



CRISTO REY  
JESUIT

**STUDENT/FAMILY HANDBOOK**  
**2024-2025**

Cristo Rey Jesuit graduates will be academically strong, spiritually grounded, and work-experienced men and women who graduate from college and become leaders committed to a lifelong pursuit of learning, faith, and justice. *Cristo Rey Jesuit College Preparatory School of Houston*

*crstoreyjesuit.org - 281.501.1298 - 6700 Mount Carmel Street, Houston, Texas 77087*

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## General Information

The policies in this handbook represent a framework. They are not exhaustive and should not be considered comprehensive of all Cristo Rey Jesuit College Preparatory School policies. Statements in this handbook are subject to amendment without notice, and some changes may be immediate due to circumstances.

### Address

6700 Mount Carmel Street  
Houston, TX 77087

**Website:** [www.CristoReyJesuit.org](http://www.CristoReyJesuit.org)

**Phone Number:** 281-501-1298

**Fax Number:** 281-501-3485

### Religious Sponsor:

Jesuits of the USA Central and Southern Province

### Non-Discrimination Statement

Cristo Rey Jesuit admits students of any race, color, gender, sexual orientation, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, sexual orientation, national and ethnic origin in administration of its educational policies, admissions policies, hiring practices, scholarship and loan programs, and athletic and other school-administered programs.



## History of Cristo Rey Jesuit College Preparatory School of Houston

In the late 1990s, the Jesuits of the New Orleans Province formed a Commission of Ministries to evaluate the current use of Jesuit manpower across the southeastern part of the United States. One of the conclusions reached by the Commission was the refocusing of manpower and resources on the educational apostolate, and in

particular, investigating the possibility of reaching out to children living in economically distressed areas, as mandated by recent international documents of the Society of Jesus (in particular, the General Congregations).

In 2002, Very Rev. Fred Kammer, SJ, Provincial of the New Orleans Province, sought to implement the conclusion of the Commission by investigating the possibility of bringing a Jesuit-sponsored, Cristo Rey model high school to the southern part of the United States. Spurred on by the possibility that this school might be opened in the City of Houston, a gathering of Strake Jesuit College Preparatory graduates and parents partnered with the Jesuits, and in 2007 formed the Houston Cristo Rey Advisory Board. Under the facilitation of Rev. Mark Thibodeaux, SJ, and later Rev. Michael Dooley, SJ, the Advisory Board conducted a feasibility study to determine the level of interest from potential students, corporate sponsors, and donors.

After extensive consultation with his Jesuit advisors, Fr. Kammer, SJ, appointed the Rev. Antonio “T.J.” Martinez, SJ, as the founding president of the school, charged with opening the school in a two-year period. Fr. Martinez met with the Houston Cristo Rey Advisory Board in May of 2008 and announced his desire to open the school in half the time – a year early. Outlining six major goals that needed to be accomplished, Father Martinez went to work with the Advisory Board to open the first Jesuit Cristo Rey school in the southern part of the United States.

The school was officially incorporated in early June of 2008, with its current site secured through the purchase of the closed Mount Carmel High School campus – a 9-acre, 84,000-square-foot facility in southeast Houston. Working with Daniel Cardinal DiNardo, Chancellor-Bishop Joseph Vasquez, the leadership of the New Orleans Province of Jesuits, and the Advisory Committee, Father Martinez assembled the founding Board of Trustees. Together, work in earnest began to raise funds, renovate the building’s first floor, secure 25 contracted student jobs, professionally brand and market the school, begin recruiting students, and select a senior administrative leadership team to establish the academic, financial, communications, technological, and development structures to open the school.

Cristo Rey Jesuit opened in August of 2009 with an inaugural class of 82 students, each of whom worked at corporations around the City of Houston. After opening its doors, Cristo Rey Jesuit grew at a rapid rate. Not only have more students enrolled in our school each year, but facility updates, corporate sponsorships, and staff expansion kept pace with the growing student body. The first few years were a time of dynamic change, often referred to as the startup years. The school enjoyed a positive opening and has maintained that momentum.

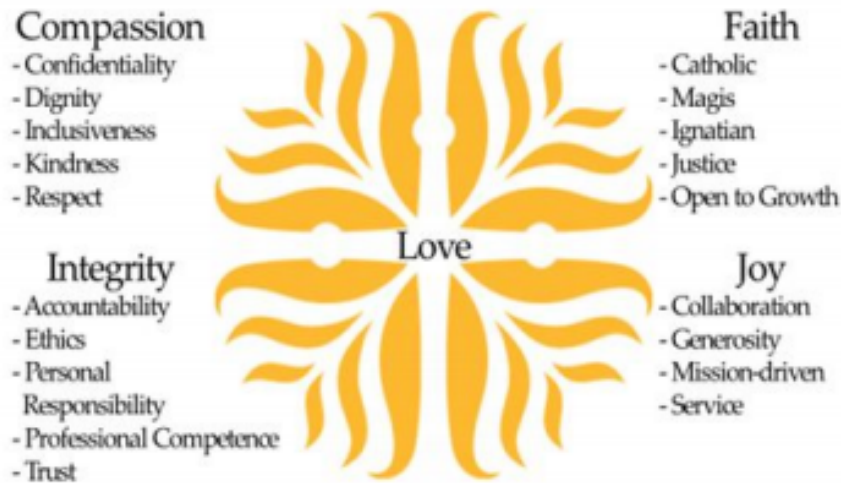
At a time when the school was in need of transitioning from a startup model to an institutionalized model, Cristo Rey Jesuit suffered an unexpected and very significant change when in March of 2014 our founding president was diagnosed with cancer. In February 2015, Paul Posoli accepted the board’s request to serve as the second president of the school. With this welcome development, the board and the senior staff began the process of creating the second strategic plan in the history of the school.

### **Mission**

To inspire and prepare students of limited economic resources to succeed in college and lead their communities as compassionate, committed, and competent men and women for others for the greater glory of God.

### **Core Principles**

These core principles represent what we stand for as a community. At the core of our Mission, they describe our enduring beliefs and the intangible characteristics of our way of proceeding.



**Vision**

Compelled by our Jesuit Mission and identity, we are a vibrant community that transforms the world by loving, learning, and excelling in all we do.

**Strategic Priorities for 2023 to 2028**

1. **Spirituality:** Form Men and Women for others by fostering transformative encounters with God.
2. **Academics and College Success:** Enhance the students’ educational experience in order to significantly increase the potential for success in college.
3. **Community:** Strengthen the relationships that bind us together as a community of love.
4. **Diversity, Equity and Inclusion:** Develop policies and programs to promote equitable representation and treatment of individuals from a wide array of identities.
5. **Facilities/Master Plan:** Improve the quality and quantity of the school facilities to better serve our students.
6. **Corporate Work-Study Program:** To fully sustain the Corporate Work-Study Program, which allows the students themselves the opportunity to earn up to one-half of the cost of their college prep education.
7. **Athletics:** The athletic program shall be a meaningful avenue to instill our Grad at Grad values within the trainings and competitions our young men and women perform.
8. **Admissions:** Increase the total school enrollment to 600 students and the overall diversity of our student body.

**Profile of the Cristo Rey Jesuit Graduate at Graduation**

Graduate at Graduation (“Grad at Grad”) values are the characteristics we want our students to possess upon graduation from Cristo Rey Jesuit College Preparatory School of Houston. The six values are not limited to students of Catholic faith. We partner with families in reinforcing these values at home.

**Open to Growth**

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

The graduate knows that an understanding of, and deep appreciation for one’s self and one’s background, are essential to a full life. Moreover, the graduate sees this self-awareness as the basis for any further growth. This appreciation of one’s own background naturally compels the graduate to have constant respect and openness to different cultures, religions, experiences and socioeconomic backgrounds. Ultimately, the Cristo Rey Jesuit graduate learns to seek out new challenges and opportunities to enrich his or her experience or perspective whether it’s religiously, socially, culturally, emotionally, or intellectually based.

## **Religious**

The Cristo Rey Jesuit graduate has a sincere and deep sense of God's presence and love in his or her life. The graduate understands that they were created for a unique purpose, which awaits fulfillment in this life and the next. Such a realization compels the graduate of Cristo Rey Jesuit to be an active participant in his or her own faith and journey, and to be ever reliant on prayer and reflection on Christ's example for guidance and development.

The Cristo Rey Jesuit graduate maintains a deep understanding of the Church's teaching and the Good News, and relies on these as the basis for strong morals and ethical judgments. They participate in their parish and view the Church as a source of strength. The graduate of Cristo Rey Jesuit appreciates the rich religious gifts of his or her family, community, and culture, and is also eager to build on those in an ever deepening and personal way.

## **Intellectually Competent**

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

## **Loving**

The graduate of Cristo Rey Jesuit believes that they are truly loved by God. This love is manifested in the beauty of creation and the love of the people around them. The graduate sees loving relationships with others as the foundation of a Christian life. They have a healthy love of self, rooted in deep self-respect and confidence in his or her own gifts and talents. This love of self enables the graduate to move toward true and meaningful love for others. The graduate is aware that a full life involves loving other human beings as much as one's self, and they value the uniqueness of each relationship. The graduate sees his or her own way of loving as a response to God's gifts and heeds the call to demonstrate that love through service and dedication to others. The graduate is generous with his or her time and talents, and strives to share his or her gifts with others. The graduate knows that respect, trust, and fidelity are the basis of any loving relationship, and that love for God or for another person requires us to give without asking anything in return.

## **Committed to Justice**

The Cristo Rey Jesuit graduate is keenly aware of injustice and prejudice and gives of themselves in service to others because they believe in the dignity and equality of all people. The graduate believes in themselves, and in their cultural heritage. The graduate works for and with the impoverished, the unfairly treated, and those who are without representation, both locally and globally. As a leader and role model, they speak out, and when necessary take action. Experienced in service, the Cristo Rey Jesuit graduate heeds the call of the Gospel to effect change and sees service as a gift to self, not only to others. The graduate is ready to lead, especially by example. The graduate understands that some of life's most worthwhile endeavors are neither easy nor comfortable. The graduate of Cristo Rey Jesuit also believes that justice is necessary for equality, respect, and love.

## **Work Experienced**

Through the Cristo Rey Jesuit Corporate Work-Study Program, the Cristo Rey Jesuit graduate learns to be a dependable, responsible worker of integrity with high ethical standards. The Cristo Rey Jesuit graduate participates in the professional culture of the workplace and is able to explore his or her own potential. The Cristo Rey Jesuit graduate is a personable and effective team player who is a confident self-starter and respectful. The graduate knows the value of work both in the rewards it produces and in the self-satisfaction it allows one to

attain.

The graduate of Cristo Rey Jesuit sees work as an invitation to participate in the creative and salvific work of our God as “one who labors” on our behalf. Work offers the opportunity to discover and demonstrate personal talent both as stewards and as leaders – and encourages growth. This stewardship implies the responsibility to use all resources wisely for the good of others and the greater glory of God. As a future leader in the workplace, the Cristo Rey Jesuit graduate recognizes the dignity of work, its integral connection to justice, and the choices they have to create a better society.

“Jesuit education probes the meaning on human life and is concerned with the total formation of each student as an individual loved by God. The objective is to assist in the fullest possible development of all of the God-given talents of each individual person as a member of the human community.”(Characteristics of Jesuit Education, 25)

## **Academic Policies**

### **Course of Studies**

Cristo Rey Jesuit students take the required credits for a high school diploma under the standards of the State of Texas, Texas Catholic Conference of Bishops Education Department (TCCB ED), and the Cristo Rey Network.

### **Grading**

Grades are a measure of the skills, knowledge, and progress in each class. A minimum grade of 70 is needed to pass each class. Grades will be final after the approval of the Director of Academics/Principal.

Course Grades	Grade Points for Regular Classes	Grade Points for AP and Honors Classes	Graduation Honors (cumulative GPA)
A+ = 96 – 100	A+ 4.3	A+ 5.3	
A = 90 – 95	A 4.0	A 5.0	
B+ = 86 – 89	B+ 3.3	B+ 4.3	<i>Cum Laude: 3.4 +</i>
B = 80 – 85	B 3.0	B 4.0	
C+ = 76 – 79	C+ 2.3	C+ 3.3	<i>Magna Cum Laude: 3.7 +</i>
C = 71 – 75	C 2.0	C 3.0	
C- = 70	C- 1.0	C- 1.0	
F = 0 – 69	F 0.0	F 0.0	<i>Summa Cum Laude: 4.0 +</i>

### Completion of Academic Work

All gradebooks must use category weights that emphasize mastery and summative work. Summative Assessments (tests, projects, papers, etc. used as a final measure of learning following practice and feedback) will make up 90% of the final grade. Formative Assessments (assessments in the form of practice and smaller checks for understanding) will make up 10% of the final grade. To allow all stakeholders to monitor progress, each course will have a minimum of one formative assessment per week and one summative assessment every two to three weeks. To allow time for retakes/revisions, all summative assessments must occur a minimum of one week before the end of the grading period.

Zeros may be given for both formative and summative assessments, with zeros on summative work serving as temporary placeholders until students complete the work during required academic intervention. Students may earn a zero for formative work not turned in prior to the end of a unit.

The consequence for late summative work is an immediate invitation to academic intervention until the assignment is complete; no points may be deducted only for summative work being late. All missing or incomplete summative work must be submitted one week before the end of the grading period (unless the original deadline is within one week of the end of the term). Teachers may choose to assign a point penalty to late formative work if they wish; however, late formative work must be turned in by the end of the unit to earn credit.

Grades will not include explicit grading of participation, effort, or conduct. Because students have the opportunity to improve their grades through retakes and revisions, extra credit is not allowed. All group work receiving a group grade must have an individual component to measure individual learning that is not outweighed by the group grade.

#### a) Honor Roll

The Cristo Rey Jesuit Honor Roll is a means of recognizing the academic accomplishments of our students. Inclusion in the Honor Roll is determined using the weighted current term GPA and is released each year at the end of the following four terms: Quarter 1, Semester 1, Quarter 3, and Semester 2.

At the end of Quarter 1 & Quarter 3, students can earn one of two Honor Roll distinctions:

**Honors:** GPA of 3.4 to 3.69

**High Honors:** GPA of 3.7 and above

At the end of Semester 1 & Semester 2, students can earn one of three Honor Roll distinctions:

**Honors:** GPA of 3.4 to 3.69

**High Honors:** GPA of 3.7 to 3.99

**President’s List:** GPA of 4.0 and above



Students are recognized for this achievement through school postings and, for students who make the President's List, a special celebration.

#### **b) Redos, Retakes, and Revisions**

Retakes/revisions will be offered for all summative assessments. Students completing a retake will be required to complete a reflection form and complete all relevant practice/formative work even if the deadline for formative assessment credit has passed. All retakes/revisions are voluntary unless required by the teacher. Students consistently requiring retakes or not demonstrating improvement after a retake attempt will be referred to student support.

#### **c) Tutorials**

Teachers schedule at least 120 minutes of academic intervention time per week to work with students who need extra help. Every student is encouraged to take advantage of this time, but students who are failing classes are required to attend academic intervention until their grades improve.

#### **d) Incomplete Grades (INC)**

A student may request an Incomplete (INC) for a grade in a quarter if they miss a significant number of school days due to an excused absence, at the discretion of Administration. Before a quarter grade can be assigned, the student must submit missing assignments.

#### **e) Academic Probation**

A student who earns a failing semester grade in two or more courses will be placed on Academic Probation. The student must attend Office Hours. If the student fails to improve their academic work, the student may be asked to withdraw from Cristo Rey Jesuit. **If a student is asked to withdraw for behavioral or academic reasons, they will not be allowed to re-enroll, or apply as a transfer, in any academic year following dismissal.**

#### **f) Credit Recovery (Summer School)**

Students who have not passed all classes may have the opportunity to recover those credits during Summer School. Only students who fail two or fewer classes will be permitted to attend. All credits must be recovered for the student to continue at Cristo Rey Jesuit. Students who attend Summer School must pay additional costs.

