



# 2025-2026 CRJS Parent/Guardian and Student Handbook

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# Who We Are

## Our Mission

Cristo Rey Jesuit Seattle (CRJS) is a Catholic high school that seeks to enflame the intellects and spirits of our students by integrating rigorous college-preparatory academics, professional work experience, and faith development, empowering them to flourish as scholars and citizens.

## Diversity, Equity, Inclusion, and Cultural Competence (DEIC) Commitment Statement

CRJS, in partnership with the Cristo Rey Network national office, recognizes the dignity of each human being, collaborating with our school communities and partners to foster an education that assists in the alleviation of poverty, the promotion of justice, and the empowerment of the individual. Rooted in Catholic values, our work is our hopeful response to the historic and systemic inequity that limits the full and unhindered realization of the human potential inherent in all communities.

We commit to:

- Seeking, embracing, and celebrating diversity at all levels by building a team that is reflective of the communities we serve.
- Continuously improving our organizational health by practicing policy and procedures that provide an equitable, engaging, and rewarding experience for all staff members.
- Welcoming varied religious expressions and non-expressions as valuable to our community.

We live out our commitments by recognizing our own implicit and explicit biases, creating structures for open dialogue and opportunities for growth, and collectively assessing our organizational progress.

## Grad at Grad Values

All graduates of Cristo Rey Jesuit Seattle will embody the following characteristics:

**Open to Growth:** Graduates will be more flexible and open to different points of view, reflecting on their own experiences to influence future actions. They will actively seek new experiences, even those involving risk or the possibility of failure. Criticism and setbacks will be viewed as challenges and opportunities for development.

**Intellectually Curious:** Graduates will have mastered the academic skills necessary for college, developing a proficiency in logic and critical thinking. They will demonstrate curiosity in exploring ideas and issues, while continually honing their problem-solving skills. Their ability to apply knowledge and skills to new situations will be a testament to their intellectual competence.

**Spiritually Alive:** Graduates will communicate personally with God through both private and liturgical prayer. They will understand that being fully alive entails an active relationship with God and will willingly let faith influence their values, lifestyles, and vocations. They will possess knowledge of various world religions and have encountered the person of Jesus Christ through reading the Gospels in the New Testament.

**Loving:** Graduates will trust in the love of God, family, and friends, actively putting love into action. They will grow in self-acceptance, recognizing that they are loved by God and others. They will develop strategies to attend to sources of stress, maintaining a healthy balance in life. Appreciating the satisfaction of giving oneself through service for and with others, graduates will increasingly display empathy.

**Committed to Promoting Justice:** Graduates will be aware of the need for social change and will actively learn ways to advocate for the less fortunate. Recognizing that religious faith implies a commitment to a just society, they will be cognizant of the global nature of many social problems. Engaging in public dialogue on environmental issues and solutions, graduates will understand the structural roots of injustice in social institutions and attitudes.

**Career Ready:** Understanding what it means to be a professional, graduates will be dependable, adaptable, ethical, and effective team players. They will appreciate the connections between learning in the workplace and at school, valuing work for its personal rewards and social benefit. With high ethical standards, they will become dependable, responsible associates who actively participate in the professional culture and norms of the workplace. Graduates will develop workplace skills such as problem-solving, adaptability, and accountability, showcasing their ability to apply knowledge and skills to new situations.

## Attendance – Your Presence Matters

Cristo Rey Jesuit Seattle believes that what makes us a community gathering together. Each individual makes us who we are, and who we are includes you. Your presence is a benefit to our community and our community is a benefit to you. This relationship is only developed when we are gathered together. Research supports the importance of students’ in-person learning and presence in the classroom.

### Daily Academic Schedule

<b>7:30 am</b>	The school building opens for students, breakfast is available until 7:40am.
<b>7:40am</b>	Students begin transition to homeroom 7:40am.
<b>7:45am</b>	Homeroom begins. Students arriving to homeroom after 7:45am are tardy.
<b>3:08pm</b>	End of school day.
<b>3:15pm</b>	After school activities begin.

<b>5:00pm</b>	Building closes. All unsupervised students must depart by this time. Parents/guardians should ensure their student(s) have been picked up by 5:00pm or alternative transportation has been arranged.
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## **Absence Protocol**

When a student is absent:

- A parent/guardian must contact the school by either emailing **absences@crestoreyseattle.org** or calling **206-688-2100** the day of the absence and stating the reason for the absence.
- Students are responsible for both their learning and their work during their absence. They should follow procedures outlined in this handbook’s section: Making Up Missed Learning.

If a student is absent for three or more days as an unplanned absence, a doctor’s note must be provided when the student returns to school. Students will deliver the note to the front desk upon return. Without an official doctor’s note, or failure to deliver the note within three days, absences for illness will be marked as unexcused.

Students who are absent from school or work may not participate in any school activity held the day of the absence, including sports or other co-curricular activities and programs.

Please see the Corporate Work Study section for more information on absences during workdays.

## **Professional Appointments and Planned Absences**

**All efforts should be made to schedule appointments around school days and workdays, and other family events around the CRJS academic calendar. Students may NOT schedule appointments on their assigned CWS workday.**

If a situation arises when a student will need to miss school, the student must send an email detailing the planned dates of absence, the reason for the absence, and a request for schoolwork they can complete during their absence. This includes partial absences due to professional appointments. The email should be sent to **absences@crestoreyseattle.org**. This email must be submitted at least three school days before the date of the planned absence. This includes partial day absences related to professional appointments. Students are encouraged to follow up with an in-person conversation with their teachers.

Families must verify with the school prior to the planned absence, and can do so through any of the following methods:

- Email to [absences@crestoreyseattle.org](mailto:absences@crestoreyseattle.org).
- Phone call to front desk at 206-688-2100.
- Signed note delivered to school prior to the planned absence.

Students must be signed out by a parent/guardian to be released for a professional appointment. Students returning from an appointment must be accompanied by a parent/guardian.

## **Tardiness**

Any student arriving after 7:45am is tardy. CRJS recognizes tardy arrivals in the following categories:

- **Excused:** Late arrival to school or class because of reasons out of the family's control such as inclement weather, documented transportation delays, health-related emergencies, or power outages, etc.
- **Unexcused:** Arriving late to school or class with or without the knowledge of parent/guardian, because of oversleeping, parent/guardian errands, etc.

Students must arrive at school by 11:00am to participate in any co-curricular activities. Students who are dismissed early are not eligible to participate that day. As with absences, students are responsible for both their learning and their work during their absence. They should follow procedures outlined in this handbook's section: Making up Missed Learning.

## **Dismissal for Illness During the Day**

A student who becomes ill during the school day is to report to the front office with permission of their teacher. The school will contact a parent/guardian for pick-up. No student will be released from school without parent/guardian permission.

## **Making Up Missed Learning**

Students who are absent, tardy or suspended are responsible for making up all missed learning and work assigned during their absence. Before or upon missing class, students should check Schoology for posted assignments and contact their teacher. Assignments should be submitted upon their return to school, or on the mutually agreed upon date with the teacher.

If a student is absent just on the day a test or quiz is given, they must make up that test or quiz the first class day on which they return. If a student is absent before a test date, they should meet with that teacher upon their return to schedule the test.

If a student is absent for multiple days, they must meet with their teachers upon returning to school. The teachers will establish a schedule for make-up tests and quizzes. The schedule will allow for three class days, including the first day back, during which the student may complete the make-ups.

Suspended students must complete all homework assigned during their suspension and submit all homework on the day of their return. Students should use Schoology and email teachers to clarify what has been assigned. Suspended students may make up missed quizzes and tests, within the same three-day rule as applies to students who are absent for other reasons.

The Academic Dean will work with the teachers of students who are out for extended absences (absences longer than three consecutive school days) to establish a schedule for making up missed work, quizzes and tests.

## **Excessive Absence**

Once a student accumulates five (5) excused or unexcused absences in a semester:

1. Family will be contacted to review the student's attendance record with the Academic Dean.
2. Excessive absences beyond the initial five will lead to the student being placed on an attendance contract and a meeting will be coordinated with the family.
3. If a student has not adhered to the attendance contract, a referral will be made to the Principal. In this case, noncompliance may lead to dismissal from the school.

In the case of extreme hardship, families may petition for a waiver to policy. They will meet with the Principal, and if granted, will formulate an attendance contract that considers the hardship.

## **Excessive Tardiness**

Prompt arrival to school helps set students up for academic success. Outlined below is the procedure for students who struggle to meet the expectation of prompt arrival to school.

<b>4<sup>th</sup> Tardy</b>	Family notified. Student meeting with the Academic Dean to review options for improvement.
<b>6<sup>th</sup> Tardy</b>	Family notified. Meeting held with family, student and Academic Dean to outline formal improvement plan.
<b>8<sup>th</sup> Tardy</b>	Warning letter will be sent to the family from Principal noting the failure to meet CRJS expectations, along with status report of progress on improvement.
<b>10<sup>th</sup> Tardy</b>	Family and student will meet with the Principal. Student will be placed on a formal attendance contract. Excessive tardies may result in dismissal from the school. Student will also be referred to the school social worker.

## **Attendance Contract**

A student who arrives late to school, work, or class will be put on an attendance contract established by the Principal and/or Academic Dean. Students on an attendance contract may forfeit the privilege of participating in any extracurricular activity or sport and may be restricted from attending any special school events, such as performances, games, or dances for the entire period of the contract. Consequences are administered at the discretion of the school. See Code of Conduct for further detail.

## **Truancy**

In case of truancy, the parent/guardian will be notified immediately. CRJS is obligated by law to report excessive absence to a student's home district.

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

Semester exams are a priority and cannot be rescheduled unless there is an extreme health or family emergency. If a student is ill and misses an exam, the exam will be rescheduled upon receipt of the doctor's note. If a student is not present for a final exam at the end of the academic semester, and the absence is deemed unexcused, then, the makeup exam will be scheduled at the discretion of the Academic Dean.

## **Cancellation due to Severe Weather or Other Emergencies**

Please be aware that CRJS may have to close for weather or other reasons which constitute an emergency. Please monitor the school website, media, and school text alerts. Closure and other information will be posted by 6:15am.

## **Remote Learning in Case of Extended School Closure**

In the event of an extended school closure/partial closure, the school will facilitate a remote learning community if all of the weather days have been utilized. CRJS will provide continuity of education through the following:

- Regular, live instruction from teachers via video call, with the ability of learners to ask questions online.
- Leverage existing platforms being used including Schoology, PowerSchool, and Office365 for asynchronous learning.
- Integration of other online learning tools such as NearPod, FlipGrid, etc.

The extent to which different methods of instruction are employed is likely to be determined by the length of any school closure and the ability of both learners and teachers to participate in remote learning. The school reserves the right to vary the range of methods used to provide remote learning tasks, feedback, and interaction, based on the circumstances of any closure and based on our experience.

Students and families should assume that attendance will follow the same as a normal day of in person learning. However, specific schedules will be published prior to virtual learning, if implemented.

# **Academics**

## **Academic Vision**

Students in a classroom work as a collaborative learning community, engaged in essential, relevant, intellectually challenging tasks aligned to college readiness. Teachers are facilitators of the learning, allowing all students access to the necessary disciplinary content and skills, and monitoring and responding to students' progress while sustaining cognitive demand of the task.

## **Grading and Schoolwork Policies**

### **GRADING COMMITMENTS**

Cristo Rey Jesuit Seattle commits to a grading system that is: bias-resistant, accurate, and motivational. These parameters were drawn from research and inform all our grading policies.

