

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Agreement, the Student-Worker will not (i) be allowed to continue enrollment at CRBRFHS; (ii) continue employment with CWSP or Client; or (iii) be entitled to any further compensation. This Agreement will terminate automatically if Student-Worker ceases to be enrolled at CRBRFHS for any reason.

10. Indemnification. Parents and Student-Worker hereby agree, for themselves and for any person who may claim by or through them, to indemnify, defend and hold harmless, and hereby release and forever discharge CWSP, CRBRFHS, and all their past, present, former and/or future officers, directors, trustees, employees, agents, attorneys, divisions, subsidiaries, affiliates, successors, administrators, executors, and assigns or insurers, from any and all claims or causes of action, liability, loss, cost or expense of any kind or nature, including attorney's fees, arising from or in connection with: (i) any breach by Student-Worker of any representation, covenant, agreement or undertaking under this Agreement including, without limitation, failure to comply with the rules, regulations and duties set forth in the Handbook; (ii) any breach by the Parents of any representation, covenant, agreement or undertaking under this Agreement; and (iii) Client's utilization of the services of the Student-Workers.
11. Entire Agreement. This Agreement, including the Handbook, contains the entire agreement between the parties regarding the subject matter contained in it and supersedes all prior and contemporaneous agreements, representations, and understandings of the parties. No supplement, modification or amendment to this Agreement shall be binding unless executed in writing by CWSP.
12. Severability. If any provision of this Agreement or its application to any person or circumstance shall be determined by any court of competent jurisdiction to be invalid and unenforceable to any extent, the remainder of this Agreement or the application of such provision to such person or such circumstance other than to those as to which it is so determined invalid and unenforceable shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
13. Assignability. Neither party may assign or transfer this Agreement, or any rights pursuant thereto, without the prior written consent of the other party.
14. Waiver. Failure of CWSP at any time to require performance by the Student-Worker or the Parents or to claim a breach by the Student-Worker or the Parents of any provision of this Agreement shall not be construed as a waiver of any subsequent breach nor shall it diminish the effectiveness of this Agreement, nor any part hereof, nor prejudice CWSP with respect to any subsequent action.
15. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Louisiana.
16. Paragraph Headings. The paragraph headings of this Agreement are for reference only and shall not be considered in the interpretation of the Agreement.
17. Read and Understood. By signing below, Student-Worker and Parent each represent that they have received and read this Agreement, which it is written in terms that they understand, that they have had sufficient time to become familiar with its terms, and that each entered into this Agreement freely and voluntarily.

Execution Copies. This Agreement may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same document

**CRISTO REY BATON ROUGE CORPORATE WORK STUDY PROGRAM, INC.**  
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**INTENDING TO BE LEGALLY BOUND**, the parties have executed this Agreement as of the date first written above.

\_\_\_\_\_  
Student-Worker Signature

\_\_\_\_\_  
Student-Worker Name (printed)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Parent or Guardian Name (printed)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State & Zip Code

\_\_\_\_\_  
Date

**On behalf of Cristo Rey Baton Rouge Corporate Work Study Program, Inc., a Louisiana not-for-profit corporation.**

\_\_\_\_\_  
Carissa Graves, Vice President for Community Engagement

\_\_\_\_\_  
Date

Cristo Rey Baton Rouge Corporate Work Study Program, Inc.  
4000 St. Gerard Avenue  
Baton Rouge, LA 70805