Cristo Rey Jesuit High School
Student Handbook for 2025-2026

Prayer for Generosity

Lord, teach us to be generous.
Teach us to serve you as you deserve;
to give and not to count the cost,
to fight and not to heed the wounds,
to toil and not to seek for rest,
to labor and not to ask for any reward,
but that of knowing we do your will.

Oración de la Generosidad

Señor, enséñanos a ser generosos;
Enséñanos a servirte como Tú mereces;
a dar sin medir el costo;
a luchar sin importar las heridas,
a esforzarnos sin buscar descanso,
a trabajar sin más recompensa
que saber qué hacemos tu voluntad.

Contents

DAILY CLASS SCHEDULE 2025-2026 ***7***

ALTERNATE SCHEDULES 2025-2026 ***8***

School Information ***9***

Motto **9**

School Colors **9**

Nickname **9**

Mission **9**

Vision **9**

Graduate at Graduation: **9**

Open to Growth 10
Intellectually Competent 10
Religious 10
Loving 10
Committed to Justice 11
Work Experienced 11

School Personnel ***12***

Leadership Team **12**

Faculty and Staff **12**

Rights and Responsibilities ***14***

Academic Expectations ***15***

Academic Probation **16**

Credit requirements for graduation: **16**

Graduation Requirements **16**

Grade Scale 16
Grade Point Averages 17

Sport and Club Eligibility **17**

Honor Roll **18**

Academic Center **18**

Student Evaluation **18**

Magis Period **19**

What is Magis Period? 19
Time for: 19

Student Expectation 19
Ineligible Students 19

Asesoría 20

Education Records 20

Attendance Policy 21

Daily Schedule 21

Student Attendance Requirements 21

Absence Policy 22
Unforeseen Absences 22
Foreseen Absences 22
Returning to School 22
Early Release 22
Scheduling Outside Appointments 22
Excessive Absences 22
Medical Absences 22
Truancy 23

Tardiness Policy 23

Illness at School/Work 23

Holidays 24

Absence from Work 24
For students assigned to work with sponsoring organizations: 24
For students participating in Corporate Work Study Training: 25

Code of Conduct 25

Academic Integrity (Adapted from Regis Jesuit HS and Arrupe Jesuit HS) 27

Cheating: 27

Fabrication: 28

Copying: 28

Deception or Misrepresentation: 28

Electronic Dishonesty: 28

Plagiarism: 28

Use of Artificial Intelligence (AI) at Cristo Rey Jesuit High School (August 2024) 29

Harassment 31

Equal Employment and Anti-Harassment Anti-Discrimination Statement, Harassment (Including Sexual Harassment), and Equal Employment Opportunity 32

Anti-Discrimination Statement 33

Equal Employment Opportunity 33

Immigration Law Compliance 34

Reasonable Accommodation 34

Harassment, Including Sexual Harassment 35

Witnessing Harassment, Discrimination, or Retaliation and, Reporting Procedures, and Prompt and Effective Confidential Investigation 36

Duty to Cooperate 37
Prohibition on Retaliation 37
Leave Requests 37
Additional Resources for Filing Complaints About Harassment, Discrimination, and Retaliation 38
Reporting Procedures 39

Bullying ***39***

Student Acceptable Use Policy for Technology ***39***

Introduction 39

Applicable Technologies 40

School-Issued Devices & Personal Devices 40

Email 41

Privacy Policy 41

Code of Conduct: Cyber Security of School & Individuals 41

Digital Citizenship, Plagiarism & Cyberbullying 42

General Internet Use & Social Media 42

Examples of Acceptable Technology Use 43

Examples of Unacceptable Technology Use 44

Violations of Policy 44

Dress Code ***45***

Overview 45

Non-Discrimination Statements 45

Proper Attire 46

Shirts and Blouses 46
Pants and Skirts 46
Ties 46
Belt & Socks 46
Shoes 46

Sweater/Business Jacket 46
Jewelry 47
Make-Up 47
Hair Color/Style 47
Facial Hair 47
Hygiene 47
Overcoat 47
Accessories 47

***Discipline System* 48**

Procedure 48
Level I Infractions 48
Level II Infractions 48
Daily Detentions 49
Saturday Detentions 49
Suspensions 49
Expulsions 50
School Incident Reporting System 50
Search and Seizure 50

***Campus Ministry and Christian Service Expectations* 50**

Expectations/Requirements 50
Liturgies and Prayer 51
Retreats 51
Christian Service and Social Justice Expectations 51
Student Handbook Christian Service and Social Justice Expectations 51
Christian Service and Social Justice Program Requirement Deadlines: 51

***Corporate Work Study Program Expectations* 52**

Program Overview 52
Students who are assigned to work with a sponsoring organization in the 2025-2026 school year 52
Taxes and Employability 52
Students Not Assigned to Sponsoring Organizations in the 2025-2026 School Year 52

***General Policies* 53**

Change of Personal Information 53
Child Abuse 53
Cristo Rey Campus 53

Textbook and School Issued Items 53

Drug Testing 53

Food 53

Identification 54

Medication Policy 54

Confidentiality of Individual Health Information 54

School Nurse's Office 54

Medical Cannabis Policy 54

Mission Probation and Withdrawal 54

Student Passes 55

Solicitations 55

Student Activities & Athletics 55

Transcript and Record Request 55

Visitors 56

Financial Information *56*

Payment Methods 56

Failure to Make Payment 56

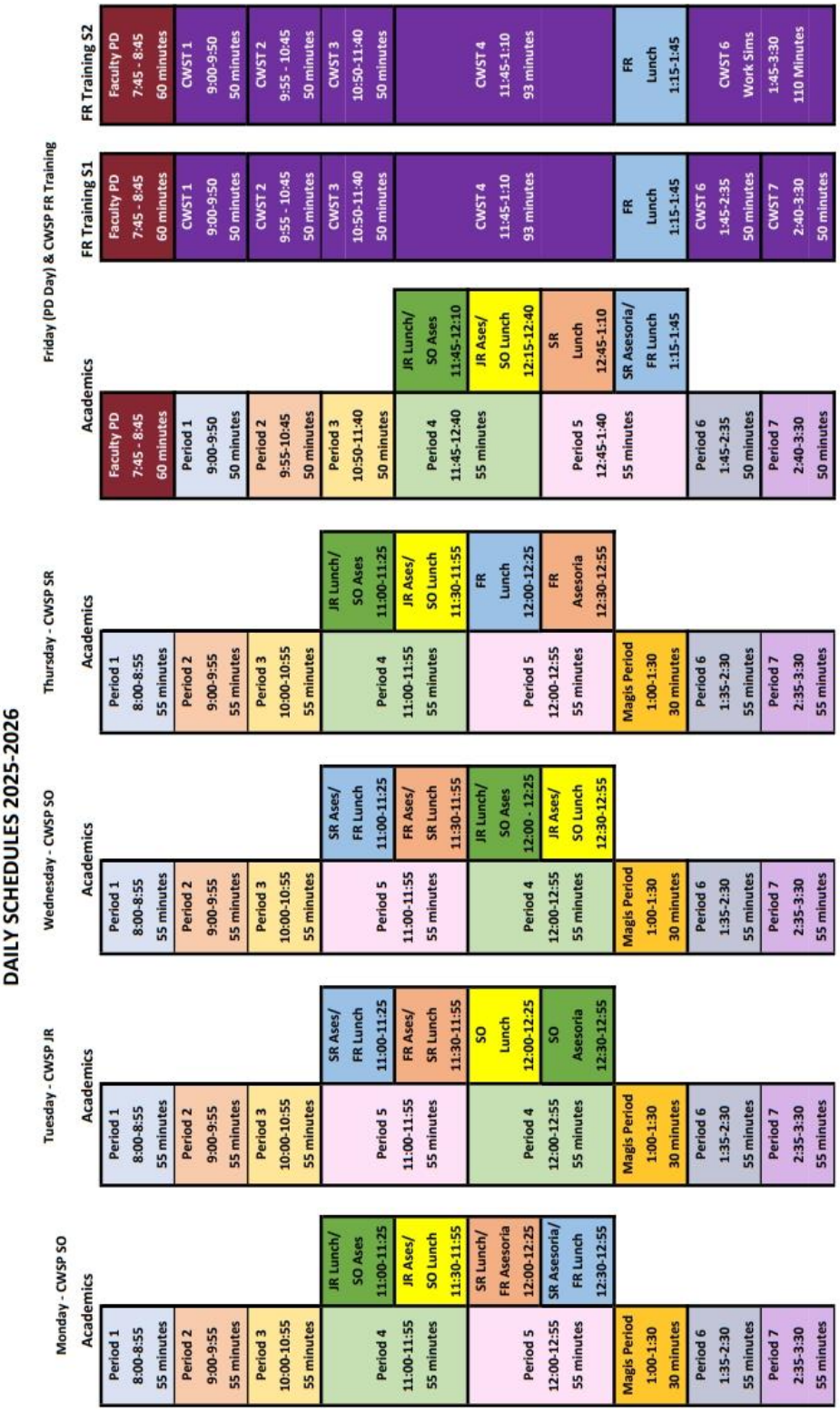
Returned Checks (NSF, invalid signature, account closed, etc.) 56

Acquired Charges 56

Late Fees 57

Additional Financial Assistance 57

DAILY CLASS SCHEDULE 2025-2026



ALTERNATE SCHEDULES 2025-2026

Half Day

Academics	If Friday
Period 1 8:00-8:35 35 minutes	CWST 1 8:00-8:35 35 minutes
Period 2 8:40-9:15 35 minutes	CWST 2 8:40-9:15 35 minutes
Period 3 9:20-9:55 35 minutes	CWST 3 9:20-9:55 35 minutes
Period 4/5 10:00-10:35 35 minutes	CWST 4 10:00-10:35 35 minutes
Period 6 10:40-11:15 35 minutes	CWST 6 10:40-11:15 35 minutes
Period 7 11:20-11:55 35 minutes	CWST 7 11:20-11:55 35 minutes
Announcements	
Dismiss	
Lunch Break 12:00 - 1:00	
Faculty & Staff PD 1:00 - 3:45	

Mass Day

Period 1 8:00-8:50 (50 min)	
Period 2 8:55-9:45 (50 min)	
Period 3 9:50-10:40 (50 min)	
MASS 10:45-11:50 (65 min)	
Period 4 11:55-12:50 (55 min)	JR Lunch/ SO Ases 11:55-12:23 JR Ases/ SO Lunch 12:27-12:50
Period 5 12:55-1:50 (55 min)	SR Ases/ FR Lunch 12:55-1:23 FR Ases/ SR Lunch 1:27-1:50
Period 6 1:55-2:40 (45 min)	
Period 7 2:45-3:30 (45 min)	

Pep Rally

Period 1 8:00-8:50 (50 min)	
Period 2 8:55-9:45 (50 min)	
Period 3 9:50-10:40 (50 min)	
Period 4 10:45-11:45 (60 min)	JR Lunch/ SO Ases 10:45-11:13 JR Ases/ SO Lunch 11:17-11:45
Period 5 11:50-12:50 (60 min)	SR Ases/ FR Lunch 11:50-12:18 FR Ases/ SR Lunch 12:22-12:50
Period 6 12:55-1:45 (50 min)	
Period 7 1:50-2:40 (50 min)	
PEP RALLY 2:45-3:30 (45 min)	

Late Start

Late Start	
Period 1 9:00-9:50 (50 min)	
Period 2 9:55-10:45 (50 min)	
Period 3 10:50-11:40 (50 min)	
Period 4 11:45-12:40 (55 min)	JR Lunch/ SO Ases 11:45-12:10 JR Ases/ SO Lunch 12:15-12:40
Period 5 12:45-1:40 (55 min)	SR Ases/ FR Lunch 12:45-1:10 FR Ases/ SR Lunch 1:15-1:40
Period 6 1:45-2:35 (50 min)	
Period 7 2:40-3:30 (50 min)	

School Information

Cristo Rey Jesuit High School
1852 W. 22nd Place
Chicago, IL 60608
Phone: (773) 890-6800
Fax: (773) 890-6801
Website: www.cristorey.net

Accredited by Cognia

Association of Colleges and Secondary Schools Recognized by The State of Illinois

A Member of The Jesuit Schools Network (JSN) A Member of the Cristo Rey Network

Motto

Men & Women For and With Others

School Colors

Maroon & Gold

Nickname

Cristeros

Mission

Cristo Rey Jesuit High School provides a Catholic, college preparatory education and professional work experience to students from Spanish speaking families with limited financial means.

Vision

The reason for the school's existence is to advance the human and intellectual capacities, as well as the religious and cultural heritage, of the immigrant families it serves. Through its Corporate Work Study Program, faith-based college preparatory education, and Spanish heritage language curriculum, the goal is to prepare students to succeed in college and to assume leadership roles in the civic, religious, business and cultural life of our city and nation.