To consistently reflect students' achievement toward mastery of courses' content and skill standards, students and families should expect:

- Grades will come from standards-based common criteria.
- All assignments that will be graded, or are required, will be posted on Schoology - our instructional learning platform.
- Grades will be supported by data from assignments and will be reported promptly into PowerSchool. In addition, regular direct communication will come from teachers regarding their performances.
- A minimum of 75% of students' grades in a course will reflect authentic assessment of skills and content. No more than 15% will be from practice assignments, and no more than 5% will be participation.
- Students will have additional opportunities to demonstrate proficiency (test retakes, test correction, alternative assignments etc.). Students are only allowed to resubmit major assignments three times in a semester, and it must be within two weeks of original assignment due date. Traditional extra credit assignments are not allowed.

### **GRADING SCALE**

At CRJS, teachers and students will use the same grading scale that will be used at many colleges and universities. The courses will be both challenging and rigorous. The grade point average (GPA) that is reported on the semester report cards is a calculation of the average of all the grades given. Grade point averages are used to calculate honors. The grading scale and GPA equivalent is as follows:

<b>Letter</b>	<b>Percent Range</b>	<b>GPA</b>
A	93-100%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D+	67-69%	1.3
D	63-66%	1.0
D-	60-62%	0.5
No Credit	Less than 60%	0.0

Advanced Placement (AP) courses carry a higher GPA weight and can boost students' GPAs. In these classes, students who receive an A receive 5.0 quality points and B's equal 4.0 quality points. Students attaining below a C will not receive any additional GPA/quality point weight boost.

## **HOMEWORK POLICY**

At CRJS, our approach to learning prioritizes effective use of class time, personalized support, and the recognition that different subjects demand varying levels of guidance and practice, all aimed at fostering a successful academic journey for our students. This approach ensures learning is happening in a productive and supportive environment for all students. Thus, homework for 9th graders is not assigned unless a class is designated as Honors or AP.

Instead, we provide structured, additional academic support sessions on Tuesday, Wednesday, and Thursday. This includes Small Group Instruction, which helps target specific student needs, and Office Hours, which is a time for any student to check in with teachers.

The sole ongoing responsibility outside of school hours for our students is reading. We believe that reading is an activity best suited for the quiet and comfort of a student's home. It's an independent and personal endeavor, and when the right book is chosen and taught effectively, it can be an immensely enjoyable experience.

## **LATE WORK POLICY**

Policy on Submission of Major Assignments (eg: essays, formal lab reports, projects)

- Full credit is possible only if the major assignment is turned in on time.
- 10% of the major assignment's value will be subtracted for each day late after the due date.

See Absence Policy for determining the due date of assignments for absent students.

## **HONOR ROLL POLICY**

There are three categories considered by the CRJS Honor Roll:

- First Honors: GPA 3.7 or higher, with no course grade lower than 85.
- Second Honors: GPA 3.0 or higher, with no course grade below 80.
- Honorable Mention: GPA 2.7 or higher with no course grade below 75.

*\*Students who fail CWS for the semester are ineligible for academic honors.*

## **Curriculum Overview**

**Please see the yearly Curriculum Guide for detailed course descriptions and curriculum information.**

## **POLICY ON THE SELECTION OF CURRICULAR MATERIALS, SPEAKERS, FIELD TRIPS**

### **General Policy**

In matters involving curricular and co-curricular materials, CRJS administrators rely upon the good judgment and professionalism of the school's educators. Educators must make the principal aware

of lesson plans, films, speakers, field trips, etc. that could reasonably lead some community members to object to the material being shared.

### **Philosophy**

Students and teachers are expected to consider a diversity of views and respect the opinions of others. Therefore, books, films, instructional materials, guest speakers, and all student work should be governed by general principles of intellectual freedom and respect for the dignity of each human being. Curricular and co-curricular materials exist to support, enrich, and supplement the curriculum and educational aims of the school, and to serve the needs of students and faculty. The school's position is that all curricular resources exist to:

- Advance the mission of CRJS as a Catholic, college-preparatory school in the Jesuit tradition, and provide adolescents with appropriate material to foster their growth.
- Stimulate growth in factual knowledge, appreciation of aesthetic values, and ethical standards of the school.
- Present a variety of viewpoints concerning current and historical issues to develop, under guidance, critical examination, thinking, and informed judgment.
- Realistically represent the ideas of our diverse society and reflect the various contributions made to our American heritage.
- Generate an understanding of American freedoms and a desire to preserve those freedoms through the development of informed and responsible citizenship.
- Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality to assure a comprehensive collection appropriate for the students and staff in a Catholic, college-preparatory school in the Jesuit tradition.

### **Procedures for Handling Challenged Materials**

Any faculty, student, staff member, or parent/guardian may challenge curricular materials. The complaint will be given a fair hearing. The following procedures will be used in handling complaints:

1. Complaints concerning challenged materials will be referred first to the educator utilizing those materials. The educator will inform the Principal and Academic Dean of the complaint.
2. An attempt will be made to resolve the complaint informally. The teacher will explain to the complainant the purpose of the material, and its connection to the curriculum and the school's philosophy on selection of material.
3. If a complaint is not satisfied, they should email the principal.
4. The administration will consult the appropriate staff members and will review the material in its entirety for conformity with this policy and render a decision.
5. The complainant will be informed in writing of the administration's decision.

## **Academic Integrity Policy**

### **INTRODUCTION**

At CRJS, we strive to instill Christian values and uphold the highest standards of academic integrity. As a Jesuit community committed to the care of the whole person, we aim to cultivate a profound self-awareness in our students that transcends academic lessons. This awareness involves forming

a strong moral conscience that guides individuals to discern right from wrong and truth from falsehood, as expressed in our Grad at Grad values.

### **EXPECTATIONS OF ACADEMIC HONESTY**

As members of this community, students are expected to demonstrate integrity in all aspects of their academic endeavors. An academically honest student:

- Completes their own homework independently and does not permit others to copy their work.
- Approaches quizzes, tests, and exams without external assistance or providing help to peers.
- Refrains from using unauthorized notes, books, or other materials during assessments.
- Properly acknowledges the contributions of others in both written and oral assignments by appropriately citing sources.
- Submits original work and accurately represents authorship of their submissions.

### **PROHIBITED CONDUCT**

Cristo Rey Jesuit Seattle maintains a zero-tolerance policy towards academic dishonesty, whether intentional or unintentional. The following are considered violations of academic integrity:

**Cheating:** The use or attempted use of unauthorized materials, information, or study aids in any academic exercise. This includes:

- Keeping books, notes, or electronic devices accessible during an examination unless explicitly allowed.
- Writing answers on physical objects such as desks, hands, or clothing.
- Communicating with peers during an examination through verbal or non-verbal means.
- Exchanging or sharing answers during or after an examination.
- Copying from another student's work, with or without their consent.

### **ADDRESSING ACADEMIC HONESTY**

Instances of academic dishonesty are taken very seriously and will result in disciplinary action, which may include, but is not limited to, receiving a failing grade on the assignment or examination, a lower course grade, detention, or suspension. Repeated offenses may lead to more severe consequences as outlined in the Code of Conduct.

### **ROLE OF TECHNOLOGY AND AI TOOLS**

In the evolving educational landscape, the use of technology, including AI tools, is becoming more prevalent. While these tools can enhance learning, they must be used responsibly. Students must:

- Ensure that the use of AI tools or other digital resources adheres to the guidelines set for each assignment.
- Not substitute AI-generated responses or content as their original work without proper attribution.

- Use technology as a means to support their learning, not as a way to bypass the learning process itself.

## **CONCLUSION**

By adhering to these principles of academic integrity, students at CRJS demonstrate their commitment to the values we cherish as a Jesuit institution. We encourage our students to pursue their academic goals with honesty and integrity, reflecting the true spirit of our community.

## **MAGIS PERIOD**

### **What is Magis Period?**

Magis period is a scheduled time during the school day for student flexibility and choice. Students choose where to be and how to use this time within the established guidelines. The purpose of this period is time for:

- Academic tutoring
- Enrichment
- SEL
- Meetings: CWS, Outside Services

### **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.
- Be productive to meet their needs.
- Be in a supervised space.
- Utilize resources provided by teachers and staff.

## **Academic Supports**

CRJS, in the spirit of *cura personalis*, recognizes the individuality of each student, and their different learning needs. In addition to excellent instruction in the classroom, CRJS offers the following afterschool programs to students to help them reach their goals.

## **SMALL GROUP INSTRUCTION**

Students who need specific and targeted learning supports to be successful in their academic classes will be assigned to SGI. SGI is structured learning and support time after school. This space will focus on one of the following: literacy skills, mathematics, or executive functioning. Students will be placed according to their needs. SGI is a high-impact learning time for students, with a chance for teachers to leverage smaller groups to help them succeed. Students will be placed into groups to run for approximately six weeks. Based on data, students may be added, removed or swapped groups at the conclusion of those six weeks. Attendance expectations for SGI are the same as they are for the regular school day.

## **OFFICE HOURS**

Office hours are a drop-in time for any student to check in with a teacher or receive support with their work. Teachers are to be available in the classroom for any of their students during this time. It can serve as individual support for students, make-up time for missed work, or to build connections. Teachers will have their office hours available on their syllabus for students.

## **Eligibility**

### **FAILURE POLICY AND SUMMER SCHOOL**

In order to continue at CRJS students must pass all courses with a grade at the end of each semester of 60% or higher. Students who fail any subject either first or second semester **MUST** participate in credit recovery. Failure of more than two courses during the academic year may result in dismissal from CRJS (see 3-4-5 Rule).

### **3-4-5 RULE**

Students may be asked to transfer if they fail three courses in any semester, four courses over the span of two consecutive semesters, or five courses over the course of their CRJS career.

### **TUITION POLICY**

All tuition arrangements must be satisfied and paid in full by the end of each school year in order for a student to register for the next school year. A student is fiscally eligible to participate in all extracurricular activities, including clubs and sports, if tuition payments are current or prior arrangements have been made with the CRJS finance office.

Senior students are fiscally eligible to participate in Senior Activities provided that tuition payments are current. Failure to maintain fiscal responsibilities may result in the student missing Senior Week activities like Prom.

### **EXTRACURRICULAR ACTIVITIES**

Extracurriculars are opportunities for students to enhance their learning and experience beyond the curriculum. These enrichment opportunities are spaced for students to develop their talents, character, and ideas beyond the classroom and work study experience.

To take advantage of these experiences, it is essential that students demonstrate their competence within the curriculum first. Therefore, to be eligible for extracurriculars, a student must meet the following criteria:

#### **Academic Success**

A student must have had a minimum GPA of 2.0 the previous semester and passing all classes for the current semester. Team and club rosters will be checked every three weeks to ensure compliance. A student who does not meet the criteria will not be able to participate for the following three weeks and will be enrolled in an academic support group during their Magis period.

If a student is failing one class, they may submit an appeal to the Academic Dean for a probationary eligibility period of two weeks. If approved, the student may participate in the activity during that period, in which the student is also expected to improve their grade to passing. Students may only submit an appeal for academic eligibility once per semester.

### **Professional Success**

The Corporate Work Study Program offers students an opportunity to model professional success in the workplace. Students must demonstrate their Career Readiness through their timecards, skill development, and overall engagement in the Corporate Work Study Program.

We also view professional success as modeling CRJS' Grad at Grad values inside and outside the classroom. Students can demonstrate the Grad at Grad values by meeting and exceeding CRJS' academic, communal, and cultural expectations as laid out in this handbook and by their educators.

### **Financial Eligibility**

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

## **Campus Ministry and Christian Service**

At Cristo Rey Jesuit Seattle, we invite students to explore their own relationship with God and to recognize how God is all around us, inspiring them to live lives of prayer, discussion, justice, and play - all for the greater glory of God.

