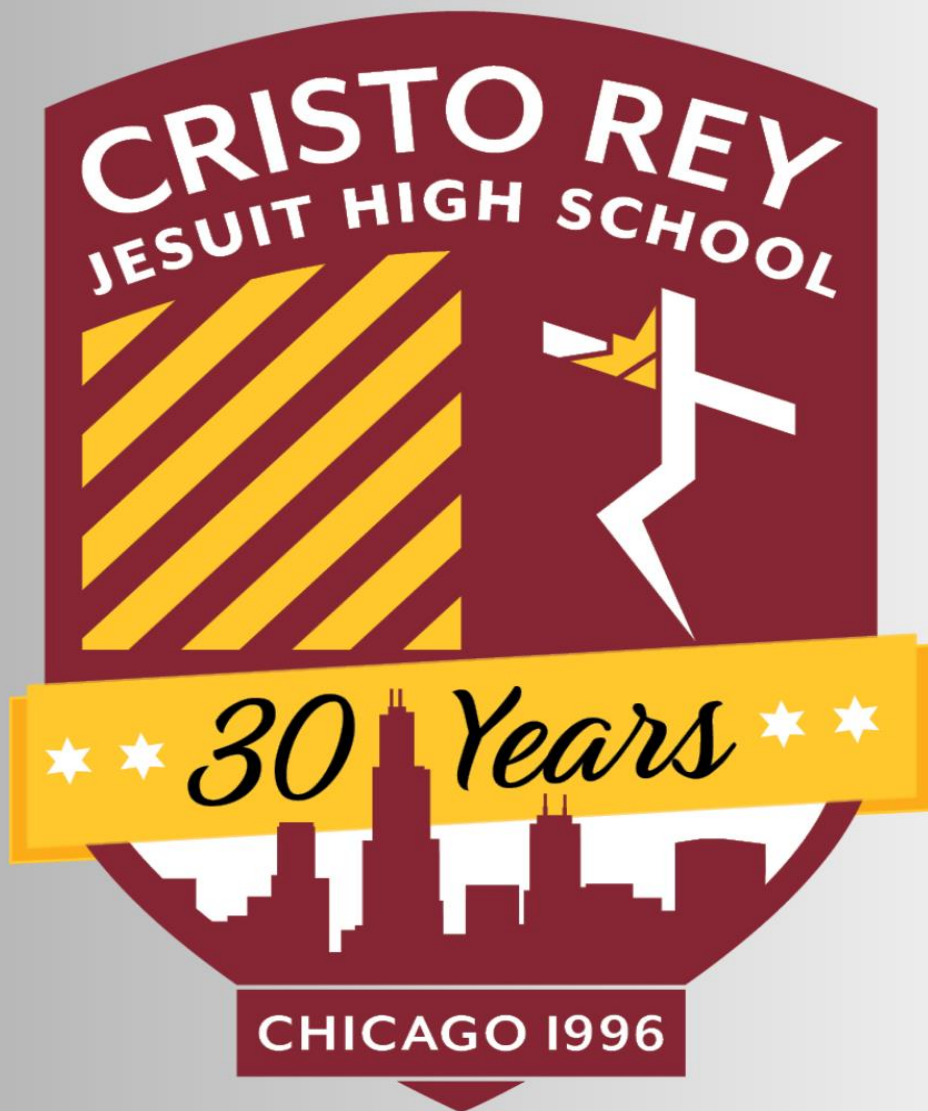




CRISTO REY JESUIT HIGH SCHOOL

**Student Handbook
2026-2027**



Prayer for Generosity

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

Oración de la Generosidad

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

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Policies Disclaimer

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

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DAILY CLASS SCHEDULE 2026-2027

Daily Schedule

Monday - CWSP SO		Tuesday - CWSP JR		Wednesday - CWSP SO		Thursday - CWSP SR		Friday (PD Day) & CWSP FR Training	
Academics		Academics		Academics		Academics		Academics	
Period 1 8:00-8:55 55 minutes	Period 2 9:00-9:55 55 minutes	Period 1 8:00-8:55 55 minutes	Period 2 9:00-9:55 55 minutes	Period 1 8:00-8:55 55 minutes	Period 2 9:00-9:55 55 minutes	Period 1 8:00-8:55 55 minutes	Period 2 9:00-9:55 55 minutes	Faculty PD 7:45 - 8:45 60 minutes	Faculty PD 7:45 - 8:45 60 minutes
Period 3 10:00-10:55 55 minutes	Period 4 11:00-11:55 55 minutes	Period 3 10:00-10:55 55 minutes	Period 4 11:00-11:55 55 minutes	Period 3 10:00-10:55 55 minutes	Period 4 11:00-11:55 55 minutes	Period 3 10:00-10:55 55 minutes	Period 4 11:00-11:55 55 minutes	CWST 1 9:00-9:50 50 minutes	CWST 1 9:00-9:50 50 minutes
JR Lunch/ SO Ases 11:00-11:25	JR Ases/ SO Lunch 11:30-11:55	SR Ases/ FR Lunch 11:00-11:25	FR Ases/ SR Lunch 11:30-11:55	JR Lunch/ SO Ases 11:00-11:25	JR Ases/ SO Lunch 11:30-11:55	JR Lunch/ SO Ases 11:00-11:25	JR Ases/ SO Lunch 11:30-11:55	CWST 2 9:55 - 10:45 50 minutes	CWST 2 9:55 - 10:45 50 minutes
SR Lunch/ FR Asesoria 12:00-12:25	SR Asesoria/ FR Lunch 12:30-12:55	SO Lunch 12:00-12:25	SO Asesoria 12:30-12:55	FR Lunch 12:00-12:25	FR Asesoria 12:30-12:55	FR Lunch 12:00-12:25	FR Asesoria 12:30-12:55	CWST 3 10:50-11:40 50 minutes	CWST 3 10:50-11:40 50 minutes
Period 5 12:00-12:55 55 minutes	Period 6 1:00-1:30 30 minutes	Period 5 12:00-12:55 55 minutes	Period 6 1:00-1:30 30 minutes	Period 5 12:00-12:55 55 minutes	Period 6 1:00-1:30 30 minutes	Period 5 12:00-12:55 55 minutes	Period 6 1:00-1:30 30 minutes	CWST 4 11:45-1:10 93 minutes	CWST 4 11:45-1:10 93 minutes
Magis Period 1:00-1:30 30 minutes	Period 7 2:35-3:30 55 minutes	Magis Period 1:00-1:30 30 minutes	Period 7 2:35-3:30 55 minutes	Magis Period 1:00-1:30 30 minutes	Period 7 2:35-3:30 55 minutes	Magis Period 1:00-1:30 30 minutes	Period 7 2:35-3:30 55 minutes	FR Lunch 1:15-1:40	FR Lunch 1:15-1:40
Period 6 1:35-2:30 55 minutes	Period 7 2:35-3:30 55 minutes	Period 6 1:35-2:30 55 minutes	Period 7 2:35-3:30 55 minutes	Period 6 1:35-2:30 55 minutes	Period 7 2:35-3:30 55 minutes	Period 6 1:35-2:30 55 minutes	Period 7 2:35-3:30 55 minutes	CWST 6 1:45-2:35 50 minutes	CWST 6 1:45-2:35 50 minutes
Period 7 2:35-3:30 55 minutes		Period 7 2:35-3:30 55 minutes		Period 7 2:35-3:30 55 minutes		Period 7 2:35-3:30 55 minutes		CWST 7 2:40-3:30 50 minutes	CWST 7 2:40-3:30 50 minutes