Students who fail more than two courses will be exited.

#### **g) Exams**

Students must take exams at the end of every semester. A student who misses an exam without preapproval from the Principal or their designee will receive a 0% for the exam.

#### **Grade & Credit Policy for Failed Semesters**

If a student's S1 and S2 grades average to at least a 70%, that student will pass the course for the year and not need to attend summer school. If the average of both semesters is below a 70%, the student will need to attend summer school to receive course credit.

A student may take a maximum of two courses during Summer School.

In order to be invited to return to Cristo Rey Jesuit for the next academic year following summer school, a student must:

- a) Complete Summer School and recover credit for all failed courses.
- b) Demonstrate good attendance, good behavior, and a good CWSP evaluation,
- c) Agree to improve study habits, academic effort, and performance.

## **Addressing Academic Questions or Concerns**

Any classroom concern between a student and a teacher should first be addressed with the teacher before taking the matter to the school Administration.

## **Academic Integrity & Cheating**

In accepting the privilege and benefits of a Catholic, college-preparatory education, students bear the responsibility to use this opportunity with care, submitting themselves to the rigors of intellectual discipline. This responsibility also involves certain ethical demands regarding academic integrity.

At the heart of this ethic is the value of intellectual life—ideas are important and the exchange of ideas is a central and cherished activity of the academic enterprise. One assumes responsibility for one's own ideas and is entitled to credit for the hard work by which original work is produced. While learning is its own reward, academic recognition (in the form of grades and honors) is awarded in proportion to one's work.

Students are expected to develop self-discipline and their ability to judge acceptable behaviors and accept personal responsibility for their actions.

In an academic setting, students accomplish these goals by:

- completing tests and exams without seeking help from or offering help to another student.
- completing tests and exams without copying from notes, a book, notebook or technological device.
- acknowledging another person's contributions to their own research projects (written or oral) by citing the source and the individual's name.
- completing their own homework and not allowing this work to be copied by other students.
- submitting demonstrations of their own work and not misrepresenting someone else's work as their own.

Each Cristo Rey Jesuit student promises, as a matter of honor, to obey these standards of academic integrity. Students who contradict these standards of academic integrity by providing answers on tests or quizzes, by seeking or passing on specific questions from a test or quiz, by lending or copying homework, by the possession or use of 'cheat sheets,' or by plagiarizing someone else's work will be seen as cheating. Students who steal or distribute tests, or other teachers' materials will be subject to academic and restorative consequences. These activities are serious violations of academic integrity and are subject to the Restorative Council.

## **Graduation Requirements**

In order to be invited to participate in the Cristo Rey Jesuit Graduation, Seniors must fulfill the following requirements:

- Academic completion: Students must earn all credits for graduation and complete required courses
- Good standing regarding behavior and attendance
- Completion of all Corporate Work-Study Program requirements, including:
  - Pass the Practicum in Business Management (CWSP job)
  - Complete and present Project CEO
  - Corporate Work-Study Program exit survey
  - Complete Corporate Work-Study Program retraining (if applicable)
  - Schedule and make up absences from work (if applicable)
- Good financial standing, which includes:
  - Tuition paid through May of Senior Year
  - Athletic equipment/fees
  - Return school books and materials
  - Exit meeting with Alumni Advisor

Any Senior that does not pass a course may recover up to two credits in summer school; however, will NOT participate in the graduation ceremony. Once the credit(s) is (are) recovered, the student shall receive the Cristo Rey Jesuit diploma. If a student fails more than two classes they will be asked to exit, and will need to recover those credits elsewhere, and will not receive a Cristo Rey Jesuit Diploma.

## **College Readiness & College Counseling**

The College Readiness team is responsible for the 9th-12th grade College Readiness courses, PSAT/SAT test prep and exams, college prep learning opportunities, and advising seniors through the college and financial aid processes.

### **Standardized Testing:**

Freshman, sophomores, and juniors are expected to take the PSAT.

Cristo Rey Jesuit provides SAT prep beginning junior year. Students are expected to actively participate and set improvement goals for their SAT scores during their SAT prep course. Students are expected to take the SAT twice by the fall of their senior year, including at least once junior year.

Students in AP classes are expected to take the AP exam at the end of the year.

Fee waivers are available for qualifying students for the above standardized exams. Families are required to complete the free/reduced lunch application at the beginning of every school year to determine whether they are eligible for standardized exam waivers, and free/reduced lunch. The fee waivers will be used towards the PSAT, SAT, AP exams, sending the scores to the colleges, and college applications .

### **College Prep Learning Opportunities:**

Cristo Rey Partners with Discover U to provide students with off campus learning opportunities. Students can choose to apply to opportunities locally, around the country or around the world. Students are expected to work with the Discover U Coordinator to apply to a learning opportunity their sophomore or junior year. Freshman may also apply.

Students are expected to participate in college visits at CRJ, college fairs, and college campus visits.

### **College, Scholarship, and Financial Aid Processes:**

Seniors are expected to apply to 4 year colleges, submit a FAFSA and complete the verification process (if selected to), submit any other required financial aid forms for the colleges they apply to, apply to scholarships, report college acceptances and scholarships, submit financial aid awards, and meet with their college counselor throughout their senior year regarding their post high school plans. The purpose of this expectation is to help seniors have as many affordable college options as possible at the end of their senior year.

Submitting a FAFSA senior year typically requires the parents' tax information from the two years prior to the student's graduation year (ie: tax return 2021 for 2023 graduates) Families with any concerns regarding this should immediately contact Dean of Instruction and College Success at [bloya@crstoreyjesuit.org](mailto:bloya@crstoreyjesuit.org).

Fee waivers are available for qualifying students for college applications which typically cost about \$50 - \$85 each. Families are required to complete the free/reduced lunch application at the beginning of every school year to determine if they are eligible for fee waivers as well as free/reduced lunch.

The largest scholarships are most commonly awarded directly by the universities. In order to maximize their opportunities and be awarded the most financial aid possible, students should work to attain the highest gpa possible beginning freshman year. Cristo Rey Jesuit helps students learn about financial aid and scholarship opportunities.

**Cristo Rey Jesuit does not pay for the students' college education.**

The information college counselors and college readiness teachers provide is a starting point for the student. There is a wealth of ever-changing information and opportunities regarding college and financial aid. Families are encouraged to also do their own research, and to make the best decisions possible for their families with the guidance and support of

the CRJ college readiness team.

## **Eligibility for Sports and Student Activities**

Cristo Rey Jesuit expects character, respect, and responsibility. Students who join athletic teams or extracurricular activities must respect their commitment to the team/club and must remain eligible to participate.

### **a) Athletic Eligibility**

Student athletes are eligible at the beginning of the school year. Student athletes adhere to the “NO PASS, NO PLAY” rule. If a student is failing one class with missing work, that student will be ineligible to play in games, travel with the team, or sit on the bench until the next grade check. The student may continue to practice with the team, but must attend Office Hours and work to raise their grades. If a student is failing two or more classes, the student is ineligible to practice with the team. Student athletes are ineligible to play in any tournament or state championship if they have accumulated three missed days from their assigned CWSP workplace prior to the tournament or state in which they intend to play or otherwise participate. Student athletes are encouraged to *plan ahead* and schedule make-up days in advance of missing work for tournaments or state championships in order to avoid any issues with playing or participation.

### **b) Eligibility for student activities**

Eligibility for student activities is determined by the student’s behavior and academic standing. For one-time events (conferences, camping trips, retreats, etc.), students who are not in good academic standing may petition the administration to participate. Factors such as the duration of the event and demonstrated academic progress will be considered in the decision.

### **Academic Participation and Athletics**

- Athletes who miss more than a half day of instruction in the classroom will not be eligible to compete in games for that day.
- Athletes can not miss work or get picked up early from work in order to play in a game.
- Athletes who miss work due to a tournament **MUST** make up that workday at the next designated make-up period.
- Athletes who are not in compliance with classroom behavior standards or who compromise the integrity of the school or the Athletic Program will be subject to athletic restrictions. This may include restriction from competition or removal from athletics.

### **Behavioral Policy for Student Athletes**

The athletes at Cristo Rey Jesuit are direct, and most of the time, amplified representatives of our school on and off the playing field or court. Most of the time, student athletes are the only representation of the school that people not affiliated with the school get to see. We believe that a student’s behavior in the classroom, on the field or court, and in the community is a clear indication of character and discipline. If a student athlete cannot conduct themselves with character, respect, and discipline, then we cannot expect that the student athlete will be a good representation of our school in athletics.

Behavioral infractions will be handled confidentially and on a case-by-case basis. Some will be handled internally through the sports program, while others will be brought to the Assistant Principal, who will determine additional actions. Any infraction of the team or school rules may result in the following actions as deemed appropriate by the Head Coach, Athletic Director, and/or Administrators at Cristo Rey Jesuit:

- Suspension from competitions and events
- Dismissal from the team
- Community service on campus
- Any other appropriate actions chosen by the coaching/administrative staff

### **Dismissal from Team**

Student athletes removed from the team for behavioral issues, gross violations of team rules, academic ineligibility, or insubordination will be subject to future restrictions in the athletic program. In these instances, student athletes and parents/guardians must meet with the Head Coach and Athletic Director to determine the suspension from future sports or seasons. In most cases, the student athlete will be suspended from all sports for one calendar year from the start of the season.

**Athletic Pick Up on CWSP Work Days** – Student athletes must fill out the proper CWSP Opt-Out Form and have it signed by a parent. The signed form must be turned in the morning before the athletic activity date. The student athlete must be picked up at the same time that they would normally be picked up by the CWSP shuttle. The student athlete can only be picked up by someone who is on their approved pick-up list in PowerSchool.

**“Jesuit education includes a religious dimension that permeates the entire education” The “pursuit of academic excellence is appropriate in a Jesuit school, but only within the larger context of human excellence.” At Cristo Rey Jesuit religious and spiritual formation is integral to the education process; it is not added to, or separate from it. The objective is to “foster the creative spirit at work in each person, offering the opportunity for a faith response to God, while at the same time recognizing that faith cannot be imposed.” (Characteristics of a Jesuit Education, 22, 107, 34, 35)**

## **Religious Dimension and Spiritual Life**

### **Prayer**

- Every morning, students, faculty, and staff share their faith through Morning Prayer.
- Every afternoon, the school community pauses to pray the Ignatian *Examen*. The *Examen* is a reflection on the events of the day in order to detect the divine presence and discern God’s direction for us.
- **When the school community pauses in prayer, all stop what they are doing to be attentive and reverent.**

### **Liturgy**

Mass is celebrated every morning at 7:05 am in the school chapel at the Father TJ Martinez SJ, Center for Mission and Ministry except on schoolwide mass days. Schoolwide masses are held at Our Lady of Mount Carmel Church or in the school gym. Students help to plan our liturgies, especially the Stations of the Cross on Holy Thursday.

### **Retreats**

Each student at Cristo Rey Jesuit participates in an annual class retreat. The retreats provide students an opportunity to step back from the school routine and to reflect on their relationship with God, to learn about themselves, and to build stronger bonds among classmates. The Freshman and Sophomore retreats are one-day events. The Junior retreat is a three-day, two-night event, off campus. The Senior Kairos Retreat is a four-day, three-night retreat off campus.

All students are required to attend their class retreat each year. A make-up retreat is offered at the end of the school year for students who were not able to attend their class retreat due to illness.

## **Service Requirements**

### **Building the Kingdom: Schoolwide Community Service**

Building the Kingdom is a day when all students, faculty, and staff are sent out into the Houston community for a day of service to different non-profit organizations.

## **General Regulations and Policies**

The following rules and policies are in place so that each student has an opportunity to learn and grow in a professional, safe, challenging, rewarding, and Catholic environment.

### **Arrival at School and Departures**

Parents/guardians are responsible for student transportation to and from school. Classroom instruction and transportation to CWSP work begin promptly at 7:30 am. **Students should report to school by 7:15 am.** Morning supervision for students will begin at 6:45 am.

**Students should not arrive on campus before 6:45 am. There is no adult and/or school employee supervision before 6:45 am.** Once students arrive on campus they are not permitted to leave campus until dismissal unless signed out by a parent or guardian.

Regular dismissal time is 4:00 pm. **Boys and Girls Club of Greater Houston provides after school supervision from 4-7PM Monday through Thursday, and 4-6PM on Fridays. Boys & Girls Clubs of Greater Houston gives local youth access to positive role models, fun, and educational activities, nourishing meals, and opportunities to build character in a safe environment.** Students are encouraged to participate in clubs, sports, office hours, and other school activities. **Students should be picked up immediately at the conclusion of after-school activities.**

For the safety of students and consideration of faculty and staff, if parents find themselves consistently unable to pick up their student after dismissal or school events, the student may be required to discontinue participation in these activities or may be asked to withdraw from school.

### **Attendance Policy**

10 unexcused absences is a withdrawal review, at discretion of the principal. A student must be in attendance for 90% of the days a course is offered to receive credit, per Texas State Law and the Texas Catholic Conference of Bishops Education Department.

If a student loses credit due to attendance, they will be required to make it up in summer school. If this pushes a student over two summer school courses, they will be exited from Cristo Rey Jesuit.

A student must be in attendance for more than four hours to be considered present for one full day. This time limit refers to instructional time, not including lunch, homeroom, passing periods, or other non-instructional time. Even if a student is marked present for the day, if they miss any class periods, those will be marked as absent and count toward the 90% attendance policy.

### **Reporting an Absence**

When a student is absent, a parent or guardian is required to phone the school at (281) 501-1298 **before** 7:30 am on the first day of the absence. If the length of the absence is reported on the first call (e.g. "My child will be absent for two days"), no further calls are necessary. However, if the length of the absence cannot be reported on the first call, the parent/guardian is required to call the school on each day of the absence.

### **Truancy**

A student is truant if they accumulate ten unexcused absences during the school year. The parent/guardian will be notified. Students who have ten or more unexcused absences will be scheduled for a withdrawal review. Parents/Guardians of truant students will be required to attend this review meeting, and their student may be placed on an Attendance Behavioral Contract or asked to exit.

### **School Absence Notifications**

Parents/Guardians will be notified, via phone or electronic messaging, at 8:30AM daily if their student is absent. Parents/Guardians must enroll in SchoolMessenger to receive this messaging.

### **What to do if your child is absent or tardy**

Students who have been **absent or tardy** must present a written document from a third party (A doctor's note, prayer card or program, court document, excuse from a college admissions office, etc.) when they return to school. Written notes from guardians will not be marked as excuses for absences or tardies.

Written excuses should be submitted to the Main Office within three days of the student's return to school from an absence or tardy. The three-day period begins with the day the student returns to school.

A student is absent if they are not actually in school at the time attendance is taken. This includes students who complete assignments at home unless the student qualifies for one of the following exemptions:

#### **Excuses for absences and tardies are:**

- personal illness or quarantine (If an approved excuse is provided, and Cristo Rey Jesuit Medical Assistant is notified.)
- sickness or death in the family (a maximum of three days)
- juvenile court proceeding documented by a probation officer
- pre-approved college visitation
- The student is participating in an activity that is pre-approved by the principal and is under the direction of a professional staff member of the school or an adjunct staff member.
- The student is observing religious holy days when it is required of their faith that they be absent from school. A written request for the absence, in advance, is not required but is encouraged.
- The student is temporarily absent due to an appointment with a healthcare professional. A note from the healthcare professional is required to excuse the absence.
- The student is participating in a mentorship pre-approved by Cristo Rey Jesuit personnel.

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

Students who are absent or go home sick are not allowed to attend or participate in any after-school or evening activities sponsored by the school on that day. Students who are absent or go home sick on a school day prior to a weekend event may not be allowed to participate in weekend school activities.