We believe in building a strong community, with classmates, teachers, and the wider neighborhood. We encourage students to develop their unique talents to help others, with Jesus as their model. As a Jesuit Catholic school, we welcome students of all faiths to participate in Campus Ministry and encourage students to grow in their faith journey, no matter what path they're on.

Throughout their four years, students will have plenty of opportunities for **justice, prayer, and retreats**. These experiences will help students become "people with and for others."

### **Justice:**

*"Today our prime educational objective must be to form men and women who cannot even conceive of love of God which does not include love for the least of their neighbors"*

*- Pedro Arrupe, SJ*

Mindful of these powerful words, Campus Ministry organizes a variety of opportunities for faculty and students to help our communities in need. Required service and advocacy opportunities will be provided during Theology Class and on Retreats with additional opportunities offered during the Magis Period. Before and after these service opportunities, students will be invited to reflect on their experience and to participate in advocacy efforts for social change.

Our ninth grade students will focus on the universal apostolic preference 'Caring for Our Common Home.' We will collaborate—with Gospel depth—for the protection and renewal of our school's natural environment and Kubota Gardens. Students will learn about environmental and social justice issues and will be required to apply their knowledge to create change in their own backyard.

Jesus' preferential option for the poor and marginalized challenges our modern understanding of individual success, but we believe His model invites students to engage in a loving dialogue with the world, and to help shape that world into a more just and loving place upon graduation.

### **Prayer:**

Students and teachers work together to plan prayer services. Prayers are an opportunity for us to feel closer to each other and to Jesus' message of faith, hope and love. If a student is not Catholic, we welcome them to join in any way that feels right for them and their faith tradition.

Every day at school, we also do something called an Examen, a Jesuit prayer that helps you take a moment to reflect on your day and see how God might be a part of it. It's a reminder that all the good things in life come from God.

### **Retreats:**

At Cristo Rey Jesuit Seattle, we have retreats for each grade level with themes based on our Jesuit tradition. Each retreat is designed to fit what you're going through at that point in high school, and they all build on each other year after year:

- **Freshman: “The world is charged with the grandeur of God.”**
  - This retreat, based on a poem by Jesuit priest Gerard Manley Hopkins, focuses on a central theme of Jesuit spirituality: that God is everywhere at work in the world around us. This retreat will help you, as a freshman, reflect on where you've seen God this year, and where you might find God over the summer.
- **Sophomore: “Fratelli Tutti”**
  - Based on Pope Francis' letter on Social Friendship, this retreat gives sophomores the opportunity to talk about faith with their classmates and to connect with them on a deeper level. It's also a time to reflect on their values and how to work on their relationships with family and friends.
- **Junior: Kairos**
  - Kairos, or God's time, is an intensive off campus retreat facilitated by trained student leaders. The retreat focuses on developing students' interior life through discernment, interpretation of feelings, imagination in prayer, and the cultivation of desire focusing more on the heart than the intellect.
- **Senior: “Inque Hominum Salutem”**
  - The phrase For the Greater Glory of God (AMDG) is sometimes followed by the Latin phrase Inque Hominum Salutem, which translates to "The Salvation of Humanity." This senior retreat experience guides students through St. Ignatius' Spiritual Exercises in order to help them reflect on their call to be “people with and for others.”

## **Student Expectations**

Cristo Rey Jesuit Seattle views its code of conduct, uniforms, and system of discipline, as a function of keeping our community healthy and safe. Strong communities have rules, expectations, and policies for how to act when rules are broken, or expectations are not met. The purpose of this handbook is to educate students and families so that they can clearly understand our community to successfully engage in it.

## **Uniform Policy**

Students are required to be dressed in the full school uniform before entering the school building. Students not in uniform will be required to change into a loaner. Additional infractions will result in demerits. The school leadership reserves the right to determine what constitutes appropriate dress. The following is meant as a set of general requirements, however, in all cases the school leadership has final say.

	<b>ACADEMIC</b>	<b>FORMAL</b>
<b>TOP</b> <i>All tops must include CRJS embroidered crest. Tops must be tucked in at all times.</i>	<b>White or navy polo White button-down shirt</b> <i>Short or long-sleeve</i>	<b>White button down Tie is required</b> <i>Short or long sleeve, button up to top. Nude or white camisole underneath.</i>
<b>PANTS</b> <i>Fits appropriately, worn at the waist. Cargo or capri pants are not allowed.</i>	<b>Neatly pressed gray pants with black leather belt</b>	<b>Neatly pressed gray pants with black leather belt</b>
<b>SHOES</b> <i>No Crocs, slippers, sandals, or any open-toed or open-heeled shoes are allowed.</i>	<b>Closed-toe and closed-heel shoes</b> <i>Sneakers, flats, tennis shoes, etc. are acceptable on class days only</i>	<b>Solid black shoes including trim</b>
<b>SOCKS</b>	<b>Socks must be worn</b>	<b>Dark colored dress socks</b> <i>Brown, black, navy, dark gray</i>
<b>OUTERWEAR</b> <i>All outerwear must include CRJS embroidered crest.</i>	<b>Navy cardigan Navy quarter zip Navy blazer</b> <i>A CRJS embroidered top must be worn underneath</i>	<b>Navy cardigan Navy quarter zip Navy blazer must be worn for Mass</b> <i>A CRJS embroidered top must be worn underneath</i>

<b>IDs</b>	<b>Students must wear student ID at all times on campus</b>	<b>Students must follow workplace guidelines for IDs</b>
<b>Religious Garments</b>	<b>Must be solid navy, black, or gray</b>	<b>Must be solid navy, black, or gray</b>

**Other Uniform Requirements:**

- **Students are expected to maintain a clean and neat appearance.** This includes showering, deodorant, brushing teeth, grooming, and ironing clothes.
- **Fingernails** should be of moderate length and not interfere with typing, handwriting, or other school and CWS tasks.
- **Facial hair must be clean shaven.**
- **Makeup must be in conservative, neutral colors and styles.** No black lipstick or excessive eye makeup.
- **Hats, visors, and head wraps are not permitted.** CRJS will honor and respect head coverings for religious purposes.
- **Tattoos cannot be visible.** Must be covered during any school event including after-school activities and events.
- **Piercings:** Earrings are acceptable unless deemed distracting. Facial piercings may not be worn with the exception of a small stud on the side of the nose. No septum piercings, no multiple hoop earrings. Sunglasses are not to be worn inside the building.
- **Bracelets** may be worn as long as they are not visually distracting.
- **Earbuds** are not allowed.

**Outerwear Policy**

CRJS uniform offers blazers, cardigans or jackets for colder weather. Outerwear that is not on the uniform guide is not considered part of the uniform. Other outerwear is only permitted when students are transitioning outdoors during inclement weather. Students are expected to remove the outerwear immediately upon arrival to school at the start of the day or when arriving to their destination from an outdoor transition. Failure to do so is considered a uniform violation.

**CRJS Spirit Days Policy**

Special dress is permitted on designated days at school or when attending school-sponsored events such as dances and athletic events. When deciding what to wear for school spirit days, students must keep in mind the general principles of the regular dress code.

The items listed below are not allowed on special dress days:

- Pants or jeans with holes, tears or frayed edges; low rise or hip hugger pants, jeans or skirts.
- Attire with offensive logos (eg. alcohol, tobacco, satanic symbols, sexual innuendos, etc.).
- Form fitting or tight shirts.

- Revealing clothing (e.g. tank tops, sleeveless or cap sleeve attire, crop tops, halters, off the shoulder or one shoulder, sheer, low-cut, strapless, shorts above knee etc.).
- Any shirt or top which does not provide coverage of the cleavage, midriff and lower back at all times.
- Bike, basketball, or knit shorts, stretch pants, leggings, sweatpants or pajama pants.
- Head covers including sweatshirt hoods, bandanas, baseball caps etc.

## **Code of Conduct**

**We have high expectations for our students.** Every CRJS student has been admitted to our school because they have thus far demonstrated a passionate desire to learn and make a difference in humanity. Each student is welcome and shall be respected in our school. Each CRJS student has the right to enjoy to the fullest extent possible the academic, spiritual, social, athletic and work experience that is offered here. Each student has also, by accepting the offer of admission to CRJS, accepted a tremendous responsibility: the responsibility to ensure the continued existence and further development of our school, the people who compose our school family and the surrounding community, the reputation of CRJS and most of all, the good that together we can and we will create. We are all members together in the community and an injury to one is an injury to all.

These rules/expectations apply to any student:

- who is on school property,
- who is in transit to/from or at their CWSP placement,
- who is engaged in any school activity including off campus activity,
- whose conduct at any other time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of the students, families, faculty and staff, Job Partners or benefactors of CRJS.

We expect students to reflect our Grad at Grad values in all of the spaces they occupy. The Code of Conduct is not intended to be an exhaustive list of prohibited behaviors, but a reminder of the values of our community, and how educators will support students when they miss the mark.

### **EXPLANATION OF DISCIPLINE SYSTEM**

The relationship between the educator and student is the groundwork for a positive culture and learning. Undesired behaviors should be addressed in the space they occur. Educators recognize that unwanted behaviors stem from unmet needs and skills. Sometimes, testing boundaries is a part of adolescent development, and educators will collaborate with students to identify the best intervention. When a student exhibits undesired behavior, adults and students realize that these behaviors are not personal and that we all *“fall short of the glory of God,”* Romans 3:23. We address unwanted behavior by setting boundaries, having conversations, forgiving, and moving on for a fresh start. We realize that we are a community, and it is everybody’s role to ensure that school is a safe place for everyone.

This behavior education plan is designed to meet the unmet needs of our students, establish clear norms for adults on how to reinforce our behavioral expectations, and provide a roadmap for students and families on how we help students grow.

Level of Infraction	Description and Examples	Possible Interventions and/or Consequences	Responsible Parties
<p><b>Level 1</b></p>	<p><b>First incident of unwanted behavior</b>  Examples:  <ul style="list-style-type: none"> <li>• Out of uniform</li> <li>• Disrupting class</li> <li>• Unexcused tardy</li> <li>• Off-task</li> <li>• Not cooperating with instructions</li> </ul> </p>	<ul style="list-style-type: none"> <li>• Reminder</li> <li>• Redirection</li> <li>• Student conference after school or in hallway</li> <li>• Collaborative home call</li> <li>• Make-up/redo assignment</li> <li>• Loss of privileges</li> <li>• Move seats with explanation</li> <li>• Reflection assignment</li> <li>• Cool-off period</li> </ul>	<ul style="list-style-type: none"> <li>• Student</li> <li>• Educator present during incident</li> </ul>
<p><b>Level 2</b></p>	<p><b>Repeated incidents of unwanted behavior, or egregious infraction of policy</b>  Examples:  <ul style="list-style-type: none"> <li>• Constant class disruptions</li> <li>• Little to no work completed</li> <li>• Low effort</li> <li>• Constant dress code violations</li> <li>• Insubordination</li> <li>• Academic dishonesty</li> </ul> </p>	<ul style="list-style-type: none"> <li>• Referral to an outside counselor</li> <li>• Advice/support from supervisor</li> <li>• Logical consequence aligned to action</li> <li>• Student and/or parent/guardian conference with teacher</li> <li>• Parent/guardian conference</li> <li>• Lunch detention</li> <li>• Restitution</li> <li>• Referred for assessment/evaluation</li> <li>• Student success plan</li> <li>• Contract</li> <li>• <b>Must have restorative conversations</b></li> </ul>	<ul style="list-style-type: none"> <li>• Student</li> <li>• Educator present during incident</li> <li>• Family</li> </ul> <p>Support from other educators as needed including other teachers, Academic Dean</p>
<p><b>Level 3</b></p>	<p><b>Behavior does not improve after multiple interventions, or any other action/behavior deemed a serious violation, at the professional discretion of the Principal.</b>  Examples:  <ul style="list-style-type: none"> <li>• Gross or repeated insubordination</li> <li>• Academic dishonesty</li> <li>• Bullying, harassment, cyberbullying, catfishing</li> <li>• Any form of, threat of, or promotion of violence</li> <li>• Possession, use, or sale of drugs and alcohol</li> <li>• Theft or vandalism</li> <li>• Possession of weapon or item resembling a weapon</li> </ul> </p>	<ul style="list-style-type: none"> <li>• Student, family, Principal conference</li> <li>• Contract</li> <li>• Out of school suspension</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Student</li> <li>• Family</li> <li>• Principal</li> </ul> <p>Support from other educators as needed.</p>

## **EXPLANATION OF INTERVENTIONS AND CONSEQUENCES**

Below provides further explanation of some of the interventions and consequences. It is not intended to be exhaustive, but informative, and reflects our desire to guide students towards meeting and exceeding CRJS expectations.