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ALTERNATE SCHEDULES 2026-2027

Half Day		Mass Day	Pep Rally	Late Start
Academics	If Friday			
Period 1 8:00-8:35 35 minutes	CWST 1 8:00-8:35 35 minutes	Period 1 8:00-8:50 (50 min)	Period 1 8:00-8:50 (50 min)	Late Start
Period 2 8:40-9:15 35 minutes	CWST 2 8:40-9:15 35 minutes	Period 2 8:55-9:45 (50 min)	Period 2 8:55-9:45 (50 min)	Period 1 9:00-9:50 (50 min)
Period 3 9:20-9:55 35 minutes	CWST 3 9:20-9:55 35 minutes	Period 3 9:50-10:40 (50 min)	Period 3 9:50-10:40 (50 min)	Period 2 9:55-10:45 (50 min)
Period 4/5 10:00-10:35 35 minutes	CWST 4 10:00-10:35 35 minutes	MASS 10:45-11:50 (65 min)	Period 4 10:45-11:45 (60 min)	Period 3 10:50-11:40 (50 min)
Period 6 10:40-11:15 35 minutes	CWST 6 10:40-11:15 35 minutes		JR Lunch/ SO Ases 10:45-11:13	
Period 7 11:20-11:55 35 minutes	CWST 7 11:20-11:55 35 minutes		JR Ases/ SO Lunch 11:17-11:45	Period 4 11:45-12:40 (55 min)
Announcements		Period 4 11:55-12:50 (55 min)	SR Ases/ FR Lunch 11:50-12:18	JR Lunch/ SO Ases 11:45-12:10
Dismiss		JR Ases/ SO Lunch 12:27-12:50	FR Ases/ SR Lunch 12:22-12:50	JR Ases/ SO Lunch 12:15-12:40
Lunch Break 12:00 - 1:00		Period 5 12:55-1:50 (55 min)	Period 6 12:55-1:45 (50 min)	Period 5 12:45-1:40 (55 min)
		Period 6 1:55-2:40 (45 min)	Period 7 1:50-2:40 (50 min)	SR Ases/ FR Lunch 12:45-1:10
		Period 7 2:45-3:30 (45 min)	PEP RALLY 2:45-3:30 (45 min)	FR Ases/ SR Lunch 1:15-1:40
				Period 6 1:45-2:35 (50 min)
				Period 7 2:40-3:30 (50 min)
Faculty & Staff PD 1:00 - 3:45				

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School Information

Cristo Rey Jesuit High School

1852 W. 22nd Place

Chicago, IL 60608

Phone: (773) 890-6800

Fax: (773) 890-6801

Website: www.cristorey.net

Accredited by Cognia Association of Colleges and Secondary Schools

Recognized by The State of Illinois

A Member of The Jesuit Schools Network (JSN)

A Member of the Cristo Rey Network

Motto

Men & Women For and With Others

School Colors

Maroon & Gold

Nickname

Cristeros

Mission

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

Vision

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

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

Graduate at Graduation

The Graduate at Graduation statements, most commonly referred to as the Grad at Grad, represent the 5 characteristics desired in every graduate. These are common characteristics developed and desired in graduates of Jesuit educational institutions all around the world. Unique to any Cristo Rey Jesuit school is the 6th characteristic: Work Experienced. In working to develop men and women for and with others, the graduate of Cristo Rey should be open to growth, intellectually competent, loving, religious, committed to justice *and* work experienced.

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Open to Growth

The graduate of Cristo Rey Jesuit High School is confident, inquisitive, reflective, motivated, and flexible. She/he views learning as a life-long pursuit, inside and outside the classroom. The graduate always strives for success but is also aware that failure is an important part of learning and maturity. The graduate knows that an understanding of and deep appreciation for oneself and one's background are essential to a full life. Moreover, the graduate sees this self-awareness as the basis for any further growth. This appreciation of one's own background naturally compels the graduate to have constant respect for and openness to other people's cultures, religions, experiences, and socioeconomic conditions. Ultimately, the Cristo Rey graduate learns to seek out new challenges and opportunities to enrich her/ his experience or perspective, be it religiously, socially, culturally, emotionally, or intellectually.

Intellectually Competent

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

Religious

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

Loving

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

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

Committed to Justice

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

Work Experienced

Through the Corporate Work Study Program, the Cristo Rey graduate has learned to be a dependable, responsible worker of integrity with high ethical standards. The Cristo Rey graduate has participated in the professional culture of the workplace and has begun to explore her/his own potential. The Cristo Rey graduate is a personable and effective team player who is a confident self-starter as well as respectful and respectable. The graduate has learned the value of work both in the rewards it produces and in the self-satisfaction, it allows one to attain. The graduate of Cristo Rey has learned to see work as an invitation to participate in the creative and salvific work of our God as "One who labors" on our behalf. Work offers the opportunity to discover and demonstrate personal talent - both as stewards and as leaders - and encourages growth. This stewardship implies the responsibility to use all resources wisely for the good of others and the greater glory of God. As a future leader in the workplace, the Cristo Rey graduate recognizes the dignity of work, its integral connection to justice, and the choices she/he has to create a better society.

Non-Discrimination Statement

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

Title IX Notice

Cristo Rey Jesuit High School complies with Title IX of the Education Amendments of 1972 and does not unlawfully discriminate on the basis of sex in its educational programs or activities. For additional information about Title IX and protections against sex-based discrimination, visit the U.S. Department of Education's Office for Civil Rights.

Title IX Coordinator:

Hedgar Giron, Director of School Culture
hgiron@crstorey.net | 773-890-6865

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Campus Environment

As a school, Cristo Rey is unique in that it is a place that unites disparate sections of society in working towards a common mission and vision. From immigrant families to corporate America, Cristo Rey provides an enriching environment that possesses the ability to transform those who come in contact with it, whether they be students, families, or the larger community. For this reason, Cristo Rey opens its doors and classrooms to outside visitors with the hope that this transforming spirit contained within its walls will extend beyond in touching and engaging the lives of others.