As committed alumni of a Jesuit high school, graduates become men and women for others who are open to growth, religious, intellectually competent, loving, committed to justice, and work experienced.

Graduate at Graduation:

The Graduate at Graduation statements, most commonly referred to as the Grad at Grad, represent the 5 characteristics desired in every graduate. These are common characteristics developed and desired in graduates of Jesuit educational institutions all around the world. Unique to any Cristo Rey Jesuit school is the 6th characteristic: Work Experienced. In

working to develop men and women for and with others, the graduate of Cristo Rey should be open to growth, intellectually competent, loving, religious, committed to justice *and* work experienced.

Open to Growth

The graduate of Cristo Rey Jesuit High School is confident, inquisitive, reflective, motivated, and flexible. She/he views learning as a life-long 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 oneself 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 for and openness to other people's cultures, religions, experiences, and socioeconomic conditions. Ultimately, the Cristo Rey graduate learns to seek out new challenges and opportunities to enrich her/ his experience or perspective, be it religiously, socially, culturally, emotionally, or intellectually.

Intellectually Competent

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

Religious

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

Loving

The graduate of Cristo Rey believes that she/he is truly loved by God. This love is made manifest in the beauty of creation and the love of the people around her/him. The graduate sees loving relationships with others as the foundation of a Christian life. She/he has a healthy love of self, rooted in deep self-respect and confidence in her/his own gifts and talents. This love of self enables the graduate to move towards true and meaningful love for others. The graduate is aware that a full life involves loving other human beings as much as oneself, and she/he values the uniqueness of each relationship. The graduate sees her/ his own way of loving as a response to God's gifts and heeds the call to demonstrate that love through service and dedication of others. The graduate is generous with her/his time and talents and strives to

share her/his gifts with others. The graduate knows that respect, trust, and fidelity are the basis of any loving relationship, and that love, for God or for another person, requires us to give without asking anything in return.

Committed to Justice

The Cristo Rey graduate is keenly aware of injustice and prejudice and gives of herself/himself in service to others because she/he believes in the dignity and equality of all people. The graduate believes in herself/himself and in her/his 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, she/he speaks out, and when necessary she/he takes action. Experienced in service, the Cristo Rey graduate heeds the call of the Gospel to effect change and sees service as a gift to self, not only to others. The graduate is ready to lead, especially by example. The graduate understands that some of life's most worthwhile endeavors are neither easy nor comfortable. The graduate of Cristo Rey also believes that justice is necessary for equality, respect, and love.

Work Experienced

Through the Corporate Work Study Program, the Cristo Rey graduate has learned to be a dependable, responsible worker of integrity with high ethical standards. The Cristo Rey graduate has participated in the professional culture of the workplace and has begun to explore her/his own potential. The Cristo Rey graduate is a personable and effective team player who is a confident self- starter as well as respectful and respectable.

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

School Personnel

Leadership Team

Antonio Ortiz	(773) 890-6844
President	aortiz@cristorey.net
Mayra Gradilla	(773) 890-6836
Principal	mgradilla@cristorey.net
Mayra Quiroz	(773) 890-8509
Assistant Principal for Academics	mquiroz@cristorey.net
Lance Russell	(773) 890-6832
(Interim) Chief Operating Financial Officer	mmartensen@cristorey.net
Cindy Day Erwin	(773) 890-6818
Vice President Advancement	cerwin@cristorey.net
Maria Luevano-Salazar	(773) 890-7125
Vice President of School Mission	mluevano@cristorey.net
Jennifer Swanson	(773) 890-6845
Assistant Principal of Student Services & Development	jswanson@cristorey.net
Hedgar Giron	(773) 890-6865
Director of School Culture	hgiron@cristorey.net
Father Patrick Hyland, SJ	
Special Assistant to the President	phyland@cristorey.net

Faculty and Staff

Name	Role	Name	Role
Pedro Afán	Teacher/Department Head	Maricruz Maynez	Registrar
Carolyn Alessio	Teacher	Maureen McInerney	Director of Business Development & Strategy
Tom Angiello	Teacher/Department Head	Diana Medina '16	Development Associate
Emmanuel Arenas	Jesuit Regent/Teacher	Joanna Mena '16	College Counselor
Adrian Badillo	Teacher	Margarita Montesino	Teacher
Rudolph Banny	Teacher	Samantha Miller	Teacher

Elizabeth Barron	Receptionist	Dennis Moller	Teacher
Kevin Bohlig	Director of Facilities	Kelsey Napoli	Teacher/Department Head
Amy Bustos '17	Manager of Alumni Support	Jeanne Marie Olivieri	Controller
N/A	CWSP Partner Relations Manager	Kemunto Ondande	Teacher
Jessica Cervantes '07	Admissions Coordinator	Paul Osborn	Teacher
Anna Chapin	Teacher	Marta Posadas	Assistant Librarian
Jose Contreras	CWSP Partner Relations Manager	Victor Rodriguez	Evening Receptionist
Dennis Crowley	Teacher/Department Head	Sahrish Russell	Senior Director, CWSP
Jason Dillon	Athletic Director	Yanette Saldaña	Teacher
Michael Duarte	Trainer Lead/ Teacher	Alberto Sanabria	Teacher
Neredia Fernandez	CWSP Senior Partner Relations Manager	Cristian Santeli	Maintenance Technician
Joseph Ganta	Education Technologist	Barbara Palomar	Human Resources
Gabriela Garcia	Director of Counseling	Jennifer Sirota	Senior Director of Communications
Reina Garcia '07	Director of College Counseling	Estela Sorensen '09	School Counselor
Lorena Gilliat	School Counselor	Taylor Sticha	Director of Strategic Initiatives
Blanca Gonzalez	Director of Admissions	Eduardo Martinez	Teacher
Anthony Guzman '13	CWSP Program Coordinator	Sr. Frances Thibodeau, O.P	Founding Teacher
Peter Haleas	Teacher	Manuel Vásquez	Teacher
Michael Hanisch	Teacher	Rosa Walke	Teacher
Isabel Hernandez '16	College Counselor	Alex Wyman	Teacher/Department Head
Rocio Juarez '10	Manager of Service	Adriana Zamora	Teacher
Teresa Juarez	Teacher/ Adult Faith Formation Coordinator	Dawn Zamora	Donor Relations Manager
Yuvanka Juarez-Zavala	Manager of Payroll & Revenue	Daniel Park, SJ	Regent and Counselor
Lizbeth Leon '19	Teacher		

Rights and Responsibilities

As members of the Cristo Rey Jesuit High School Community, all of us have the following rights and responsibilities. We all have the right to be safe: physically, emotionally, intellectually, and spiritually. Under this right:

1. We all have the right to be free from physical harm and from the fear of physical harm on school property. We have the responsibility to be aware of building security, addressing all forms of intimidation and violence in positive ways.

***We will NOT tolerate*:** threats, fights, intimidation, and/or corporal punishment.

2. We all have the right to our emotions. We have the responsibility to express our emotions in an appropriate and constructive manner.

***We will NOT tolerate*:** verbal abuse, inappropriate public display of affection, distasteful language, loud laughter, shouting or inappropriate whistling in the school building.

3. We all have the right to our opinions, ideas, and learning perspectives. We have the responsibility to be honest, express ourselves as clearly as possible, and actively listen to others' viewpoints.

***We will NOT tolerate*:** verbal harassment, and/or ridicule.

4. We all have the right to a school environment free of all forms of discrimination and harassment. We have the responsibility of monitoring our own actions as well as reporting instances of discrimination and harassment perpetrated against others.

***We will NOT tolerate*:** discrimination or conduct that belittles or shows hostility toward an individual.

5. We all have the right to our own spirituality. We have the responsibility to be tolerant of the beliefs of others and the expectation to participate in all religious activities of the school.

***We will NOT tolerate*:** beliefs and practices that compromise the human dignity of others.

6. We all have the right to a challenging learning climate that will allow us to realize our academic potential. We have the responsibility to come to each class on time with the proper materials, and to be prepared mentally and attitudinally to learn each day. We have the responsibility to protect each person's right to this learning climate. We have the responsibility to make healthy choices.

***We will NOT tolerate*:** tardiness, lack of preparation for class, continual absences, and academic expectations that are not met.

7. We all have the right to a clean and aesthetic school environment. We have the personal responsibility to contribute to the cleanliness and beauty of the physical school plant.

***We will NOT tolerate*:** spitting, littering, and defacing school property. Additionally, balloons are not allowed in the school.

Academic Expectations

1. Every student at Cristo Rey Jesuit High School has the right to a good education. All behavior in the school should help to establish and maintain an environment which fosters maximum learning and mutual respect. Students are expected to be respectful of the educational process and to take responsibility for their own learning.

2. All homework assignments should be neat, clean, and legible. Homework should be handed in on time and done to the best of the student's ability. Copying homework, cheating on tests or quizzes, plagiarism, or any other form of academic dishonesty is a serious offense and could result in an F for the assignment and/or for the entire class. Use of AI is considered plagiarism and will result in the same consequences.

3. Students are expected to study every school night for at least two hours, reviewing the material from the day, and preparing the assignments for the next day.

4. Students are expected to use all available resources to enhance their education. (Teachers, tutors, academic support staff, libraries, etc.)

5. In class, students are expected to be active, cooperative learners listening, asking, and answering questions. Students are expected to help establish an orderly, active learning process.

6. Courses from each year must be passed or made-up during credit recovery to continue at Cristo Rey Jesuit High School. Credit recovery consists of Saturday school or summer school. Freshmen, sophomores, and juniors with two or more failures at the first semester cannot register for the following year pending second semester grades. The student will be place on academic probation by the Assistant Principal of Academics that could lead to dismissal. Students dismissed from Cristo Rey are generally not eligible to attend summer school. Cristo Rey will adhere to the following failure policy by grade level:

   Freshman with 4 or more failures in the year will be subject to dismissal.

   Sophomores with 3 or more failures in the year will be subject to dismissal.

   Juniors with 2 or more failures in the year will be subject to dismissal.

   Seniors with a failure in the 1st semester must make up those credits before graduation. Seniors with multiple semester failures in the 1st semester will be dismissed from school. Senior students must pass all classes 2nd semester to participate in graduation. All students must pass the State of Illinois Constitution Exam to graduate.

Academic Probation

Freshmen, sophomores, and juniors with two or more failures at the first semester will be placed on Academic Probation. Seniors with one failure after the first semester are on Academic Probation.

Families will be notified by the Assistant Principal of Academics when a student is on Academic Probation. These students must attend and earn credit in Saturday School courses by the specified due date. Failure to meet Saturday School requirements will result in dismissal. Additionally, these students must attend Mandatory Magis Tutoring during Magis period.

Credit requirements for graduation:

Language Arts

- English .....4 Credits
- Spanish .....1 Credit/Year

Math & Science

- Math.....4 Credits
- Science .....3 Credits

Social Studies .....3 Credits

Religion .....1 Credit/Year

Fine Arts/Electives .....2.5 Credits

CWSP.....1 Credit/Year

Total: 28.5

Graduation Requirements

Students must fulfill all school and state requirements in order to graduate. Students who fail any class and, therefore, have not fulfilled their credit requirements will not graduate. Students who owe money, books, CWSP workdays or sponsor key cards, detentions, service hours, or other such requirements may be withheld from graduation and will not receive a diploma until all requirements are met. Any student who presents disciplinary problems at the end of the year may not be permitted to participate in graduation. Participation in the graduation ceremony is a privilege and students who participate must be in good standing.

Grade Scale

All Teachers will grade according to the following scale				
A+ **97-100%**	**B+** **87-89%**	**C+** **77-79%**	**D+** **67-69%**	**F** **0-59%**
A **93-96%**	**B** **83-86%**	**C** **73-76%**	**D** **63-66%**	**P** **Pass**
A- **90-92%**	**B-** **80-82%**	**C-** **70-72%**	**D-** **60-62%**	**I** **Incomplete**

Grade Point Averages

The grade point average (GPA) which is reported on all report cards, is a calculation of all the grades given. The following are the numeric equivalences for letter grades:

Letter Grade	GPA Value on a 4pt Scale	Letter Grade	GPA Value on a 4pt Scale
A	4.00	**C+**	2.33
A-	3.67	**C**	2.00
B+	3.33	**C-**	1.67
B	3.00	**D+**	1.33
B-	2.67	**D**	1.00
F 0.00			

All grades for Advanced Placement and Honors classes will be multiplied by 1.25 and the adjusted GPA will be reflected on the report card.

Sport and Club Eligibility

Students are expected to be in good academic standing to participate in sports and activities. To achieve this, students participating in either athletics or student activities are required to follow Cristo Rey's eligibility policy.