### **Lunch Detention**

Detention is designed to encourage student reflection and behavior that reflects the Grad at Grad values. Any educator may assign lunch detention to a student. The detention can be served that same day, or the following, at the educator's discretion. During lunch detention, the student is responsible for reporting directly to the cafeteria to retrieve their lunch, and then to the educator who assigned them detention. The detention will last the entire lunch period. During detention, students will have a restorative conversation with their educator about what led to the unwanted behavior, and problem solve how to avoid it in the future.

Dress code violations will also serve a lunch detention. Students will be informed of when they will serve that detention and may be required to do restorative work for not meeting CRJS professional expectations.

### **Restorative Conversations**

CRJS follows a protocol that includes a reflective and meditative component to benefit student growth and accountability. Our aim for these conversations is to resolve both the unmet needs of the student that led to the behavior, as well as the needs of the community that are impacted by the behavior. Students can expect the conversation to include a reflective component, with the end goal being the reparation of the harm done and growth as to how to meet CRJS expectations in the future. As part of this, students may be required to complete an agreed upon task that will help the student to learn from their behavior, make amends, and help restore their good standing within the school community.

### **Contract**

Repeated failure to meet expectations, whether for attendance or behavior, may lead to a contract agreement with the student and the school. This contract will be reviewed by the student, family and school. During the contract period, students can expect check-ins for feedback if they are meeting the agreement. Students placed on contract are required to schedule at least one counseling session with their counselor of choice from an outside organization. They also may forfeit the privilege of participating in any extracurricular activity or sport and may be restricted from attending any special school events, such as performances, games, or dances for the entire period of the contract

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

## **Suspension**

When a student is suspended, they miss the subject material specifically covered during the period of suspension. Teachers are not required to re-teach any of this material. Students are required to make up the work they missed but will only receive credit for major assignments such as finals, midterms, book or unit tests, course projects, essays, and labs. Though a suspended student's grade may not fall more than a partial grade (for example, from A- to B+) due to missed graded work, their grade may drop due to poor performance on work covered during the time of the student's suspension. All students who are suspended have a required family meeting with the school before the suspension commences. This meeting will include reflection on impact, root causes, support needed and the creation of a reflection plan and next steps. This meeting will be more effective at changing behavior than the suspension alone.

Additionally, while on suspension, a student may not practice or participate in any organized school activities, nor may he/she attend school functions. Coaches and moderators may impose additional consequences with respect to participation in their sport or activity in accordance with pre-established policy which has previously been communicated to the student and which would apply to all members of the team or activity.

Upon completion of their suspension, they will have a return meeting with the Principal on their first day back to ensure the necessary reflection and growth have occurred, and the student is ready to successfully reintegrate to the school community.

## **Expulsion**

The President and/or Principal will consider expelling a student for the behaviors below. This list is illustrative and not exhaustive.

- Flagrant or repeated incidents of insubordination, disrespect, or harassing/offensive behavior.
- Possession of weapons at school or school-related events.
- Drug possession, use, selling/providing prior to, at, or immediately following school or school-related events (inclusive of alcohol).
- Malicious and non-accidental destruction of school, private or neighborhood property.
- Stealing/theft.
- Multiple infractions of academic dishonesty.
- Two suspensions in an academic year.
- Committing a suspendable offense while on disciplinary warning or probation.
- Behavior or action that brings into contention CRJS's good name or that of the faculty, staff or students, regardless of where or when such behavior or action takes place.
- Egregious violations of CWSP policy and expectations.

# Technology

## Learning with Technology and Learning How to Use Technology

“The great economic equalizer of our generation, the revolution of this generation, is indeed technology. And by embedding these skills and abilities in our youth today, we can change the nation—one girl, one woman and one generation at a time.”

– *Kimberly Bryant, founder of Black Girls Code*

“It is not about the technology; it’s about sharing knowledge and information, communicating efficiently, building learning communities and creating a culture of professionalism in schools. These are the key responsibilities of all educational leaders.”

– *Marion Ginapolis*

The duality of these insights reflect CRJS’ policy on technology. It is a vital skill for professional and personal success and can allow for deep learning. And at the same time, we believe deeply in the human connection of teachers and students and will work tirelessly to maintain that. Students must act in a responsible, ethical, and legal manner when utilizing technology. Unacceptable use of technology will result in disciplinary action at the school’s discretion.

## CRJS Technology Policy

**Respect the classroom learning environment.** For example, students will comply with the teacher’s directives regarding the use of devices in the classroom and ensure that work is submitted regardless of device malfunctions or other mechanical failure.

**Respect the rights of others.** For example, students will comply with all CRJS policies regarding digital privacy, harassment, and disorderly conduct.

**Respect the intended usage of resources.** For example, students will follow all policies, including the policy on personal technology. Students will only access their unique accounts, protect their accounts with passwords where appropriate, and refrain from sending forged/anonymous communications.

**Respect the legal protection provided by copyright and licensing of programs and data.** For example, users will acquire appropriate permissions before copying licensed software or other legally protected content.

**Respect the integrity of system and network resources.** For example, users will refrain from breaching system security through any means, including hacking, viruses, Trojan horses, flooding/spamming, proxy servers, bypassing the firewall, or password grabbing.

## **SCHOOL ISSUED TECHNOLOGY**

All CRJS students are given the use of a school-issued computer for the school year. Each student is responsible for the care and upkeep of their computer. These devices are to facilitate their learning. These computers are property of CRJS while the student is enrolled. Upon graduation the

computer will become the student's property. If the student leaves CRJS before graduation, they will be required to return their school issued device before records can be released.

The school reserves the right to charge the student for equipment in case of loss or damages. Examples are given below.

- Replacement of machine: \$400.00 If machine is damaged because of negligence.
- Loaner Computer not returned: \$400.00 If machine is given out as a loaner but not returned or returned damaged. Student will be required to pay the cost to replace the laptop.
- Charger Replacement (because of negligence): \$25 If the student is issued a replacement charger because it is lost or damaged.

## **PERSONAL TECHNOLOGY**

To encourage student engagement, fellowship, and a sense of community, all personal technology, including cell phones, smart watches, tablets, non school-issued computers, headphones, etc. are **not to be seen, heard, or used during the school day (7:45 AM to 3:08 PM)**. These devices are to be kept in the student's locker and silenced at all times. Families can support by communicating family plans with their students and contacting the school directly in case of an emergency. In case of emergency, and with permission, students always have access to calling a parent/guardian from the Office of the Principal, or the office of any other administrator.

CRJS follows the following protocols regarding personal electronic devices and related accessories:

- **1st Offense:** The phone/device is brought to the front desk and kept for the remainder of the day. Infraction will be recorded by faculty/staff.
- **2nd Offense:** The phone/device is brought to the front desk. The front desk will alert the Academic Dean and a parent/guardian conference will be required. Infraction will be recorded by faculty/staff.
- **3rd Offense or higher:** The phone/device is brought to the front desk and the Academic Dean is alerted. The parent/guardian must report to the school to retrieve the device. Principal and parent/guardian conference will be required, and further disciplinary action will be taken according to the Code of Conduct.

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

## **UNACCEPTABLE TECHNOLOGY**

The following are considered unacceptable uses of technology, and is intended to be illustrative rather than exhaustive:

- Use of social media - except when part of CWSP duties or assigned by teacher.
- Filming or taking pictures of community members without proper permission.
- Using the network for non-school related activities.
- Destroying or vandalizing computer equipment.
- Deleting resources intentionally.

- Violating the privacy of others, including using someone else’s account or posting other’s material.
- Using abusive language or profanity.
- Spreading computer viruses.
- Sending or retrieving inappropriate material.
- Accessing areas that would be offensive to students, teachers, or parents/guardians because of pornographic content; racial, ethical or minority disparagement; advocacy of violence or illicit/illegal content.
- Posting personal information that would jeopardize a student’s own safety or the safety of another member of the CRJS community.
- Illegal use of software, freeware, or shareware or use of any software without the approval of the school.
- Cyberbullying.

### **VIOLATIONS OF TECHNOLOGY POLICY**

Any student who violated CRJS technology policy is subject to disciplinary action. See Code of Conduct.

### **Online Safety**

The IT Department is responsible for:

- Putting in place appropriate filtering and monitoring systems, which are updated regularly and keep students safe from potentially harmful and inappropriate content.
- Ensuring that all CRJS systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly.
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files.
- Ensuring that any incidents of cyberbullying are dealt with appropriately in line with the CRJS behavior policy.

# **Corporate Work Study Program**

## **Program Overview**

The Corporate Work Study program (CWS) 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 CRJS. A positive attitude and a commitment to high standards of responsibility and behavior are required. As such, the program fulfills an elective credit and is a graded credit.

All student associates and parents/guardians are expected to read and follow the norms set forth in this handbook, as the handbook constitutes part of their agreement with CWS.

While CWS strives to create an environment that encourages student associate success, each student associate must take personal responsibility to ensure their success. Student associates embrace this responsibility by:

- Projecting a positive attitude.
- Behaving maturely.
- Showing initiative.
- Acting like a professional.
- Committing to the high CWS standards for performance, responsibility, and behavior.

CWS assigns student associates to work at a CWS partner based on the student associates' observed qualities, interests, and strengths and the CWS partner's job description. In most circumstances, student associates perform entry-level administrative work (e.g. filing, photocopying, reception, mailroom, data-entry, etc.) for their assigned CWS partner. CWS typically fills work-study positions with a team of four student associates from CRJS.

All student work will be conducted between the hours of approximately 8:30 a.m. and 4:00 p.m. Each student associate works a maximum of seven hours per day, two days per work week, fourteen hours of work per work week, and five days per four-week cycle. Student associates do not miss any classroom instruction while working and they receive at least the minimum number of hours of classroom instruction as required by Washington State.

Students gain valuable exposure to a variety of office environments and learn to work and act with adults in a professional atmosphere. In addition to gaining professional experience, students also earn income that is paid directly to the school to offset the full cost of education.

Students will be held to high standards of honesty and integrity. The use of a CWS partner's computer, telephone, office equipment, office services (i.e., Internet access, etc.), or office materials without a supervisor's approval is equivalent to stealing and will not be tolerated. Inappropriate use of any company equipment or services by the student may result in immediate termination from the workplace and may lead to expulsion.

Students are employees of the CWS program and not employees of the CWS partners. **Because CRJS is the legal employer of the students, parents/guardians may not contact partners directly.** All questions and concerns should be directed to a CWS staff member.