Because of our philosophy of rejecting the environment of consumerism so prevalent in our world, Cristo Rey Jesuit High School purposely limits the opportunities to spend money at the school. For that reason, the tuition paid by each family includes the following: books, school issued device, instruction, College Board testing, underclass retreats, graduation costs, and class picture. Nothing may be sold without the school's explicit permission. Also after extensive renovations, Cristo Rey's facilities are 100% asbestos free.

Dual Language

Cristo Rey Jesuit High School has a dual language program. The goal is that every student understand, speak, read and write correctly in both Spanish and English. While this does not mean that everyone on the school staff is necessarily bilingual, it does mean that everyone encourages the use of both languages and is at least comfortable hearing someone using a language other than their own. It also means that everyone is responsible for whatever is communicated in either of the two official languages at the school.

Family Educational Rights and Privacy Act (FERPA) and Student Education Records

Cristo Rey Jesuit High School respects the privacy of its students and families and maintains student education records in accordance with the **Family Educational Rights and Privacy Act (FERPA)** and other applicable laws.

FERPA is a federal law that protects the privacy of student education records and provides parents and eligible students with certain rights regarding those records. An **eligible student** is a student who is 18 years of age or older or who attends a postsecondary institution.

Rights Under FERPA

Parents and eligible students have the following rights:

1. Right to Inspect and Review Education Records

Parents and eligible students have the right to inspect and review the student's education records. A written request identifying the records to be reviewed should be submitted to the Principal. Cristo Rey Jesuit High School will provide access to the records within **45 days** of receiving the request, as required by FERPA.

2. Right to Request an Amendment

Parents and eligible students have the right to request that Cristo Rey amend an education record they believe is inaccurate, misleading, or otherwise in violation of the student's privacy rights.

Requests must be made in writing and should clearly identify the portion of the record the parent or eligible student wishes to have changed and explain the reason for the requested change.

If Cristo Rey determines that the record will not be amended as requested, the parent or eligible student will be informed of the decision.

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3. Right to Consent to Disclosure of Education Records

Parents and eligible students generally have the right to provide written consent before Cristo Rey discloses personally identifiable information from a student's education records.

FERPA, however, permits certain disclosures without prior written consent. This includes disclosure to **school officials who have a legitimate educational interest** in the information.

For purposes of this policy, a school official may include:

- An administrator, teacher, counselor, supervisor, or other Cristo Rey employee;
- Health, medical, safety, or other support personnel;
- A member of the School's Board;
- A contractor, consultant, volunteer, or other party performing a service or function on behalf of the School, such as an attorney, auditor, medical professional, therapist, technology provider, or records/degree verification service; or
- A parent, student, or other individual serving on an official school committee or assisting a school official in performing an authorized school responsibility.

A school official has a **legitimate educational interest** when access to a student's education record is necessary to fulfill the individual's professional responsibilities or responsibilities on behalf of the School.

Other disclosures may be made without consent when specifically permitted by FERPA or other applicable law.

4. Right to File a Complaint

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by Cristo Rey Jesuit High School to comply with FERPA.

Directory Information

FERPA permits schools to designate certain information as **directory information**. Directory information is information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed.

Cristo Rey Jesuit High School designates the following as directory information:

- Student name;
- Residence address;
- Telephone number(s);
- Grade level;
- Date of actual or expected graduation;
- Participation in officially recognized activities and athletics;
- Height and, when required for participation, weight of members of athletic teams;
- Awards and honors received;
- Photographs;
- Videos of students participating in school-sponsored activities, events, or programs; and
- Inclusion in school publications, including yearbooks.

Directory information may be used or disclosed by Cristo Rey without prior written consent when permitted by FERPA. This may include appropriate use in school publications, programs, yearbooks, recognition materials, athletic materials, school communications, and other school-related purposes.

Opting Out of Directory Information Disclosure

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Parents and eligible students have the right to request that Cristo Rey **not disclose some or all of the student's designated directory information.**

Requests to restrict the disclosure of directory information must be submitted **in writing** to the School. The written request should identify the information the parent or eligible student does not want disclosed and must be signed and dated.

Written requests should be submitted to:

Maricruz Maynez
Cristo Rey Jesuit High School
1852 W. 22nd Place
Chicago, IL 60608

Cristo Rey will honor requests regarding directory information in accordance with FERPA and applicable law.

Protection of Student Information

Cristo Rey Jesuit High School is committed to protecting the confidentiality of student education records. Employees and other authorized school officials may access, use, and share student information only when there is a legitimate educational purpose or when disclosure is otherwise authorized or required by law.

Questions regarding student education records, FERPA rights, or this policy may be directed to the School administration.

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School Personnel

Leadership Team

Julio Paz	(773) 890-6844
President	jpaz@cristorey.net
Mayra Gradilla	(773) 890-6836
Principal	mgradilla@cristorey.net
Jennifer Swanson	(773) 890-6845
Assistant Principal	jswanson@cristorey.net
Lance Russell	(773) 890-6832
Chief Operating Financial Officer	lrussell@crsstorey.net
Cindy Day Erwin	(773) 890-6818
Vice President of Advancement	cerwin@cristorey.net
Taylor Sticha	(773) 890- 6816
Interim Senior Director of CWSP	tsticha@cristorey.net
Maria Luevano-Salazar	(773) 890-7125
Vice President of Mission	mluevano@cristorey.net
Fr. Kevin Flaherty, SJ	
School Priest	kflaherty@cristorey.net

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Rights and Responsibilities

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Academic Expectations

1. Every student at Cristo Rey Jesuit High School has the right to a good education. All behavior in the school should help to establish and maintain an environment which fosters maximum learning and mutual respect. Students are expected to be respectful of the educational process and to take responsibility for their own learning.
2. All homework assignments should be neat, clean, and legible. Homework should be handed in on time and done to the best of the student's ability. Copying homework, cheating on tests or quizzes, plagiarism, or any other form of academic dishonesty is a serious offense and could result in an F for the assignment and/or for the entire class. Use of AI is considered plagiarism and will result in the same consequences.
3. Students are expected to study every school night for at least two hours, reviewing the material from the day, and preparing the assignments for the next day.
4. Students are expected to use all available resources to enhance their education. (Teachers, tutors, academic support staff, libraries, etc.)
5. In class, students are expected to be active, cooperative learners listening, asking, and answering questions. Students are expected to help establish an orderly, active learning process.
6. Courses from each year must be passed or made-up during credit recovery to continue at Cristo Rey Jesuit High School. Credit recovery consists of Saturday school or summer school. Freshmen, sophomores, and juniors with two or more failures at the first semester cannot register for the following year pending second semester grades. The student will be placed on academic probation by the Assistant Principal that could lead to dismissal. Students dismissed from Cristo Rey are generally not eligible to attend summer school.
7. Cristo Rey will adhere to the **following failure** policy by grade level:
 - **Freshman with 4 or more failures** in the year will be subject to **dismissal**.
 - **Sophomores with 3 or more failures** in the year will be subject to **dismissal**.
 - **Juniors with 2 or more failures** in the year will be subject to **dismissal**.
 - **Seniors** with a failure in the 1st semester must make up those credits before graduation. Seniors with multiple semester failures in the 1st semester will be dismissed from school. Senior students must pass all classes 2nd semester to participate in graduation. All students must pass the State of Illinois Constitution Exam to graduate.
 -

Academic Probation

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

Families will be notified by the Assistant Principal of Academics when a student is on Academic Probation. These students must attend and earn credit in Saturday School courses by the specified due date. Failure to meet

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Saturday School requirements will result in dismissal. Additionally, these students must attend Mandatory Magis Tutoring during Magis period.

