



CRISTO REY ATLANTA JESUIT HIGH SCHOOL

STUDENT AND PARENT HANDBOOK 2026 - 2027

CRISTO REY ATLANTA JESUIT HIGH SCHOOL MISSION STATEMENT

Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with relevant work-study experience, students graduate prepared for college and life.

DIVERSITY, EQUITY, INCLUSION AND CULTURAL COMPETENCE (DEIC) COMMITMENT STATEMENT

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

The Cristo Rey Network national office team commits to:

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

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

NON-DISCRIMINATION POLICY

Cristo Rey Atlanta Jesuit High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, pregnancy, color, national or ethnic origin, age, religion, disability, genetic information, citizenship status, uniform service member status, or any other category protected by federal, state, or local law in the administration of any of its educational programs and activities or with respect to employment,

unless a particular status protected by federal, state, or local laws contradict the deeply held religious convictions of the School or the church. If you believe you have been treated inconsistently with this policy, please immediately report your concern to the Human Resources Director or the President.

IMPORTANT NUMBERS & INFORMATION

To report absences between 7:00 a.m. - 10:00 a.m., call 404-637-2800 or email frontdesk@cristoreyatlanta.org

If you have questions about your student's records, contact:

Mrs. Janice Bamford

404-637-2826

jbamford@cristoreyatlanta.org

If there is an update or change to any of your information below, please contact Mrs. Janice Bamford at jbamford@cristoreyatlanta.org.

Student's legal name

Student's home address

Student's home phone or e-mail contact

Student's emergency contact information

Parent's marital status

Parent's employment

Parent's phone or home address

Parent's e-mail

CANCELLATION OF CLASSES DUE TO SEVERE WEATHER OR OTHER EMERGENCIES

Please be aware that it may be necessary for Cristo Rey Atlanta Jesuit High School to close for weather or other reasons which constitute an emergency. Monitor the school website (www.cristoreyatlanta.org), the school's Instagram and Facebook social media pages, and school text alerts. Closure, asynchronous school days, and/or delayed start information will be posted by 5:15 a.m.

SCHOOL PHILOSOPHY AND CULTURE

Root Beliefs

Our school community believes that:

- The human person is created to praise, reverence, and serve God
- *Cura personalis*, or care of the whole person, is essential
- Quality education should be accessible to all, regardless of economic means
- All our students are capable of success
- Our faith promotes justice
- Excellence is intentional

Core Values

Our school community is committed to:

- Helping make Catholic education accessible to all
- Forming students of competence, conscience, courage, and compassion
- Human excellence and life-long learning
- Creating a safe and healthy school environment for all
- The care of all creation
- Being global citizens in dialogue with other religions and worldviews
- Being an active part of a global network at the service of the Society of Jesus
- Justice and Interculturality

Our Vision

Cristo Rey Atlanta Jesuit is an apostolate of the Society of Jesus and one of 69 Jesuit high schools across the United States. Since 1548, Jesuit schools have formed students to become people of conscience, competence, and compassion. The hallmark of Jesuit education is academic and personal excellence. The aim of Jesuit schools is the formation of men and women for and with others.

Students will graduate from Cristo Rey Atlanta Jesuit prepared to embark upon a journey of personal accountability, service to others and lifelong learning.

Our school utilizes a longer school day and year, structured academic assistance, and counseling support to prepare students for college. All students enrolled in the school participate in a unique Corporate Work Study Program through which they develop important skills and finance the majority of the cost of their education. The Cristo Rey Atlanta Jesuit Corporate Work Study Program provides students the opportunity to build core skills that will help them succeed in college and the modern workplace.

Cristo Rey Atlanta Jesuit High School is based on a proven model of success and is a member of a network of 40 Cristo Rey schools around the country that empower students to achieve their full potential. Cristo Rey schools offer a unique curriculum that combines academics, extra-curricular programs, and professional work experience to prepare students for success in college and beyond. This model works, with 100% of graduates being accepted into college.

GRAD AT GRAD VALUES

Profile of a Graduate at Graduation

All graduates of Cristo Rey Atlanta Jesuit High School will be:

Open to Growth

More open to different points of views and new experiences while growing in self-knowledge and self-control.

- More flexible and open to other points of view
- Reflects on their own experience which affects future actions.
- Seeks new experiences, even those involving risk or possibility of failure.
- Views criticism and setbacks as challenges and as potential for development

Intellectually Competent

Thinking critically and growing in curiosity to explore ideas and issues.

- Mastered academic skills required for college.
- Developing a mastery of logic and critical thinking
- Curious to explore ideas and issues.
- Developing problem-solving skills
- Developing ability to apply knowledge and skills to new situations.

Religious

Communicating personally with God through prayer, both private and liturgical.