#### **Are tardies absences?**

Students must be present at least 35 minutes of the class period in order to be considered in attendance, any late arrival will be marked as a tardy. (Unless they are participating in a field trip or other school-related activity pre-approved by the principal.) Three tardies equal one unexcused absence, and will result in a penance hall.

#### **Making up schoolwork after being absent**

The student is responsible for communicating with their teachers and arrange for academic support to complete missed classwork. Students will be given the opportunity to make up work missed due to all absences. It is the student's responsibility to attend Office Hours and collaborate with teachers to establish reasonable time frames for the completion of assignments. Students who receive services via the Catholic Accommodation Plan will be allowed to make up work and will be accommodated accordingly.

#### **Students leaving campus**

According to Cristo Rey Jesuit policy, no student under 18 years of age may leave campus during school hours for any reason (including medical appointments) without being signed out by a parent or guardian, or having a pre-planned and completed permission slip. Students who are 18 must have a parent or guardian call the front office to approve their exit. Phone calls and notes will not be accepted to leave for students under 18 years of age.

Professional appointments should not be scheduled on CWSP work days. School Mass is part of the regular school day. Professional appointments should not conflict with school Mass. If a parent/guardian needs to pick

up a student for a medical appointment, parents are encouraged to wait until the beginning of the next class period to minimize interruptions during classes.

This applies to lunch, extracurricular activities, field trips, and any other activity supervised by campus or Cristo Rey Jesuit personnel. Such excuses must be pre-approved by the principal or principal's designee.

### **Illness During the School Day**

A student who becomes ill during the school day must report to the Medical Assistant or the Main Office. The school will contact the parent/guardian who may come to school to sign the student out. A student may not contact parents/guardians from their cell phone to ask them to pick them up early. **No student will be released from school without parent or guardian permission.** If a student becomes ill at a CWSP worksite, the student should inform both their supervisor and the CWSP staff. Efforts will be made to arrange a pick-up. Students who leave work early may be responsible for making up a full day of work.

### **Vacations and Travel**

Cristo Rey Jesuit understands the importance of family events, and we emphasize the importance of school attendance for students who are preparing for college. Vacations, unapproved college visits, family celebrations, and other travel should be scheduled after reviewing the school calendar, to avoid conflicts with school attendance. Missing school for these events will be counted as unexcused.

### **Tardiness**

Punctuality shows respect and commitment to the student's education. Tardiness to school, class, Mass, assemblies, or CWSP work is not acceptable. Waking up late, missing the bus, car trouble, traffic, bad weather, etc. will not be accepted as an excused tardy.

Parent/Guardians must sign in tardy students. If a student self transports, the parent or guardian must come to the school within three business days to sign a tardy acknowledgement.

Late students must check in with the Main Office for a tardy slip. Students late to class will be marked Tardy.

Students will receive a Penance Hall for every 3rd Tardy. After 9 tardies, a mandatory guardian meeting will be scheduled..

The buses for CWSP work leave promptly at **7:30am**. Upon arriving to school on their day of CWSP work, students should go to the Cafe to check-in before 7:30am and remain in the designated area until the buses load. If a student misses the bus for work, they will be required to return home and will be counted absent for that work day. The student must arrange to make up the work.

### **Bathroom Breaks**

Students are permitted 10 bathroom breaks per class per semester. Cell phones and electronic devices must be turned in when the student leaves the classroom. The student must have the bathroom pass with them. Students who have a medical reason that warrants an exception from this policy should contact the Medical Assistant, who will notify the student's teachers.

### **Cafe and Lunch Procedures**

Cristo Rey Jesuit provides breakfast and lunch for purchase each school day. Designated areas for eating include the Cafe, front and center courtyard areas at a table. Students are expected to keep the Cafe, courtyard and all property inside and outside the building clean, and are responsible for cleaning up after themselves. Students should not move chairs or rearrange tables in the Cafe.

Cristo Rey Jesuit participates in the federal government's **Free/Reduced Lunch Program**. Cristo Rey Jesuit requires the involvement of each household in this program. Not only does it give students the option of free



breakfast and/or lunch, it also qualifies participating students to have several paid educational opportunities, such as free college application fees, free SAT/ACT testing, and more. Participation in the program is confidential. Applications are available after July 1<sup>st</sup> in the Main Office. For questions regarding the free and reduced-price lunch program, please contact the Main Office.

**Students may bring lunch from home. However, in compliance with the regulations of the Free/Reduced Lunch Program, parents/guardians are NOT allowed to drop off fast food or food from restaurants. Students are not permitted to have food delivered or brought to them from a restaurant or fast food establishment.**

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

The use and/or possession of cell phones and other electronic devices (laptops, tablets, iPads, etc.) is restricted and at a student's own risk. Cristo Rey Jesuit is not responsible for lost or stolen items.

During the school day, cell phones and electronic devices, including earbuds, are prohibited in locker rooms, hallways, and bathrooms. During the school day, they should be stored in such a way that they are not seen. Cell phones and personal devices may be allowed:

- Before school and after school
- In the classroom (at the teacher's discretion)
- During lunch...**only in the Café, the Grad At Grad hallway, and the courtyard.**

Inappropriate use of cell phones and other personal devices, including but not limited to loud volume, vulgar language, earbuds being displayed, photography, cheating, "sexting," asking parents to leave early, texting/contacting students who are in class, etc. will result in the cell phone or personal device being confiscated and restorative action, as appropriate.

- The first time a cell phone or electronic device is confiscated, it will be kept for a full day, at which time the student or the student's parent/guardian may come to retrieve the device.
- The second offense will result in the device being confiscated for one full week. At the end of that time, the student's parent/guardian may come retrieve the item.
- The third offense will result in the device being confiscated for the remainder of the school year. At the end of that time, the student's parent/guardian may come retrieve the item.

Cristo Rey Jesuit reserves the right to search through activity and content on a device that has been confiscated. For the student to receive the item back after it has been confiscated, they must show what activity they were doing with the device when it was confiscated (for example, texting, calling, taking pictures, etc.). The school reserves the right to remove content from cell phones and other electronic devices. Should any material on a cell phone or personal device be found that is deemed inappropriate, students may face restorative action, including expulsion.

### **Clubs and Extracurricular Activities**

Students participating in any club or extracurricular activity are expected to follow all guidelines set forth by the club or organization. Students who do not follow the guidelines established by the club or organization in which they are participating may be asked to withdraw from that organization and forfeit any privileges that are part of that organization.

### **Dance Policies**

Cristo Rey Jesuit will host dances periodically during the school year for the enjoyment and social growth of the students. Appropriate behavior and dress are expected of each student and their guest. The following guidelines apply to all Cristo Rey Jesuit dances. The Academic Administration may announce additional norms for any dance.

## **Attendance**

Students who are absent or who go home sick on the day of a dance are not allowed to attend the school dance. Students who are absent or go home sick on the day prior to a weekend dance may not be allowed to attend the dance.

## **Breathalyzers**

Students may be asked to undergo a breathalyzer test before, during, or after a dance. If the student or a guest shows any behavior that might be indicative of the use of alcohol or drugs, the student will be subject to restorative actions according to the Alcohol, Drugs, and Tobacco policy in this handbook. Students or their guests who refuse to be breathalyzed will not be permitted entry.

## **Lock-in**

Cristo Rey Jesuit dances will have a lock-in from 9:00pm - 11:00pm. Students and guests who arrive after 9:00pm will not be permitted to enter the dance. Students will not be permitted to leave the dance prior to 11:00pm. Any violation of this policy will result in restorative action, which may include exclusion from future events.

## **Dance Dress Code**

Cristo Rey Jesuit follows the dress code common to high schools in the Archdiocese of Galveston-Houston. i.

### i. Formal Dance (Prom)

Women: Formal “after 5:00pm” attire. Formal dress must be in good taste, modest, and appropriate. No low cut, bare midriffs, or backless dresses. Dresses must be floor length. Dress shoes required. Dresses must be approved by the Prom Chair before the dance.

Men: Suit or tux preferred; sport coat, dress slacks, shirt, tie, and dress shoes required. No head covering.

### ii. Semi-Formal Dance

Women: Dress or skirt and blouse must be in good taste, modest, and appropriate. No bare midriffs or backless dresses may be worn. All dresses or skirts must hit the top of the knee. Dress shoes required. Men: Sport coat, dress slacks, dress shirt, tie, and dress shoes required. No head covering.

### iii. Casual Dances

Women: Jeans and a t-shirt, unless otherwise specified by the Assistant Principal. Clothing must be in good taste, modest, and appropriate. No backless or strapless blouses or dresses; no halter or tube tops; no bare midriffs. Men: Clothing must be in good taste, modest, and appropriate. Jeans and a t-shirt required. No cut-off shirts, bare midriffs, or head coverings. Shorts must be below the knee.

A student who does not comply with this dress code policy may not be allowed to enter the dance.

**The Administration has the final say on all dress code policies.**

## **Dance Guest Policy**

If the dance is open for students to bring guests, each Cristo Rey Jesuit student is permitted to bring one guest to each event. Guests are expected to follow all rules and guidelines set forth in this handbook. Guests and their legal guardian must submit the signed **guest permission form** specific to each dance and submit it with the purchase of their dance ticket.

Homecoming Dance Guest Policy: Guests must be enrolled in high school and age 14-18. Guests must present a school ID at the entrance to the dance. All guests must have a Guest Policy form completed in order to purchase a ticket to the dance.

Prom Guest Policy: Guests must be age 14-19. All guests who are not enrolled in school are subject to a background check and must provide a copy of an identification card and the signed guest permission form.

## **Personal Items at a Dance**

Purses, backpacks, jackets, and large personal items are required to be checked-in at the entrance. Students who need access to items that have been checked in may retrieve their items at any time during the dance. Items checked in are subject to search.

## **Dress Code for School Days**

Cristo Rey Jesuit maintains a code of dress and appearance consistent with its character as a Catholic, college-preparatory school and the professional world our students are preparing to join.

**The overall dress code requires that all students look professional, neat, and appropriate as a positive representative of Cristo Rey Jesuit. This overarching principle supersedes the specifics of the Dress Code Policy and is enforced at the discretion of the Administration.**

The uniform for **ALL** students is as follows:

- **Shirt:** White button-down shirt or blouse is required. Shirts must have an embroidered Cristo Rey Jesuit emblem (purchased from school-approved vendors). Seniors may wear the Cristo Rey Jesuit polo shirt on regular school days. Student shirts should be stain and wrinkle free.
- **Undergarments:** Undershirts must be white with no writing, images, or designs, and should not be visible. Long-sleeved undershirts may be worn only with long-sleeved shirts.
- **Dress Uniform** (Purchased from school-approved vendors.)

Underclassmen: A navy blue sweater, vest or fleece with the Cristo Rey Jesuit emblem **must be worn by underclassmen for work days, Mass days, and special occasions** (dates will be announced).

Seniors: As a Senior privilege, a navy blue blazer with the Cristo Rey Jesuit emblem stitched to the left chest pocket will be provided by the school. Seniors are encouraged to wear their blazers daily. Blazers are **required for work days, Mass days, and special occasions** (dates will be announced).

- **Lettermen Jackets:** School-issued and designed Letter Jackets may be worn during the school day.
- **Accessories:** Hats and sunglasses are not permitted.
- **Sweaters and Sweatshirts:** Cristo Rey Jesuit sweaters (purchased from school-approved vendors), fleece, and athletic jackets may be worn during the school day over the uniform shirt and tie. Non Cristo Rey Jesuit sweatshirts, jackets, sweaters, hoodies, etc. are prohibited during the day. Sweatshirts, hoodies, and athletic jackets are not permitted at work, on Mass days, or on special occasions.

**Shoes:** Leather or synthetic leather shoes, brown or black. No shoes with sparkles or glitter. No open-toes, open-heeled, or high-heeled shoes. Heels should be less than one and a half inches. Athletic shoes must be worn a solid color (white, black or brown.) Sneakers are not to be worn at work. Cristo Rey Jesuit appropriate boots may be worn with pants.

The uniform details for **MALE** students are as follows:

- **Pants:** Khaki dress slacks (purchased from school-approved vendors) with a leather or synthetic leather belt. No Dickies, baggy pants, cargo pants, pants with extra pockets, or jean-like fabric pants are permitted. Pants must be of an appropriate fit for a Catholic school and professional environment. Pants should be stain and

wrinkle free.

- **Belt** must be a solid dark color. No large belt buckles.
- **Buttons:** White button-down shirt that must be tucked in at all times. All buttons must be buttoned, including the top-most and collar buttons.
- **Tie:** Cristo Rey Jesuit uniform tie, cinched at the collar. Seniors have the option to wear Cristo Rey Jesuit bowties (purchased from school-approved vendors).
- **Socks:** Matching solid crew socks, or athletic socks in white, cream, navy, black or gray may be worn. No decoration is allowed. For work days, socks must reflect a professional dress attire.
- **Jewelry** is limited to an appropriate necklace worn underneath the shirt, a single watch or bracelet for either arm, or a single ring. No earrings or piercings are permitted during the school day, CWSP work day, athletics, or when representing Cristo Rey Jesuit. Jewelry must be appropriate. Seniors may wear the Cross of Constantine or Kairos cross.
- **Hair** must be neat, clean, properly combed, and of modest and professional length and style, and a natural color. Hair length may not touch the shirt collar or cover the student's eyes. Complimentary highlights and lowlights are allowed; however, extreme color changes are not allowed. The final decision regarding hair issues will be determined by the Assistant Principal.
- **Facial hair** is not permitted. Students must be clean-shaven. Sideburns must be trimmed above the earlobe.

The uniform details for **FEMALE** students are as follows:

- **Skirt:** Gray skirt (purchased from school-approved vendors) with modesty shorts underneath. Skirts must be no shorter than the top of the knee when standing (front and back). Skirts should be stain and wrinkle free.
- **Slacks:** Khaki or gray dress slacks (purchased only from school-approved vendors) with a leather or synthetic leather belt. No Dickies, baggy pants, cargo pants, pants with extra pockets, leggings, slim fit or jean-like fabric pants will be permitted. A leather or synthetic leather black or brown belt is required for pants with belt loops. The pants should be of an appropriate fit for a Catholic school and professional environment. Pants should be stain and wrinkle free.
- **Buttons:** All buttons must be buttoned, with the exception of the top-most button.
- **Tie:** Cristo Rey Jesuit tie, worn loose, just below collar (purchased from school-approved vendors).
- **Socks:** Matching solid crew socks, knee socks, solid opaque tights or athletic socks in white, cream, navy, black or gray may be worn. No decoration is allowed. Leggings are not permitted. For work days, socks must reflect a professional dress attire.
- **Jewelry** is limited to: one pair of earrings worn on the ear lobe (no larger than a quarter), an appropriate necklace worn underneath the shirt, a single watch or bracelet for either arm, and one ring per hand. All jewelry must be appropriate for Cristo Rey Jesuit. Seniors may wear the Cross of Constantine or Kairos cross.
- **Makeup and Nails** must be modest and appropriate, including eyeshadow and nail polish. No dark or bright

colors or elaborate nail designs. Red, pink, peach, and French nails are generally acceptable.

● **Hair** must be modest and professional, neat, clean, combed, and a natural color. Hair may not cover the eyes. Complimentary highlights and lowlights are allowed; however, extreme color changes are not allowed. Feathers, flower headpieces, and colored hair extensions are not allowed. The final decision regarding hair issues will be determined by the Assistant Principal. Bows, ribbons, and hair accessories must be moderate in size and appearance.

### **Physical Education Uniforms**

Students participating in Physical Education (P.E.) classes are required to wear the Cristo Rey Jesuit P.E. uniforms. During freshman orientation students will provide their sizes for the Cristo Rey Jesuit shirt and shorts. This uniform will be provided to them in their required P.E. course. Students are required to wear appropriate athletic footwear.