Credit requirements for Cristo Rey graduation:

Language Arts

- English 4 Credits
- Spanish 1 Credit each year of attendance

Math & Science

- Math 4 Credits
- Science 3 Credits

Social Studies 3 Credits

Religion 1 Credit each year of attendance

Fine Arts/Electives 2.5 Credits

FR Training/CWSP 1 Credit each year of attendance

Total: 28.5

Graduation Requirements

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

Grade Scale

A+ 97-100%

A 93-96%

A- 90-92%

D+ 67-69%

D 63-66%

D- 62-60%

B+ 87-89%

B 83-86%

B- 80-82%

F 0-59%

P Pass

I Incomplete

C+ 77-79%

C 73-76%

C- 70-72%

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Grade Point Averages

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

Letter Grade	GPA Value on 4.0 Scale
A+/A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D/D-	1.0
F	0.0

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

Student Evaluation

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

- **Mid-quarter 1 progress report:** Parents come to Cristo Rey to pick up report card and meet with teachers.
- **Quarter 1 report card:** Emailed to parents and available on PlusPortals
- **Mid-quarter 2 progress report:** Emailed to parents and available on PlusPortals
- **Semester 1 report card:** Parents come to Cristo Rey to pick up report cards and meet with teachers.
- **Mid-quarter 3 progress report:** Emailed to parents and available on PlusPortals
- **Quarter 3 report card:** Emailed to parents and available on PlusPortals
- **Mid-quarter 4 progress report:** Emailed to parents and available on PlusPortals
- **Semester 2 report card:** Emailed to parents and available on PlusPortals

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

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Sport and Club Eligibility

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

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

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

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

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

Honor Roll

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

- **Honor Roll** 3.0 – 3.49 GPA
- **High Honor Roll** 3.5 – 4.0 GPA

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

Academic Center

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

- Academic Center will take place every day, Monday through Friday, from 3:45pm – 4:45pm. If the student is assigned a detention, the student must serve detention from 3:45pm-4:15pm and then report to Academic Center from 4:15pm-4:45pm, and attendance is mandatory.

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

Magis Period

What is Magis Period?

Magis period is a scheduled time during the school day from 1pm-1:30pm for student flexibility and choice. Students are free to choose where to be and how to use this time within the established guidelines. Most of the time, students should expect to be able to choose how they use their time, where they go, what they do, and most of the time their teachers will be available. The purpose of this period is to receive:

Time for:

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

Student Expectation

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

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

Ineligible Students

Mandatory Magis Tutoring (MMT)

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

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

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

Asesoría

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

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

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

Attendance Policy

Student Attendance Requirements

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

The school day begins promptly at 8:00am Students must be either in their classroom or checked in by CWSP by 8:00am Students who arrive at school at 7:59am but are not at their appropriate destination will be considered tardy.

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

7:55am: Warning Bell

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8:00am: First Period Bell – School Day begins with Prayer and Pledge, students must be seated in their first period class or morning check-in.

3:30pm: Student dismissal

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

Absence Policy

Unforeseen Absences

A parent or guardian should telephone the school leave a message at (773) 890-7119 before 9:00 a.m. and briefly state the nature of the unforeseen absence. A phone call must be made each day the student is absent. Student absent from school or work may not participate in any school activity held the day of the absence, including sports, dance, etc.

Foreseen Absences

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

Returning to School

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

Early Release

If a student is to be released early, he/she should present a note from a parent or guardian to the Front Office by 8:00 a.m. stating the time, reason for departure, and manner of departure. In case of illness, a parent/guardian or emergency contact must come to Cristo Rey and sign out his or her son/daughter in person. Early release can impact student attendance record and a half day or NO attendance/absence can be issued depending on time missed.

Scheduling Outside Appointments

Parents are requested to schedule medical and dental appointments during non-school and non-CWSP hours. Vacations, college visits and other such activities should be scheduled after reviewing the school calendar so as

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not to conflict with school attendance. Students may not miss CWSP workdays to attend extracurricular activities or events including conferences and trips.

Excessive Absences

Students with 10 or more absences are required to schedule a meeting with a parent/guardian and the Director of School Culture. Students who accumulate **five (5) absences during the first semester or in the second semester** will be placed on an **Mission Probation and Withdrawal**. Failure to comply with the **Mission Probation and Withdrawal** may result in further disciplinary action, including the possibility of expulsion. Excessive absences may result in a student being dismissed from Cristo Rey or losing credit for coursework. Absences from work are considered school absences. A student may face the possibility of losing credit for CWSP and may be dismissed if work absences are more than 3 per semester or 5 in one year.

Medical Absences

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

Truancy

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

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

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

Tardiness Policy

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

1. If a student is tardy to school or CWSP, the student must report to the Front Office to receive a signed admit slip to enter class. Each tardy to school will be entered into the student's attendance record.
2. **Students arriving late but by 8:15 a.m. or 9:15a.m. (Fridays)** are allowed *three tardies for the semester* before receiving a detention. Parents/ guardians are notified when a student reaches the third tardy. *Between the 3rd and 10th tardy*, the student will receive a daily detention. *Every tardy after the tenth tardy in the semester*, the student will automatically receive a Saturday detention.
3. **A student who arrives after 8:15 a.m. but before 9:00 a.m. (9:15am-10am on Fridays) or misses the CWSP bus** will automatically receive a Saturday detention regardless of how many times they have been tardy to school.

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4. **If a student accumulates two tardies within a week, he/she will receive a Saturday detention.**
5. **A student who arrives after 10:00 am (11:00 am on Fridays) will not be allowed to enter the building without parent communication and an excused reason.**

Illness at School/Work

If a student becomes ill at school, the student should ask permission to go to the front desktop be sent to the School Nurse when on duty. If it is determined that the student should not remain at school, a call will be made to the parent/guardian to release the student to their care. If a parent/ guardian or emergency contact cannot be reached, the student will remain in the reception area or School Nurse's office until either the end of the day or until someone can be reached.