- Understands that being fully alive means having an active relationship with God.
- Willing to let faith influence one's values, lifestyles, and vocation.
- Has an understanding of the variety of world religion.
- Has read the Gospels and encountered the person of Jesus Christ as presented in the New Testament

Loving

Trusting the love of God, family and friends and putting love into action.

- Grows in self-acceptance and recognizes that they are loved by God and others.
- Attends to sources of stress and applies healthy strategies to maintain balance in life.
- Appreciates the satisfaction of giving oneself through service for and with others.
- Is increasingly empathetic.

Committed to Promoting Justice

Being aware of the need for social change and learning ways to advocate for the less fortunate.

- Sees that religious faith implies a commitment to a just society.
- Aware of the global nature of many social problems
- Engages in public dialogue on environmental issues and solutions.
- Understands the structural roots of injustice in social institutions and attitudes.

Work Experienced

Understanding what it means to be a professional; dependable, adaptable, ethical and a team player.

- Appreciates connections between learning in the workplace and learning at school.
- Values work because of its personal rewards and social benefit.
- Becomes a dependable, responsible worker of integrity with high ethical standards.
- Participates in professional culture and norms of the workplace, including business etiquette and self- presentation.
- Grows as a personable and effective team player, a confident self-starter, respectful, and respectable.
- Develops workplace skills such as problem solving, adaptability, and accountability.
- Developing ability to apply knowledge and skills to new situations.

A Culture of High Expectations

Cristo Rey Atlanta Jesuit has high expectations for behavior, character, and habits of study. Every student at Cristo Rey Atlanta Jesuit has the right to an excellent education. We establish an environment that fosters maximum learning and mutual respect while avoiding distractions and negative influences. Students are expected to be respectful of the educational process and to take responsibility for their own learning.

At Cristo Rey Atlanta Jesuit, we believe that consistent strong effort, professional demeanor, and distinguished academic performance lead to success in college and beyond. Thus, we recognize students who:

- Achieve academic Honor Roll status.
- Attain perfect attendance.
- Demonstrate good character.

ACADEMIC POLICIES

Accreditation

Cristo Rey Atlanta Jesuit High School is accredited by the Southern Association of Independent Schools (SAIS). In addition, Cristo Rey Atlanta Jesuit High School holds memberships in numerous professional and educational organizations including the Cristo Rey Network, the Jesuit Schools Network, and the Georgia Independent School Association (GISA).

Classroom Behavior and Requirements

Students are expected to come to class with a positive attitude and strong desire to learn. Students are expected to be prepared for their classes by having the required materials, including paper, a writing instrument, necessary notebooks, textbooks, a fully charged laptop, their school-issued planner, and any other materials required by the teacher.

Students are also expected to act in a manner that fosters the classroom learning experience by showing respect to the teacher and other students.

Homework and Study Time

Students are expected to complete homework every night when assigned including the nights before and after workdays.

Homework is given so students have the opportunity to review material from class and to increase their ability in a certain subject or skill. Students are expected to complete all assignments by the stated due date. Students will be held accountable for missed homework.

AI Policy

Teachers may provide specific guidance on the level of AI that may be used on particular assignments. If no guidance about its use is communicated, students may not use AI for that assignment. Using generative AI in a way that violates the teacher's articulated expectations will be considered a violation of our Academic Code. Any student who violates this policy is subject to a warning from administration, placement on an improvement plan/behavior contract, or dismissal from Cristo Rey Atlanta Jesuit High School. Any AI-created content must be cited. As in all things, representing others' work as your own constitutes academic dishonesty. Misuse of technology can limit cognitive demand, take away from meaning creation within the learning space intended by course assignments and activities, and impede the school's mission to form men and women for and with others.

Teachers will use the following adaptation of the Perkins Scale (2024) when providing guidance on the use of AI for assignments.

0 No AI The assessment is completed entirely without AI assistance. This level ensures that students rely solely on their knowledge, understanding, and skills. 1 AI-Assisted Editing AI can be used to make improvements to the clarity (grammar, mechanics) or quality of student-created work to improve the final output, but no new content can be created using AI. 2 AI-Supported Work AI can be used to review an overall finished original work product that you have produced on your own. This may include refining your wording and changing your original text (e.g., dropping your paper into a GenAI tool and asking it to improve your writing). Be aware that you are responsible for editing the work you submit to the instructor. Any AI-created content must be cited. Instructors may ask for original work or AI chat threads in an appendix.