Replacement/extra P.E. uniforms may be purchased through the P.E. department. Please be aware that the Cristo Rey Jesuit P.E. department does not have extra uniforms on hand- students who do not have the required uniforms and shoes to participate in class may be assigned a deficient grade for the day. The uniforms are ordered for each student according to the size given during orientation. Students must pay the \$25.00 cost for a replacement P.E. uniform set, plus any shipping fees associated with the purchase.

**Adherence to the school dress code policy will be enforced on student work days and regular school days. Students who are not dressed appropriately may be asked to return home and be counted absent for the day.**

Violations of the dress code will result in appropriate consequences. Each uniform infraction will result in a Penance hall. Repeated or egregious violations will result in a meeting with the Assistant Principal. The Administration has the final say on dress code policies.

## **Emergency Preparedness Drills**

To help the school respond appropriately in a real emergency, drills are conducted regularly with and without prior notice. Students must follow the procedures established by the administration. During emergency preparedness drills, students should not use their cell phones and should follow the staff instructions. Violation of school emergency preparedness procedures can be a hazard to the safety of others and may result in disciplinary actions.

## **Field Trips**

Students who are invited to participate in school-sponsored field trips will be given a Parent/Guardian Permission Form. Students will not be allowed to participate on a trip unless the form has been properly signed by the parent or guardian and returned to the designated school official. Verbal permissions, by telephone or otherwise, will not be accepted. If a student is under a physician's care or needs to take medication, the parent/guardian must submit proper documentation before the activity. During field trips, students are expected to comply with all Cristo Rey Jesuit policies and regulations.

## **Library**

The Library supports the educational objectives of the school curriculum by serving the informational needs of students, providing access to ideas and information, and promoting the pursuit of lifelong learning.

### **General Library Policies**

Students are expected to work on schoolwork while in the Library. If the student is not working, they may be asked to leave.

- Students must clean up, push in chairs, and return books to the circulation desk.
- Food is not allowed in the Library.
- Phone calls are not allowed in the Library.

### **Noise in the Library**

The Library should remain a quiet study area. During study periods, students may be asked to move to an assigned area. At the discretion of the Librarian, headphones may be used at an appropriate level.

### **Library Computers**

Computer priority is given to students working on schoolwork. Students must abide by the school Internet Use Policy. The Library printer is available to students for use in a responsible manner.

### **Book Check-Out**

- Books can be checked out for three weeks and may be renewed if no one has requested the book. Students can check out two books at a time.
- Library books must be returned to the Library circulation desk.
- If a student would like a book that is not part of the Library's collection, they may submit a request to the librarian. A request does not necessarily mean the book will be purchased.
- An overdue book may require service to the Library or a fine. Students are responsible for purchasing lost books, and this will be added to a student's tuition invoice.

### **Lockers**

Lockers are the property of Cristo Rey Jesuit. A locker will be assigned to each student. The student is responsible for their locker. Students will not tamper with their lockers in any way that might hinder the working order of their lockers. Students are NOT to share lockers. Students may not permanently alter the interior or exterior of the lockers without permission from the Assistant Principal. Students may not affix a lock to their locker. Any such lock will be removed. Students should not share the combination to their locker with anyone. Problems with lockers should be reported to the Assistant Principal. The school reserves the right to

open and search any locker, at any time, to ensure the well-being of the entire school. **Cristo Rey Jesuit is not responsible for items lost or stolen from a locker, including textbooks, Chromebooks, cellular phones, or other items.**

### **Lost and Found**

Students who find lost items must turn them into the Main Office. Since lost articles are someone's property, finding and keeping a lost article constitutes a form of theft and will be dealt with accordingly. Lost articles not claimed within a reasonable period of time will be given away or disposed of appropriately.

### **Non-Solicitation Policy**

Cristo Rey Jesuit students may not request donations, solicit contributions from current or potential future Cristo Rey Jesuit donors, or distribute materials through in-person, electronic, or postal mail for personal matters or matters relating to school activities in which students are directly or indirectly involved. Violations of this policy will result in restorative action. Cristo Rey Jesuit Corporate Work-Study Program partners are graciously providing resources and unique opportunities for our students. Resources at the worksite, including but not limited to, bulletin boards, computers, mail, e-mail, photocopiers, office supplies, and telephones, should not be used for anything other than the partner's business-related activities. Violations of this policy will result in restorative action.

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

In our school culture of professionalism and decorum, displays of romantic affection are not acceptable at Cristo Rey Jesuit. This includes kissing, and sitting on a student's lap. PDA will result in restorative action.

### **Pregnancy Policy**

Cristo Rey Jesuit supports the Catholic teaching that sexuality becomes personal and truly human when it is integrated into the lifelong union of marriage. Therefore, outside the confines of marriage and in light of Catholic teaching, Cristo Rey Jesuit promotes abstinence as the morally acceptable approach to sexual expression. At the same time, Catholic tradition also embraces a compassionate attitude toward individuals who become pregnant or who are responsible for pregnancy outside of marriage. As a result, Cristo Rey Jesuit will extend every effort to assist and support the student in their educational development as well as in her/his personal and social adjustment.

### **School Property, Care for the Facilities and Textbooks**

Students are expected to care for the campus, building, and property. They exercise this responsibility primarily by keeping the buildings and grounds free from litter, refraining from any behavior that would damage, destroy, or deface school property, and by not writing on desks, walls, etc. Any intentional or accidental damage to school property resulting from student actions must be repaired at the expense of the student.

- Acts of vandalism against school property or the property of any faculty, staff, or person associated with Cristo Rey Jesuit will result in restorative action and possible criminal prosecution. Replacement of property may be required at the expense of the student.
- Textbooks issued to students must be kept covered and free from writing. School-owned books, chromebooks, and other items damaged or lost while in the possession of a student will be repaired or replaced at the expense of the student.

### **Student Parking**

Students are encouraged to park in the Cristo Rey Jesuit parking lot. The following policies and procedures apply:

- a) Space in the student section of the parking lot will be assigned on a first-come, first-serve basis.
- b) Students may not park in the following locations:
  - Visitor and Faculty/ Staff parking section
  - Designated fire lanes
  - Cristo Rey Jesuit vans/shuttle parking area

- Accessible parking section (unless they have proper tags)
  - Entrances and driveways of the parking lot
  - The semi-circle in front of the school
  - Green areas and sidewalks
  - The Mount Carmel Parish or Mount Carmel Elementary School parking lot.
- c) Vehicles should be parked only between white lines on the parking lot and should not block other cars. Each car must only take up one parking space.
- d) Students are permitted in the parking lot before and after school and during the Corporate Work-Study Program pickup time. Students are not allowed in the parking lot during school hours. Students in the parking lot should depart promptly, and not loiter.
- e) Students may not change clothes in the parking lot.
- f) Once parked, students are not allowed to move their vehicles during school hours.
- g) Students who leave campus during school hours without permission are subject to restorative action and a guardian meeting.
- h) Vehicles in the parking lot should be locked when not in use. The school is not responsible for damage or theft of the vehicles or the property in them.
- i) Any automobile parked on campus is subject to inspection by school officials without notice or prior consent.
- j) Cars parked in the Cristo Rey Jesuit parking lot cannot display decals, stickers, etc. that promote drugs, alcohol, or vulgar/offensive images. The school reserves the right to ask students to remove any displays that are against Cristo Rey Jesuit values or which the Administration deems inappropriate.
- k) Students must have the permission of the Assistant Principal to leave their cars on campus overnight.
- l) Students must obey all traffic and safety laws and behave appropriately and respectfully when in and around the cars. Reckless driving and driving at excessive speeds in the parking lot or in the vicinity of the school will not be tolerated and may result in the loss of parking privileges.

The speed limit in the parking lot is 5 MPH. Any violation of the Texas Vehicle Code or other laws governing parking lots may result in the loss of parking privileges.

Students should recognize that the school is part of a larger neighborhood community. Students who choose to park near campus must not block driveways and must respect the homes in the neighborhood. No litter, loud music, fast or reckless driving is permitted. Students who park in front of residential properties on trash days are subject to having their vehicles towed at their expense.

### **Technology: Responsible Use Policy**

Cristo Rey Jesuit is pleased to offer students access to technology resources for educational purposes which may include computer hardware and software licensed to the school. To maintain access to campus technology resources all students must follow the guidelines of this acceptable use policy as well as all expectations and guidelines established in the Student/Parent IT Handbook, which can be accessed by [clicking here](#). It can be accessed in Spanish [here](#).

### **Guiding Principles for Online Communication**

- Treating fellow students or others in a manner that is abusive, harassing, intimidating, threatening, discriminatory, obscene, or otherwise inappropriate is prohibited.
- Students may not use Internet and social media sites to publish disparaging or harassing remarks about Cristo Rey Jesuit community members, athletics, academic contest rivals, or any individual, organization, or entity.
- To protect the privacy of Cristo Rey Jesuit students and faculty, students may not under any circumstances create digital still photos, digital video, or audio recordings of CRJ community members either on campus or off-campus for online publication or distribution without the knowledge and consent of those being recorded or photographed.
- Transmission of any material in violation of any user or state regulations is prohibited; this includes material that is copyrighted, protected by a trade, secret, obscene, or threatening.
- Online behavior should at all times demonstrate a Christ-centered respect for the dignity of each person.



**School Email**

Students will be provided with a Cristo Rey Jesuit email account. Students are expected to use email in a respectable and responsible manner remembering that all they do represents the school. Students who abuse the privilege of their school email address may be subject to restorative consequences.

**Social Networking**

Social media encompasses a broad array of online activity, including social networks such as Facebook and Twitter, professional networks such as LinkedIn, blogs, and other similar online or Internet communities. The information posted to these various outlets can be tracked and traced.

Students who maintain and use a website, blog, or other social networking accounts must realize that even if they consider their particular site to be a personal one, they are in effect representing the school when they identify themselves as (or by making it possible for them to be identified as) affiliated with Cristo Rey Jesuit. Consequently the way in which they portray themselves in images or in words the level of language they use, or the values they express must not contradict the values of the school as expressed in such documents as its mission statement, statement of philosophy, and in the Cristo Rey Jesuit Graduate at Graduation.

**Username and Password**

Your username and password are your responsibility. Do not share this information with other students. If you suspect that another student has access to your login account, please inform an administrator immediately.

**Personal Devices**

Students are permitted to use personal devices (laptops, tablets, etc.) on campus and in classrooms subject to the individual instructor's discretion. Cristo Rey Jesuit may request to search student devices when a student may have violated the school's acceptable use policy, or the student code of conduct. Students who bring personal devices to school do so at their own risk, just like any other personal items. Personal devices should not be used in locker rooms or restrooms.

**Wi-Fi**

Campus wireless access is provided to students as a courtesy, and may be revoked at any time. In order to use the campus wireless network students will be required to provide their username and password. Students found abusing the wireless network will be subject to restorative measures including having their access revoked.

**Right to Inspect**

The School reserves the right to inspect all electronic equipment and transmissions over the Cristo Rey Jesuit network or on school property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to restorative students for any violation of these guidelines.

**Filtering Internet Access**

Cristo Rey Jesuit will on a best-effort basis filter all campus Internet access. Access to inappropriate, obscene, and detrimental websites will be blocked. Student access to websites is logged and may be reviewed by campus administrators.

**GoGuardian**

The school utilizes GoGuardian content filtering to prevent students from accessing inappropriate online materials. GoGuardian monitors student issued computers 24 hours a day as students are expected to abide by the Student Handbook at all times when using the school issued computers. Cristo Rey Jesuit will not be liable for any issues that arise after school hours, and that those issues will not be seen or addressed until the next business day.

**Failure to Comply**

Whether occurring within or outside of school, if student use of technology jeopardizes the safe environment of the school, staff, or students, or is contrary to the student code of conduct and these guidelines students may be subject to restorative consequences up to and including expulsion.

### **Violations of the Technology Responsible Use Policy**

The transmission of material via technology resources in violation of this policy or of Texas state regulations is prohibited. This includes material that is copyrighted, protected by a trade secret, obscene or threatening. Cristo Rey Jesuit will, on a best-effort basis, filter Internet content on campus. Student access is logged and may be reviewed by the Administration. Whether occurring inside or outside of the school, if the student's use of technology jeopardizes the safe environment of the school, staff, or students, or is contrary to the policies and regulations established in this handbook, the student may be subject to restorative action.

This policy applies to all electronic communications or depictions whether they occur through the school's equipment or connectivity resources, or through personal electronic devices.

### **Medical & Mental Health Policies & Procedures:**

#### **Illness or Emergency – Contacting a student during the school day**

Important calls for students during school hours are received in the Main Office, and messages are delivered to the student. The Main Office telephone number is 281-501-1298. Students are called to the telephone in case of emergency only. Students who are ill or want to go home should contact parents/guardians through the Main Office or Medical Assistant only. It is considered an inappropriate usage of a cell phone at school to contact a parent/guardian about leaving early during the school day. Parents/guardians should contact the Main Office if their student talks to them about being sick or wanting to go home.

#### **Immunization Policy**

Every student enrolled in a Catholic school in the State of Texas shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. **A student who fails to present the required evidence shall not be accepted for enrollment, and will not be permitted to attend virtually or in person.** The *only exception* to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic schools in Texas. (Atty. Gen. Op. GA-0420) **All immunizations must be completed by the first date of attendance.** The law requires that students be fully vaccinated against specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible, and provide acceptable evidence of vaccination to the school.

#### **Medications at School**

Students may not carry drugs or medications, with the exception of prescription inhalers and epi-pens. All medications are to be administered by school staff or designee. Students may not give medications to other students (aspirin, Tylenol, etc.). If it is necessary for a student to take medication – including prescription inhalers and epi-pens – during school hours, it must be in the original container and must be accompanied by a school medical form signed by the student's physician specifying the time for the medication to be given.

Medications not accompanied by the proper medical form, completed and signed by a physician, will not be administered. Only medications approved by the parent/guardian on Cristo Rey Jesuit's official medical release form will be given to the student. Any violation of this policy will result in disciplinary action.

#### **Injuries/Notification of illness**

All injuries sustained on campus at any time, or at school-sponsored events off-campus, should be reported immediately to the Main Office. If the student has an illness that affects their participation in sports or in a PE class, a confidential note should be sent to Administration and Medical Assistant. If the student is diagnosed

with an illness that is or could be contagious, it is critical that the parents/guardians confidentially notify Administration.

If the student has a serious medical condition, including but not limited to epilepsy, diabetes, or an allergy requiring an epinephrine injection, they must have an action plan and appropriate documentation signed by their physician on file with the school's Medical Assistant Students with a serious medical issue who do not have proper documentation may be withheld from school, including attending work or school-sponsored field trips.

## **Social and Emotional Counseling Department**

The Counseling Department at Cristo Rey Jesuit is committed to assisting all students and their families in meeting the demands of high school and working through the various barriers that may arise throughout the school year. Typical issues that high school students seek support on include anxiety, depression, loneliness, identity concerns, eating concerns, stress management, relationships, family stress, family financial strain, loss, transitions, personal growth and development, college and transition preparations, spirituality, and difficulties with academic performance.

We operate under an open referral system in which a student can request to see a counselor at any time. Students can refer peers, and parents and any faculty/staff member may also submit a referral for students to receive counseling. Referral links are available on the school website. Counselors provide individual & group counseling, conflict resolution, and family counseling.

Additionally, the counselors are here to support each family in connecting to community resources as needed. In circumstances of remote learning, counselors are available for virtual counseling support.

Students, if you are concerned for yourself, a friend, or a classmate, please feel free to complete the CRJ Counseling Referral Form. A counselor at CRJ will respond appropriately with the student and/or family as needed and indicated. You may also contact Dr. LaTrice Loche, Dean of Emotional Health: [lloche@crstoreyjesuit.org](mailto:lloche@crstoreyjesuit.org).