If a student becomes ill while at a worksite, the supervisor should call CWSP, and CWSP will arrange for transportation of the student back to school. The CWSP staff will call the student's parent/guardian for the student to be picked up from the school. If a parent/guardian or emergency contact cannot be reached, the student will remain in the CWSP Office until either the end of the school day or until someone can be reached. A student who is feeling ill in the morning should not go to work. Any incident of a student leaving work early will result in a full/half make-up day. If the student becomes ill and must leave work, she/he must present a written note to the CWSP Office from a doctor or parent/ guardian when she/he returns to school. If the student fails to bring a note, the departure from work will be treated as an unexcused absence from work.

Holidays

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

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

Absence from Work

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

For students assigned to work with sponsoring organizations:

Cristo Rey and the student promise the sponsor that they will fulfill their work responsibilities for the entire school year. Sponsors pay Cristo Rey for this work, and students automatically receive financial credit toward their education. If a student does not work, Cristo Rey must recoup the financial credit from the student. Missing work for any reason will result in a \$125.05 fine. Fines are added to the student's tuition balance but

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

For students participating in Corporate Work Study Training:

In the 2026-2027 school year, Freshmen students will not be assigned to work at a sponsor organization and instead participate in Corporate Work Study Training. On days reserved for CWSP, non-assigned students will participate in training classes to help prepare them for their eventual work placement. These courses include Executive Functioning, Professional Skills, Microsoft Word, PowerPoint and Excel along with Career Exploration. As a Cristo Rey student, they have agreed to participate in all aspects of the CWSP, including training, thus, an absence from Corporate Work Study Training will result in a \$55.00 fine. Fines are added to the student's tuition balance and NOT will be credited back. If a student ends the school year with a significant number of absences it will result in a failing grade for the Corporate Work Study Program and may not be asked to return to Cristo Rey the following year. Students who receive a failing grade either semester due to poor quality work or too many missing assignments will be assigned to credit recovery and subject to all fees and programming associated with that. Failing CWSP training for any reason, may result in the student not being allowed to return the next year. Please note, families of students in CWSP Training can expect their tuition contribution to remain the same as if their student were generating earnings through a CWSP work placement. All students who are in training must abide by all CWSP policies and procedures on their assigned CWSP day.

Code of Conduct

The code which follows applies to any student who:

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

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

- respect for God, others, and self;
- respect for personal, school, and other's property;
- possession of required materials and timely completion of homework assignments;
- cooperation with classroom procedures;
- completion of one's own homework and class work;

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- performance to the best of one's ability;
- attention and respect at all times, particularly during school assemblies;
- respect for classroom and office work through maintaining appropriate volume in one's conversations.

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

2. The student is not allowed to use **cellular phones, smart watches, AI-powered smart glasses**, electronic games, headphones, speakers, laser pointers, or other equipment of the same nature during school or work hours. Items heard or used will be confiscated, held until the next school day, and must be picked up from the Director of School Culture by a parent or guardian.
 - Personal laptops, internet ready devices and cameras may only be used at school with the permission of the teacher and only for school/class use.
 - There is absolutely no cell phone use on any part of the campus during school hours (8am-3:30pm). Cell phones may be used before and after school. Should a student need to call home for an emergency reason, they may go to the front desk and request the use of the school phone. Finally, students are to remove headphones before they enter the school building and they are not to be used in the building at any time unless permission is given by a faculty or staff member.
3. The student will be subject to immediate suspension or expulsion for the following actions:
 - vandalism and destruction of school property;
 - possessing, using, distributing, or supplying tobacco products, vaping devices or electronic cigarettes, alcohol, illegal drugs, or any form of cannabis or marijuana;
 - gambling;
 - fighting;
 - cheating;
 - stealing;
 - disregard for school expectations;
 - forgery
4. We strongly believe that gang membership is dangerous for students, harmful to the safe learning environment of the school, and destructive to the community and families which we serve. Therefore, students will also be subject to immediate suspension or expulsion for gang membership, affiliation, or behavior, which can be defined in many ways, including, but not limited to:
 - gang graffiti;
 - representation of gang affiliation by way of colors, shaved eyebrows, symbols, signs, clothing, etc. at any time or place, including online;
 - overt or covert recruitment of students;
 - violence of any kind, albeit vocal threats or physical harassment;
 - membership in gang-like crews;
 - tattoos of affiliation;
5. The student will be subject to drug testing, suspension, or immediate expulsion for possessing, supplying, buying or using drugs anywhere or at any time including cannabis/marijuana. This policy also applies to e-

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cigarettes, vaporizers and the like which are considered drug paraphernalia. School officials will report drugs or illegal substances to the police.

6. The student will be subject to immediate expulsion for possessing weapons, firearms or explosives. The definition of weapons for which students can be expelled may include but are not limited to knives, shotguns, tasers, brass knuckles, billy clubs, pepper spray and any other self-defense device.
 - In addition, any other item (such as bats, pipes, sticks, etc.) if used or intended to be used to cause bodily harm will be considered a weapon. School officials will report weapons violations to the police.
7. If a student chooses to marry and/or cohabitate, she/he will be unable to continue attending Cristo Rey.

Student Acceptable Use Policy for Technology

Introduction

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

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

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

Applicable Technologies

The school may provide the privilege of internet access, desktop computers, mobile computers or devices, videoconferencing tools, online collaboration capabilities, message boards, email, and more. This AUP applies to both school-owned, Corporate Sponsor-owned and personally owned technology equipment utilizing the school's network, the school's Internet connection, and/or private networks/Internet connections accessed from

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school/work-owned devices at any time. As new technologies emerge, the school may seek to provide access to them. The policies outlined in this document cover all available technologies now and into the future, not just those specifically listed or currently available.

School-Issued Devices & Personal Devices

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

Students are expected to treat these devices with extreme care and caution, and should immediately report any loss, damage, or malfunction to school officials. While these devices are covered under warranty and accidental damage may be repaired by Microsoft at no additional cost, students may be financially accountable for any damage resulting from negligence or misuse of these devices. Laptop peripherals such as keyboards, digital stylus pens and chargers are eligible for replacement at no cost to students and families should no sign of damage be evident. In situations where a laptop peripheral is clearly damaged or lost, students will be charged a replacement fee (\$25-\$500) to accommodate this damaged or lost school property.

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

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

Email

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

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

Privacy Policy

- The school does not grant any ownership, privacy or an expectation of privacy in the contents of any message, including email or other internet activities involving the school’s resources or equipment.