Eligibility will be determined by grade checks every two weeks. Following IHSA guidelines, students must be passing five classes, not including CWSP or College Counseling. To be considered in "good academic standing" and eligible for participation in sports and activities at Cristo Rey, four of the passing classes must have grades of C- or higher. At the Junior level, the Spanish 3/History class will be considered one grade for the purpose of calculating eligibility.

Any student who is not in good academic standing at the time of the grade check will be declared ineligible in any organized team or club that falls under the Athletic Department or Student Activities Department. Additionally, students who are terminated by their CWSP employer or who receive an unsatisfactory performance review may be considered ineligible.

If a student is ineligible but part of an athletic team, they may practice at the discretion of the coach, but not play in any games. If a student is ineligible but part of an organized student activity club, they will be subject to restrictions outlined in the club charter which may include limited attendance at meetings, revoking voting privileges, rescinding performance rights, etc. The goal for a student declared ineligible is to focus the student's time and energy on improving their academic standing by limiting co-curricular commitments.

For one-time events (ie: conferences, retreat leaders, etc.), students who are not in good academic standing must petition the Director of Student Services to participate, where factors such as the duration of event and demonstrated academic progress will be considered in the decision.

Honor Roll

Honor Roll is posted at the end of the first and third quarters and at the end of each semester and is based upon individual grade point averages for that grading period:

• Honor Roll 3.0 – 3.49

• High Honor Roll 3.5 – 4.0

Anyone receiving an "F" in any course or involved in an academic integrity violation will not be eligible for the Honor Roll regardless of her/ his grade point average.

Academic Center

Academic Center is a place that is available to all students to complete unfinished homework, take a missed quiz or test, or receive tutoring from a teacher in a specific subject. Students are required to go Academic Center if they have not completed an assignment earlier that day. Any students who do not turn in a homework assignment on time will be required to attend Academic Center on that same day to make up the assignment.

- Academic Center will take place every day, Monday through Friday, from 3:45pm – 4:50pm. If the student is assigned a detention, the student must serve detention from 3:45pm-4:15pm and then report to Academic Center from 4:20pm-4:50pm, and attendance is mandatory.
- Missing a ride or a sporting event, and the like, are not excuses to miss Academic Center. The student should consider this ahead of time and face the consequences. If the student is assigned detention, he/she must first serve the detention.
- Students who are required to attend Academic Center must do schoolwork and remain for the full hour. If they finish the missing assignment, they must work on something else.
- Missing required sessions at Academic Center will result in notification of the Asesor and appropriate consequences through the discipline system and parent conferences.
- Students are expected to communicate with their parents to inform them if they will be staying at Academic Center.
- Any student missing 4 Academic Center sessions/quarter will receive a Saturday detention.

Student Evaluation

Students will receive eight different report cards throughout the course of the year.

- **Mid-quarter 1 progress report:** Parents come to Cristo Rey to pick up report card and meet with teachers.
- **Quarter 1 report card:** Emailed to parents and available on PlusPortals
- **Mid-quarter 2 progress report:** Emailed to parents and available on PlusPortals
- **Semester 1 report card:** Parents come to Cristo Rey to pick up report cards and meet with teachers.

- **Mid-quarter 3 progress report:** Emailed to parents and available on PlusPortals
- **Quarter 3 report card:** Emailed to parents and available on PlusPortals
- **Mid-quarter 4 progress report:** Emailed to parents and available on PlusPortals
- **Semester 2 report card:** Emailed to parents and available on PlusPortals

In addition, the CWSP conducts three performance reviews throughout the year and may issue a letter grade.

Magis Period

What is Magis Period?

Magis period is a scheduled time during the school day for student flexibility and choice. Students are free to choose where to be and how to use this time within the established guidelines. Most of the time, students should expect to be able to choose how they use their time, where they go, what they do, and most of the time their teachers will be available. The purpose of this period is to be:

Time for:

1. Academic tutoring
2. Enrichment
3. Stress management
4. Meetings: CWSP, Counseling, College Counseling
    - Time during the school day when students have access to available faculty and staff outside of classroom time.
    - Flexible time for students to be responsible and complete tasks.

Student Expectation

Magis period is part of the school day, and all school policies will be enforced. During this time students should:

- Understand the privilege and responsibility of independence and choice.
- Seek opportunities for growth.
- Use this time productively to meet their needs.
- Be in a supervised space.
- Take advantage of teachers, staff, and resources.

Ineligible Students

Mandatory Magis Tutoring (MMT)

Any student with an F (or multiple) and students with a D at the discretion of AP will forfeit full privileges enjoyed by eligible students during this period and will plan with their asesor(a) to improve their academic performance. A schedule will be emailed to students and attendance for these students will be tracked. The following are consequences if these students miss MMT:

- Absence #1- Send expectation reminder to student & asesor/a on TEAMS chat.

- Absence #2- Send a second expectation reminder to student & asesor/a on TEAMS chat AND issue a detention.
- Absence #3- Will issue a second detention. Asesor/a will make a phone call home explaining the issue and what the next consequence will be.
- Absence #4- The student will receive a Saturday detention & Principal or AP will call home. Counseling referral.
- Absence #5- Another Saturday will be issued. Admin will call home. The student will be required to check in with an ALT member daily, prior to Magis time to report where they will be for Magis or after school to go to HWC. The student will be issued daily detention for every day they miss checking in with their assigned ALT member.

Asesoría

Each student is assigned an asesor(a) who is either a faculty or staff member of Cristo Rey. The primary responsibility of the asesor(a) is to care for a limited number of students (15-18) in a holistic manner by establishing a strong relationship with both the student and the family and serving as the student's primary academic advisor. The asesor(a) will meet with his/her students three to four times a week. This time is referred to as Asesoría. During these meeting times, various topics will be discussed, including the academic and behavioral performance of the students. In addition to the individual asesores, each grade level has an assigned Head Asesor(a) who is responsible for coordinating the efforts of the asesores at their level.

Asesores are meant to be the primary contact between the school and the family. Therefore, if parents have general questions, concerns, or want to know the status of their daughter/son, they are encouraged to contact their asesor(a). Parents may contact teachers directly, and vice versa, for class information. However, any general questions or concerns should be directed to the student's asesor(a).

All freshmen will receive a senior mentor as well. Freshmen will meet in a small group of approximately five freshmen and one senior. Senior mentors will help ease the transition to high school, suggest ways to achieve success in both work and school, and welcome the freshmen into the larger community of Cristo Rey.

Education Records

The Family Educational Rights and Privacy Act ("FERPA") is a federal law that protects the privacy of students' educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA allows schools to give out, without consent, "directory" information. Cristo Rey designates "directory information" to include:

A. name;
B. residence address;
C. telephone numbers;
D. participation in officially recognized activities and sports;
E. height, if member of an athletic team;
F. weight, if a member of an athletic team which requires disclosure to participate;

G. grade level, and date of actual or expected graduation;
H. awards or honors received;
I. photographs;
J. videos of students participating in school activities, events or programs;
K. yearbooks.

Parents and eligible students may refuse to allow Cristo Rey to disclose such "directory information" upon written notification. Parents and eligible students may inform Cristo Rey, at any time, that they do not want directory information released. The request must be in writing. The student must sign and date the written request. The request should be sent to:

Maricruz Maynez
1852 W 22nd Place
Chicago IL, 60608
(773)890-6800

Attendance Policy

Daily Schedule

7:45am: Cristo Rey's Main Building doors open

7:55am: Warning Bell

8:00am: Tardy Bell – school day begins with Prayer and Pledge

The school day begins promptly at 8:00 a.m. Students must be either in their classroom or checked in by CWSP by 8:00 a.m. Students who arrive at school at 8:00 a.m. but are not at their appropriate destination will be considered tardy.

1. Students absent from school or work due to illness may not participate in any school activity held the day of the absence, including sports, dances, etc.
2. A student who has an early dismissal for an appointment but does not return to school before the end of the school day with a note may not participate in after school activities.
3. Students with an early dismissal from work may not participate in any after-school activities.

Student Attendance Requirements

Daily school attendance is compulsory in the State of Illinois. Therefore, students enrolled in grades 9-12 at Cristo Rey Jesuit High School are required to attend school daily. The responsibility for compliance with the law and the school's policy belongs to the parent(s)/guardian(s) of the child. The school is responsible for keeping an accurate record of each student's daily attendance. The attendance record is placed in the student's permanent file each school year.

Absence Policy

Unforeseen Absences

A parent or guardian should telephone the school leave a message at (773) 890-7119 before 9:00 a.m. and briefly state the nature of the unforeseen absence. A phone call must be made each day the student is absent.

Foreseen Absences

A foreseen absence requires that the parent or guardian write a note, in advance, notifying the Front Office of a scheduled foreseen absence. The Front Office will then issue a Foreseen Absence / Early Release form to the student to be completed prior to departure from Cristo Rey and returned to the Front Office. Upon returning to school, the student must report to the Front Office to obtain an admittance slip. Please note that a foreseen absence is not necessarily an excused absence; the standard work absence policy applies. Appropriate consequences may be added for not following this procedure.

Returning to School

Upon returning to school after each absence from school or work, the student must report to the Front Office between 7:45 – 8:00 a.m. The student must present an absence note to the Registrar from a parent or guardian with an acceptable excuse. Once the absence note is accepted, the student will receive a pass to proceed to class. If a student does not have a note from a parent or guardian, he or she will receive a daily detention. A detention will be assigned each day thereafter until a note is submitted to the Front Office.

Early Release

If a student is to be released early, he/she should present a note from a parent or guardian to the Front Office by 8:00 a.m. stating the time, reason for departure, and manner of departure. In case of illness, a parent/guardian or emergency contact must come to Cristo Rey and sign out his or her son/daughter in person.

Scheduling Outside Appointments

Parents are requested to schedule medical and dental appointments during non-school and non-CWSP hours. Vacations, college visits and other such activities should be scheduled after reviewing the school calendar so as not to conflict with school attendance. Students may not miss CWSP workdays to attend extracurricular activities or events including conferences and trips.

Excessive Absences

Students with 10 or more absences are required to schedule a meeting with a parent/guardian and the Director of School Culture. Excessive absences may result in a student being dismissed from Cristo Rey or losing credit for coursework. Absences from work are considered school absences. A student may face the possibility of losing credit for work and may be dismissed if work absences are more than 3 per semester or 5 in one year.

Medical Absences

Absences due to medical conditions must be certified by a physician’s note and turned into the Front Office upon return to school/work. Students with a medical emergency requiring a hospital visit must have a physician’s note authorizing

that the student is able to return to school/work. Extended absence due to illness or injury will be treated on an individual basis. Parents must notify the school as soon as possible.

Truancy

Absence from school, class, or work without sufficient reason is considered truancy and may result in suspension. Additional offenses may result in additional and increasingly severe disciplinary action up to and including expulsion.

Under Cristo Rey's absenteeism policy, a valid cause for absence includes:

- Illness, including the mental or behavioral health of the student.
- Observance of a religious holiday.
- Death in the immediate family or family emergency.
- Other situations beyond the control of the student, as determined by Cristo Rey.
- Such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

Tardiness Policy

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

1. If a student is tardy to school or CWSP, the student must report to the Front Office to receive a signed admit slip to enter class. Each tardy to school will be entered into the student's attendance record.
2. **Students arriving late but by 8:15 a.m.** are allowed *three tardies for the semester* before receiving a detention. Parents/ guardians are notified when a student reaches the third tardy. *Between the 3rd and 10th tardy*, the student will receive a daily detention. *Every tardy after the tenth tardy in the semester*, the student will automatically receive a Saturday detention.
3. **A student who arrives after 8:15 a.m. but before 9:00 a.m. or misses the CWSP** bus will automatically receive a Saturday detention regardless of how many times they have been tardy to school.
4. **If a student accumulates two tardies within a week**, he/she will receive a Saturday detention.
5. **A student who arrives after 10:00 am will not be allowed to enter the building without parent communication and an excused reason.**

Illness at School/Work

If a student becomes ill at school, the student should ask permission to go to the front desktop be sent to the School Nurse when on duty. If it is determined that the student should not remain at school, a call will be made to the parent/guardian to release the student to their care. If a parent/ guardian or emergency contact cannot be reached, the student will remain in the reception area or School Nurse's office until either the end of the day or until someone can be reached. If a student becomes ill while at a worksite, the supervisor should call CWSP, and CWSP will arrange for transportation of the student back to school. The CWSP staff will call the student's parent/guardian for the student to be picked up from the school. If a parent/guardian or emergency contact cannot be reached, the student will remain in the CWSP Office until either the end of the school day or until someone can be reached. A student who is feeling ill in the

morning should not go to work. Any incident of a student leaving work early will result in a full/half make-up day. If the student becomes ill and must leave work, she/he must present a written note to the CWSP Office from a doctor or parent/ guardian when she/he returns to school. If the student fails to bring a note, the departure from work will be treated as an unexcused absence from work.