Additional support:

If you or someone else is in immediate danger or crisis, dial 911

Suicide Prevention Lifeline: 1-800-273-8255

Crisis TEXT Line: Text HELLO to 741741

## **Accommodations**

The academics Team at Cristo Rey Jesuit facilitates support for 504 and ADA, identified by the school as "Catholic Accommodation Plans." If a student has a 504 plan or accommodations plan prior to enrollment at CRJ, the student/parent must communicate with the Student Support Manager to facilitate support provided. A parent or school personnel may also request assistance and/or a referral for academic accommodations support. Cristo Rey Jesuit does not provide evaluations for accommodations and/or 504 plans, but will serve as an advocate, refer, and serve as liaison for necessary evaluations as needed. Once a student is determined eligible for Section 504/ADA, accommodations may be provided, if needed, to mitigate the student's difficulties so that the student can participate in the necessary school activities.

Student Support Manager will collaborate with the student, parent, and academic team when necessary for students with accommodations. For further support, please contact Monica Tierrablanca, Student Support Manager, at [mtierrablanca@crstoreyjesuit.org](mailto:mtierrablanca@crstoreyjesuit.org).

## Behavioral Incidents & Restorative Practices

Students are responsible for their choices, actions, and words. Choices have consequences. Students who commit behavioral infractions are directed toward a restorative process and are subject to the following procedures. The restorative process does not preclude restorative consequences.

Cristo Rey Jesuit utilizes a tiered approach to behavioral infractions.

**Tier 1** includes Minor Infractions, and will result in a teacher speaking with the student, a teacher-guardian communication and Penance Hall.

**Tier 2** includes repeated Minor Infractions, and will be referred to the Assistant Principal and will result in a meeting between the student, guardian, and Assistant Principal, as well as additional consequences (Penance hall, behavior contract, etc.)

**Tier 3** includes Major Infractions, and will result in a Restorative Council and possible suspension (in or out of school, determined by the school,) while the school determines if the student may remain at Cristo Rey Jesuit.

### **Minor Infractions**

Minor infractions violate school policies, but are not so grievous as to endanger the physical, social, emotional, or spiritual health of an individual or the Cristo Rey Jesuit community. The following are examples of a Minor Infraction. This list is for illustration purposes and is not exhaustive. Restorative actions will depend on the circumstances:

- Inappropriate Language
- Physical Contact
- Defiance/Non-Compliance
- Disruption
- Dress Code Violation
- Public Displays of Affection
- Property Misuse
- Tardy
- Technology Violation

Students who commit a Minor Infraction will be subject to at least one of the following procedures:

### **Penance Hall (PH):**

#### **Lunch PH (30 minutes)**

Lunch PHs will be served as soon as possible after the Penance Hall is assigned. Students will be provided with a paper PH slip the day of their assigned Penance Hall, and will be required to attend.

- Lunch PHs will be served during the student's assigned lunch period, at a location to be determined by the Assistant Principal.
- During Lunch PH, students will eat lunch and then support on-campus clean up initiatives.
- Any instance of three PHs will result in a guardian conference with the Assistant Principal.

#### **o After-School PH (60 minutes)**

- After-School PH will be assigned when a student...
  - o misses a Lunch PH
  - o earns 2 or more PHs in a day
  - o incurs a Major Infraction

- After-School PH will be served from 4:00pm – 5:00pm
- During After-School PH, students will remain silent and complete a reflection, or participate in campus beautification projects.

### **Major Infractions**

Behavior categorized as Major Infraction is any behavior that endangers the physical, social, emotional, or spiritual health of an individual or the Cristo Rey Jesuit community. The following are examples of a Major Infraction. This list is for illustration purposes and is not exhaustive. Restorative Actions will depend on the circumstances.

- Purchasing, sale, distribution, possession, or use of firearms, other lethal instruments, or objects or materials judged by the Administration to be dangerous for their potential to be used as weapons
- Purchasing, distribution, possession, or use of drugs, alcohol, or tobacco on campus, at the CWSP worksite, or at Cristo Rey Jesuit-sponsored events, even off-campus events
- Use of medication without proper consent
- Theft or vandalism against the school, school property, CWSP partner property, or the personal property of a student, staff, or guest
- Fighting or physical assault against a student or staff member
- Gang affiliation or activity
- Repeated cheating/plagiarism or cheating on an exam
- Sexual relations on campus, at the CWSP worksite, or at Cristo Rey Jesuit-sponsored events, even off-campus events
- Repeated public displays of affection
- Leaving campus during the school day without permission from the Assistant Principal
- Abusive and or profane language, violence, threats of violence or disrespectful behavior toward a member of the faculty or staff, a fellow student, or a guest of the school.
- Bullying or harassment
- Sexist, racist, or discriminatory language
- Violation of the school's non-solicitation policy
- Violation of the Technology Responsible Use Policy
- Violation of civil or criminal laws, even if charges have not been pressed
- Any conduct that compromises one's God-given human dignity
- Any behavior inside or outside of school that causes damage to the name and reputation of Cristo Rey Jesuit College Preparatory School of Houston

Students who commit a Major Infraction will be subject to a restorative council and possible consequences outlined below:

### **Restorative Consequences:**

#### **Behavior Contract**

The Assistant Principal will meet with the student and the parents/guardians to review the student's behavior and develop an individualized behavioral contract. This contract may include restorative practices. The student's behavior will be reviewed periodically, according to the contract, and dispositions will be determined accordingly. The Assistant Principal will document the contract and make the incident a matter of record.

#### **Suspension**

A suspension revokes the rights and privileges normally extended to Cristo Rey Jesuit students for the duration of the suspension. Suspended students are responsible for classwork and assignments missed during the time of suspension. Students may not participate in or attend any extracurricular, athletic, or social events that occur, nor participate in CWSP work, on the day(s) they are suspended. Suspensions may be an in-school or a home suspension, at the discretion of the Administration.

## **Restorative Council**

Students who have Major Infractions or repeated Minor Infractions may be required to sit before the Restorative Council with their parents/guardians. In the event of a Major Infraction, students may be suspended or placed on in-school suspension pending the outcome of the Restorative Council. The Restorative Council is composed of Cristo Rey Jesuit administrators, teachers, and staff. The Restorative Council advises the principal on major discipline matters.

Protocol for Restorative Council meetings:

- a. The Assistant Principal will review the details of the incident and cite policies that were broken.
- b. The student and family will have an opportunity to make a statement about the incident. The student & family are dismissed.
- c. Members of the Council may privately discuss.
- d. The Assistant Principal will address the Council with final remarks.
- e. An anonymous vote will be taken.
- f. If a restorative action is determined, the Assistant Principal will draft an outcome for the family within one week. If expulsion is determined, the family will be notified of next steps.
- g. The students and parents/guardians will be notified of the decision in a timely manner.

## **Expulsion**

Expulsion ends the student's enrollment at Cristo Rey Jesuit.

**Expulsion may result from behavior categorized as a Major Infraction or from any of the following circumstances:**

- Repeated violations of the Academic, CWSP, and restorative policies and regulations.
- Lack of parent/guardian support, including but not limited to, negative conversations or actions that undermine the reputation, community life, and smooth operation of the school.
- Determination by the Corporate Work-Study Program that the student is not employable.

**The following Major Infractions may result in the immediate expulsion of the student from Cristo Rey Jesuit:**

- Purchase, sale, distribution, possession, or use of firearms, other lethal instruments, or objects or materials judged by the Administration to be dangerous for their potential to be used as weapons.
- Consumption, intoxication, purchase, distribution, or sale of alcohol or drugs on campus, at a CWSP worksite, or at Cristo Rey Jesuit-sponsored events, even off-campus events.
- Physically attacking or engaging in a violent struggle involving the exchange of physical blows or the use of weapons against any member of the Cristo Rey Jesuit community.
- Sexual relations on campus, at a CWSP worksite, or at Cristo Rey Jesuit-sponsored events, even off-campus events.
- Words or actions of a seriously unethical nature.
- Violations of the law.

## **Appeal Process**

When a student is accused of violating the policies and regulations established in this handbook, they have the right to due process. This means that they must:

- a) Be informed of the rule violation and any supporting evidence
- b) Have an opportunity to present their side of the situation to the Assistant Principal.
- c) Be provided an opportunity to appeal a decision made against the student.

## **Appeal of an Expulsion**

A student who is expelled or asked to withdraw may request, in writing, an appeal to the president. The appeal process is as follows:

- a) A written request for appeal must be made to the president within 3 school days of the decision communicated to the student's family. The written request may be made by the parent/guardian or by the student via a one-page email or a one-page letter addressed to the President of Cristo Rey Jesuit. The letter must be delivered to the Main Office; the email may be sent directly to the President.
- b) A request for appeal must contain the following information:
- The reason why the student is appealing the decision and the facts that support their appeal
  - A summary of discussions between the student and representatives of the school, including a Summary of the Restorative Council (if one was held)
  - An outcome or remedy proposed by the student
- c) Upon receipt of the letter, the Assistant to the President will schedule an Appeal meeting with the student and their parent/guardian.
- d) The Principal and the Assistant Principal will present a summary to the president of the rule violation(s), the results of the school's investigation, the consequences recommended by the Restorative Council, and the Principal's decision.
- e) A student appealing an expulsion or withdrawal may not return to school, pending the decision of the appeal, since the student has withdrawn from school at this point.
- f) After reviewing the information presented, the president will render a final decision concerning the appeal. While the appeal is pending, the student and their parent/guardian should try to enroll the student at another school.
- g) **The president's decision is final and definitive.**

### **Searches of Persons and Property**

At any time, the Principal or a designee may authorize the search of the person of a student, if there is reasonable cause to suspect discovery of prohibited items. Searches of the person of a student shall be limited to:

- Searches of the student's clothing.
- Searches of any object in the student's possession, including without limitation, purses, wallets, backpacks, gym bags, cell phones (including the content in cell phones), laptops, iPads or tablet computers, Chromebooks,, cameras, and the like (again, including the content within all of these electronic devices). The scope of the search of an electronic device shall be to determine whether the device itself violates school policy and also to determine whether the device or information stored in the device includes files, images, documents, videos, text messages, call records, or software in violation of school policy.

### **Types of Infractions:**

#### **Theft**

Any student who is found to have committed or aided in the theft of school property or the property of an individual, including property of individuals associated with CWSP partners, is subject to restorative action and possible criminal prosecution.

#### **Weapons and Dangerous Materials**

Firearms, weapons, lethal instruments, or other objects or materials judged by the Administration to be dangerous or hazardous are banned on school grounds, in school-sponsored vehicles, and at school-sponsored activities, including events that take place off-campus. Students who violate this policy will be subject to restorative action.

#### **Bullying**

Cristo Rey Jesuit strives to create a safe atmosphere where students are free from bullying in all forms, including cyber, physical, verbal, and social bullying. Students are expected to be respectful and to refrain from bullying behaviors that are: hurtful, teasing/mocking, threatening, offensive or inappropriate in nature.

**Definition:** Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance.

## **Types of Bullying**

- Cyber bullying is sending or posting text or images intended to hurt or embarrass another student by use of email, instant messages, text messages, blogs, social media (Facebook, Instagram, Snapchat, Twitter, etc.), websites, video chats, YouTube, or any other electronic means.
- Physical bullying is hurting a person's possessions or body by tripping, pushing, hitting, kicking, pinching, spitting, rude gestures, getting another person to hurt someone, taking or breaking someone's things, etc.
- Verbal bullying is writing or saying things with the intention to hurt or embarrass another student by name-calling, teasing, threatening, taunting, making inappropriate sexual or racial comments, etc.
- Social bullying (referred to as relational bullying) is hurting someone's reputation or relationships by spreading rumors about someone, telling other students not to be friends with someone, embarrassing someone in public, intentionally leaving someone out/excluding them, etc.

## **Reporting Procedures for Bullying**

Students are encouraged to report acts of bullying to a Cristo Rey Jesuit faculty/staff member. All reports shall be confidential. Counselors will assist school officials in resolving bullying offenses. Students who engage in bullying behaviors are subject to restorative action.

## **Harassment**

Cristo Rey Jesuit is committed to maintaining a learning environment free from harassment of any type and discouraging false claims of harassment. Harassment by a Cristo Rey Jesuit student or employee and directed at any member of the Cristo Rey Jesuit community is unacceptable and will not be tolerated.

Harassment consists of any verbal or physical conduct that denigrates or shows hostility or aversion toward any individual or his or her relatives, friends, or associates because of race, skin color, national origin, religion, gender, sexual orientation, age, 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.

Harassment includes, but is not limited to:

- **Verbal Harassment:** Inappropriate, derogatory, threatening, obscene, or sexually suggestive comments, letters, notes, invitation, or jokes, communicated verbally or in written form, including those sent or shared through electronic means;
- **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement;
- **Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures, clothing, or suggestive looks, leering, gesturing, or staring at another's body;
- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual advances or favors, or other verbal or physical conduct or communication of a sexual nature when:
  - o Submission to such conduct is made a condition of a student's continued attendance at Cristo Rey Jesuit;
  - o Submission to or rejection of such conduct is used as the basis for decisions affecting a student;
  - o Such conduct has the purpose or effect of unreasonably interfering with the student's performance or creating an intimidating, hostile, or offensive school environment.

Any student who believes that they have been the subject of any form of harassment by anyone at Cristo Rey Jesuit or by any person who does business with Cristo Rey Jesuit, including a CWSP Partner, should bring the matter to the attention of the Assistant Principal, the Principal, the CWSP Director, or the President of Cristo Rey Jesuit. Once a complaint of harassment has been received, Cristo Rey Jesuit will conduct a prompt and thorough investigation of the allegation. When the investigation is complete, the school will make a decision about what course of action should be taken. The school administration will inform both the person who made the complaint and the person about whom the complaint was made of its decision. If the complainant or any



witness in the investigation is a student, their parents will be informed of the situation.

To the extent possible, complaints of harassment will be treated as confidential. Cristo Rey Jesuit 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 Cristo Rey student or employee who knowingly makes false charges against a Cristo Rey Jesuit student or employee in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to restorative action.

If the allegations of harassment are confirmed, Cristo Rey Jesuit will provide appropriate support to the student who has been the victim of harassment.

### **Alcohol, Drugs, and Tobacco Policy**

For the safety of all Cristo Rey Jesuit students, school policies maintain a campus free of drugs, alcohol, and tobacco. We support our students in choosing not to use these substances. The term “drugs” includes, but is not limited to, controlled substances and controlled substance analogues (as defined by Section 481 *et. seq.*, of the Texas Health and Safety Code), and any abusable glue, inhalant, or aerosol paint (as defined by Sec. 485.001, *et. seq.*, of the Texas Health and Safety Code).

### **Use, Possession, or Distribution of Alcohol and Drugs During School or CWSP Work**

The use, possession or distribution of alcohol, marijuana, or other drugs is forbidden on school grounds and vehicles, at school-sponsored activities, including school-sponsored events that take place off-campus, and at corporate-sponsor locations. Infractions against this regulation are considered grievous offenses in themselves, as well as a danger to other students. **Students violating this regulation will be suspended pending further restorative action, up to and including expulsion and criminal prosecution.**

### **Use of Alcohol and/or Drugs Prior to Attending School, School Events, or CWSP Work**

The use of alcohol, marijuana, or other drugs prior to attending school or any other school-sponsored activities, including school-sponsored events that take place off-campus, or prior to or coming from a corporate-sponsor location, is forbidden. **Students violating this regulation will be suspended pending further restorative action, up to and including expulsion and criminal prosecution.**

### **Use, Possession, and Distribution of Tobacco**

Smoking and the use, possession, or distribution of tobacco products and other devices such as e-cigarettes and vape pens is prohibited in the school building, on the school grounds and in vehicles, and at school-sponsored activities, including school-sponsored events that take place off-campus or at corporate-sponsor locations. **Students violating this regulation will be suspended pending further restorative action.**

### **Suspension for Substance-Related Incidents**

The American Psychiatric Association specifies that, when the use of alcohol or other substances interferes with a student’s school obligations, a Substance Abuse Disorder may exist. When a student is suspended from school as a result of an incident involving the use of alcohol or other substances, Cristo Rey Jesuit requires that:

- a) The student must undergo a substance-abuse assessment performed by a properly credentialed mental-health provider assigned by the Administration. This assessment may be required at the student’s expense.
- b) The student and their parents/guardians must sign an authorization allowing the assessment results to be released to the Cristo Rey Jesuit Administration.
- c) The student must show evidence of compliance with these requirements (e.g. show that an appointment has been made) within one week of the suspension.