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

Code of Conduct: Cyber Security of School & Individuals

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

Students should not download or attempt to download or run .exe programs over the school network or onto school resources without expressed permission from the IT Department. You may be able to download other file types such as images or videos. For the security of our network, download such files only from reputable sites and only for educational purposes.

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

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

Digital Citizenship, Plagiarism & Cyberbullying

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

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

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

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

General Internet Use & Social Media

Internet access is meant to facilitate resource-sharing, research acquisition and communication. The school provides the privilege of internet use to all Students, although access is restricted and filtered as to comply with CIPA regulations and school policies. Like all functions performed with Cristo Rey technology, web browsing may be monitored, and web activity records may be retained indefinitely. Students are expected to respect the web filter as a safety precaution and shall not attempt to circumvent these restrictions. However, despite adult supervision and appropriate web filters, Cristo Rey recognizes that it is impossible to always prohibit a truly industrious Student from accessing inappropriate information or perform inappropriate actions. Again, all Students are expected to act in a manner befitting Cristo Rey Jesuit High School and conduct themselves in accordance with Catholic Christian values. We ask parents to have a frank conversation with their children about these principles and encourage appropriate use of the internet.

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

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

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

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

- All social media platforms, despite privacy settings, can be a public venue. Never post anything that may be viewed negatively by others, including friends, parents, teachers, or future employers.
- While it is acceptable to disagree with someone else's opinions, always do so in a respectful way. Criticism should always be constructive, not hurtful. What is inappropriate in the classroom is inappropriate online.
- Posting links to websites to share thoughts and ideas is recommended. However, read the entire article or website prior to linking to ensure that all information is appropriate for a school setting.
- Following, linking, or "friending" official social media accounts of the school are acceptable and encouraged.

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- Following, linking, or “friending” personal accounts of faculty/staff or CWSP supervisors or coworkers is not acceptable. Current Students are not allowed to have “friend” relationships with faculty/staff members online or via social media.
- Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify you have permission to use the images, videos, songs or other clips.
- How you represent yourself online is an extension of your character. Do not impersonate another person, create fake or anonymous accounts, or hide your identity to harass, intimidate, threaten, deceive, or harm others.
- Faculty or staff should be alerted immediately if online material created by a current Cristo Rey Student is found inappropriate, discomforting, threatening, or not respectful.

Examples of Acceptable Technology Use

I will:

- Use school technologies for school-related activities.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

Examples of Unacceptable Technology Use

I will not:

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

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- Any private areas used for the purpose of changing clothes
- Any other areas as designated by administration

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

Violations of Policy

Violations of this policy may have disciplinary repercussions, including:

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

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

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

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

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

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

Cheating:

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

- leaving books or notebooks open during a testing period;
- writing answers on desk tops, or hands, or clothing;
- communicating verbally or nonverbally with another student during a test period;
- exchanging answers with another student;

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- copying another's test answers with or without his/her permission;
- using unauthorized "cheat sheets";
- communicating with students who have taken the quiz or test earlier regarding test content and/or structure.

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

Fabrication:

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

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

Copying:

Examples include, but are not limited to:

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

Deception or Misrepresentation:

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

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

Electronic Dishonesty:

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

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

Plagiarism:

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

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

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

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

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

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

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

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

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

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

Cristo Rey Jesuit High School AI Responsible Use Policy

Cristo Rey Jesuit High School aims to ensure the responsible and ethical use of Artificial Intelligence (AI) tools and technologies within our educational environment (this includes student work placement and training). AI technologies have the potential to enhance learning experiences and provide valuable support to students. However, it is essential to use these tools responsibly to maintain academic integrity, privacy, and fairness.

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

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

1. Academic Integrity

- AI tools should not be used to engage in academic dishonesty. This includes, but is not limited to, plagiarism, cheating on exams, and submitting work that is not your own.
- Always cite AI tools and resources appropriately when they have contributed to your work.

2. Privacy and Confidentiality

- Respect the privacy of others when using AI tools. Do not use AI to collect, share, or analyze personal information without consent.
- Be aware of the privacy policies of AI tools and ensure that your data is being handled securely and ethically.

3. Fairness and Non-Discrimination

- Ensure that AI tools are used in a way that promotes fairness and does not discriminate against individuals or groups.
- Be mindful of biases that may exist in AI algorithms and strive to use tools that have been evaluated for fairness.

4. Transparency:

- Be transparent about when and how you are using AI tools. Inform teachers, supervisors, peers, and other relevant parties when AI is being used in your work.
- Understand the limitations of AI tools and communicate these limitations when presenting AI-assisted work.

5. Skill Development:

- Use AI as a tool to enhance your learning and skill development, not as a replacement for your own effort and understanding.
- Engage critically with AI outputs and seek to understand the underlying processes and logic.

Acceptable Uses

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

Unacceptable Uses

- **Academic Dishonesty:** Using AI to complete assignments, exams, or any form of academic assessment on your behalf.
- **Privacy Violations:** Using AI to invade the privacy of others or to collect, share, fabricate personal data without consent. This includes but is not limited to pictures, voice, and videos.
- **Bias and Discrimination:** Using AI tools in a way that perpetuates bias or discrimination against any individual or group.
- **Misrepresentation:** Failing to disclose the use of AI in your work or presenting AI-generated work as entirely your own without proper attribution. Students must use MLA or APA citations depending on teacher class requirements.

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Consequences

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

Policy Review

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

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

Harassment

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

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

Harassing conduct includes, but is not limited to:

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

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

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

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

- Unwelcome sexual advances;
- Unwelcome sexual verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; unwelcome sexually degrading language, jokes or innuendoes;

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unwelcome sexually degrading language or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages or email;

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

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

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

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

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

Dress Code

Overview

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

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

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

Cristo Rey Jesuit High School's dress code reflects our commitment to academic excellence, professionalism, and respect for ourselves and others. Students are expected to present themselves in a manner that is appropriate for a college preparatory school and the Corporate Work Study Program.

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The school reserves the right to **determine what constitutes appropriate attire. While the guidelines below provide expectations, school administration has the final authority in interpreting and enforcing the dress code.**

Students are expected to be in the required dress code while on campus, traveling to and from school or work, participating in the Corporate Work Study Program, attending school sponsored events, and during field trips unless otherwise communicated by the school.

- Good personal hygiene is an important part of maintaining a **healthy, respectful, and professional learning environment. Students are expected to practice appropriate personal hygiene each day.**
- Clothing should be worn as intended and in a manner that is neat, clean, and appropriate for school. Undergarments should not be visible.
- Students who are not in compliance with the dress code may be required to correct the violation and may receive disciplinary consequences in accordance with the Student Handbook.

Non-Discrimination Statements

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

Professional Dress Code

At Cristo Rey Jesuit High School, our dress code reflects our mission to prepare students for success in college, the workplace, and life. Professional attire demonstrates respect for ourselves, for one another, and for the opportunities entrusted to us through our Corporate Work Study Program.