Holidays

Cristo Rey does not support or encourage vacation outside of defined school breaks. Such absences will be considered unexcused. For example, if a family chooses to take a vacation that goes beyond the allotted Christmas break, the student is subject to appropriate procedures and consequences as described in the attendance policy. This could lead to loss of academic work based on the teacher's discretion. The student is responsible for any work missed. Often, schools have holidays which businesses do not share. Students may be required to attend work even if there are no classes scheduled for a particular day. Early school dismissals and half-days do not apply to students who work on those days. Students are expected to complete a full day of work regardless of any special school day scheduling. Students should assume that they have work each weekday of the year unless they are notified otherwise. It is the student's responsibility to verify with the CWSP Office if they do not have to work on a particular school holiday.

On extremely rare occasions, a sponsor may have a business holiday or special meeting day when a student's services are not required. In this event, the student should report to school on that day, and a special work task will be assigned by the CWSP Office.

Absence from Work

Each student assigned to work for a sponsoring organization is expected to attend work each day they are assigned to the Corporate Work Study Program. Since each student participates in CWSP only 4 days per month, missing a day is a serious event.

For students assigned to work with sponsoring organizations:

Cristo Rey and the student promise the sponsor that they will fulfill their work responsibilities for the entire school year. Sponsors pay Cristo Rey for this work, and students automatically receive financial credit toward their education. If a student does not work, Cristo Rey must recoup the financial credit from the student. Missing work for any reason will result in a $125.05 fine. Fines are added to the student's tuition balance but will be credited back to the family upon successful completion of a makeup day. A student must make up the day prior to the end of the school year, on non-academic days. The student is responsible for making the arrangements with her/his supervisor and filling out the online scheduling form. They are also responsible for completing their online timecard after their make-up day. Students are responsible for arranging transportation to and from work for any day they must make up. If a student ends the school year with more than one absence that is not made up, it will result in a failing grade for the Corporate Work Study Program, and the student will be liable to expulsion or asked not to return to Cristo Rey the next school year. Seniors with outstanding make-up days may not be eligible to participate in senior activities, including graduation. If a student misses a scheduled make-up day, he or she will have to make up two days (one for the original absence and the other for the make-up day). The student will also incur an additional $125.05 fine. The student will receive a grade of incomplete (I) until all absences are made up. A credit of $125.05 will be issued to the student's tuition once the make-up day has been fulfilled.

For students participating in Corporate Work Study Training:

In the 2025-2026 school year, some students will not be assigned to work at a sponsor organization and instead participate in Corporate Work Study Training. On days reserved for CWSP, non-assigned students will participate in training classes organized by CWSP to help prepare them for their eventual work placement. These courses include coding, executing functioning, and leadership development. As a Cristo Rey student, they have agreed to participate in all aspects of the CWSP, including training, thus, an absence from Corporate Work Study Training will result in a $125.05 fine. Fines are added to the student's tuition balance and will be credited back to the family in full upon successful completion of a make-up assignment. Make-up assignments must be completed in the CWSP office before the end of the school year. If a student ends the school year with more than one outstanding make-up assignment, it will result in a failing grade for the Corporate Work Study Program. Families of students unassigned to work with sponsoring organizations can expect their tuition contribution to remain the same as if their student were generating earnings through CWSP. All students who are not assigned to a sponsored organization and are in training must abide by all CWSP policies and procedures on their assigned CWSP day.

Code of Conduct

The code which follows applies to any student who

a. is on school property;
b. is at work or on route to work
c. is engaged in any school activity;
d. affects through his/her conduct at any other time or place the order and discipline of the school, the safety and welfare of others, or the good reputation of Cristo Rey.

1. Students at Cristo Rey Jesuit High School have been admitted because they have expressed a strong desire to work hard and be responsible, thoughtful individuals. The following are more specific, but not comprehensive, examples of responsible or thoughtful conduct:

    a. respect for God, others, and self;
    b. respect for personal, school, and other's property;
    c. possession of required materials and timely completion of homework assignments;
    d. cooperation with classroom procedures;
    e. completion of one's own homework and class work;
    f. performance to the best of one's ability;
    g. attention and respect at all times, particularly during school assemblies;
    h. respect for classroom and office work through maintaining appropriate volume in one's conversations.
        i. Lapses in any of these areas will be dealt with through the discipline system. Gross or repeated conduct unbecoming of a Cristo Rey student is grounds for dismissal from the school.

2. The student is not allowed to use cellular phones, smart watches, USB drives, electronic games, MP3 players, headphones, laser pointers, or other equipment of the same nature during school or work hours. Items heard or

used will be confiscated, held until the next school day, and must be picked up from the Director of School Culture by a parent or guardian.

a. Personal laptops, internet ready devices and cameras may only be used at school with the permission of the teacher and only for school / class use.
b. There is absolutely no cell phone use on any part of the campus during school hours. Cell phones may be used before and after school. Should a student need to call home for an emergency reason, they may go to the front desk and request the use of the school phone. Finally, students are to remove headphones before they enter the school building and they are not to be used in the building at any time unless permission is given by a faculty or staff member.

3. The student will be subject to immediate suspension or expulsion for the following actions:

a. vandalism and destruction of school property;
b. possessing, supplying, or using tobacco, alcohol or drugs including any form of cannabis/marijuana;
c. gambling;
d. fighting;
e. cheating;
f. stealing;
g. disregard for school expectations;
h. forgery

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

a. gang graffiti;
b. representation of gang affiliation by way of colors, shaved eyebrows, symbols, signs, clothing, etc. at any time or place, including online;
c. overt or covert recruitment of students;
d. violence of any kind, albeit vocal threats or physical harassment;
e. membership in gang-like krews;
f. tattoos of affiliation;

5. The student will be subject to drug testing, suspension, or immediate expulsion for possessing, supplying, buying or using drugs anywhere or at any time including cannabis/marijuana. This policy also applies to e-cigarettes, vaporizers and the like which are considered drug paraphernalia. School officials will report drugs or illegal substances to the police.

6. The student will be subject to immediate expulsion for possessing weapons, firearms or explosives. The definition of weapons for which students can be expelled may include but are not limited to knives, shotguns, brass knuckles, or billy clubs.

a. In addition, any other item (such as bats, pipes, sticks, etc.) if used or intended to be used to cause bodily harm will be considered a weapon. School officials will report weapons violations to the police.

7. If a student chooses to marry and/or cohabitate, she/he will be unable to continue attending Cristo Rey.

Academic Integrity (Adapted from Regis Jesuit HS and Arrupe Jesuit HS)

In its attempt to instill Christian values and academic integrity, Cristo Rey Jesuit High School expects students to act responsibly in regard to her or his own learning. As a Jesuit community that seeks 'care for the whole person,' Cristo Rey desires to form students who demonstrate a deep "self-awareness" that extends beyond lessons learned in the classroom. This self-awareness is characterized by the clear formation of a moral consciousness that allows the individual to distinguish between right and wrong, truth and falsehood. (*Graduate at Graduation Statement*)

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

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

Cristo Rey stands firmly against academic dishonesty in any form whether it is intentional or not. Among the types of academic dishonesty not tolerated at Cristo Rey Jesuit High School are the following:

Cheating:

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

- leaving books or notebooks open during a testing period;
- writing answers on desk tops, or hands, or clothing;
- communicating verbally or nonverbally with another student during a test period;
- exchanging answers with another student;
- copying another's test answers with or without his/her permission;
- using unauthorized "cheat sheets";
- communicating with students who have taken the quiz or test earlier regarding test content and/or structure.

Tests and exams require an especially high level of attention to academic integrity. Therefore, it is important that students comply with the testing procedures specified by the teacher. Students should be aware of their behaviors during a testing period and avoid looking around or looking at other students' papers to prevent giving the impression of cheating.

Fabrication:

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

- inventing lab data for an experiment done incorrectly.
- citing sources not used.
- Using artificial intelligence (AI) to complete an assignment

Copying:

Examples include, but are not limited to:

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

Deception or Misrepresentation:

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

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

Electronic Dishonesty:

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

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

Plagiarism:

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

Academic dishonesty compromises the integrity of those involved, destroys the community of learning, and distorts the system of academic evaluation for students and faculty alike. While recognizing the strength of both the temptations to be dishonest and the pressure to cooperate in such behavior, the school cannot overlook any instance of dishonesty without compromising its mission. Thus, enforcing the code of academic integrity falls on all members of the Cristo Rey

community including teachers, staff, students, and parents. Students should not lend their work to others. If a student needs assistance on an assignment, the assistance should be given in face-to-face instruction and not by passing written work from one student to another. Students passing their work to others share equal responsibility and consequences if academic dishonesty occurs.

Students caught copying daily homework assignments will receive a zero for the assignment and a daily detention by the teacher. If a student has multiple offenses of copying homework during their time at Cristo Rey, they will move to step 2 in the following procedures.

If a student is found to have engaged in or facilitated a more serious act of academic dishonesty, the following procedures will be followed:

1. The teacher or staff member observing the incident will write a disciplinary incident report and submit that to the Director of School Culture.
2. The student will receive a failing grade for the assignment.
3. The student will meet with the Director of School Culture as well as the teacher or staff member involved and receive at least a Saturday detention and a phone call to the parents.
4. For a second offense, the student will receive a suspension and a conference with parents.
5. Repeated offenses during the student's time at Cristo Rey will result in further consequences and may lead to expulsion from the school.

Use of Artificial Intelligence (AI) at Cristo Rey Jesuit High School (August 2024)

At Cristo Rey Jesuit High School, we are committed to providing a dynamic and innovative learning environment for all students. Recognizing the rapid advancements in technology and its significant impact on education, we understand the importance of integrating Artificial Intelligence (AI) into student learning. AI offers opportunities for enhancing teaching methodologies, personalizing learning and work experiences, and preparing students for a technology-driven future.

We understand that the application of AI in education and the workplace is an evolving practice. As such, the incorporation of AI tools may vary across different subjects, grade levels and have varying applications at their CWSP placement. Some of our educators or job partners may choose to utilize AI technologies for special projects, assignments, and to foster a more engaging learning environment. Others may opt out for more traditional methods. This diversity in approach is reflective of our school's philosophy to cater to the varying needs and learning styles of our students, while embracing innovation.

The use of AI as part of the Cristo Rey experience will be guided by our commitment to educational excellence, ethical consideration, and the personal and intellectual development of our students. We believe in using technology not as a substitute for the human touch that is essential to education, but as a tool to complement and enhance the student's learning experience.

Cristo Rey Jesuit High School AI Responsible Use Policy

Cristo Rey Jesuit High School aims to ensure the responsible and ethical use of Artificial Intelligence (AI) tools and technologies within our educational environment (this includes student work placement and training). AI technologies

have the potential to enhance learning experiences and provide valuable support to students. However, it is essential to use these tools responsibly to maintain academic integrity, privacy, and fairness.

This policy applies to all students who are permitted to use AI tools and technologies as part of their educational activities and interactions within the school and at work.

*Students in CWSP must also follow the AI policy stated in their workplace. These policies may vary depending on placement.

1. Academic Integrity
    - AI tools should not be used to engage in academic dishonesty. This includes, but is not limited to, plagiarism, cheating on exams, and submitting work that is not your own.
    - Always cite AI tools and resources appropriately when they have contributed to your work.
2. Privacy and Confidentiality
    - Respect the privacy of others when using AI tools. Do not use AI to collect, share, or analyze personal information without consent.
    - Be aware of the privacy policies of AI tools and ensure that your data is being handled securely and ethically.
3. Fairness and Non-Discrimination
    - Ensure that AI tools are used in a way that promotes fairness and does not discriminate against individuals or groups.
    - Be mindful of biases that may exist in AI algorithms and strive to use tools that have been evaluated for fairness.
4. Transparency:
    - Be transparent about when and how you are using AI tools. Inform teachers, supervisors, peers, and other relevant parties when AI is being used in your work.
    - Understand the limitations of AI tools and communicate these limitations when presenting AI-assisted work.
5. Skill Development:
    - Use AI as a tool to enhance your learning and skill development, not as a replacement for your own effort and understanding.
    - Engage critically with AI outputs and seek to understand the underlying processes and logic.

Acceptable Uses

- **Learning Support:** Using AI tools for study aids, tutoring, and practice exercises.
- **Research**: Leveraging AI for data analysis, summarizing information, and generating ideas for further exploration.
- **Creative Projects**: Employing AI in art, music, writing, and other creative endeavors, provided that the use is appropriately attributed and does not infringe on intellectual property rights.

Unacceptable Uses

- **Academic Dishonesty:** Using AI to complete assignments, exams, or any form of academic assessment on your behalf.
- **Privacy Violations:** Using AI to invade the privacy of others or to collect, share, fabricate personal data without consent. This includes but is not limited to pictures, voice, and videos.