Compliance with these requirements is a condition for returning to Cristo Rey Jesuit following the suspension. Failure to comply may lead to expulsion. After reviewing the results of the substance abuse assessment, the Administration may require the student to undertake professional treatment, at their own expense, as a condition of continued enrollment at Cristo Rey Jesuit.

### **Deterrence of Substance Abuse**

In order to maintain a safe and drug-free environment, the following measures may be employed:

- a) Educational opportunities for our school community about drugs, alcohol, and tobacco and their effects.
- b) Providing information to parents/guardians on the effects of drug, alcohol, and tobacco use.
- c) The use of breathalyzers before, during, and after school dances and activities.
- d) Unannounced inspections of students, cars, lockers, backpacks, purses, wallets, or any personal storage receptacle, or school facilities, with or without the use of a trained drug-detection dog.
- e) Drug testing of any student selected by the Administration. This may include the collection of hair samples by an outside drug-screening company.

**By enrolling at Cristo Rey Jesuit, parents/guardians and students agree to these deterrence measures.**

### **Drug Testing**

Students may be subject to a drug test at the discretion of the Administration with or without knowledge of any drug use. If the Administration requires a drug test without specific knowledge of drug use, the school will incur the cost of the test. In these cases, Cristo Rey Jesuit will direct students/parents to specific medical facilities where students must be tested. Failure to comply may result in expulsion from Cristo Rey Jesuit.

A student who tests positive on a drug or alcohol test:

- a) May be suspended for a period of time.
- b) May be put on probation for a period of time.
- c) Will be removed from their assigned CWSP placement.
- d) Will be tested regularly after the violation.
- e) May be required to see a counselor and/or enroll in a treatment program.
- f) Will have information about drug/alcohol usage given to the parent/guardian.
- g) If they test positive again during the period of probation, the student will come before a Restorative Council and may be expelled.

### **Asking for Help**

Any student who voluntarily seeks the assistance of any school official regarding a substance abuse problem will be referred for professional assistance and will not be subject to disciplinary measures, provided that no violation of school policies subsequently occurs. The student's parent/guardian will be notified. The student may be required to undergo drug testing for a period of time.

### **Role of Parents/Guardians in the Prevention of Substance Abuse**

The appropriate role of parents/guardians is to require their children to comply with school policies and cooperate fully with deterrence measures. Parents/guardians bear responsibility for ensuring that their children are protected from unchaperoned parties or any social setting where drug, alcohol, or tobacco use is likely. Cristo Rey Jesuit cannot regulate the behavior of students at parties and other gatherings off-campus that are not sponsored or supervised by the school.

## **Additional School Policies**

“Teachers and directors in a Jesuit school cooperate closely with parents, who are also members of the educational community. There is frequent communication and ongoing dialogue between the home and the school. Parents are kept informed about school activities; they are encouraged to communicate with teachers to discuss the progress of their children. Parents are offered support and opportunities for growth in their role as parents...” (Characteristics of Jesuit Education, 131)

### **Grievance Policy**

#### **1. Purpose**

The purpose of this process is to provide parents/guardians of students enrolled in Cristo Rey Jesuit College Preparatory School of Houston with an orderly procedure for the equitable and prompt resolution of complaints. This process is intended to resolve disputes through subsidiarity, at the lowest possible level, in a cooperative, conciliatory Christian atmosphere.

#### **2. Scope**

No person shall be discriminated against because of filing or participating in this grievance process, and no reprisals of any kind shall be taken against any person because of participation in this complaint process. The process is not intended to be adversarial in nature and neither party to the grievance shall be represented by legal counsel during any phase of the process. This process replaces all previous processes and statements regarding the institution and processing of complaints.

#### **3. Exclusions**

- a. A parent who has withdrawn their student from the school may not avail themselves of this grievance process.
- b. During an investigation by local, state, or federal officials, a student will be placed on Student Extended Leave. These absences will be excused, and the student will have an opportunity to complete assignments without reduced credit during the leave. A parent/guardian may not avail themselves of the grievance process when a student is placed on Student Extended Leave.

#### **4. Resolution/Conciliation Process**

It is the intent of this policy to resolve parent/guardian complaints at the lowest possible administrative level and in a cooperative Christian atmosphere through subsidiarity. This process is not intended to be adversarial in nature. Prior to using the steps set forth below, the parent or guardian shall meet with the person with whom he/she is having a dispute. If the concern is not resolved, he/she should move to the person’s direct supervisor in an effort to find resolution. If the matter is not satisfactorily resolved with the person’s direct supervisor, the parent/guardian should request a meeting with the principal. If the matter is not satisfactorily resolved with the principal, the parent/guardian must submit a formal written appeal to the president. The president has the discretion to accept or deny an appeal based on the evidence presented. If the appeal is denied, the decision rendered by the principal will be final and no further appeals may be made to the school.

If the appeal is accepted for review, the president shall then schedule a conference with the parent/guardian and/or principal, if necessary, within fifteen (15) working days from the date the written appeal is received. The president will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the president shall hear the appeal and review the materials presented, as well as any other information the president deems relevant. Decisions reached by the president are final and no further appeals may be made to the school.

#### **5. Procedural Issues**

While the grievance process is designed to accommodate all parent/student disputes that may arise within the school, it is understood that some situations require flexibility. Any issues regarding the appropriate administrator shall be resolved by the president.

#### **6. Computation of Time**

The time limits of the complaint process shall be based on working days, i.e., Monday through Friday. If any of the timeline falls on school holidays or breaks; the timeline shall be extended to add the corresponding number of working days to the timeline. Time limits may require flexibility and, if necessary, may be modified at the discretion of the President’s Office.

## **Address or Telephone Changes**

Please notify the Main Office of any change in contact information (email, home address, mobile or work telephone number). In the event of an emergency, the school must have up-to-date contact information.

## **Contacting Teachers**

Parents/guardians may feel free to discuss matters with the teachers and Administration at any time. To avoid delays, please call the Main Office (281-501-1298) for an appointment prior to coming. A convenient time will be arranged. Since teachers are frequently in class, email is the easiest way to contact them. Email addresses for the faculty are available on the school website (<https://www.cristoreyjesuit.org/about/faculty-staff>). Teachers will not be called from their classrooms to talk to a parent/guardian while classes are in session. Parents/guardians and students should not attempt to telephone faculty members on their personal phones. Additionally, the school utilizes Remind to communicate with students and families, and we encourage families to use this software to text and email teachers and administrators.

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

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents/guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18, or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents/Guardians or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it's impossible for parents/guardians or eligible students to review the records. Schools may charge a fee for copies.

- Parents/Guardians or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent/guardian or eligible student has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent/guardian or eligible student has the right to place a statement with the record to set forth his or her view about the contested information.

- Generally, schools must have written permission from the parent/guardian or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- o School officials with legitimate educational interest.
- o Other schools to which a student is transferring.
- o Specified officials for audit or evaluation purposes.
- o Appropriate parties in connection with financial aid to a student.
- o Organizations conducting certain studies for or on behalf of the school.
- o Accrediting organizations.
- o To comply with a judicial order or lawfully issued subpoena.
- o Appropriate officials in cases of health and safety emergencies.
- o State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

## **Non-custodial parents**

If the non-custodial parent or relative of the student is trying to enroll a student, they will need a notarized provisional mandate stating that they may do so. Cristo Rey Jesuit abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the noncustodial 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, then it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **School Owned Property**

Students and families are entrusted with over \$500 of school property, primarily textbooks & Chromebooks. To avoid fines, students should take care not to lose or deface their books, Chromebooks, or other school property. Textbooks are used for several years; students are therefore custodians not only of their own educational opportunities, but of those who follow them. If a student loses a textbook or library material, they must immediately report the loss to the Cristo Rey Jesuit librarian. A lost book fee will be added to the student's account. *Standard billing is \$75 for a lost textbook and \$10 for a lost novel or library book.* If the book is found before the end of the annual billing cycle (June 30), the student's account will be credited. Lost or damaged Chromebooks should be immediately reported to IT, and will be replaced or repaired at the cost of the student.

### **Tuition**

Cristo Rey Jesuit is committed to providing an affordable education for deserving young people and their families. By attending Cristo Rey Jesuit, students automatically receive a generous amount of financial assistance. As explained in greater detail below, each student earns a significant portion of the cost of their education through the Corporate Work-Study Program. Each family is expected to contribute toward their student's education by paying tuition that is determined on a sliding scale, based on the family's financial situation. The remainder of the cost of a Cristo Rey Jesuit education is provided through the fundraising efforts of the school's Development Office and our generous donors.

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

When a student enrolls at Cristo Rey Jesuit, they become an employee of the Corporate Work-Study Program and are assigned to a partner company or organization. By working five full days a month throughout the school year, each student generates earnings that are applied toward the cost of their education.

### **Tuition Payment Plans**

Tuition is based on a sliding scale determined by an independent evaluation of the family's ability to pay. This evaluation is completed during the admissions process.

- i. In order to keep the monthly tuition rate more affordable, tuition payments are made over a 12-month period from July through June. There are two tuition payments due during the summer months when school is not in session.
- ii. The monthly tuition amounts do not include fees for summer school classes, athletics teams, or replacement of lost items such as textbooks, library books, and PE uniforms.
- iii. Payments are due on the first of each month. Payments made after the 10th of the month are late and may result in a \$20 late fee added to the account balance.
- iv. Payments may be made in person or by mail. The school accepts payments by check, money order, or cash. Credit card payments are not accepted. There is a \$20 fee assessed to the student's balance for any returned checks.
- v. For all payments, receipts will be available at the Main Office between 24-48 hours after payment is made. The Front Desk does not issue receipts at the time of payment.
- vi. Checks or money orders should be made payable to "Cristo Rey Jesuit College Preparatory School." The name of the student should be indicated on the payment envelope and the check.

### **Failure to Make Payment**

Any student whose tuition is not up to date may have their re-enrollment or Diploma held until their balance is current or payment arrangements have been made with the Finance Office. Parents/guardians will be notified in writing of their past-due balance and informed that their student may be suspended from classes.

### **Resolution of Tuition Issues**

Parents/guardians who are unable to pay tuition must notify the Finance Office. We will review the following options available to help the family:

- i. Allow extra time to pay the current month's tuition
- ii. Make smaller payments on a weekly basis

iii. Submit a financial aid form for a re-evaluation of the family's tuition rate

Whatever the case may be, the most important thing is to communicate with the Finance Office so that we can work together.

*Any student whose tuition account is more than 2 months past due as of April 1, will not be allowed to re-enroll for the following school year.* unless the parent/guardian has contacted the Finance Office to set up a payment plan for tuition. If a payment plan has previously been established for the family, payments must be current in order for the student to register for the next school year. Graduating seniors must have paid all of their tuition (including the final payment due on June 1) in order to receive their diploma.

We understand that it can be difficult to talk about financial issues. Our finance team is here to work with the parents/guardians of our students. We maintain the family's financial information in strictest confidence.

### **Free and Reduced Lunch Program Information**

The federal Free and Reduced Lunch Program allows qualifying students to have the meals free of charge or at a reduced price. Cristo Rey Jesuit highly encourages the participation of each household in this program. Participation is confidential. Applications are available after July 1<sup>st</sup> in the Main Office of the school. The following criteria are used to determine a student's eligibility for free or reduced-price meal benefits:

1. Income: Household income at or below the income eligibility levels.
2. Categorical or Automatic Eligibility: Households receiving Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR).
3. Program Participant: Child's status as a foster child, homeless, runaway, migrant, or displaced by a declared disaster, or the child's enrollment in Head Start.

### **Income Eligibility**

For those households that qualify for free or reduced-price meals based on income, an adult in the household must fill out a free and reduced-price meal application and return it to the Main Office. Those individuals filling out the application will need to provide the following information:

1. Names of all household members.
2. Amount, frequency, and source of current income for each household member.
3. Last four digits of the Social Security number of the adult household member who signs the application, or if the adult does not have a social security number, check the box for "*I do not have a Social Security Number.*"
4. Signature of an adult household member attesting that the information provided is correct.

### **Categorical or Program Eligibility**

Cristo Rey Jesuit works with local agencies to identify children who are categorically and program eligible. Cristo Rey Jesuit will notify the households of those children that do not need to complete an application. Any household that does not receive a letter and qualifies should contact the school. Any household that wishes to decline benefits should contact the school.

**Applications may be submitted anytime during the school year.** The information provided on the application will be used for the purpose of determining eligibility only. All information is confidential, including eligibility status.

### **Determining Eligibility**

Under provision of the free and reduced-price meal policy, the school will review applications and determine eligibility. Households or guardians dissatisfied with the reviewing official's eligibility determination may wish to discuss the decision with the reviewing official on an informal basis. Households wishing to make a formal appeal for a hearing on the decision may make a request either orally, or in writing to the school.

### **Unexpected Circumstances, Change of Household Income**

If a household member becomes unemployed, or if the household size increases, a parent/guardian should notify the school. Such changes may allow children who were previously ineligible to participate in the lunch

program.

### **Additional Policies and Procedures:**

#### **Families of Withdrawing Students**

Parents/guardians of withdrawing students must pay all fees due to the school. This includes:

- i. Tuition through the end of the month in which the student officially withdraws from school
- ii. Any other balances outstanding (past due tuition, library fines, PE uniform, etc.)
- iii. Replacement fees for any lost school property (lost or damaged textbooks, chromebooks, library books, etc.)

**No official records will be released until all money owed to the school is paid in full and all school property has been turned into the registrar. Families will be provided with a copy of the unofficial transcript and withdrawal grades to be able to enroll in the new school.**

#### **Visiting Campus During School Hours**

Parents/guardians may feel free to discuss matters with the teachers and Administration with a scheduled appointment, or by phone or email.

- **Make an Appointment.** To avoid delays, please call the Main Office (281-501-1298) for an appointment prior to coming. A convenient time will be arranged. Since teachers are frequently in class, email is the easiest way to contact them. Emails addresses for the faculty are available on the school website ([www.CristoReyJesuit.org/contact-information](http://www.CristoReyJesuit.org/contact-information)).
- **Check-in at the Main Office.** Visitors arriving on campus (including parents/guardians), must report to the Main Office. Visitors will be issued a badge. **For the safety and security of our school, anyone on campus during school hours without a visitor badge will be required to obtain one or asked to leave campus.**
- **I.D. Check.** Visitors (including parents/guardians) will have identification scanned. This is a safety measure intended to protect the students, staff, and guests of Cristo Rey Jesuit.

#### **Weather/School Closing**

In case of severe weather, families should check the Cristo Rey Jesuit website, Facebook page, Twitter feeds, and watch for alerts from our School Messenger system. Families should also observe local television and radio broadcasts, but be aware that Cristo Rey Jesuit should be your first source of information. Generally, Cristo Rey Jesuit will follow the plan of Houston public schools (HISD). **In order to reach parents/guardians in an emergency, it's critical that our Main Office has updated parent/guardian contact information.** We strongly advise families to use an email account for communication with Cristo Rey Jesuit.

#### **Appropriate Conduct of Parents/Guardians**

In order to ensure that each student receives a values-based, Catholic, Jesuit education – and as a necessary condition of continued enrollment – it is essential that parents/guardians work with faculty, staff, students, corporate partners, volunteers, visitors, and others in the **Cristo Rey Jesuit** community in a manner that is consistent with the values and philosophy of **Cristo Rey Jesuit**. These values include, but are not limited to, the policies, principles, or procedures outlined in the Student/Family Handbook.