Students are not eligible for CWS partner benefits unless specifically told by their supervisor, and consequently students should never presume that they may partake in these benefits.

Students are required to always carry their CRJS student ID with them on their workday. Periodic checks will be issued to ensure that students have their IDs.

### **Montserrat Summer Bridge: Incoming Student Summer Training Program**

Montserrat is a required summer training program for incoming students that takes place every summer before the academic year begins for incoming 9th graders or 10th grade transfer students. Montserrat prepares incoming students for working in a professional work environment and a challenging academic environment. Montserrat is graded similarly to other classes, with CRJS work

and various assessments, and students are expected to engage with the coursework. Students must complete Montserrat to matriculate at CRJS for the academic year. All handbook policies, including those related to attendance and the dress code, remain in effect during Montserrat. Adherence to these policies is mandatory.

**Montserrat Attendance:** Incoming students must attend every day of Montserrat. CWS will not approve or excuse absences during Montserrat. If an emergency arises that may prevent a student from attending a day of Montserrat, a parent/guardian must contact the CWS staff immediately. If a student is absent during Montserrat, CRJS and CWS will meet with the student's parent/guardian. In its discretion, CWS may consider an absence or absences sufficient grounds to terminate the student's relationship with CWS and CRJS.

**Montserrat Tardies:** Students are expected to attend every day of Montserrat and be on time. During Montserrat, **student check-in is at 8:30am**. A student is considered **tardy** if they check-in **at or after 8:45am**. If a student earns two tardies during Montserrat, or is absent once, CRJS and CWS will schedule an in-person meeting with the student's parent/guardian. CWS and CRJS consider tardies when determining whether a student has completed Montserrat. CWS may consider two or more tardies sufficient grounds to terminate the student's relationship with CWS and CRJS.

**Montserrat Dress Code:** Students must be in full uniform, except the blazer and tie, as defined by the handbook, during Montserrat. If, during Montserrat, a student is out of the dress code twice, CWS will meet with that student's parent/guardian. CWS may consider two or more dress code violations sufficient grounds to terminate the student's relationship with CWS and CRJS.

## **The CWS Work Experience**

Through the CWS program, the CRJS graduate will learn to be a dependable, responsible student associate of integrity with high ethical standards. The CRJS graduate will have participated in the professional culture of the workplace and begun to explore their own potential. The CRJS graduate will be a personable and effective team player who is a confident self-starter as well as respectful and respectable. The CRJS graduate will have learned the value of work both in the rewards it produces and in the self-satisfaction it allows one to attain. The CRJS graduate will have 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 CRJS graduate will recognize the dignity of work, its integral connection to justice, and the choices they have, to create a better society.

## **Attendance at Work is Required**

Each student is expected to attend every workday they are assigned. Workdays are assigned at the beginning of the academic year. Since each student works only one day each week, missing a day of work is a very serious event. CRJS and the student promise the CWS partner they will fulfill their work responsibilities for the entire school year. CWS partners pay CRJS for this work and students automatically receive financial credit toward their education. Missing work for any reason will

result in a \$280 fine per day (the actual amount a student earns per day) on the student's tuition account. If a student cannot attend their workday due to illness and they are in the care of a doctor, the \$25 fine for a missed day will be waived. For a missed day fine to be waived due to illness, the student must provide the CWS office with a doctor's note within 3 (three) days of their return to school. Students/parents/guardians are not to schedule appointments on the student's workday; students will not be allowed to leave work early, nor will their absence be excused for scheduled appointments. Students missing work due to scheduled appointments will be subject to a \$25 fine.

A student must make up any missed workdays during breaks in the academic school schedule such as Christmas break and Spring break. Please see the possible days on the school calendar. Physical and digital copies of make-up day forms will be distributed to students on their workday before any major school breaks. The student is responsible for making the arrangements with their supervisor and notifying the CWS Office by returning their completed make-up day form. 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, the student may be liable to expulsion.

**Tardiness to school, class or work is not acceptable.** Being tardy to morning check-in will be treated the same as tardiness to school. Students are expected to be in dress code line in full dress code by 7:45 am on their workday to be considered on time. Students must check in at CRJS before they are permitted to go to work. Students who are late or not in the correct dress code may be sent home and be required to make up the workday during a school break or summer. Students will receive a missed day work fine if sent home for the above reasons. If a student travels directly to work without permission from a CWS staff member, they will receive detention.

### **CWS Transportation**

CWS will coordinate the transportation of student associates to/from work using a variety of modes of transportation, including contracted vehicles, leased vehicles, and owned vehicles, and public transportation with chaperones. Student associates are required to take the mode of transportation coordinated by CWS staff every day in which they work. Students are representing CRJS and are expected to behave in a mature and professional manner while in transit. If a student does not behave in a professional manner, the student risks being held from work. If a student causes a driver to be cited for a traffic violation, the fine will be passed on to them and their family. If the problem persists the student risks being asked to leave CRJS. Parents/guardians are not allowed to take students to and from work except in extraordinary circumstances with prior approval from CWS.

If a student is stopped by the truancy police on their way to work, they must present the police with their CRJS ID and call CRJS or a CWS staff member immediately.

### **Illness at Work**

If a student becomes ill at work, the student must inform their CWS supervisor. The supervisor must then call the CWS office, and CWS staff will arrange for transportation for the student to come back

to school. The CWS staff will communicate directly with the student’s parent/guardian to inform them of the student’s illness and to coordinate a plan for the student to be picked up from school.

Health and Safety of our student associates and their coworkers is our highest priority. A student who is feeling sick in the morning should NOT go to work. For this reason, any incident of a student leaving work early due to sickness will be treated the same as an absence and a \$280 fine will be imposed.

If a student becomes ill and must leave work early, we will provide the student with a make-up day form to coordinate any missed time.

### **Lunch and Breaks**

Student associates are entitled to a 10-minute break after 2 hours of work, at least a 30-minute lunch break, and an additional 10-minute break after two more hours during their workday. Student associates must talk to their supervisor to determine a suitable time to take their lunch. Students are responsible for their own lunch on workdays. It is never appropriate to ask a supervisor to buy the student lunch, therefore, it is suggested that students bring their lunch, pick up a lunch at the school, or bring money to purchase a lunch for takeout at the office cafeteria. Students are not allowed to leave their place of employment for lunch without explicit permission from CWS staff.

Students are being paid a wage for their work, one that exceeds minimum wage. Students are not permitted to use their cell phones during the workday. If a supervisor allows, a student may use their cell ONLY phone during their breaks.

### **Internet Use at Work**

If a student is given access to the internet, they should only use the internet for work purposes as instructed by their supervisor. If a student associate does not follow these policies, CWS will be informed and a meeting will be scheduled with the student. Students must also adhere to the policies governing technology and internet usage at their client worksites. Any violation of these policies or misuse of partner company technology as determined by CRJS staff is grounds for termination from a job placement.

## **CWS Behavior and Infraction Matrix**

### **Level I -- First incident of unwanted behavior**

<b>Description and Examples</b>	<b>Possible Interventions and/or</b>	<b>Responsible Parties</b>
Out of uniform	Point deducted from that day's time card	Account Manager & Student
Out of uniform at work	2 points deducted from that day's time card	Account Manager & Student

<b>LEVEL I CONTINUED...</b>		
<b>Description and Examples</b>	<b>Possible Interventions and/or</b>	<b>Responsible Parties</b>
Late timecard	Point deducted from that day's time card	Account Manager & Student
Late to CWS Morning Meeting	Point deducted from that day's time card	Account Manager & Student
Sleeping at Work	Restorative Conversation and call home for support	Account Manager Student Parent/Guardian
<ul style="list-style-type: none"> <li>• Disrupting CWS class</li> <li>• Off-task at work/ CWS class</li> <li>• Using cellphone at work on company time (not on break)</li> <li>• Not cooperating with instructions from drivers, teachers, supervisors</li> <li>• Negative attitude at work</li> </ul>	Restorative Conversation to correct behavior	Account Manager Student  Potentially: Van Drivers Supervisor

**Level II -- Repeated incidents of unwanted behavior, or egregious infraction of policy**

<b>Description and Examples</b>	<b>Possible Interventions and/or</b>	<b>Responsible Parties</b>
Late to Morning Meeting 2+ times (On time is in CWS seat at 7:45)	Call home for parental partnership	Account Manager Student Parent/Guardian
Eating in the vans	Call home for parental partnership and vacuuming the vans before work	Account Manager Student Parent/Guardian
<ul style="list-style-type: none"> <li>• Constant class disruptions</li> <li>• Little to no work completed in CWS Class</li> <li>• Low effort</li> <li>• Insubordination</li> <li>• Academic dishonesty in CWS class</li> <li>• Ignoring the van drivers' instructions</li> </ul> <p><i>Continued...</i></p>	Call home for parental partnership	Account Manager Student  <i>Potentially:</i> Van Drivers Supervisor

<b>LEVEL II CONTINUED...</b>		
<b>Description and Examples</b>	<b>Possible Interventions and/or</b>	<b>Responsible Parties</b>
<ul style="list-style-type: none"> <li>• Repeated sleeping at work</li> <li>• Disrespectful behavior at work to supervisors and van drivers.</li> <li>• Lying</li> </ul>	<p><i>CWS Refresh Day</i> on Campus</p> <p>Reflection + Professional Development to plan to be successful at work</p>	<p>Account Manager Student</p> <p>Parent/Guardian Supervisor</p>

**Level III- Behavior does not improve after multiple interventions, or any other action/behavior deemed a serious violation, at the professional discretion of the VP of CWS.**

<b>Description and Examples</b>	<b>Possible Interventions and/or</b>	<b>Responsible Parties</b>
<ul style="list-style-type: none"> <li>• Leaving work without express permission from school and parent</li> <li>• Theft at work</li> <li>• Gross or repeated insubordination (not following instructions)</li> <li>• Vaping or drug use at work</li> </ul>	<p>Student, family, Account Manager, VP of CWS Conference</p> <p>After conference, possibly:</p> <p>Termination from CWS job + requisite CWS on campus re-training and repeating Montserrat</p> <p>or</p> <p>Expulsion from CRJS</p>	<p>Account Manager Student Parent/Guardian VP of CWS Principal</p>

**Termination from Work**

CWS and partner organizations reserve the right to remove student associates from their work placements at any time. Reasons may include, but are not limited to: unsatisfactory performance, attendance and timeliness, adverse interactions with workplace colleagues, or behavior which violates the CRJS Student Handbook.

Depending on the cause of termination, student associates may face additional disciplinary action up to and including dismissal. If a student associate is terminated from work by a CWS partner, CWS, in its discretion, may require the student associate to undergo retraining or immediately

terminate the student associate. (If CWS terminates a student associate, CRJS must dismiss the student, as participation in the CWS program is a condition for enrollment at CRJS.)

Should CWS elect to retrain the student associate, she or he may return to work after satisfactorily completing the retraining curriculum. Student associates may only participate in the retraining program once during their time at CRJS.

If a student associate is terminated from his or her job placement a second time, that student may be asked to leave CRJS. Whether a student associate will be terminated by CWS and dismissed from CRJS under any circumstance is at the sole discretion of CWS and CRJS.

If a student associate has satisfactorily completed retraining, the student associate will be placed at another client worksite once a new placement opportunity is available.

**Year End Review:** If at the end of the year a student has failed CWS (regardless of grade level), that student may be prohibited from continuing in the CWS the following year and therefore not allowed to return as a student at CRJS. If that student is not dismissed from CRJS, they will be required to undergo remedial training in the summer. The student must pass summer remedial training to be allowed to continue in the CWS and return as a student at CRJS. All students must be considered employable to remain at CRJS.