Students are expected to wear clean, neat, and appropriately fitting professional attire while at school, at work, and at school sponsored events unless otherwise communicated.

Shirts and Tops

- Dress shirts, blouses, or other professional tops with collars are **required**.
- Shirts must be tucked in when designed to be worn tucked in.
- Clothing must be free of large logos, graphics, slogans, or images.
- Undergarments should not be visible.
- T shirts, athletic wear, hooded sweatshirts, crop tops, tank tops, and excessively sheer or revealing clothing are not permitted.

Pants, Skirts, and Dresses

- Dress pants, khakis, skirts, or dresses designed for a professional environment are permitted.
- Clothing should fit appropriately and allow students to participate safely in school activities.

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- Jeans, leggings worn as pants, athletic pants, sweatpants, pajama pants, or excessively distressed clothing are not permitted unless designated by the school.
- Skirts should be an appropriate professional length, **should be knee length or longer and not have side slits.**

Shoes

- Closed toe, closed heel dress shoes or other professional footwear are required.
- Athletic shoes, sandals, slippers, slides, and work boots are not permitted unless approved by the school or required for a specific activity.
- During inclement weather, students may wear weather appropriate boots but must change into dress shoes upon arrival at school or work.

Sweaters and Outerwear

- Professional sweaters, cardigans, quarter zip sweaters, and blazers may be worn.
- Hooded sweatshirts, athletic jackets, and fleece pullovers are not part of the daily dress code and should be stored in lockers during the school day unless otherwise approved.
- Coats and jackets should be removed upon entering classrooms and be placed in lockers.

Accessories and Personal Appearance

- Jewelry and accessories should be professional and appropriate for school and the workplace. **Female students may wear earrings no larger than the size of a quarter. Body or facial piercings, gauges, and visible tattoos are not permitted.**
- Hats, hoods, sunglasses, and other head coverings may not be worn inside the building unless worn for religious, cultural, or medical reasons approved by the school.
- Students are expected to maintain good personal hygiene.

Hair, Makeup, and Grooming

- Hairstyles, hair color, makeup, and grooming should reflect a neat, clean, and professional appearance appropriate for school and the workplace.
- Students participating in the Corporate Work Study Program may be required to meet additional grooming expectations established by their worksite.
- Hairstyles or accessories that create a safety concern in classrooms, laboratories, or the workplace may require modification. **If students choose to dye their hair, it must be entirely dyed of a natural age-appropriate color. Non natural colors are not permitted.**

Bags

- Students should use backpacks or bags that are appropriate for school.
- Corporate Work Study students must follow any additional bag or security requirements established by their worksite.

Dress Down Days

Throughout the school year, Cristo Rey Jesuit High School will designate Dress Down Days to celebrate school spirit and build community. Participation is optional, and students may choose to remain in the standard dress code.

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Rep the Rey Days

- These days are posted in the school calendar and typically happen once a month.
- Students may wear clean, non-ripped jeans and an official Cristo Rey shirt purchased through the Pro Shop.
- Cristo Rey apparel must remain visible and may not be covered by a hoodie or jacket while indoors.
- Athletic shoes, dress shoes, or boots are permitted. Crocs, sandals, slides, and slippers are not allowed.
- Leggings, sweatpants, pajama pants, and ripped or distressed jeans are not permitted.
- Students attending the Corporate Work Study Program must wear the required professional dress code and may not participate in Dress Down Days.
- The school reserves the right to determine whether attire is appropriate for Dress Down Days.

Spirit Weeks

Throughout the school year, Cristo Rey Jesuit High School may host Spirit Weeks to celebrate school pride and build community. Each day will have a designated theme and specific dress guidelines.

Participation is optional; however, students who choose to participate must follow the theme and any expectations communicated by school administration. All attire must remain appropriate for the school environment, and the school reserves the right to determine whether clothing complies with Spirit Week guidelines.

Dress Code Compliance

Students who are not in compliance with the dress code may be asked to change into appropriate attire, use school provided alternatives when available, contact a parent or guardian for a change of clothing, or receive disciplinary consequences in accordance with the Student Handbook.

The school reserves the right to determine whether attire is appropriate for the educational environment and the Corporate Work Study Program. Administration has the final authority in interpreting and enforcing the dress code.

Discipline System

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

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

Procedure

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

Level I Infractions

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Level I infractions are considered errors in judgment, but not serious violations of the Cristo Rey Disciplinary Code. If a student commits an infraction, the faculty/staff will record the infraction as one detention.

Minor Infractions are non-serious errors in judgment that can typically be corrected through staff restorative intervention or detention. Examples include. But not limited to;

- Dress code violations
- Gum chewing
- Tardiness
- Failure to carry a student ID.
- Use of Cellar device or other non-school authorized tech device
- Inappropriate behavior; engaging in any behavior that is disruptive to orderly process of classroom instruction or school building
- Failure to meet expectations
- Any minor behavior is not otherwise listed;

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

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

Level II Infractions

Level II infractions are considered serious errors in judgment and, as such, major violations of the Cristo Rey Disciplinary Code and a failure to meet the expectations for a Cristo Rey student as outlined in the Graduate at Graduation Statement.

Major Infractions are serious violations of school expectations and may require administrative interventions. Examples include, but are not limited to,

- Disrespect towards staff or peers,
- Truancy,
- Misuse of property, and workplace conduct violations.
- Academic Dishonesty
- Failing to abide by school rules and regulations
- Leaving Campus or worksite without authorization
- Repeated Minor Infractions
- Any other Major behavior not otherwise listed;

Consequences for Level II infractions will be determined by the Director of School Culture and may include Saturday detention, a parent/guardian conference, a behavior contract, suspension, or other appropriate disciplinary action.

Level III

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Severe Infractions are behaviors that threaten the safety, well-being, or integrity of the school community and may result in suspension or other significant disciplinary actions. Examples include, but limited to:

- Physical fighting or assault
- Bullying, cyberbullying or intimidation of another student
- Severe harassment, discrimination, or hate-based conduct
- Threats of violence towards students, staff or the school
- Possession, use, or distribution of drugs, alcohol, or tobacco/vaping products
- Theft of school, workplace, or personal property
- Possession of a weapon or dangerous object
- Serious technology violation, including hacking, sharing inappropriate content, or compromising school systems
- Conduct that creates a substantial disruption to school operations
- Repeated major infractions despite previous interventions
- Any behavior is not otherwise listed but places the safety of students, staff, or the community at risk of harm physically or emotionally.

Faculty and staff members will document the incident and submit all relevant documentation, including an incident report, to the Director of School Culture. The Director of School Culture will review the incident and meet, as appropriate, with the student(s) involved and the faculty or staff member who documented the incident to consider the circumstances surrounding the violation.