- **Bias and Discrimination:** Using AI tools in a way that perpetuates bias or discrimination against any individual or group.
- **Misrepresentation:** Failing to disclose the use of AI in your work or presenting AI-generated work as entirely your own without proper attribution. Students must use MLA or APA citations depending on teacher class requirements.

Consequences
Violations of this policy will be taken seriously and may result in student disciplinary action in accordance with the Cristo Rey student code of conduct. Consequences may include, but are not limited to, academic penalties and disciplinary action that can result in suspension, expulsion, or other appropriate measures as determined by the school administration and CWSP.

Policy Review
This policy will be reviewed annually to ensure it remains current with evolving AI technologies and educational practices. Feedback from students, faculty, and staff is encouraged to continually improve and update the policy.

By adhering to this policy, we aim to foster a responsible and ethical approach to AI use that supports our school mission and values.

Harassment

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

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

Harassing conduct includes, but is not limited to:

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

Sexual harassment is also strictly prohibited. Sexual harassment is unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent or pervasive that denies or limits an individual's ability to participate in or benefit from the school's programs and activities.

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

Sexual harassment may include, but is not limited to, the following:

- Unwelcome sexual advances;
- Unwelcome sexual verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; unwelcome sexually degrading language, jokes or innuendoes; unwelcome sexually degrading language or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages or email;

Requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature;

- Verbal harassment or abuse;
- Pressure to engage in sexual activity;
- Repeated remarks with sexual implications;
- Unwelcome touching; and/or
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Conduct is considered unwelcome if the person did not request or invite it and/or regards the conduct as undesirable or offensive.

Any student who believes that she/he has been the subject of sexual or any other form of harassment by anyone at Cristo Rey or by any person who does business with Cristo Rey, even a Corporate Sponsor, should bring the matter to the attention of a Cristo Rey staff member, the Principal, CWSP staff or the President of Cristo Rey. A prompt and thorough investigation of any alleged incident will be conducted in accordance with Cristo Rey's sexual harassment grievance procedures and appropriate corrective action taken if warranted.

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

Equal Employment and Anti-Harassment Anti-Discrimination Statement, Harassment (Including Sexual Harassment), and Equal Employment Opportunity

Cristo Rey does not unlawfully discriminate or allow any harassment of any employee(s). Cristo Rey is committed to providing equal employment opportunities. Cristo Rey Activities such as hiring, promotion, and compensation of employees, are conducted without regard to and unacceptable behaviors include harassment, violence, intimidation, bullying and discrimination of any kind involving on the basis of a person's actual or perceived race (including traits associated with race, hair texture, and protective hairstyles such as braids, locks, and twists), color, religion, creed, national origin, ancestry, ethnicity, sex, pregnancy, sexual orientation, gender (including gender-related identity, gender nonconformity, and status as a transgender or transsexual individual), age (40 and over), physical or mental disability (including unlawful discrimination against an individual because of the individual's association with a person with a disability), citizenship status, work authorization status, past, current, or prospective service in the uniformed services, military status, unfavorable discharge from military service, genetic information, order of protection status, marital status, arrest record (including expunged or sealed criminal records), conviction record (unless there is a substantial relationship between the previous criminal offenses and the position or the employment would involve an unreasonable

risk to property or to the safety or welfare of specific individuals or the general public) or any other legally protected status in its student admission process, faculty and staff hiring practices, educational policies, scholarships, athletics, or other School-administered programs. Improper interference with the ability of Cristo Rey Jesuit High School employees to perform their expected job duties is absolutely not tolerated.

Anti-Discrimination Statement

Cristo Rey complies with all applicable federal and state laws prohibiting discrimination and relevant provisions of the Illinois School Code.

Any staff member who observes an instance of what he/she believes to be discrimination or who believes that he/she has been the subject of discrimination by anyone at Cristo Rey or by any person who does business with Cristo Rey is required to bring that matter to the attention of his/her supervisor, any member of the Leadership Team, or the President of Cristo Rey.

Allegations of discrimination are taken seriously. A prompt and thorough investigation of any alleged incident will be conducted, and appropriate corrective action taken if warranted. To the extent possible, complaints of discrimination will be treated as confidential. Violators of this policy will be subject to appropriate discipline, up to and including immediate termination of employment. Cristo Rey will not retaliate in any way against any current, potential, or former employee who, in good faith, reports discrimination or participates in the investigation of the complaint or report. Any attempt at such retaliation will not be tolerated and will be subject to appropriate corrective action up to and including termination. Employees who intentionally make false reports of discrimination may be disciplined, up to and including termination of employment.

Equal Employment Opportunity

The employees of Cristo Rey represent a talented and diverse workforce. Achieving the full potential of this diversity is a priority that is fundamental to our success and the success of our students. A key element is Cristo Rey's commitment to equal opportunity. Activities such as hiring, promotion, and compensation of employees, are conducted without regard to actual or perceived race (including traits associated with race, hair texture, and protective hairstyles such as braids, locks, and twists), color, religion, creed, national origin, ancestry, ethnicity, sex, pregnancy, sexual orientation, gender (including gender-related identity, gender nonconformity, and status as a transgender or transsexual individual), age (40 and over), physical or mental disability (including unlawful discrimination against an individual because of the individual's association with a person with a disability), citizenship status, work authorization status, past, current, or prospective service in the uniformed services, military status, unfavorable discharge from military service, genetic information, order of protection status, marital status, arrest record (including expunged or sealed criminal records), conviction record (unless there is a substantial relationship between the previous criminal offenses and the position or the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public) or any other legally protected status.

These business activities and the design and administration of Cristo Rey benefit plans comply with all applicable laws, including those dealing with equal opportunity. For qualified people with disabilities, Cristo Rey makes workplace accommodations that comply with applicable laws, and which Cristo Rey determines are reasonable and needed for effective job performance. In respecting and valuing the diversity among our employees, and all those with whom we

interact, Supervisors are expected to ensure a working environment that is free of all forms of harassment. This policy is based on sound business judgment and anchored in our Cristo Rey values. Every employee, Supervisor, and Leadership team member at Cristo Rey is expected to abide by our policy, and all applicable laws on this subject, and to uphold Cristo Rey's commitment to workforce diversity.

Immigration Law Compliance

Cristo Rey is committed to complying with federal immigration law and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three working days of the employee's date of hire. Any employee with an expiring work authorization must renew the authorization or the employee will be considered to have voluntarily resigned. Former employees who are rehired must also complete the Form if they have not completed an I-9 with Cristo Rey within the previous three years or if their previous I-9 is no longer retained or valid. All offers of employment are conditioned upon the receipt of satisfactory evidence of an employee's authorization to work in the United States.

If you have any questions or seek more information on immigration law issues, you are encouraged to contact Human Resources. You may raise questions or complaints about immigration law compliance without fear of reprisal.

Reasonable Accommodation

Cristo Rey is committed to the principles of Equal Opportunity for all job applicants and employees. In keeping with this policy, Cristo Rey does not engage in impermissible discrimination based on any protected characteristic, including an individual's disability. Cristo Rey will make reasonable accommodations that are necessary to comply with state and federal disability discrimination laws.

A 'disability' is defined as a physical or mental impairment (active, episodic or in remission) that substantially limits one or more of the individual's major life activities when present. Furthermore, the Americans with Disabilities Amendment Act (ADAA) provides the following examples of major life activities: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Cristo Rey will make reasonable accommodations for known physical or mental disability or known medical condition(s) of an applicant or employee, consistent with its legal obligations to do so. As part of the organization's commitment to make reasonable accommodations, Cristo Rey also wishes to participate in a timely, good faith, interactive process with the disabled applicant or employee to determine effective reasonable accommodations (if any), which can be made in response to a request for accommodations. Employees are invited to identify reasonable accommodation that can be made to assist them to perform the essential functions of the position they occupy. They should contact Human Resources as soon as possible to request the opportunity to participate in a timely interactive process. By working together in good faith, Cristo Rey strives to implement any reasonable accommodations that are appropriate and consistent with its legal obligations.

Harassment, Including Sexual Harassment

Cristo Rey expects everyone to treat others with dignity and respect. Persons covered by this policy include full and part-time employees, interns, contractors, vendors, volunteers, or temporary workers hired by Cristo Rey.

It is Cristo Rey policy that all employees have a right to work in an environment free of harassment, verbal and physical. Any conduct described within the law and /or policy that targets a person based on any of the protected class of persons noted above is a violation of this policy.

In keeping with this commitment, we will not tolerate harassment of employees or applicants by anyone, including any Supervisor, co-worker, student, vendor, or other outside party with whom our employees come in contact while performing their job duties at Cristo Rey, based on these characteristics. Such conduct, or interference with the investigation of an alleged incident, may result in disciplinary action, up to and including termination. You should direct any questions or concerns about this policy to Human Resources or your Supervisor.

Cristo Rey has a strict zero tolerance policy against all forms of sexual harassment. This policy was created as part of our commitment to a safer and more supportive workplace to prevent and reduce sexual harassment.

The City of Chicago's Human Rights Ordinance requires all employees to participate in at least one hour of annual sex harassment prevention training and one hour of annual bystander training. The Ordinance also requires all managers and supervisors to have an additional hour of annual training.

Anyone can be a victim of sexual harassment regardless of their gender, gender identity, sexual orientation, race, age, or other factors. It can occur inside or outside the workplace, between supervisors and their staff, coworkers, parents, and others.

Therefore, Cristo Rey will take every measure within its power to prevent and address acts of sexual harassment. The purposes and goals of this policy are to:

1. Provide notice to all employees that sexual harassment will not be tolerated, and that violators will be held accountable;
2. Create and enforce policies and procedures to assist employees who are impacted by sexual harassment, including providing training on this policy for employees and management;
3. Support a thorough workplace education and training program to prevent sexual harassment and promote a safe workplace for all employees;
4. Provide immediate assistance and support to victims of sexual harassment—such as information and referrals to community resources—to help ensure safety and support for victims and fellow employees.

Sexual harassment is illegal in the City of Chicago. Sexual harassment can occur in many ways. It may involve unwelcome romantic or sexual advances, requests for sexual favors, visual materials, social media posts, verbal comments, and/or physical contact of a sexual nature, regardless of gender or gender identity. Involved parties, either victim or harasser, could be a co- worker, subordinate, manager/supervisor, contractor, or even a parent.

Such conduct is a violation of this policy, even in instances where the offending employee believed they were acting jokingly. Such communications, comments, actions of a sexual nature, or unwelcome advances are prohibited at Cristo Rey whether or not other employees were offended.

The most obvious examples of sexual harassment involve physical behavior or physical contact. The following is a non-exhaustive list of physical behaviors that may be considered offensive:

- Touching an individual by massaging their back, neck, or shoulders, hugging, kissing, patting, pinching, fondling, or touching/pulling an individual's clothing or hair.
- Physical gestures that imply a sexual act or sexual anatomy, touching oneself in a sexual manner.
- Brushing up against another person, standing too close, or lingering.
- However, sexually harassing behavior does not always involve physical contact. The following is a non-exhaustive list of examples of verbal and non-verbal/visual behavior that may be considered offensive:
- Suggestive behavior such as "elevator eyes" (looking a person up and down), leering, staring, sexual gestures, whistling, catcalls, winking, throwing kisses, making kissing sounds, howling, groaning, or smacking/licking lips.
- Sexual comments or innuendoes about clothing, anatomy, appearance, or sexual jokes or stories, or playing or singing sexually suggestive songs.
- Discussions or inquiries about sexual fantasy, preferences, history, or sex life about self or others.
- Displaying pictures, objects, reading materials, or other materials that are sexually suggestive or demeaning. This includes any sexual materials on personal devices including a smart phone or tablet, or Cristo Rey-owned computers or devices shared in the workplace.
- Repeated invitations and/or pressuring/coercion for dates or sexual favors; harassing phone calls, emails, texts, social media posts, or other communication.
- Giving personal gifts that imply an intimate relationship.
- Sending sexually suggestive communications (such as e-mails, texts, instant messages, notes, etc.); and displaying or transmitting suggestive visual materials (such as pictures, calendars, and posters).
- Stalking, following, or blocking an individual's path.

Sexual harassment also includes any statement or implication that an individual's submission to, or rejection of such sexual conduct could be used as a condition of employment, or as the basis for any employment decision affecting such individual. Every employee must avoid any conduct that reasonably could be interpreted as discrimination or harassment under this policy, even if such conduct were not intended as offensive. All employees are responsible for helping to ensure that we avoid harassment and are encouraged to take appropriate steps to eliminate conduct that they believe is unwelcome, offensive or in poor taste.

Witnessing Harassment, Discrimination, or Retaliation and, Reporting Procedures, and Prompt and Effective Confidential Investigation

All employees are responsible for helping to ensure that we prevent discrimination and harassment, as well as take steps to stop it if it occurs. If you feel you have experienced, witnessed, or become aware of discrimination or harassment, you should immediately report the incident(s) to: Human Resources, your Supervisor, or any member of the Leadership Team.