## **Taxes and Employability**

Student associates earn real income through the corporate work study program. CWS pays any student earnings from the corporate work study program directly to CRJS under CWS's Qualified Educational Assistance Plan (QEAP), which includes a form that families must sign. This income helps students offset the cost of their tuition. Any CWS contributions are limited to the maximum amount permitted by the QEAP for a given calendar year. To be employed by CWS, student associates must complete and submit a Form I-9 to certify identity and employment authorization in compliance with official requirements. Students may be asked to submit to fingerprinting and/or background checks as a condition to his/her employment at a corporate Job Partner of CWS. Students may also be asked to submit to medical screenings such as TB testing and may be asked to get certain vaccines as a condition for their employment at a Job Partner, especially in medical settings.

Students must be at least fourteen years old to participate in the Corporate Work Study program.

## **Site Visits**

Each year, Cristo Rey Jesuit Seattle CWS must conduct at least two site visits at all our corporate Job Partner job sites. These visits are done to ensure that students work at places compliant with child labor laws. After each site visit, a CWS staff member must complete a form that confirms that the corporate Partner's job site is compliant with child labor laws. If issues arise with a student at a job site more than two site visits may be conducted.

## **Non-Program Workdays**

Student associates, who work on non-school days that are not make-up days, are eligible to retain a portion of their earnings and will receive a W-2 form for tax purposes in January of the following calendar year. Partners may ask student associates to work on a day(s) when CWS is not in operation. Student associates may choose at their discretion whether to work on the day(s) requested by the partner; they are not required to work on these days as a condition of participating in CWS.

Student associate earnings for these days of work, whether paid by the Partner directly or through a payroll processing mechanism of the CWS, are the student associate's own personal earnings and not subject to CWS's QEAP and they will be subject to any applicable tax withholdings or deductions. The student associate and parent/guardian will be responsible for any income tax or other personal or tax-related expenses incurred as a result of compensation for these additional days of work rendered by student associates. The student associate will receive a W-2 for this compensation in January of the following calendar year. Student associates working additional days for a CWS partner must first receive permission from CWS. CWS will not provide student associates transportation for these days; they must find their own transportation to work on these days. Student associates are responsible for communicating with their supervisor and CWS regarding lateness or absence from work by or before 8:00 am.

## **Timecards**

Student associates must complete a timecard for each workday, as per Department of Labor regulations. Timecards detail the time a student associate arrived at work, took a lunch break, and left for the day and provide a summary of the student associate's activities during the workday. Therefore, a student must check in with their supervisor at the beginning of the day, before lunch, and at the end of the day. Timecards also provide an opportunity for student employees to reflect on the specific duties they supported at a CWS partner work site, and the events of a given workday. Failure to complete a timecard leaves CWS with no record of a student associate's workday, which is required by the US Department of Labor. Student associates must complete timecards by 6:59 p.m. on their assigned workday.

**Late Timecard Consequences:** Every late timecard will hurt a student's Corporate Work Study grade. After a student's 2nd late timecard, they will be fined \$25 dollars for every late timecard for the remainder of the year.

**Delinquent Timecard Consequences:** A timecard is delinquent if a student associate fails to submit a timecard by the end of the quarter. Without a timecard, CWS has no record of the student working, and will therefore treat the day as an absence. At the end of every quarter, all incomplete timecards will result in the student being billed \$280 (the actual amount a student earns per day) to the family's tuition account.

**CWS and Financial General Information:** Cristo Rey Jesuit Seattle determines each family's financial contribution at the time of admission. Below is a breakdown of the school funding model.

- Actual Annual Cost to Educate a Student: \$30,000
- Family Annual Tuition Contribution: \$400-\$2,500
- Registration Fee \$100

- CWS Annual Contribution: \$11,250
- Annual Scholarship: varies

**Students receive a grade for their participation in the CWS during the school year. The student’s grade is based on:**

<b>Item</b>	<b>Grade Weight</b>
Performance Evaluation	15
Exams	20
Quizzes	15
Timecards	20
CWS Classwork/Participation	30
Total	100

Performance at work is based on the performance evaluation form filled out by the student’s supervisor at work. The CWS program follows the same grading system as academic courses. Students are expected to achieve an average of at least 70 for the year.

Students struggling in the workplace and not meeting expectations in the workplace will be placed in CWS tutoring. All students that are placed in CWS tutoring or display significant areas of growth in the workplace due to work performance are subject to review at the end of the school year. As mentioned in the above ‘Year End Review’ section, students experiencing difficulties at work, who have failed CWS for the year, and/or those not making progress towards achieving the goals and objectives of the CWS, will be considered unemployable and may be asked to leave CRJS.

## **Campus Facilities**

### **Closed Campus**

For the purposes of safety, Cristo Rey Jesuit Seattle maintains a closed campus - students are not permitted to leave the school grounds during the school day for any purpose without the permission of the administration.

### **Buildings and Grounds**

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

Any student who defaces and/or damages property (such as computers, phones, machinery, walls, lockers, desks, chairs, tables, or windows) is required to pay for the damage.

## **Lockers**

Lockers are the property of CRJS. They are provided to ensure the safe keeping of students' school materials and personal belongings. Students are expected to keep their lockers neat, and orderly. Each student must ensure their locker is closed, locked, and secure. A student may only use their own school-issued locker.

No food or personal items of immense value should be kept in the locker. Nothing permanent may be placed on the inside or outside of the locker. Adhesive may not be used to attach pictures or other items to lockers (removable magnets may be used inside of the locker.) Only items related to sanctioned school activities will be permitted inside lockers. Pictures, stickers, identifiers, and/or vandalism affixed outside or inside the locker which cannot be removed by the student will incur a \$25 charge to them.

Locker inspections may be completed with or without the student being present and without the student's knowledge at any time.

The school does not assume responsibility for lost or stolen items.

## **Confiscation of Contraband**

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

# **Health and Safety**

## **Health Overview**

The safety of students, staff, and visitors at CRJS is of paramount importance. Many of the policies and procedures contained in this handbook are intended to ensure safety. The school has an important partnership with students and their parents/guardians to have the necessary communication and healthy practices to protect everyone's wellbeing.

As teens begin high school, there are many new responsibilities including learning to manage some of their health concerns. Students should remember that not every stomachache or headache needs to be medicated. Many teenagers skip meals, do not go to bed at night, and do not drink enough water, which causes many of these symptoms. Taking care of oneself every day is very important.

The health policies and procedures in this handbook are intended to promote a culture of wellness throughout the CRJS community, optimizing the intellectual, personal, and spiritual growth that is at the center of our school's mission.

## **Is a Student Too Sick to be at School?**

Here are some of the signs that parents/guardians and CRJS faculty and staff should look for in deciding if a student should remain at home (or be sent home if detected while the student is at school):

- **Appearance/Behavior:** unusually tired, pale, no appetite, hard to wake or confused.
- **Eyes:** If there is drainage, eyelid redness, or vision change these may be signs of "pink eye" (conjunctivitis).
- **Fever:** Temperature of 100 degrees Fahrenheit (38 degrees centigrade) or higher. Students need to be fever-free for 24 hours without fever-reducing medication before returning to school.
- **Bad cough or cold:** Students need to be able to cover their cough to be at school. If a cough or cold persists for more than 2 weeks, the student may need to be seen by a healthcare provider.
- **Diarrhea:** 2 or more watery stools in 24 hours, especially if the student acts or looks ill. Students should stay home for 24 hours after the last watery stool.
- **Vomiting:** Vomiting 2 or more times in 24 hours. Students should stay home for 24 hours after the last time they vomited.
- **Rash:** Bothering body rash, especially with fever or itching. Some rashes may spread to others and should be checked by a health care provider.
- **Injury/Surgery:** If a student is unable to concentrate due to pain or pain medication, they should stay home.

Keeping ill students at home, encouraging frequent hand washing and covering coughs protects everyone, especially those with weakened immune systems.

## **Protected Health Information (PHI)**

Personally identifiable health information collected by Cristo Rey Jesuit Seattle (CRJS) will be kept confidential. CRJS employees entrusted with a student's personally identifiable information have received training regarding their responsibility to safeguard that information. The information will only be viewed by CRJS's administrators, counselors, data/web managers, front office staff, and faculty/staff for these individuals to be informed of a student's health concerns or conditions for purposes of the safety of the student or others.

## **Required Health/Medical/Emergency Treatment Forms**

Every year, CRJS parents/guardians must complete various forms and agreements. Students will be allowed to attend school and/or interscholastic sports practices only after all required information has been submitted to the front office. All forms can be found in the front office or by emailing [frontoffice@crstoreyseattle.org](mailto:frontoffice@crstoreyseattle.org).

## **GENERAL FORMS**

**Emergency Contact Information Form:** Must be updated and submitted to the front office every year.

**Medical Release Form in Event of Emergency:** Must be updated and submitted to the front office every year. This allows the school to get help immediately for a student involved in an accident or suddenly taken ill. Faculty and staff, including coaches, are briefed on procedures to be followed in case of illness or accident. In an emergency, first aid will be administered and 9-1-1 will be notified to evaluate and transport the student to the nearest emergency room if needed. For less serious illnesses or injuries, parents/guardians are generally asked to accompany the student home.

**Parental/Guardian Acknowledgement of School Medical and Health Policies, Procedures, Information, and Forms:** Must be updated and submitted to the front office every year.

## **PHYSICAL EXAMINATION FORMS**

It is recommended that all students have a yearly physical on file at CRJS. All students wishing to participate in any athletics at CRJS must have a physical exam and a copy must be on file at the school. The form must be returned to the front office before any student can participate in any athletic practice or competition.

**Physical Exam Form:** It is recommended that all students have a yearly physical examination signed by a licensed healthcare professional every year, with a copy kept on file in the CRJS front office.

**Athletics Forms:** All students participating in any athletics at CRJS must complete a pre-participation medical history and examination form and a medical eligibility form. Both must be signed by a licensed healthcare professional every year and kept on file in the CRJS front office.

## **MEDICATION FORMS**

Whenever possible, CRJS encourages medication doses to be scheduled during non-school hours. For students who require medication during school hours, Washington State Law (RCW 28A.210.260) requires that the following authorization form must be completed with the signatures of both parents/guardians as well as a licensed health care professional and kept on file at the front office before medication can be given. This form must be updated and submitted to the school front office every year.

**Authorization to Administer Medication at School Form:** Medication must be in its original pharmacy container and labeled with the student's name, medication name and strength, dosage to be given, timing and method of administration, and length of time to be given.

Medications must be stored in an appropriate, easily accessible location which allows prompt response in case of an emergency. Medication that requires injections (such as Epi-pens) should only be administered after appropriate staff members are trained by health professionals. CRJS staff require one business week to receive proper training on how to inject a medication before they can be expected to do so.

Students are not allowed to carry drugs or medications on their person except for the below emergency medications, and only after the medical forms are completed and signed by both parents/guardians as well as a licensed health care professional. They must be kept on file at the front office before medication can be given.

**Emergency Medications:**

- **Allergy Self-Injector** (i.e. an EpiPen): Severe allergy/anaphylaxis medication order and health history form (allergy action plan). This form must be updated and submitted to the front office every year.
- **Asthma Inhalers** (i.e. albuterol, ventolin, etc.): Asthma medication order and health history form (asthma action plan). This form must be updated and submitted to the front office every year.

Sharing of prescription or non-prescription medication in any way is prohibited. Students who do so face serious consequences up to and including expulsion.

**Health Information Update Form:** If at any time during the school year, a student experiences a significant new or changed health condition, medications, or allergies, they are required to complete the interval student health information update form signed by their parents/guardians and their licensed health care professional and submit to CRJS to be kept on file at the front office.