#### **Our school community's expectations include the following:**

- **Parents/guardians must work courteously and cooperatively with the school** in order to assist each student in meeting the academic, moral, behavioral, and other expectations of the school. This includes respectful treatment of all faculty, staff, corporate partners, volunteers, coaches, moderators, directors, counselors, administrators, athletic or extracurricular officials, security officers, opposing coaches or players, other guests, other students, and other parents/guardians.
- Parents/guardians are encouraged to express their concerns about school operations and personnel to the appropriate faculty or staff members; however, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.

- These behavioral expectations for parents/guardians are expected at all times and places, whether on-campus or off-campus, and in all forms of communication including, but not limited to, in-person, phone, and electronic communications.

Normally, philosophical differences between families and the school can be resolved. In some rare instances, however, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their student from the school. In the event that a dispute arises between the school or its employees and a student's parents/guardians that results in legal action in the form of litigation, the school may choose to terminate the student's enrollment and require that the student be withdrawn from the school.

**Cristo Rey Jesuit** reserves the right to determine, at its discretion, which actions fail to meet the values and philosophy of the school. Failure to follow these guidelines and meet these expectations may result in a warning, a suspension or termination of a parent/guardian's privilege to attend or participate in school activities, a parent/guardian being prohibited from entering campus grounds, a requirement that parents/guardians withdraw their student from the school, dismissal from the school, or any other appropriate measure as determined by the school.

## **2024-2025 CWS Policies for Student Handbook**

### **What is the Corporate Work Study Program?**

The Corporate Work Study (CWS) program is a unique program designed to assist students to be college ready and career prepared, while earning approximately half of the cost of their education, by partnering with 130+ organizations around the city of Houston. This program employs 100% of its students that attend Cristo Rey Jesuit College Preparatory School of Houston. The academic schedule has been built so that our students have classes four days a week. Students go to work one day a week and each grade level has their own assigned work day so no one misses class.

### **Employability**

Students earn real income through the Corporate Work Study program. In their contracts, students and parents/guardians agree to assign this income to Cristo Rey Jesuit to help offset the cost of their education. In order to be employed by CWS, students must complete and submit I-9 forms. Students must have the documentation necessary to complete the I-9 to be able to attend Cristo Rey Jesuit and participate in the CWS. We cannot employ students who are ineligible to work in the United States. Students must also be at least 14 years old to participate in the CWSP.

### **Building the Pride**

The **Building the Pride** program is an essential part of a student's orientation to Cristo Rey Jesuit as well as the first stage of professional development training. Building the Pride is **mandatory** for all incoming Freshmen and Transfer students. This training lasts for two (2) weeks from the end of July to the beginning of August from 8:00am-4:00pm daily. Students are expected to be present for the entire duration of the day. No appointments should be scheduled that would cause a student to miss any portion of Building the Pride. In the case of an emergency which would cause an absence, please ensure that a parent or guardian calls the Corporate Work Study team at **713-540-1540** before 7:30am the morning that the student will be absent. All absences that fall under the category of excused, at the discretion of the Corporate Work Study Team, will have to be made up prior to the student being deployed to work.



Students are required to successfully complete the Building the Pride program. If a student was not successful, as determined by CWS staff, they can be asked to leave Cristo Rey Jesuit College Preparatory School of Houston.

### **Work Day Dress Code**

On the day that the student is reporting to work, it is **mandatory** that the student is in full level 1 uniform. Refer to the Dress Code section of this handbook for full details. The Corporate Work Study team is able to loan a student a tie, white shirt and vest/sweater if the student makes the request prior to the second bell. If the student is missing a part of their uniform and the student has no option to obtain that missing item prior to loading the bus for work, the student will be kept back in the CWS office for the day. Additionally, they would lose points in their CWS grade, they will receive a PH for violating the uniform policy and they will need to make up the missed work day during one of the school holidays within that semester.

In keeping with the professionalism of the Corporate Work Study Program and the expectations of our partners, the length of the student's skirt needs to be appropriate and professional at all times. (Refer to the Dress Code section of this handbook.) Please note that skirts are **not allowed to be rolled at the waist in an attempt to make them shorter in length**. If the student violates this policy, the student will receive a PH for their first offense. Should the student receive a second violation, the student will be required to wear the uniform gray or khaki slacks for the remainder of the year.

### **Load Out and Load In Procedures**

Morning **Load Out** is the process of checking in students on their work day and loading them onto the CWS shuttles for transport to work. Students report to the CRJ gym by the first bell at 7:25am to check in with their bus driver for attendance. If a student fails to check in with their driver before the second bell rings at 7:30am, they will be marked Tardy. Students should be attentive during morning prayer and announcements. A uniform check is conducted before students leave for work.

Afternoon **Load In** is when students arrive back to the school from work on CRJ shuttles and are greeted by CWS staff. Students must complete their time card, and will be asked to show proof of the completed time card before leaving for the day. Students who are picked up by a parent/guardian are asked to send a screenshot of their time card receipt. Failure to complete a time card by 5:00pm the day worked will result in a PH.

### **CWS Absence Policy**

With our students only attending work once a week, their attendance is vital to the success of the program. In the case of medical emergencies, the absence will be excused if a doctor's note is provided. If the student is absent due to a family emergency, the absence will be excused based on the discretion of the CWS team. An absence will also be excused if there is a death in the family and the student is attending the funeral. Evidence of attending the funeral also needs to be provided. Please note that any absences should be reported to the CWS office **before 7:30am** on the student's work day by a parent or guardian.

Students should not schedule non-emergency appointments such as routine check-ups at the dentist or doctor or DMV visits on their work day. These missed work days are unexcused absences and will have to be made up during one of the upcoming school holidays of that same semester. **All unexcused absences MUST** be made up within the semester that the day was missed. Students will receive an online form to complete in order to schedule the make-up day. They are also required to visit the CWS office to complete a hard copy version of the form.

Please note the following absence policy guidelines (per semester):

- **Student misses one (1) work day** - Parent or guardian needs to reach out to advise the reason for the student's absence at work. If excused, no action needs to be taken; if unexcused, the student will have to schedule a day to make up the absence.
- **Student misses two (2) work days (unexcused)** - Parent or guardian is called and advised that the student is close to being placed on work probation.
- **Student misses three (3) work days (unexcused)** - Meeting held with student to advise that he/she is on work probation and a fourth unexcused absence would mean that the student is fired from his/her job. A parent or guardian is contacted to advise that the student will be bringing home the work probation form for their signature.
- **Student misses four (4) work days (unexcused)** - Student is fired from their job and will need to enter the retraining program set by the Corporate Work Study Program.

Please note that any student who enters the CWS Retraining Program must successfully complete the program in order to remain a student at Cristo Rey Jesuit College Preparatory School of Houston. A student is also not allowed to be fired twice. If a student completes retraining and is fired again, they will be exited from the school.

### **Corporate Work Study Cell Phone**

Students, parents and guardians should contact the Corporate Work Study Office for the following reasons:

- Student will be tardy and can miss school transportation, consequently causing them to miss work
- Student has a parent or guardian taking them to work (with prior approval via the Transportation Opt Out form) and will be tardy
- Student will be absent on their work day
- Student has to leave work unexpectedly due to illness or family emergency
- Student realizes that his/her bus is late for picking them up
- Student is experiencing an issue at work
- Student has any question relating to work that he/she is unsure of

Students are encouraged to call the CWS office by this number: **713-540-1540**. This number is monitored on school and work days between 7am and 5pm.

### **Communicating with the Corporate Work Study Team**

Students, parents and guardians are asked to contact the CWS office for any of the above issues. This can be a phone call to the CWS cell phone, a phone call to the direct number of any of the CWS team members, an email to your Relationship Manager or stopping by the office to speak with any of our team members. Our office is available to serve you **Monday to Friday from 7am to 5pm**.

### **Student Intervention**

The CWS Program has four levels of student interventions to assist in the effective handling of any situations arising from student behavior or performance.

#### **Level 1: Less serious/ first time issues - Supervisor coaching/Intervention**

The supervisor is encouraged to work with students to provide guidance and redirection in order to improve student performance. This can include a reiteration of expectations and correction when a student makes a mistake or has poor work performance.

#### **Level 2: Ongoing/ somewhat serious issues - CWS Staff Intervention/Meeting**

CWS staff meets with the student to address any ongoing or recurring concerns at the workplace or to provide additional support for the supervisor. The issue and next steps are discussed to have the student return to work successfully. The meeting is documented in the student's file.

**Level 3: Ongoing/serious issues left unresolved despite intervention - Onsite coaching, Professional Development/ Time out and Probation**

Based on feedback from the supervisor, CWS staff can go to the work site to offer the student real time coaching and professional development. The student can also be held back in the CWS office for a professional development timeout of one to four weeks where they will receive one-on-one coaching from a CWS staff member.

Considering the performance, behavior or number of unexcused absences, the student will be placed on probation. This serves as a warning to both the student and their parent/guardian that the student is in danger of being fired. A probation letter is signed by both the student and the parent/guardian. The letter contains the terms of the probationary period as it relates to the attendance, behavior and work performance. It also states that if these documented terms are broken the student may lose their job.

**Level 4: Serious infractions/ severe ongoing issues not resolved through other interventions - Firing and Retraining**

A firing will occur when the supervisor does not wish for the student to return. The student will be required to re-learn and apply workplace skills in a controlled environment. A CWS staff member works with the student on job skills, professionalism and reflecting on what led up to their termination. This program is 6-8 weeks (6-8 work days) which culminates with a student-led presentation that captures everything that was learned during the retraining experience. Students will be placed at a new company upon successfully completing the retraining process.

If a student fails to successfully complete retraining or is fired from a second job placement, they are no longer able to attend Cristo Rey Jesuit College Preparatory School of Houston and will be exited.

If the parent, guardian or student refuses to sign a retraining contract, probation, or action plan, the student will be exited from Cristo Rey Jesuit College Preparatory School of Houston.

**Working During School Holidays**

Sponsors will often hire students to work for direct pay over school holidays, including Christmas break and summer break. Before working during holidays, students must fill out the necessary paperwork, including a W-4 and a Parent/Guardian Agreement. Students must also be academically eligible to work for direct pay. There will be grade checks before each school holiday to confirm student workers' eligibility. Students who are failing a class or have an incomplete at the time of grade check will not be eligible to work for direct pay. CWS will provide transportation during some school holidays and breaks for student workers. Students will be charged a nominal fee for using CWS transportation if they are working for pay. Students will be paid a daily rate for each day worked over school holidays and breaks.

**Parent/Guardian-Student Agreement**

As a condition for entering and for continuing enrollment in Cristo Rey Jesuit and participation in the CWS, each parent/guardian and each student must execute the Parent/Guardian-Student Agreement in the form attached to this handbook. By signing the Parent/Guardian-Student Agreement, students and parents/guardians each represent that they have received and read the CWS Student Employee Handbook, which is written in terms that they understand, that they have had sufficient time to become familiar with its terms, and that each entered into the Parent/Guardian Student Agreement freely and voluntarily with the intent to become legally bound. By signing the Parent/Guardian-Student Agreement, students and parents/guardians each agree to

participate in workplace-related processes, policies, restrictions, rules and regulations required by a corporate sponsor, which could include, but not be limited to confidentiality agreements, media releases, and assignments of work products and other intellectual property. Students are expected to comply with all reasonable and necessary requests.

### **CWS Program Success**

All Cristo Rey Jesuits students are required to participate in the Corporate Work Study program during each year of enrollment. As a future leader in the workplace, the Cristo Rey Jesuit graduate recognizes the dignity of work, its integral connection to justice, and the choices he or she has to create a better society. Through successful completion of the Corporate Work Study Program and with the help of the school and Corporate Work Study partners, students become work-experienced and career-prepared.

# **Cristo Rey Jesuit Athletics Handbook**

## **Coaching Staff and Contact Information**

### **Athletic Director:**

Ryan Sanders – [rsanders@crstoreyjesuit.org](mailto:rsanders@crstoreyjesuit.org)

### **Football:**

Matt Davis – Head Coach

Jerome Washington – Assistant Coach

### **Volleyball:**

TBD – Girls Head Coach

TBD – Girls Assistant Coach

TBD - Boys Head Coach

TBD - Boys Assistant Coach

### **Cross Country:**

TBD – Head Coach

### **Cheer:**

Adriana Martinez – Head Coach

TBD - Assistant Coach

### **Basketball:**

Lauren Washington – Girls Head Coach

TBD – Girls Assistant Coach

Reginal Craver – Boys Head Coach

Matt Davis – Boys Assistant Coach

### **Soccer:**

Joaquin Rangel – Boys Head Coach

Cameron Schlegel – Boys Assistant Coach

TBD - Girls Head Coach

TBD - Girls Assistant Coach

### **Baseball:**

Jose Gamez – Head Coach

Jose Peralta – Assistant Coach

### **Softball:**

Becky Ramirez – Head Coach

TBD – Assistant Coach

### **Track & Field:**

Matt Davis – Head Coach

Jerome Washington – Assistant Coach

TBD – Assistant Coach

### **Tennis:**

Reginald Craver – Head Coach

### **Golf:**

John Guerra – Head Coach

Jacob Hernandez – Assistant Coach

## **Cristo Rey Jesuit Vision**

Compelled by our Jesuit Mission and identity, we are a vibrant community that transforms the world by loving, learning and excelling in all we do. It is our duty to push our student-athletes in the pillars of Health, Respect, Discipline and Sportsmanship.

## **Welcome from Athletic Director**

Welcome to the Cristo Rey Jesuit Athletic Program, home of the Lions. We at Cristo Rey Jesuit find athletics to be an enriching and rewarding outlet for our student athletes. The life lessons learned on the fields or the courts will be values that our student athletes will carry with them in the classroom, workplace and households. Powerful characteristics such as honor, respect, character, responsibility and accountability will all be fostered by the coaches. Our student athletes will leave our program knowing the importance of honoring the game, themselves and their opponents.

Cristo Rey Jesuit is part of the Texas Christian Athletic League (TCAL). We will be playing for both District and State Honors as well as playoff berths. We will have full Varsity schedules and partial JV schedules for some sports.

With Varsity schedules comes Varsity commitment from the entire Cristo Rey Jesuit community. Cristo Rey Jesuit is a college preparatory school and academics are first and foremost in our priorities. We expect you to live up to your commitment and responsibility to the team and remain eligible.

Cristo Rey Jesuit expects character, respect, and responsibility from all of our student athletes. Parents, you are our greatest assets. Your support, encouragement, and commitment is greatly wanted and needed in order for us to have successful seasons.

## **Lion Pride**

The Cristo Rey Jesuit Athletic Department stands by the following declarations:

### **1. Character**

The student athletes of Cristo Rey Jesuit will display a strong sense of character through their speech, actions and decisions, both on and off the field or court.

### **2. Academic Strength**

Academic strength is important to a student's individual growth as well as the success of the Athletic Program. Neither can be successful without academic strength.

### **3. School Community**

Athletics will play an important role in enhancing the student experience.

### **4. Roles We Play**

All players, coaches, managers, parents and fans are an extension of the school community. We will do our best to represent Cristo Rey Jesuit in the best light.

### **5. Program Integrity**

All players, coaches, managers, parents and fans play a role in upholding and maintaining the integrity of each athletic program.

### **6. Program Equity**

All athletic programs are viewed as equally important to the development of the student- athlete as well as the Cristo Rey Jesuit community as a whole.

### **7. Athletic Participation**

We believe that athletic participation in multiple sports makes for a well-rounded individual and athlete. Athletes who participate in multiple sports maximize their contributions to the school and the community. They also increase their chance at leadership possibilities.

### **8. Winning**

Although winning is important, it does not define our program or who we are as individuals. Our pursuit of winning must balance our mission, vision and goal of developing the whole-person.