Every complaint will be promptly and thoroughly investigated, including interviewing witnesses and participants All efforts will be made to ensure the confidentiality of the complaint and the identity of the complainant, to the extent possible, however, information, including the identity of the individual lodging the complaint, may be divulged where necessary to fully investigate the matter or comply with applicable law If an investigation leads Cristo Rey to conclude that discrimination, harassment, or other inappropriate behavior has occurred, the organization will take steps to remedy the situation and make sure it does not continue. Such steps may include disciplinary action, up to and including termination, as Cristo Rey determines is appropriate.

Duty to Cooperate

Every employee shall have a duty to cooperate with the investigation. Failure to do so may result in disciplinary action. Additionally, every employee has the duty to be truthful and must disclose all information known to the employee when requested to do so by an appropriate person at Cristo Rey or the person designated by Cristo Rey to investigate an alleged incident of violence. Any employee who fails to be completely truthful or who withholds information shall be subject to disciplinary action.

Prohibition on Retaliation

Retaliation is illegal in the City of Chicago. There will be no retaliation or discrimination against any employee who submits a good faith complaint, reports an incident witnessed, or participates in any way with the investigation of a harassment claim in compliance with federal and state anti-discrimination laws Supervisors are prohibited from making any personnel decision or taking any adverse action against any employee because the employee submits a complaint or cooperates in good faith with an investigation of alleged conduct prohibited by this policy If an employee believes he/she has been retaliated against for resisting or reporting sexual harassment or other prohibited harassment, he/she should report such retaliation in the same manner as set forth above. Any acts of retaliation will be considered a violation of this policy and corrective action will be taken, up to and including termination.

Leave Requests

Cristo Rey recognizes that victims of sexual harassment may need time off to obtain or attempt to obtain a protection or restraining order or any other legal assistance to help ensure their health, and safety. Cristo Rey will work in collaboration with the employee to provide reasonable and flexible leave options when an employee is a victim of sexual harassment.

Cristo Rey will work with employees to provide paid leave first before requiring an employee to utilize unpaid leave. An employee must provide reasonable advance notice to the employer of the need to take time off unless advance notice is not feasible. To request leave, employees should contact Human Resources . Cristo Rey will maintain the confidentiality of a person who requests leave under this policy, to the extent allowed by law.

Cristo Rey will also provide reasonable accommodations for a victim of sexual harassment who requests an accommodation for the safety of the victim or to maintain their work performance while at work. Reasonable accommodations may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, changed workstation, installed lock, assistance in documenting the sexual harassment that occurs in the workplace, an implemented safety procedure, another adjustment to a job structure, workplace facility, or work requirement in response to the sexual harassment, or referral to a sexual harassment counseling service.

Cristo Rey will assist an employee to enforce his or her protection order, if applicable.

Additional Resources for Filing Complaints About Harassment, Discrimination, and Retaliation

In addition to Cristo Rey's internal reporting methods, employees have the right to file charges of harassment, discrimination, or retaliation with the government agencies listed below. All external charges of discrimination in which Cristo Rey is identified as a Respondent, should be immediately directed to Human Resources.

Chicago Commission on Human Relations
740 N. Sedgwick, 4th Floor Chicago,
IL 60654
312-744-4111
cchr@cityofchicago.org

U.S. Equal Employment Opportunity Commission (EEOC)
Chicago District Office
230 South Dearborn St., Suite 1866
Chicago, Illinois 60604
321-872-9744
866-740-3953 (TTY)
https://publicportal.eeoc.gov/Portal/Login.aspx

Illinois Department of Human Rights
555 W. Monroe Street, Suite 700
Chicago, IL 60601
312-814-6200
312-740-3953 (TTY)
https://www2.illinois.gov/dhr/FilingaCharge/Pages/default.aspx

Reporting Procedures

All employees are responsible for helping to ensure that we prevent discrimination and harassment, as well as take steps to stop it if it occurs. If you feel you have experienced, witnessed, or become aware of discrimination or harassment, you should immediately report the incident(s) to Human Resources, your Supervisor, or any member of the Leadership Team.

Every complaint will be promptly and thoroughly investigated, including interviewing witnesses and participants. All efforts will be made to ensure the confidentiality of the complaint and the identity of the complainant, to the extent possible; however, information, including the identity of the individual lodging the complaint, may be divulged where necessary to fully investigate the matter or comply with applicable law. If an investigation leads Cristo Rey to conclude that discrimination, harassment, or other inappropriate behavior has occurred, the organization will take steps to remedy the situation and make sure it does not continue. Such steps may include disciplinary action, up to and including termination, as Cristo Rey determines is appropriate.

Bullying

Bullying is unwanted aggressive behavior that involves unwanted aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time. Bullying will not be tolerated, and any student involved in bullying another will be subject to disciplinary consequences.

Bullying can be verbal where a student says or writes mean things about another student. It can be social, which involves hurting someone's reputation or relationships. It can also be physical when a student hurts another student's body or possessions. If a student feels that he or she has been a victim of bullying, aggression, or hostile behavior, whether online, on campus or off campus, the student should reach out to a counselor, teacher, or any other school authority. The incident will be investigated thoroughly.

Student Acceptable Use Policy for Technology

Introduction

The goal of this Acceptable Use Policy (AUP) is to ensure that all Students of Cristo Rey Jesuit High School will benefit from the learning opportunities afforded by technology and be safe in their usage. This policy outlines the guidelines and behaviors that all Students are expected to follow when using technologies provided by the school, Corporate Sponsor or when using personal-owned devices on the school campus. ***All students and parents will be required to sign an AUP agreement prior to receiving their school issued devices, this agreement will be held as binding for the duration of the student's time at Cristo Rey Jesuit High School. Addendums and changes to the agreement may require a newly signed agreement.***

Cristo Rey recognizes that access to technology in school gives Students great opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life and citizenship. We are committed to helping develop 21st century technology and communication skills. To that end, we provide Students the privilege of access to technologies with the following policies and guidelines in place:

- The school network and all technologies provided by the school are intended for educational purposes.
- All activity over the network or using school technologies may be monitored and retained. Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline. How they present themselves in the classroom or in the workplace should be reflective in their online behavior.
- Misuse of school resources can result in disciplinary action. The school will make a reasonable effort to ensure Students' safety and security online but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school's network or other technologies are expected to alert school officials immediately of any concerns for safety or security.

Applicable Technologies

The school may provide the privilege of internet access, desktop computers, mobile computers or devices, videoconferencing tools, online collaboration capabilities, message boards, email, and more. This AUP applies to both school-owned, Corporate Sponsor-owned and personally owned technology equipment utilizing the school's network, the school's Internet connection, and/or private networks/Internet connections accessed from school/work-owned devices at any time. As new technologies emerge, the school may seek to provide access to them. The policies outlined in this document cover all available technologies now and into the future, not just those specifically listed or currently available.

School-Issued Devices & Personal Devices

The school will provide all students with Microsoft Surface Go laptops to promote learning inside and outside of the classroom. These devices are owned by the school and loaned to the students for academic work both at school and at home. Students should abide by the same acceptable use policies when using school devices off the school network as on the school network. Use of school-issued devices off the school network may be monitored and/or documented.

Students are expected to treat these devices with extreme care and caution, and should immediately report any loss, damage, or malfunction to school officials. While these devices are covered under warranty and accidental damage may be repaired by Microsoft at no additional cost, students may be financially accountable for any damage resulting from negligence or misuse of these devices. Laptop peripherals such as keyboards, digital stylus pens and chargers are eligible for replacement at no cost to students and families should no sign of damage be evident. In situations where a laptop peripheral is clearly damaged or lost, students will be charged a $20 replacement fee to accommodate this damaged or lost school property.

Students will be directed as to when these school issued devices should be returned to the IT Department for repair, replacement, or recycling throughout the school year. Unless otherwise instructed, graduating seniors are expected to return their device to the school prior to their graduation ceremony. Additionally, any student who leaves the school for any reason is expected to return the device at the time of departure. The financial records of a student may be withheld should the device not be returned at the time of transfer.

Students should keep personally/privately-owned devices (including laptops, tablets, smart watches, and cell phones) turned off and put away during school hours—unless in the event of an emergency—but are allowed access to the school's network before 8:00 a.m. and after 3:30 p.m. Students using these items during school hours will receive detention and give the device to the adult. The Director or School Culture will issue the device to a parent after the detention has been served.

Email

The school may provide Students with the privilege of an email account for the purpose of school-related communication. Availability and use may be restricted based on school policies. Students should not send personal information; should not attempt to open files or follow links from unknown or questionable origins; should use appropriate language; and should only communicate with other people as allowed by school policy or the teacher. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. The school retains the rights, communications and content of the account and all communications sent through it and received by it.

Parents and Guardians of minors (children under the age of 18) are granted full access to their child or ward's email account. Parents and Guardians may request to receive all email communication. Requests for parent and guardian access must be made through the front office personnel.

Privacy Policy

- The school does not grant any ownership, privacy or an expectation of privacy in the contents of any message, including email or other internet activities involving the school's resources or equipment.
- Although files stored on the Cristo Rey network are private, any computer files, web logs, internet visits, and/or emails that originate or reside on Cristo Rey computers/servers and/or CWSP Sponsor servers may be monitored at any time without prior notice to the student.
- Cristo Rey shall comply with laws, regulations and policies covered by the Family Education Rights and Privacy Act (FERPA) in handling Student educational records.
- All computer files on school system-owned computers belong to the school, not the individual Student.
- Routine maintenance and monitoring of the network or audits may lead to the discovery that a student has or is violating the law or the school's Acceptable Use Policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

Code of Conduct: Cyber Security of School & Individuals

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or questionable origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert a member of the IT Department. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Students should not download or attempt to download or run .exe programs over the school network or onto school resources without expressed permission from the IT Department. You may be able to download other file types such as

images or videos. For the security of our network, download such files only from reputable sites and only for educational purposes.

Cristo Rey is not responsible for any damages Students may suffer, including the loss of data, files, or any other information stored on an individual's school-issued computer or the Cristo Rey network. Furthermore, Students may be financially accountable for any damage resulting from negligence or misuse.

Students should never share personal information, including phone numbers, addresses, social security numbers, birthdays, passwords or any financial information over the Internet without adult permission. Students should never agree to meet in real life someone they meet online without parental permission. If a message, comment, image, or anything else online is seen that questions personal safety, it should be brought to the attention of an adult (teacher or staff at school; parent at home) immediately.

Digital Citizenship, Plagiarism & Cyberbullying

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students should only use trusted sources when conducting research via the Internet and understand that much of the information found online is oftentimes unverifiable, incorrect or inappropriate. Students should never post anything online that they would not want other Students, parents, teachers, or future colleges or employers to see. Once something is online, it can often be shared and spread without permission. Furthermore, all forms of communications via the internet should be performed appropriately, professionally and with proper spelling and grammar—to the best of the student's ability.

Students should not plagiarize (or use as their own, without citing the original creator) any content including words, images and videos from the internet. Nor should they ever take credit for anything they did not create or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should always be appropriately cited, giving credit to the original author.

The use of Artificial Intelligence technology will also be considered plagiarism, seeing as how it would not be the student's original work.

Cyberbullying will not be tolerated. Harassing, disrespecting, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples (but not an exhaustive list) of cyberbullying. All Students are expected to act in a manner befitting Cristo Rey Jesuit High School and conduct themselves in accordance with Catholic Christian values. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.

General Internet Use & Social Media

Internet access is meant to facilitate resource-sharing, research acquisition and communication. The school provides the privilege of internet use to all Students, although access is restricted and filtered as to comply with CIPA regulations and school policies. Like all functions performed with Cristo Rey technology, web browsing may be monitored, and web activity records may be retained indefinitely. Students are expected to respect the web filter as a safety precaution and shall not attempt to circumvent these restrictions. However, despite adult supervision and appropriate web filters, Cristo Rey recognizes that it is impossible to always prohibit a truly industrious Student from accessing inappropriate

information or perform inappropriate actions. Again, all Students are expected to act in a manner befitting Cristo Rey Jesuit High School and conduct themselves in accordance with Catholic Christian values. We ask parents to have a frank conversation with their children about these principles and encourage appropriate use of the internet.

Regarding social media, most applications falling under this category (including but not limited to: Twitter, Facebook, YouTube, Instagram, Snapchat, blogs, microblogs, virtual environments, wikis, and media sharing websites) are not at this time blocked or filtered. Social media empowers individuals to share their voices and allows responsible users to access a wealth of information not found elsewhere. However, this translates into a greater level of responsibility and accountability for all Students.

The school may not request or require a student to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

The school may investigate or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and the school may require the student to share content during such an investigation.