**Medication Policy**

It is the policy of our school that students carry no drugs or medication with the exception of asthma inhalers and Epi pens. Students who self-carry asthma inhalers and/or Epi pens MUST have a medical form on-file in the main office. The form must be filled out and signed by the student's doctor.

- All medications are to be administered by the school's front office staff.
- If it is necessary for a student to take medication during school hours, it must be in the original container and must be accompanied by a school medical form completed by the parent/guardian specifying the time for the medication to be given.

- Medications not accompanied by the proper medical form completed and signed by the parent/guardian will not be administered.
- Only medication approved by the parent/guardian on the CRJS official medical release form will be given to the student.
- The medication must be in the original bottle with the student's name, name of the doctor, name of the medication, dose to be given, time the medication is to be given, and how it is to be administered).
- The medication will be stored in the front office, not in a student's locker or on their person
- Job Partners have been instructed not to administer medication at work without prior approval from parents/guardians and by the school.

## **Drugs, Alcohol, and Other Controlled Substances**

CRJS reserves the right to drug test any student at its discretion. Positive results may be grounds for expulsion. CRJS is a drug, alcohol, tobacco-free campus at all times and during all events. The use, possession, sale, purchase or distribution of illegal drugs, alcohol and tobacco products or electronic cigarettes and accompanying liquid solutions on or off our campus at any time, including but not limited to personal and/or after-school functions, is strictly prohibited. This includes, but is not limited to, the possession or use of e- cigarettes, vapor/liquid-based tobacco/nicotine dispensers, pills (other than over the counter medications or medications prescribed by a health care professional to the student in possession of such medication), blunts/cigars, cannabis/CBD oils and related products.

## **Student Immunization and Possible Exclusion**

Parents/guardians should consult with their primary care provider to determine required and recommended immunizations. After completing the required immunizations, they should submit their most up-to-date immunization record signed by a licensed healthcare professional to the school on or before their first day of school and kept on file at the front office.

Students not in compliance with Washington State Department of Health Services (WSDOH) immunization requirements will be sent home and required to receive the necessary immunizations before returning to school.

All students are to be up-to-date on all immunizations required by the Washington Department of Health and have documentation for any medical or nonmedical exemptions, [Certificate of Immunization Status](#). If parents/guardians choose to not have their student receive any WSDOH-required immunization(s), an exemption form signed by a health care professional licensed to practice in Washington State must be submitted to CRJS and kept on file in the front office. It is each family's obligation to provide the school with a student's immunization record. According to the Washington Department of Education Guidelines, failure to do so may result in the exclusion of your student until all immunizations are up-to-date. See [WAC 246-105-050](#) for more information.

The immunization requirements for the 2024-2025 school year can be found [here](#).

Once we have received student documents, we will determine student compliance with the state immunization requirements. If additional info, documentation or immunizations are needed, we will

be in contact. Students must comply with the state immunization requirements before they can start school.

### **Immunization Documentation Requirements**

Proof of immunization status must include one of the following documents:

1. A completed [Washington State Certificate of Immunization Status](#) (CIS)
  - A CIS printed from the Washington State Registry
  - A physical copy of the CIS with a healthcare provider signature
  - A physical copy of the CIS with accompanying medical immunization records from a healthcare provider, or
  - A CIS printed from the [MyIR](#) (see below)
2. A completed Washington [State Certificate of Exemption](#) (COE)

### **Access Your Family's Immunization Information**

To access your family's immunization information from the Washington State Registry, sign up for MyIR to view, download, and print your student's immunization records securely online. Once you register, you can access the records anytime. You can print the Certificate of Immunization Status for school.

### **Outbreak**

Should there be an outbreak of a contagious disease, in the interest of public health, state or county health officials will act quickly to declare an emergency and may exclude some highly susceptible students from school.

### **Life-Threatening Medical Conditions**

While CRJS is a private institution, we voluntarily adopt the standard of safety outlined in the law applicable to public schools (RCW 28A.210.320) concerning children with life-threatening medical conditions, reflecting our commitment to maintaining a similar level of safety and care for our students. "Life-threatening conditions" refer to those posing a danger to a student's life during the school day without a valid medication or treatment order ("Action Plan"). **Life-threatening medical conditions include allergies, asthma, diabetes, and seizures/epilepsy conditions.**

- **Diabetes:** Any student with a diagnosis confirmed by a licensed health care provider must have their parents/guardians and a licensed health care provider complete the following form. A copy must be kept on file at the front office. Insulin injections must be administered while observed by a CRJS staff member, documenting student's name, insulin dose and time of injections. Insulin needles and syringes must be discarded in a medical "sharps" container after injection.
  - **Required form:** Diabetes Assessment form (Diabetes Action Plan)
- **Seizures:** Any student with a diagnosis of seizures confirmed by a licensed health care provider is required to have their parents/guardians and a licensed health care provider complete the required form. A copy must be kept on file at the front office.
  - **Required Form:** Seizure Assessment Checklist (Seizure/Epilepsy Action Plan)
- **Asthma and severe allergies** see medication forms section above.

## **Accident Insurance for Students**

All CRJS students are covered for injuries caused by accidents occurring on school premises during school hours and on days when the school's regular classes are in session, including one hour immediately before and one hour immediately after regular classes, while continuously on the school premises. Students are also covered while participating in or attending school corporate partner and directly supervised activities including interscholastic athletic activities and work. Students will also be covered while traveling directly and without interruption to or from home and school for regular attendance, or home and school to participate in school corporate partner and directly supervised activities provided travel is arranged by and at the direction of the school, and while traveling in school vehicles at any time.

## **Protection of Human Dignity**

The school seeks to be a faith community dedicated to quality education and Christian formation in the Ignatian tradition. As a Catholic community, we recognize the presence of God in all people and seek to respect all members of our community in their individual uniqueness. In all we do we strive to create an atmosphere of trust, in which together we can challenge one another to growth. Catholic tradition affirms the human dignity and worth of every person and recognizes the need for protection of their basic human rights. Further, in the Jesuit mandate of faith doing justice in the promotion of love, we are especially called to be a community committed to the inherent dignity and the equal and inalienable rights of all members of the human family, recognizing that this respect and fair treatment of all people is the foundation of freedom, justice and peace in our world. CRJS commits to respond when appraised of the violation of the dignity and rights of members of its community.

### **COMMITMENTS**

CRJS commits to maintaining a safe community that promotes nondiscrimination and non-harassment. Violations of these commitments, and in doing so of the protection of human dignity, will be taken seriously.

### **EXAMPLES OF VIOLATIONS OF HUMAN DIGNITY**

#### **Bullying**

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. To be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Those who bully use their power - such as physical strength, access to embarrassing information, or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

## **Cyber Bullying**

Cyber bullying is a particularly insidious form of bullying and deserves particular attention. This happens when a student(s) sends or posts text and/or images intended to hurt or embarrass another student(s) by use of electronic devices through means of email, instant messaging, text messages, blogs, mobile phones, telephones, pagers, social media (Instagram, TikTok, etc.), or through use of YouTube video, or any other electronic means.

## **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 their relatives, friends or associates because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, citizenship, or disability that:

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

Harassing conduct includes, but is not limited to:

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

Any student who believes that they have been the subject of sexual or any other form of harassment by anyone at CRJS or by any person who does business with CRJS, even a corporate partner, should bring the matter to the attention of a CRJS staff member, the Principal, or the President of CRJS. Upon notification of negative treatment, the student will be pulled from their job site and not be allowed to return until the matter is resolved. A prompt and thorough investigation of any alleged incident will be conducted, and appropriate corrective action taken if warranted. To the extent possible, complaints of harassment will be treated as confidential. CRJS 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.

## **Racial, National, and Ethnic Harassment**

A behavior that denigrates, ridicules, and/or is verbally or physically abusive to an employee or student because of their race, ancestry, heritage or background identification with a specific country or ethnic group.

## **Sexual Harassment**

Government regulations define sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature;

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

**Sex-based Harassment**

A behavior that denigrates, ridicules, and/or is verbally or physically abusive to an employee or student because of their gender or sexual orientation.

**SCHOOL RESPONSE**

**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.

In addressing inappropriate actions and behaviors, we focus on promoting self-responsibility and self-esteem of all persons involved. If students or adults believe another member of the community has violated their rights in any way, they should report the offensive behavior to the appropriate person or persons.

Students should inform a teacher, moderator, administrator, counselor, or supervisor immediately.

Teachers and staff of the community will report the offensive behavior to their immediate supervisor and the Principal. If the immediate supervisor or Principal is a participant in the offensive behavior, the incident should be reported to that person’s supervisor or another school administrator.

Anyone who observes any inappropriate action or offensive behavior should immediately report it to the appropriate person.

All reports of offensive behavior will be investigated and will be disclosed only to those necessary to resolve the problem. If it is determined that a person has engaged in inappropriate and offensive behavior, suitable action will be taken up to and including discharge, dismissal, or referral to law enforcement or other appropriate outside authority.

This policy prohibits retaliation against anyone (employee or student) for asserting a good faith complaint or for assisting in the investigation of a complaint. If it is concluded that a frivolous complaint or false information has been provided during an investigation, disciplinary action will be taken against the person(s) involved.

This policy includes times when the actions of a community member that take place off campus seriously impact CRJS. When those actions are public in nature, are seriously at variance with the philosophy, values and practices articulated above, and bring discredit or disgrace to the CRJS community, the school reserves the right to review the relevant circumstances and act in response to the situation, including disciplining, dismissing, and discharging those people involved.

**POLICY FOR PREVENTION OF SEXUAL ABUSE**

Cristo Rey Jesuit Seattle deeply cherishes the bond of trust between its students and their families and its faculty, staff, administrators, and volunteers. As a community of faith, we acknowledge the worth and dignity of every person. These important values will always guide our response as we address the issue of sexual abuse of minors or misconduct by employees or volunteers. This policy for prevention of sexual abuse and response to allegations of sexual abuse of minors applies to all employees and volunteers working for CRJS. The following outlines CRJS' plan for prevention:

### **Educating Employees and Volunteers**

All employees and volunteers of CRJS whose established volunteer work includes regular ongoing unsupervised contact with students will complete a training session that include the following subjects:

- Appropriate boundaries.
- Nature of the problem of sexual abuse of minors.
- Policies and procedures for prevention of sexual abuse of minors by employees or volunteers.
- Policies and procedures for reporting allegations of sexual abuse of minors.
- Types of disclosure and how to respond appropriately.

### **Educating Parents/Guardians, Other Adults, and Students**

In order to raise the awareness of parents/guardians about the nature and scope of the problem of sexual abuse of minors, this policy will be made available to all parents/guardians of CRJS students.

### **Screening Employees**

All employees shall be screened for fitness to work with minors. Applicants who refuse to grant permission for the background check and other screening will not be employed at CRJS. The basic screening program for all employees shall include:

- A letter of application and resume.
- A statement disclosing whether the applicant has ever been accused, arrested, charged, convicted or subjected to administrative employment acts taken as a result of any allegation of a crime involving harm to a minor, child abuse or neglect or any crime classified as a sexual offense.
- Confirmation of education status/history.
- Confirmation of employment history with previous employers.
- A personal interview with the applicant.
- Reference checks.
- A criminal background check, including fingerprinting.

No individual with a conviction for a crime involving harm to a minor, child abuse or neglect, or any crime classified as a sexual offense or involving violence will be employed by CRJS. CRJS will immediately place any employee on administrative leave if it discovers evidence of previous sexual abuse of a minor by the employee. If an investigation concludes that the employee engaged in any form of sexual abuse of a minor, the employee will be terminated.