## **Standards for Lions Athletics**

- Honor the game
- Service for team
- Leadership
- Accountability
- Motivation

## **Lions Code of Conduct**

- The athlete recognizes and abides by the coach's rules and procedures as approved by the Athletic Director. Parents receive these rules and guidelines prior to the beginning of each sport season.
- The athlete abides by the authority and direction of the coaches and Athletic Director at all times.
- The athlete shows respect to all those in authority whether they are affiliated with Cristo Rey Jesuit or not. This applies to parents, officials, opposing coaches and opposing administrators.
- The athlete obeys all rules set by the school and complies with the spirit and letter of the rules, year round and including summer break.
- The athlete does not use alcohol, drugs or tobacco or attend events where these are present. If an athlete enters a situation where drugs or alcohol are present, the athlete must leave immediately or disciplinary action will be taken.

## **Equipment/Uniforms Use/Care**

- The athlete cares for the equipment and uniforms issued and complies with all instructions that may accompany it.
- The equipment is the property of the Athletic Program and will be cared for like any other piece of property on the campus.
- Uniforms are only to be worn during athletic contests. Jerseys only can be worn on game days to school.
- Athletic Hoodies or Package Gear can only be worn during that particular sports season. Hoodies however cannot be worn in the classroom.
- Lost or misused equipment and uniforms will be replaced at the player's expense. At the end of the season the athlete turns in all equipment and uniforms on the date requested. After seven (7) days the equipment or uniforms are not returned, the athlete is billed for the equipment or uniform unless otherwise approved by the Athletic Director. Transcripts will be held until all equipment or uniforms are returned.



## **Academic Participation and Athletics**

- Athletes who miss more than a half day of instruction in the classroom will not be eligible to compete in games on that same day.
- Athletes can not miss work or get picked up early from work for a game unless it is a playoff game or otherwise approved by CWSP.
- Athletes who miss work due to a Tournament must make up that workday at the next designated make-up period.
- Athletes who are not in compliance with classroom behavior standards or who compromise the integrity of the school or the Athletic Program will be subject to athletic restrictions. This may include restriction from competition or removal from athletics.
- The athlete is aware of and maintains academic eligibility.

## **Athletic Eligibility and Grade Checks**

All students that participate in athletics are expected to respect their commitment and responsibility to the team and remain eligible to play according to the Texas Christian Athletic League (TCAL) guidelines. Cristo Rey Jesuit expects character, respect, and responsibility from all student-athletes.

On the fourth Wednesday of a new grading period, grades for students participating in athletics will be evaluated by the Athletic Director. If a student-athlete is failing any class with a grade below 70%, he/she will be ineligible to play in games or travel with the team for one week. The following Wednesday the student-athlete will be able to regain eligibility submitting a Grade Check request directly to the Athletic Director. A second grade check will occur randomly between weeks six and eight of that grading period.

## **Athletic Framework**

The Athletic Director is responsible for the entire athletic department. All coaches report to the Athletic Director, while the Athletic Director reports to the Principal. If you have any concerns about coaches, contact should be made with the Athletic Director to rectify the issue. If it is a concern of playing time, it is encouraged that you have a conversation with the head coach first. The Athletic Director will rely on the head coaches to create athletic programs. Ultimately, the Athletic Director will have authority regarding any decision made by members of the athletic department and coaching staff.

## **Governing Body**

Cristo Rey Jesuit is a member of the Texas Christian Athletic League (TCAL). Cristo Rey Jesuit adheres to all policies, rules, regulations, and by-laws established by TCAL. All TCAL policies can be found at [t-cal.org](http://t-cal.org). Cristo Rey Jesuit will be competing in 3A Region III for most of the sports we offer. We will be competing for district honors against Beta Academy, Mount Carmel Academy, Provision Academy, HSI Katy, HSI Sugar Land, and Heights, Port Arthur Bob Hope.

## **Lions Varsity Athletics**

As a member of the Texas Christian Athletic League (TCAL), Cristo Rey Jesuit competes against many other private and public schools around the state for team varsity sports. For this reason, high school varsity competition is meant for our most qualified, dedicated and top performing players. Coaches at the varsity level are expected to utilize a winning strategy when making program decisions. Coaches also understand that while we are looking for the most qualified players for the varsity programs, we are also very aware of wanting to concentrate on developing the whole person.

Junior varsity (JV) teams may not have large game schedules. There are not many schools in our competing district that carry JV teams across all sports. Some sports may carry a JV team with the purpose being strictly for fundamental development as opposed to competition. This is at the coaches discretion. Furthermore, JV teams do not compete in TCAL playoffs or State competitions.

## **Tryouts and Cutting**

We approach all of our programs at Cristo Rey Jesuit from the perspective of wanting to provide the best quality of instruction and experience. There will be try-outs and cuts made for every sports program as teams will be put on a roster cap. With a limited number of players, the coaching staff will have the opportunity and time to give each student-athlete a better development of their abilities and characteristics.

Tryouts will be designed by coaches to measure the experience, ability, potential and attitude of the athletes participating. Tryouts will last anywhere from three days to a week. A final determination about the team will be made by the coaching staff and a final roster will be posted the following week of tryouts. Those students that earned a spot on the team will be required to fulfill their obligation toward completing the season. Any student that does not earn a spot on the varsity team will be offered a spot on the JV team, if that sport offers one, or an opportunity to try the next year.

## **Commitment of Athletics**

If a student earns a spot on the varsity or junior varsity team and chooses to participate in athletics, then that student is expected to fulfill their commitment to the best of their abilities regarding eligibility and participation of practices. Athletes are responsible for attending all practices and games. Keep in mind that any absence, excused or otherwise will result in that athlete losing preparation time. It is an expectation of the Athletic Director that missed practices will in fact lead to less playing time or dismissal from the team.

## **NO QUIT Policy**

Cristo Rey Jesuit follows a no quit policy. Quitting a sport will adversely affect the team and the school that season and possibly in the future. Schedules, equipment, uniforms and team personnel choices are made before the season and based on participation levels. Quitting dramatically hurts the ability of the program to plan for the future. Once an athlete earns a spot on a team, he/she must make the commitment to finish the season with the program. Penalty for not completing a season due to quitting or not returning to practices because of ineligibility will result in suspension from all sports for one calendar year from the start of the season. The only exception to this rule is when the Head Coach, Athletic Director and Parent all agree that the student's participation would not be beneficial to the player and the team.

## **Disciplinary Policy**

The athletes at Cristo Rey Jesuit are direct and most time amplified representatives of our school on and off the playing field or court. Most times, student-athletes are the only representation of the school that people not affiliated with the school get to see. We believe that a student's behavior in the classroom, on the field or court and in the community is a clear indication of their character and discipline. If a student-athlete cannot conduct his or herself with character, respect and discipline, then we cannot expect that the student-athlete will be a good representation of our school in the area of athletics.

Disciplinary infractions will be handled confidentially and on a case-by-case basis. Some will be handled internally through the sports program, while others will be brought in front of the school's Disciplinary Council. Any infraction of the team or school rules may result in the following actions as deemed appropriate by the Head Coach, Athletic Director and/or Administrators at Cristo Rey Jesuit:

- Suspension from competition
- Dismissal from the team
- Calisthenics or other appropriate physical activity
- Community service on campus

### **Dismissal from Team**

Student-athletes removed from the team for behavioral issues, gross violations of team rules, academic ineligibility or insubordination will be subject to future restrictions in the athletic program. In these instances, student-athletes and Parents must meet with the Head Coach and Athletic Director to determine the suspension from future sports or seasons. In most cases, the student-athlete will be suspended from all sports for one calendar year from the start of the season.

### **Removal from Contests/Ejections**

Any time a student-athlete is ejected from a contest, that student-athlete/family is responsible for a nominal fee of \$50 per ejection. The student-athlete is automatically suspended from the next scheduled game and will continue to sit until the nominal fee is paid. If a student-athlete receives three ejections in a season, they will be automatically removed from the team. In this instance the student-athlete and Parents must meet with the Head Coach and Athletic Director to determine the suspension from future sports or seasons. In most cases, the student-athlete will be suspended from all sports for one calendar year from the start of the season.

Ejections from any activity may result in further sanctioning by the school, athletic department or TAPPS depending on the nature of the offense.

### **Communication**

Students should only be communicating with their coaches using the Remind App or email. The Remind App will be set up for use by the Athletic Director and coach ahead of the season. All team communications, whether whole group or one-on-one, should take place there. Under no circumstance should a student-athlete send or receive messages to/from their coach's personal phone number.

### **Valuables**

Under no circumstance should students-athletes ever come to practice with a large amount of cash or expensive valuables. Each student-athlete is ultimately responsible for his/her valuables. Because locker rooms are used by multiple sports and programs (and even sometimes by other schools), it is impossible for the athletic department to ensure the protection or punishment for valuables being taken. We ask that all student-athletes leave expensive items at home. When this is not possible, students should notify the coaching staff so that the item can be stored in a secure location

## Holidays/Non-school days

Holidays or non-school days may be used for practices or games at the discretion of the head coach and Athletic Director.

## Practice/Games

Practice is the primary mode of preparation and participation for student-athletes in a sport. It is also the primary indicator for a student-athlete's growth, potential, attitude, leadership skills and sport acumen.

**PRACTICE IS MANDATORY.** The student-athlete must manage his/her schedule in such a way that he/she can fulfill all responsibilities to schoolwork, clubs, organizations and athletics. Academics are the first priority at Cristo Rey Jesuit. However, it is not acceptable to miss team functions for the sake of academic work. Part of being a student-athlete is finding a balance between academics, athletics, work and your personal life. Cristo Rey Jesuit athletes are expected to sacrifice more personal time for academics study due to our extensive course work and Corporate Work Study Program. Students-athletes may struggle at times and parents are encouraged to support their children through difficult periods.

We understand that teachers at Cristo Rey Jesuit offer office hours at various times during the week. When support is needed, attend those office hours. However, permission must be given by the head coach before heading to office hours. Do not skip practice for office hours without notifying the head coach first. Practices are allowed Monday–Saturday. If a practice is canceled, you will be notified by the head coach.

Student-athletes should be picked-up promptly after practices and games. Students are to remain in the front of the school, outside or in the foyer. A student who is caught hiding in any other place that would give the impression that they are no longer on campus, will be suspended from athletics for ten (10) days.

## Game Cancellations

Games may be canceled for a wide range of reasons. The Athletic Director at Cristo Rey Jesuit will carefully monitor the weather status on competition days. Decisions regarding the playing surface or the safety of the players, fans and coaches will be made by the Athletic Director. If a game must be canceled, rescheduled or postponed, Cristo Rey Jesuit will communicate that to all parents immediately.

## Travel to Away Contests

Cristo Rey Jesuit will provide transportation to and from athletic contests. Transportation will be provided in the form of a bus, shuttle, school van, or a rented van. Students must act in accordance with all school rules during transportation. No standing, yelling, throwing objects out the window, signaling to other vehicles and pedestrians or damaging the vehicle are allowed. Meals may be eaten in the school or rented vehicles, but all student-athletes will be responsible for cleaning up after use. Failure to follow the rules will result in punishment of the entire team.

Student-athletes are **NOT** allowed to drive their own vehicles to or from away games, tournaments or out-of-city contests. Parents are encouraged to pick their child up from away games, tournaments and out-of-city contests.

During overnight trips, student-athletes will still be held to the Student Code of Conduct guidelines. Any actions that are deemed inappropriate by the Student Code of Conduct can lead to disciplinary actions including expulsion.

## **Athletic Physicals**

All student-athletes must have a physical on file with the Athletic Director. The physical must be completed by an appropriate licensed medical professional prior to participation in any athletic practice or event.

## **Injuries**

When a student-athlete is injured in practice or a game, it is recommended that he/she see a licensed physician to ascertain the exact nature of the injury and to seek appropriate care and rehabilitation. If an injury occurs, the coach or Athletic Director will contact the parent at the time of injury.

Once a student sees a licensed practitioner, it is the policy of Cristo Rey Jesuit that the injured athlete **NOT** be allowed on the practice field/court without a signed release from a doctor clearing them to participate. If a player is suspected to have had a concussion, it is **mandatory** that the player not participate in games or practices until he/she has been cleared by a licensed physician to participate.

## **Varsity Letter Policy**

Each student-athlete must meet specific criteria to earn a varsity letter:

- Student-athletes must compete in at 100% of the season for a minimum of to (2) full seasons of the same sport.
- The coaching staff and Athletic Director must approve student-athletes before receiving a varsity letter patch.

## **Spectator Code of Conduct**

- Fans are welcome to be positive, passionate, and loud as long as it is in the realm of being respectful and showing school spirit.
- Spectators are to treat our coaches, administrators, players, opposing coaches, opposing teams, referees and officials in a respectful manner.
- The actions of the fans represent our school community. Fans should remember that they not only represent Cristo Rey Jesuit, but also the student-athlete that they came to support
- When applicable, spectators will be asked to leave the premises and not return to Cristo Rey Jesuit athletic events. Any member of the Cristo Rey Jesuit administration, the Athletic Director or game administrators reserve the right to make this decision at any time.

## **Parent Involvement**

Parents, your support, encouragement, and commitment is greatly wanted and needed in order for us to have a successful program. Cristo Rey Jesuit has a Parent Association/Booster Club (PGA) affiliated with the school where you are encouraged to get involved. Please come to our contest and help us fill the stands with positive support and school spirit.

Please remember that spectators should never touch the court or field during competition. It is also important to remember that, like our student-athletes, you must maintain a positive and sportsman-like attitude at all times. Cristo Rey Jesuit provides security at all sporting events for the safety of our students and spectators at all times. Any instances where they feel a parent, fan or spectator is not acting appropriately, they can ask you to leave the premises.

## **Family/Student Handbook Statement of Agreement (Reference Copy)**

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. If this occurs, Parents/Guardians will receive written notice.

### **Student Acknowledgment:**

I have received the Family/Student Handbook for the 2024-2025 school year. I understand the rules and will cooperate and comply with all school rules and expectations. I have also received the Cristo Rey Jesuit Corporate Work-Study Program Parent-Guardian Student Agreement within Registration & Re-Enrollment, and understand my responsibilities and duties.

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Student Signature

Date

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Printed Student Name

Grade Level

### **Parent/Guardian Acknowledgment:**

I am the legal parent or guardian of the above signed student. I have received electronic access to the Family/Student Handbook to use as a reference at home or work. I understand the rules and will work with the school to support these policies. I have also received the Cristo Rey Jesuit Corporate Work-Study Program Parent-Guardian Student Agreement within Registration & Re-Enrollment, and understand my responsibilities and duties therein. I understand that the below items are not an exhaustive list of policies and procedures, but summarize some of the essential components of this handbook.

1. To ensure my student is present and on time for school daily, and absences are communicated to the school and documentation of excused absences is provided within 3 days of return.
2. To support my student in their academic and behavioral endeavors, and set clear expectations for their conduct at school.
3. To demonstrate conduct appropriate for a parent or guardian of a Cristo Rey Jesuit student.
4. To maintain current parent/guardian contact information.

Additionally, I hereby give my permission and grant all rights necessary on behalf of myself and my student to Cristo Rey Jesuit College Preparatory School of Houston, Cristo Rey Jesuit Work-Study Program, and their respective agents and anyone authorized by them for the following:

1. To transport my student to and from work on their scheduled days on school-provided transportation;
2. To allow my student to be interviewed or participate in surveys or written/verbal tests generally related to either work or school;
3. To have my student drug & tuberculosis tested in accordance with the school and/or work program policies.
4. Agree that all financial obligations listed in this Handbook must be fulfilled in order for my student to receive credit for their courses and have their official records and diploma released. s listed in this Handbook must be fulfilled in order for my student to receive credit for their courses and have their official records and diploma released.
5. To allow the content of my student cell phone to be reviewed if the cell phone is confiscated due to a violation of school policies.

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Guardian Signature

Date

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Guardian Signature

Date