The guidelines listed below should be adhered to when in the classroom or at home, and should always be followed in any instances where material by a student could be reflective of Cristo Rey Jesuit High School:

- All social media platforms, despite privacy settings, can be a public venue. Never post anything that may be viewed negatively by others, including friends, parents, teachers, or future employers.
- While it is acceptable to disagree with someone else's opinions, always do so in a respectful way. Criticism should always be constructive, not hurtful. What is inappropriate in the classroom is inappropriate online.
- Posting links to websites to share thoughts and ideas is recommended. However, read the entire article or website prior to linking to ensure that all information is appropriate for a school setting.
- Following, linking, or "friending" official social media accounts of the school are acceptable and encouraged.
- Following, linking, or "friending" personal accounts of faculty/staff or CWSP supervisors or coworkers is not acceptable. Current Students are not allowed to have "friend" relationships with faculty/staff members online or via social media.
- Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify you have permission to use the images, videos, songs or other clips.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Faculty or staff should be alerted immediately if online material created by a current Cristo Rey Student is found inappropriate, discomforting, threatening, or not respectful.

Examples of Acceptable Technology Use

I will:

- Use school technologies for school-related activities.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Use school technologies at appropriate times, in approved places, for educational pursuits.

- Cite sources when using online sites and resources for research.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

Examples of Unacceptable Technology Use

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Acceptable Use Policy.
- Create a personal mobile "hot-spot" or utilize a "proxy site" for the purpose of circumventing network safely measures and filtering tools.
- Download software or other inappropriate material on school-owned equipment.
- Create, distribute or deploy multi-user servers or gaming software on or within the school network.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Invade the privacy of others by using another's user account or password.
- Try to find ways to circumvent the school's safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Policy.
- Use school technologies to send spam or chain mail.
- Agree to meet someone met online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for electronic forgery, financial gain, online fraud, or to pursue information on other illegal activities.
- Plagiarize content found online.
- Use the internet for unauthorized purchases.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.
- Use technology to take photos, videos, or other recordings in the following areas/situations:
    - Locker rooms
    - Bathrooms
    - Any private areas used for the purpose of changing clothes
    - Any other areas as designated by administration

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Violations of Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges;
- Detention or suspension from school and school-related activities;
- Expulsion
- Legal action and/or prosecution.

Dress Code

Overview

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

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

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

- The school reserves the right to determine what constitutes appropriate dress. The following is meant as a set of general guidelines. However, in all cases, the school has the final say.
- The dress style at Cristo Rey Jesuit High School is intended to allow each student to achieve her/his best, both in the academic and the professional world. Personal hygiene is very important to one's health and appearance; therefore, each student will practice good hygiene.
- Students are always expected to be in full dress code at all times while on school grounds, at work, to and from work, at special events (i.e., ¡VIVA! Event), and during all field trips unless otherwise specified by the school.
- It has been observed repeatedly that the more seriously a person dresses, the more seriously that person performs in her/his role and the more seriously others receive her/him. Expressing individuality should be done through hard work at school and at the workplace, and not through one's clothing.
- Garments worn under clothing should not be visible.
- Violation of dress code will result in detention.

Non-Discrimination Statements

As per Illinois PA 102-0360, Cristo Rey Jesuit High School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Cristo Rey Jesuit High School allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences. If a student chooses to modify his or her athletic or team uniform the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

Proper Attire

Shirts and Blouses

Shirts must be long-sleeved with collar and buttons, of cotton, poplin, or similar material. Shirts that are flannel, denim, have multicolored large print plaid, have two chest pockets, or tabs on the shoulders are not permitted. Polo shirts or blouses with sequins may not be worn. Shirt must be buttoned all the way up, neatly tucked into pants, and sleeves may not be rolled up. Garments worn under the shirt, such as camisoles, must not be visible; therefore, plain white undershirts are encouraged. Shirts may not have any oversized lettering or logos of any kind. Blouses must be below waist length and fit loosely. T-shirts or tank tops may not be worn over the blouse.

Pants and Skirts

Trousers must be a dress style, properly hemmed, and fit appropriately. Skinny-cut pants or pants cut like jeans with rivets and outside pockets are not acceptable. Pants must be worn at the waistline and with a visible belt. Required colors are black, navy, brown or gray. Capri pants, pants with stretch material or leggings are not permitted.

Skirts must be dress style and not made of a stretch material. Skirts should be knee length or longer and not have side slits.

Ties

Ties must always be tied all the way up and worn appropriately. Bow ties are allowed in place of a tie.

Belt & Socks

Belts with rivets or oversized belt buckles are not permitted. Socks must

cover the ankle. Socks or nylons should be professional and solid conservative dark color. **Fishnets are not acceptable.**

Shoes

Dress shoes should be leather or leather-like and of conservative colors such as solid black, gray or brown. Shoes must be closed all around and have a sole. Heels should be of a moderate height. Sandals, gym shoes, construction or work boots, combat boots, moccasins, clogs, boat shoes, Dr. Marten shoes, or slipper-like shoes are not permitted. Winter boots are acceptable during winter months; however, students must have dress shoes to change into for work and school. Dress shoes will need to be shown at CWSP check-in on workdays. Platform shoes are not allowed.

Sweater/Business Jacket

A sweater or business jacket must be of a professional cut and style. A shirt collar and tie knot must be visible above a V-neck sweater or similarly cut sweater neck. Sweaters must be waist length. Sweaters that are V-shaped and of cotton material are preferred. Turtlenecks are not acceptable. A shirt and tie are required under any sweater or business jacket. Sweaters may not have oversized lettering or logos of any kind. Sweatshirts/athletic wear of any kind, including hoodies, and fleeces, with/without zipper are not permitted during school; students should place them in their locker upon entering the building. Sweatshirts/athletic wear are not allowed on workdays. Students will be asked to leave said apparel with CWSP staff; it will be returned upon their return from work.

Jewelry

Jewelry must be conservative in style and length. No excessive jewelry. Bracelets should not have inappropriate images or language. Earrings or other body or facial piercings are not allowed. Necklaces must not be visible on the outside of clothing. Visible tattoos are not permitted.

Make-Up

Less is better and conservative colors and styles only. Make-up should be natural and not excessive. Students may be asked to remove make-up if deemed excessive.

Hair Color/Style

Conservative hairstyles and a neat appearance is expected. If students choose to dye their hair, it must be entirely dyed of a natural age-appropriate color. Hair should be worn off the face and with safety in mind while working with office machinery. Shaved heads, mohawks, shaved lines, hair-line designs. and mullets are not acceptable. If students choose to dye their hair, it must be of a natural color.

Facial Hair

Students should always have a clean shave. A clean shave means no facial hair. Sideburns should reach to the middle of the ear, no higher. If they are not clean shaven, they will be required to shave at school.

Hygiene

Students are expected to maintain a neat and clean appearance. Students must be clean shaven. Perfume or cologne, if used at all, should be worn in conservative quantities. Fingernails should be of a moderate length. Acrylic nails are not allowed. Black nail polish, extreme colors, or extreme nail treatments are not permitted.

Overcoat

Coat should be appropriate according to weather. No oversized brand logos. Coats or jackets may not be worn inside. Upon entering the building, students should place their coat or jacket in their locker.

Accessories

Sunglasses and hats are not allowed to be worn indoors at work or school.

Earrings may not be larger than one penny. No face or body piercings or earrings are allowed. No visible tattoos are allowed. Makeup

The less the better, and only conservative colors and styles. Make-up should be natural and not excessive. If it looks excessive, the student will have to remove the makeup.

Discipline System

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

Disciplinary action will be taken when a student commits an infraction deemed inappropriate by a faculty or staff member. Any employee of the school has the right to give a detention.

Procedure

The discipline system at Cristo Rey Jesuit High School recognizes that different action must be taken depending upon the circumstances of the incident. As such, the discipline system attempts to reflect differences in student decision-making by delineating between the severity of infractions. The following is a two-tiered system which addresses minor infractions and more severe infractions in different ways:

Level I Infractions

Level I infractions are considered errors in judgment, but not serious violations of the Cristo Rey Disciplinary Code. Examples of such behavior include, but are not limited to, one-time occurrences of chewing gum on school property, dress code violations, tardy to school and to class, etc. If a student commits an infraction, the faculty/staff will record the infraction as one detention.

The student must initial the record to verify their knowledge of the infraction. The faculty/staff will, in turn, give the record of the detention to the Director of School Culture. Students will receive an immediate consequence consisting of a daily detention, which can be served after school the same day, or it must be served by the next school day after school.

A student must always have a Student I.D. with them. Although the faculty/staff will give one detention per infraction, any student not possessing a Student I.D. may receive an additional detention.

If a daily detention is not attended, students will be required to attend daily detention for two consecutive days. If a student does not attend the two consecutive daily detentions to make up for the one, additional consequences will be issued.

Level II Infractions

Level II infractions are considered serious errors in judgment and, as such, major violations of the Cristo Rey Disciplinary Code and a failure to meet the expectations for a Cristo Rey student as outlined in the Graduate at Graduation Statement. Examples of Level II infractions include, but are not limited to, disrespect, harassment, taking more than allotted lunch break at CWSP, truancy, leaving work without CWSP permission, and abuse of property.

Faculty / staff members will document the incident and forward the Director of School Culture a copy of all documentation including an incident report. The Director of School Culture will then meet with the student(s) involved and the documenting teacher or staff member to consider all circumstances surrounding the incident. The objective of this meeting is to provide immediate intervention and achieve behavior modification through reflective action. This

reflection is in accord with our Ignatian identity and seeks to always place the student in the forefront of our efforts to create a community that values the dignity of each person.

At the end of this meeting process, the Director of School Culture will issue a consequence that is commensurate with the severity of the violation taking into account the goal of the overall growth of the student. It should be noted that all consequences are given at the discretion of the Director of School Culture in consultation with faculty and staff members and the Principal / Associate Principal. Possible consequences range from multiple detentions through Saturday detention and suspension up to and including a recommendation for dismissal to the principal.

Daily Detentions

1. Detentions will be held daily after school in a classroom and served the day following the infraction.
2. Students must report to the classroom at 3:45 p.m. and check in with the adult supervisor. Students who are late or do not attend detention will receive additional consequences.
3. Detentions take precedence over any other school activity.

Saturday Detentions

Saturday detentions are issued only through the Director of School Culture's Office and are reserved for serious infractions and where previously indicated.

1. Saturday detentions will take place from 8:00 a.m. to 11:00 a.m. on dates designated by the Director of School Culture.
2. If a student misses his/her assigned Saturday detention, a meeting will be held with the student to determine further consequences.
3. As Saturday detentions are serious consequences reserved for serious violations of the Disciplinary Code, the student is not allowed to participate in any school-sponsored activities or sports if he/she has been assigned Saturday detention on the assigned date and time. Repeated Saturday detentions are grounds for further and more severe consequences.
4. If the student is assigned a Saturday detention, the parents will receive a phone call from the Director of School Culture explaining the reason for the detention.
5. If the student cannot attend a Saturday detention for any personal reason, a parent/guardian must justify the absence in writing **before the date the detention is scheduled to be served**. The Director of School Culture will call the parents to confirm the absence.

Suspensions

Suspension is a grave penalty imposed for very serious offenses. When a student is suspended, the following procedures will be followed:

1. The student's parents/guardian will be called to notify them of the suspension;
2. The parents/guardian will be asked to meet with the Director of School Culture and pick-up the student from school when necessary;
3. The Director of School Culture reserves the right to assign an in-school suspension when appropriate;

4. The student, during his/her time of suspension, will not be allowed to participate in any school functions and is not allowed on campus.
5. Students risk the opportunity to make up missed work based on the teacher's discretion. No student will be allowed back on campus until the Director of School Culture has spoken with the parents of the suspended student concerning their child's behavior; repeated suspensions will lead to expulsion.

Expulsions

Expulsion is the loss of one's privilege to attend Cristo Rey. Normally, this would be the last step taken after following the discipline procedures described in the Discipline System. Certain serious actions may result in immediate expulsion. These are listed in the Code of Conduct.

School Incident Reporting System

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. To satisfy the requirement of reporting incidents to the ISP, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically, but which also requires schools to report incidents to local law enforcement authorities

Search and Seizure

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

Campus Ministry and Christian Service Expectations

A series of experiences directed to help each student become "a woman/man for others" provides the backbone of the Campus Ministry program. The rigor of the curriculum prepares the graduates to succeed in college, but more importantly to use her/his critical skills in a larger sense. The school wants to cultivate a consciousness of God's continual presence and a passion for justice by recognizing that God desires a life of happiness and peace for everyone.

Cristo Rey challenges all involved to fulfill the God-given potential in everyone and to place that fullness at the service of others. Jesus Christ is the model for this service. While such a notion is contrary to much of the contemporary understanding of success, Cristo Rey believes it allows the student to engage in a loving dialogue with the world upon graduation.