## **Screening Volunteers**

All volunteers who have regular ongoing unsupervised contact with students in the course of their volunteer work will be screened for fitness to work with minors. The basic screening program for these volunteers shall include a criminal background check. Volunteers who refuse to grant permission for the background check and other screening will not be allowed to participate in volunteer activities. No individual with a known conviction for involving harm to a minor, child abuse or neglect, or any crime classified as a sexual offense or involving violence will be allowed to engage in volunteer activities.

## **Code of Conduct for CRJS Employees or Volunteers Working with Students**

To assure that CRJS personnel and volunteers act in a manner consistent with the preceding policy, they are required to:

- Respect the dignity of each person as made in the image and likeness of God.
- Maintain appropriate professional boundaries to avoid impropriety or the appearance of impropriety.
- Conduct themselves in a manner consistent with the discipline, norms, and teachings of the Catholic Church.
- Maintain confidentiality except in circumstances indicating harm to individuals may occur.
- Refer people to appropriate professional resources for counseling services.
- Respect the right of all persons to a good reputation.
- Report violations of policy or suspected violations of policy to the appropriate civil and/or School authorities. School personnel are prohibited from engaging in the following conduct. This list is not exhaustive.
  - Crimes against persons
  - Possession or distribution of pornographic material
  - Engaging in sexual abuse, sexual misconduct, or sexual harassment
  - Failure to follow school policies

## **Appropriate Interactions**

Appropriate interactions between CRJS personnel and minors are a positive aspect of school life and ministry and promote healthy development. Depending upon circumstances, the following forms of interaction are customarily (but not always) regarded as appropriate.

### Examples of Appropriate Physical Contact

- Short hugs (particularly side to side hugs)
- Pat on the back or shoulder
- Handshakes
- “High-fives”
- Holding hands during prayer

### Examples of Appropriate Behavior

- Maintaining professional relationships with students and their families
- Following appropriate instructions of parent/guardian

- Informing parent/guardian of activities
- Acquiring appropriate signed permission forms

#### Examples of Appropriate Verbal Interactions

- Positive reinforcement
- Verbal praise
- Appropriate jokes and age-appropriate humor

#### **Inappropriate Interactions**

Some forms of interaction with students have been used by adults to initiate inappropriate contact. Physical contact should generally be initiated by the student. In order to maintain a safe environment for students, the following are examples of activities to be avoided.

#### Examples of Inappropriate Physical Interactions

- Lengthy hugs or forceful frontal hugs
- Kisses
- Holding students on the lap
- Touching buttocks or genital areas
- Being in bed with a student
- Wrestling
- Tickling
- Piggyback rides
- Any type of massage involving a student given by or to school personnel

#### Examples of Inappropriate Behavior

- Giving personal email, telephone number or residence location to a student (With their supervisor's permission, teachers, coaches, and moderators may provide cellphone numbers to students and parents/guardians to facilitate group planning or to promote student safety.)
- Being alone with a student outside the view of others
- Allowing students to break rules or violate the law
- Offering alcohol or illegal drugs to students
- Using, possessing or being under the influence of illegal drugs in the presence of students
- Showering with or in the immediate presence of a student
- Exposing a student to sexually oriented or morally inappropriate materials
- Transporting a student alone
- Giving gifts to students, except with the consent of the parent/guardian and when generally distributed
- Giving money to students

#### Examples of Inappropriate Verbal Interactions

- Swearing
- Telling sexually suggestive jokes

- Shaming
- Comments relating to physique or body development
- Involving students in personal problems or issues of adults
- Asking students to keep secrets from their parents/guardians
- Derogatory remarks about a student's family
- Engaging in sexually oriented conversations unless part of a legitimate lesson in an approved class, in accord with Church teachings

## **REPORTING AND RESPONSE TO ALLEGATIONS OF SEXUAL ABUSE**

Washington State law sets forth the requirements for reporting alleged or suspected abuse and/or neglect to the Washington Department of Children and Family Services (CPFS) or other law enforcement authorities. State law mandates that any professional school personnel who has reasonable cause to believe that a child/student has suffered abuse or neglect shall make a report to CPFS or other law enforcement authority.

Reasonable cause means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations, that a student has been or is being abused.

Abuse or neglect includes physical injury, sexual abuse (including inappropriate touching), negligent treatment or maltreatment that indicates a student's health, welfare or safety is harmed or is in clear or present danger. Negligent treatment or maltreatment may include ridicule or intimidation but does not include poverty or homelessness. Any person who makes such a report in good faith is immune from liability for making the report. Washington law recognizes an exception to this policy. Under Washington law, if a priest receives a disclosure of abuse in the sacrament of reconciliation, either from the abuser or the victim, the priest may not report the disclosure without the permission of the person making the confession.

CRJS personnel shall follow the following procedures developed in accordance with Washington State law. CRJS personnel shall maintain confidentiality for the benefit of those involved.

If the alleged abuser is a parent/guardian, or caretaker at the time of the abuse, CRJS will:

- Call CPS or other law enforcement authority.
- Report within 48 hours of the time it is noted.
- Make the report prior to contacting the student's family. It is the responsibility of CPFS or the other law enforcement authority to decide how to notify the family of the referral.
- Document the phone call.
- Inform the Principal and/or President of CRJS with a copy of the documentation of the phone call.

If the alleged abuser is a school employee or volunteer, CRJS will:

- Call CPFS or other law enforcement authority.
- Report within 48 hours of the time it is noted.
- Call the President and/or Principal and provide written copy of the report.

- Suspend the school employee/volunteer from school duties where any interaction with students would be required. Suspension may be with or without pay. The suspension shall be documented in writing, specifying, “until investigation has been completed.”
- Inform the employee/volunteer that a report has been made to CPFS or other law enforcement authority and that the employee/volunteer will be informed of their rights by CPFS or the other law enforcement authority during and after the investigation. The employee may be informed concerning their legal right to consult an attorney.
- Conduct an internal investigation consistent with the guidelines herein. The school will take appropriate steps to protect the reputation of the accused where guilt has not been admitted or clearly established.

There will be regular communication with the family of the alleged victim and family, as appropriate. In all actions, CRJS will consider the welfare of the student. Care must be taken not to make unwarranted judgments about the guilt or innocence of the alleged abuser and not to defame or disseminate confidential personnel information. Personnel shall cooperate with the CPFS caseworker and/or the proper legal authority.

Any public statement should be made only with legal advice. Care must be taken at all times to protect the student’s anonymity. School personnel will not release the name of the alleged victim or the alleged abuser to the public or press.

Because CRJS is a Catholic, Jesuit high school, the administration may notify the Provincial of the Washington Province of the Society of Jesus of any allegation as well as notify the appropriate offices of the Archdiocese of Seattle, but only after notifying the police or CPFS. During the investigation, the school will take appropriate steps to protect the community. The school will also take appropriate steps to protect the reputation of the accused whose guilt has not been admitted or clearly established.

# Communication with Community

## Communication with Parents/Guardians

There are several important ways that the school communicates with families.

### **CRJS Weekly Email**

During the school year, the school sends out a weekly news update to all parents/guardians with notification via email. These updates, hosted on the website, include information about upcoming activities, academics, athletics, campus ministry, parent/guardian gatherings, and other aspects of parent/guardian and student life at CRJS.

### **Other Emails**

Periodically, various departments at CRJS will send information to parents/guardians through email. During summer, the student’s schedules will come via email. Important updates, forms and other information will be sent electronically throughout the year.

**Text**

Faculty and staff may contact parents/guardians through text message. Please make sure phone numbers are up to date in our system. Contact the front office (206-688-2100) to update phone numbers.

**PowerSchool**

PowerSchool is the platform where parents/guardians can access student grades, class schedules, and other academic information. Notifications will be sent in the weekly news emails reminding parents/guardians to check PowerSchool for updated information. This is also where faculty will communicate with parents/guardians.

**Website**

CRJS has an up-to-date calendar, information about upcoming events, notifications of school closures, transportation information, and other information on the Parents and Students page on our website (located in the website header). This page is customized specifically toward providing current parents/guardians with information and resources throughout the school year.

**Communication with Students****Schoology**

Schoology is the platform where students can access assignments and class schedules.

**Email**

Students may receive emails from their teachers through their school Outlook accounts.

**Photo Release**

CRJS reserves the right to use any photograph/video taken on campus, at the workplace, or other school-sponsored events and activities (including off-campus activities).

CRJS may use photographs/videos in publications or other media material produced by CRJS, including but not limited to printed materials, our website, social media, marketing materials, etc. You are agreeing to release, defend, hold harmless, and indemnify CRJS from any and all claims involving the use of your picture or likeness. To ensure the privacy of individuals, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.

By entering CRJS campus, attending CRJS-sponsored events, and enrolling at school, students and families agree to have their photos taken and used in marketing materials. If you do not authorize the school to use a photo or image of your student, please contact the Advancement and Marketing department at [info@crstoreyseattle.org](mailto:info@crstoreyseattle.org).

**Student Social Media Policy**

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Cristo Rey Jesuit Seattle High School community and beyond.

Students who participate in online interactions must remember that their posts reflect the entire CRJS community and, as such, are subject to the same behavioral standards set forth in the student handbook.

Social media accounts related to CRJS or representing CRJS must receive approval from the Advancement and Marketing office. Accounts for clubs, activities, sports, or otherwise may not be created by faculty, staff, or students without approval. Such accounts should be reported to the Advancement and Marketing office.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- To protect the privacy of CRJS students and faculty, students may not, under any circumstances, create digital video or audio recordings of CRJS community members either on campus or at off-campus CRJS events for online publication or distribution.
- Students may not use social media sites to publish disparaging or harassing remarks about CRJS community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.
- Posts may not disrupt the learning atmosphere, educational programs or school activities, or infringe on the rights of others.
- Students may not use social media to promote illegal drugs; illegal activities; violence; drinking; or other activities prohibited by the district, including discrimination; harassment intimidation or bullying; sexual harassment; lewd behavior or sexual misconduct.
- Current students may not include CRJS employees as “friends,” “followers,” or any similar terminology used by various sites. If a student receives a personal request from a CRJS employee, they should notify an administrator.
- Students should post only what they want the world to see. Imagine parents/guardians, teachers, and administrators visiting your social media. Once you share something it is still available after you remove it from social media and could remain on the internet permanently.
- Students and families should be aware that displaying pictures of nudity, including photos of yourself or others at school or in public may trigger the school’s mandatory reporting requirement and law enforcement may be contacted. Additionally, students may be disciplined by the school for this activity.
- Use good judgment. Students are responsible for their behavior when communicating on social media and will be held accountable for the content of the communications.

Failure to abide by this policy, as with other policies at CRJS, may result in disciplinary action as described in the Parent and Student Handbook, or as determined by the Academic Office.

## Statement of Agreement

Failure to read the material contained in this handbook does not excuse the student and family from observing the information and regulations stated. CRJS retains the right to amend the handbook and all contents, if necessary, at any time. If this occurs, parent(s) or guardian(s) may access any updated copies on our website.

### Student Initials:

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

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

### Student Acknowledgment:

I have read the Student and Parent/Guardian Handbook for the 2024-2025 school year

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

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

### Parent/Guardian Acknowledgement:

I am the legal parent/guardian of the student signed. I understand and hereby agree to abide by the rules and will work with the school to support these policies.

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

### Parent/Guardian Initials:

\_\_\_\_\_ Take my student to and from work on their scheduled days on school-provided transportation and/or public transportation.

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

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Parent/Guardian Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Permanent Mailing Address (School must be contacted with changes):

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