Following the review process, the Director of School Culture will determine an appropriate consequence based on the nature and severity of the violation, the circumstances surrounding the incident, the student's disciplinary history, and the overall goal of student growth and formation.

Consequences are determined at the discretion of the Director of School Culture, in consultation with appropriate faculty or staff members and school administration when necessary. Consequences may include suspension, or, in cases of serious or repeated misconduct, a recommendation for dismissal to the Principal.

Daily Detentions

1. Detentions will be held daily after school in a classroom and served the day following the infraction.
2. Students must report to the classroom at 3:45 p.m. in dress code and check in with the adult supervisor. Students who are late or do not attend detention will receive additional consequences.
3. All school expectations and policies remain in effect during detention, including the school's cell phone policy. Cell phone use is not permitted during detention.
4. Detention takes precedence over extracurricular activities, athletics, clubs, practices, rehearsals, and other school-sponsored activities. Students are responsible for communicating with their coach, moderator, or activity leader when detention affects their participation.

Saturday Detention

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

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

Suspension

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

1. The student's parents/guardian will be called to notify them of the suspension;
2. The parents/guardian will be asked to meet with the Director of School Culture and pick-up the student from school when necessary;
3. The Director of School Culture reserves the right to assign an in-school suspension when appropriate; during in-school suspension the student must report to the school at the normal time and report to the Director of School Culture.
4. The student, during his/her time of suspension, will not be allowed to participate in any school functions and is not allowed on campus.
5. Students risk the opportunity to make up missed work based on the teacher's discretion. No student will be allowed back on campus until the Director of School Culture has spoken with the parents of the suspended student concerning their child's behavior; repeated suspensions will lead to expulsion.

Expulsions

Expulsion is the loss of one's privilege to attend Cristo Rey. Normally, this would be the last step taken after following the discipline procedures described in the Discipline System. Certain serious actions may result in immediate expulsion. These are listed in the Code of Conduct. The Principal, in consultation with the Director of School Culture and other appropriate school personnel, will make the final decision regarding expulsion. The Principal and/or Director of School Culture will meet with the student's parent(s)/guardian(s) to communicate the decision and any relevant next steps.

Mission Probation and Withdrawal

If a student or his guardians, parent or parents ("Parents") behaves in ways that hinder the School from pursuing its mission, principles, objectives, or disciplinary norms, the Principal may determine that Cristo Rey is not an appropriate venue for the student to continue his or her education. In that event, the Principal will place the

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student and his or her Parents on probation. This probation is a formal and serious warning to the student and his or her Parents that such behavior is not consistent with an intention to remain a part of the Cristo Rey community. If the Principal determines that the behavior does not improve satisfactorily, the Principal may require the student to withdraw. The student and his or her Parents may appeal this decision to the President. Such behavior includes, but is not limited to:

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

Search and Seizure

School authorities are allowed to inspect and search places such as lockers, desks, parking lots, other school property and any other items brought to school, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants. Inappropriate items will be confiscated at the discretion of school officials. The Director of School Culture will communicate with parent/s if this process has been conducted and informed of any incident or investigation involving the student.

School Incident Reporting System

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

Campus Ministry and Christian Service Expectations

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

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

Expectations/Requirements

Religious life at the school is an integral and indispensable part of the Cristo Rey experience. Just as a student matures socially, intellectually, and physically, her/his relationship with God should mature to include a strong

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personal faith and the active response of a Christian adult. Cristo Rey combines the academic discipline of theology with a program of worship, retreats, and Christian service. The office of Campus Ministry at Cristo Rey coordinates all liturgies, retreats and service, offering a number of opportunities for students to grow in their faith and spirituality.

Liturgies and Prayer

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

Retreats

Each year Cristo Rey students are required to make a retreat through the Campus Ministry Department. Freshmen participate in a daylong retreat on a Saturday during the first semester led by the Seniors. Sophomores are excused from school one day during the academic year to make their retreat. Students must also make a retreat in both their Junior and Senior years in addition to the Kairos Retreat, which will be made either junior or senior year. **Retreats are an essential part of the Cristo Rey experience and our Jesuit, Catholic mission. Participation in all required retreats, including Kairos, is a graduation requirement and an expectation of continued enrollment at Cristo Rey.**

Christian Service and Social Justice Expectations

Student Handbook Christian Service and Social Justice Expectations

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

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

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

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

Christian Service and Social Justice Program Requirement Deadlines:

- **Quarter 1: October 19** – 5 hours minimum due
- **Quarter 2: January 11** – 8 hours minimum due
- **Quarter 3: March 22** – 7 hours minimum due

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- **Quarter 4: May 7** - Surveys and Reflection Projects due

Corporate Work Study Program Expectations

Program Overview

Students who are assigned to work with a sponsoring organization in the 2026-2027 school year

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

Taxes and Employability

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

Students Not Assigned to Sponsoring Organizations in the 2026-2027 School Year

In the 2026-2027 school year, half of the Freshmen class will participate in the Corporate Work Study Training Program. Likewise, some Sophomores, Juniors, and Seniors will not participate in the Corporate Work Study Program as student workers assigned to sponsoring organizations. On days reserved for CWSP, non- assigned students will instead participate in training classes organized by the CWSP to help prepare them for their eventual work placement. These courses include coding, executive functioning, and leadership development.

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

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

General Policies

Change of Personal Information

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

Child Abuse

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

Cristo Rey Campus

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

Textbook and School Issued Items

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

Drug Testing

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

Food

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

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Identification

Each Cristo Rey student will be issued an identification card at the beginning of the year. All students are required to carry their Cristo Rey Student I.D. card with them at all times during school, work, and school related activities. A fee of \$10 will be incurred if the student loses, misplaces, or damages their I.D.

Medication Policy

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

Confidentiality of Individual Health Information

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

School Nurse's Office

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

Medical Cannabis Policy

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

Student Passes

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

Solicitations

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

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Student Activities & Athletics

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

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

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

Transcript and Record Request

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

Visitors

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

Financial Information

Payment Methods

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

Failure to Make Payment

- Any unpaid tuition balance after the 5th day of the month is subject to a \$35 late fee. Any account that is past due 90 days will result in a suspension from class until the balance is paid in full.
- Students with delinquent accounts will be suspended from class beginning the 10th of each month and every day thereafter until their families resolve the situation with the Business Office.
- Families of withdrawing students must pay all the tuition due and other balances through the end of the month in which the student officially withdraws from school. No official records will be released until all money owed to the school is paid in full.

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- If there are very special circumstances that prohibit making a payment on time, an appointment with the Business Office at (773) 890-6890 to discuss the situation must be made.

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

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

Acquired Charges

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

Late Fees

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

Additional Financial Assistance

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