Expectations/Requirements

Religious life at the school is an integral and indispensable part of the Cristo Rey experience. Just as a student matures socially, intellectually, and physically, her/his relationship with God should mature to include a strong personal faith and the active response of a Christian adult. Cristo Rey combines the academic discipline of theology with a program of

worship, retreats, and Christian service. The office of Campus Ministry at Cristo Rey coordinates all liturgies, retreats and service, offering a number of opportunities for students to grow in their faith and spirituality.

Liturgies and Prayer

Students and faculty are actively encouraged to be part of the planning and execution of all monthly liturgies and school-wide prayer.

Retreats

Each year Cristo Rey students are required to make a retreat through the Campus Ministry Department. Freshmen participate in a daylong retreat on a Saturday during the first semester led by the Seniors. Sophomores are excused from school one day during the academic year to make their retreat. Students must also make a retreat in both their Junior and Senior years in addition to the Kairos Retreat, which will be made either junior or senior year.

Christian Service and Social Justice Expectations

Student Handbook Christian Service and Social Justice Expectations

All students are required to complete a Christian Service and Social Justice Project each year. This project is grade level specific. It involves community service hours and reflections. Beyond the minimum requirement, students are encouraged to participate as volunteers in any approved school activity or off-campus event, earning service hours that will be added to their record for purposes of financial aid, scholarships, and awards. All service projects must be completed and handed in to the Director of Service by the end of the 3rd quarter. Students are expected to record all service projects on the day of service via the MobileServe account.

We also expect our students and parents to check the Service To Others page and the Campus Ministry Microsoft Team for specific information related to each grade-level requirement, instructions on how to navigate MobileServe, a list of approved service sites directory, and other policies regarding the Christian Service and Social Justice Program.

Service must be completed with an existing non-profit organization in the community and must be supervised by an adult who is not a relative. If there is a site that the student would like to volunteer at and is not on the pre-approved service site directory, they should contact the Manager of Service for approval. Students are required to complete their requirements outside of school hours.

We pride ourselves in having students represent Cristo Rey when they are serving off-campus, therefore it is important to exercise respect, empathy, responsibility, and all grad at grad characteristics. If students do not comply with the program requirements throughout the year, the Manager of Service will consult the Director of School Culture to determine the appropriate and fair consequence.

Christian Service and Social Justice Program Requirement Deadlines:

- **Quarter 1: October 25 –** 5 hours minimum due
- **Quarter 2: January 10 –** 8 hours minimum due
- **Quarter 3: March 21 –** 7 hours minimum due
- **Quarter 4: May 2 -** Surveys and Reflection Projects due

Corporate Work Study Program Expectations

Program Overview

Students who are assigned to work with a sponsoring organization in the 2025-2026 school year

The Corporate Work Study Program (CWSP) provides students with real world job experiences and allows them to earn a portion of the cost of their education. It is an integral part of their educational experience at Cristo Rey Jesuit High School. A positive attitude and a commitment to high standards of responsibility and behavior are required. While the Corporate Work Study Program strives to create an environment for success for its students, the student must take personal responsibility to ensure individual success by projecting a positive attitude, behaving in a mature manner, and acting like an adult while participating in the program. Students are assigned to work at a sponsoring organization four full days each month without missing any instructional time. Students gain valuable exposure to a variety of office environments and learn to work and act with adults in a professional atmosphere. At the same time, students earn income which is paid directly to the school to offset the full cost of education. Cristo Rey provides transportation to and from worksites. Students shall use CWSP transportation unless otherwise arranged by CWSP. Students will be held to high standards of honesty and integrity. The use of a sponsor's telephone, office equipment, office services (i.e., internet access, etc.), or office materials without a supervisor's approval is tantamount to stealing and will not be tolerated. Students may not use the facilities and resources, such as, the internet or office equipment at work for any reason unless it is directly related to the performance of their job and during specified and approved work hours. Students are employees of the Corporate Work Study Program and not employees of the sponsors. Students are not eligible for sponsor benefits unless specifically told by their supervisor. Students should never presume that they may partake in these benefits. Since Cristo Rey is the legal employer of the students, parents/guardians should not contact sponsors directly.

Taxes and Employability

Students earn real income through the Corporate Work Study Program. In their contracts, students and parents agree to assign this income to Cristo Rey Jesuit High School to help offset the cost of their education. Because of the tax responsibility created by the program, every student is required to complete an IRS Form W-4 and an INS Form I-9/E-Verify in advance of their first day of work. All students who work during holidays and summer break will receive a W-2 form for tax purposes every January. Students must be at least 14 years old to participate in the CWSP. Students under 16 years of age must complete a State of Illinois work permit form in addition to other employment forms. Students are required to abide by the work restrictions set forth on the reverse side of the work permit form. These restrictions may affect a student's ability to work at a job outside of CWSP.

Students Not Assigned to Sponsoring Organizations in the 2025-2026 School Year

In the 2025-2026 school year, half of the Freshmen class will participate in the Corporate Work Study Training Program. Likewise, some Sophomores, Juniors, and Seniors will not participate in the Corporate Work Study Program as student workers assigned to sponsoring organizations. On days reserved for CWSP, non- assigned students will instead participate in training classes organized by the CWSP to help prepare them for their eventual work placement. These courses include coding, executive functioning, and leadership development.

Families of students unassigned to work with sponsoring organizations can expect their tuition contribution to remain the same as if their student were generating earnings through CWSP. All students who are not assigned to a sponsored organization and are in training classes must abide by all CWSP policies and procedures when it is their CWSP day.

All students and parents/guardians are expected to read and follow the rules set forth in this Handbook as part of their agreement with the Cristo Rey Corporate Work Study Program.

General Policies

Change of Personal Information

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

Child Abuse

By law, all school personnel are mandated reporters and are required by the State of Illinois to inform the Department of Children and Family Services of any allegation/suspicion of child abuse/neglect. All school personnel must place a report with the Department of Children and Family Services each time there is reasonable cause to believe that a child has been abused or neglected.

Cristo Rey Campus

Cristo Rey Jesuit High School is a closed campus school. Permission is needed to be off campus between the hours of 8:00 a.m. and 3:30 p.m. Once a student is dropped off at school, they are considered to be the responsibility of Cristo Rey. Therefore, once a student arrives at school, they are to remain on the plaza or in the school building. Students leaving campus during school hours without permission are subject to immediate suspension.

Textbook and School Issued Items

Students are responsible for books and items issued to that student (i.e.laptop, stylus, ID, lanyard, etc.). If a textbook or school issued item is lost or damaged, students will be charged to replace them.

Drug Testing

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

Food

Food for students is restricted to the cafeteria during lunch periods. Students are not allowed to have food, snacks, or drinks in the rest of the building at any time. The only exception to this is if a teacher arranges with the Director for Student Services for a special event ahead of time. The Director of Student Services will arrange to cancel any lunches. Cristo Rey participates in the Federal Government's Free/Reduced Lunch Program. A student may bring a lunch from home for herself/ himself.

Identification

Each Cristo Rey student will be issued an identification card at the beginning of the year. All students are required to carry their Cristo Rey Student I.D. card with them at all times during school, work, and school related activities. A fee will be incurred if the student loses, misplaces, or damages their I.D.

Medication Policy

All medications must be kept in the Front Office with the exception of prescribed inhalers or Epi Pens. Medications will be given only to students who have a medication form on file with front office signed by a parent or guardian. Prescription medication must be brought in annually in pharmacy-labeled containers and registered in the Front Office. Students who are prescribed an Epi Pen or inhaler must have a form on file in the nurse's office giving permission to self-administer.

Confidentiality of Individual Health Information

To ensure confidentiality of health information, individual health information will only be shared with certain school faculty and staff for the purposes of serving the student and protecting the health, safety, and learning of this student. Faculty and staff are informed of health concerns on a need-to-know basis. All staff and faculty who are trusted with personally identifiable health information take seriously their responsibility to safeguard that information. The school nurse may contact a student's health care provider to clarify facts surrounding a student's condition or treatment plan. Parents are encouraged to talk with the nurse directly if they have any concerns regarding the confidentiality of their student's health information.

School Nurse's Office

Parents are responsible for reporting updates in regard to students' health, documentation, prescriptions and medications.

Medical Cannabis Policy

Students are not permitted to use or possess cannabis in our schools except in accordance with the law and school policy. Our school policy requires that if a parent/guardian of a student demonstrates his/her son or daughter is a "registered qualifying patient" and has an individual who is a "registered designated caregiver," both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (nonsmoking/non-vaping form) at school. A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

Mission Probation and Withdrawal

If a student or his guardians, parent or parents ("Parents") behaves in ways that hinder the School from pursuing its mission, principles, objectives, or disciplinary norms, the Principal may determine that Cristo Rey is not an appropriate venue for the student to continue his or her education. In that event, the Principal will place the student and his or her Parents on probation. This probation is a formal and serious warning to the student and his or her Parents that such behavior is not consistent with an intention to remain a part of the Cristo Rey community. If the Principal determines

that the behavior does not improve satisfactorily, the Principal may require the student to withdraw. The student and his or her Parents may appeal this decision to the President. Such behavior includes, but is not limited to:

1. Lack of respect for the academic, religious, cultural, and social norms of the School;
2. Lack of respect for School employees;
3. Lack of respect for School property;
4. Hindering School employees from discharging their duties; or
5. Refusal to accept the required School curriculum or to attend or participate in class discussion, assignments, or other required School events.

Student Passes

Students are expected to be in class at all times. Any student who is not where they are scheduled to be must have a pass signed by a faculty or staff member. This includes going to the bathroom or seeing a counselor, etc. If a student is between periods and needs to see somebody, they must first report to the next class and receive permission from that teacher as well as a signed pass.

Solicitations

Student solicitations (fundraisers, collections, etc.) of any kind are not permitted unless first approved by the Director for Student Services.

Student Activities & Athletics

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

Given the nature of Cristo Rey's work program, conflicts will arise between work schedules and practices, games and activities. Work always takes precedence over extracurricular activities. A student may not miss any work in order to participate, nor should the student ask his/her supervisor for an exception under any circumstance.

Activities and clubs are overseen and managed by the Director of Student Activities. Sports are overseen by the Athletic Director. Students participating in sports must have a report of a physical less than 365 days old on file with the school.

Transcript and Record Request

School records for students under the age of 18 require parental consent. A record request form is available in the Front Office.

Visitors

All guests to classes must have approval from a member of the Leadership Team prior to their visit. All visitors must report to the reception desk to sign in and indicate their presence at the school.

Financial Information

Payment Methods

- Payments may be made in person, by mail or electronically.
- Payments must be made with check, money order, credit card or bank draft only. Cash is not accepted.
- Checks or money orders should be made payable to Cristo Rey Jesuit High School and must indicate the name of the student and the Unique ID number of whom the payment belongs.
- Refund Policy: Registration fees are non-refundable unless the school Administration determines that a student will not return to Cristo Rey. If a student leaves Cristo Rey for any reason during the school year, tuition will be refunded for payment made in excess of the number of days attended. The amount to be refunded will be determined using a per diem cost. The refund shall be made immediately after the return of all school property; that is, textbooks, gym and team uniforms, and locker combination locks.

Failure to Make Payment

- Any unpaid tuition balance after the 5th day of the month is subject to a $35 late fee. Any account that is past due 90 days will result in a suspension from class until the balance is paid in full.
- Students with delinquent accounts will be suspended from class beginning the 10th of each month and every day thereafter until their families resolve the situation with the Business Office.
- Families of withdrawing students must pay all the tuition due and other balances through the end of the month in which the student officially withdraws from school. No official records will be released until all money owed to the school is paid in full.
- If there are very special circumstances that prohibit making a payment on time, an appointment with the Business Office at (773) 890-6890 to discuss the situation must be made.

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

- A $20.00 fee will be applied to any check returned to the Business Office.
- The original check will be returned to its owner at the time she/he replaces the original check amount.
- Persons writing a returned check will not be allowed to make future payments with personal checks.
- If the tuition account becomes past due as a result of the returned check, a $35.00 late fee will be charged in addition to the $20.00 returned check fee.

Acquired Charges

- Any additional charge/fee (aside from tuition) must be paid immediately (some examples include finance charges, work study program fines, lost book fees, etc.).

- Acquired charges left unpaid after the first of each month will be treated the same as tuition and will be past due.

Late Fees

- A $35.00 late fee is applied for each month that an account is past due.
- If, after the first of the month, an account has an outstanding balance for any reason, late fees will be charged and will accumulate until the account is brought up to date.

Additional Financial Assistance

- Cristo Rey has limited resources to help students whose financial situation prohibits them from paying the full family contribution of $3,150.00. Families for whom financial aid makes the difference in being able to attend Cristo Rey Jesuit High School are encouraged to apply for financial assistance online. Financial Aid Applications are processed each spring for the following school year.
- See all information pertaining to financial aid here.