0	No AI	The assessment is completed entirely without AI assistance. This level ensures that students rely solely on their knowledge, understanding, and skills.
1	AI-Assisted Editing	AI can be used to make improvements to the clarity (grammar, mechanics) or quality of student-created work to improve the final output, but no new content can be created using AI.
2	AI-Supported Work	AI can be used to review an overall finished original work product that you have produced on your own. This may include refining your wording and changing your original text (e.g., dropping your paper into a GenAI tool and asking it to improve your writing). Be aware that you are responsible for editing the work you submit to the instructor. Any AI-created content must be cited. Instructors may ask for original work or AI chat threads in an appendix.
3	AI-Assisted Idea Generation and Structuring	AI can be used in the assessment for brainstorming, creating structures, and generating ideas for improving work. Any AI-created content must be cited. Instructors may ask for original work or AI chat threads in an appendix.
4	AI Task Completion, Human Evaluation	AI is used to complete certain elements of the task, with students providing discussion or commentary on the AI-generated content. This level requires critical engagement with AI-generated content and evaluating its output. Any AI-created content must be cited. Instructors may ask for original work or AI chat threads in an appendix.
5	Full AI	AI should be used as a "co-pilot" in order to meet the requirements of the assessment, allowing for a collaborative approach with AI and enhancing creativity. Any AI-

	created content must be cited. Instructors may ask for original work or AI chat threads in an appendix.
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ACADEMIC EVALUATION

Graduation Requirement

A candidate for graduation from Cristo Rey Atlanta Jesuit High School must successfully earn a minimum of 32 units of credit, distributed as follows:

English/Language Arts: 4 units
 Mathematics: 4 units
 Science: 4 units
 Social Studies: 4 units
 Theology: 4 units
 Computer Science: 3 units
 World Languages: 2 units
 Health and Personal Fitness: 1 unit
 Enrichment Courses: 2 units
 Corporate Work Study: 4 units
 Total: 32 units

Exceptions to these graduation requirements may be granted only to students who transfer to Cristo Rey Atlanta Jesuit after the ninth grade. Any exception must be approved in writing by the Principal following a review of the student's prior academic record. For example, a student who transfers at the beginning of the sophomore year may be required to earn only three units of Theology rather than four. Requirements mandated by the State of Georgia, such as four units of English/Language Arts, may not be waived.

Focused elective courses earn 0.3 units of credit per school year but do not satisfy any specific graduation requirement.

Additional service requirements for graduation are described in the Mission and Identity section of this handbook.

The student's official CRAJ transcript documents completion of all graduation requirements, including Corporate Work Study semester grades and Mission and Identity service requirements.

Grading Scale

90-100: A
 80-89: B
 70-79: C
 60-69: D
 0-59: Failing

Students pass a course for the semester by earning a final semester grade of 60 or higher. Students who fail a course, other than an elective course, must participate in credit recovery.

For purposes of calculating the weighted grade point average, eight weighting points are added to the final grade earned in an Advanced Placement course, and four weighting points are added to the final grade earned in an Honors course.

Grading Weights/Categories

For the 2026-2027 school year, each grade level will have their own grade weight/categories, but it will match for every teacher within that grade level. The following are the grade weights/categories:

9th Grade:

Formative - 40%

Summative - 50%

Exam – 10%

10th Grade:

Formative - 35%

Summative - 50%

Exam - 15%

11th Grade:

Formative - 30%

Summative - 50%

Exam - 20%

12th Grade:

Formative - 30%

Summative - 50%

Exam - 20%

Elective Classes: 100% for One Category

Formative grades *help students learn* and can be perceived as practice (i.e. homework, classwork, etc.).

Summative grades *assess what the students have learned* (i.e. quizzes, tests, projects, etc.).

Exams are the end of semester examinations that our students take.

Please note that with justification, teachers could have certain assignments in either the formative or summative category.

Students in AP classes have the following weights/categories in the spring semester due to taking the national AP exams:

Formative – 40%

Summative – 60%

Academic Standing, Credit Recovery, and Dismissal

To remain enrolled at Cristo Rey Atlanta Jesuit, students must successfully complete all academic courses, excluding elective courses that meet on designated Fridays, and fulfill all Corporate Work Study and Mission and Identity requirements.

A student who fails an academic course in either semester must participate in credit recovery, which is typically completed online during the summer. Credit recovery may be taught by a CRAJ teacher or provided through an approved outside provider, such as Georgia Virtual School. Failure to complete and pass credit recovery within the timeframe established by CRAJ, typically before the beginning of the following school year, may result in dismissal from the school. A fee may be charged to the student's account for each required credit recovery course.

A student who earns a semester grade below 60 in Corporate Work Study will be dismissed from CRAJ.

3-4-5 Rule: A student may be required to transfer from Cristo Rey Atlanta Jesuit if the student fails: three academic courses in a single semester; four academic courses over two consecutive semesters; or five academic courses during the student's enrollment at CRAJ.

Senior Graduation Eligibility

Seniors must satisfy all graduation requirements before commencement exercises unless the Principal has approved an exception in writing for a transfer student. A senior who fails to pass all required courses during the final year is not eligible to participate in commencement exercises and must complete credit recovery during the summer (unless directed otherwise). The diploma will be awarded only after all graduation requirements have been satisfied.

Valedictorian and Salutatorian

Each year, a valedictorian and salutatorian are selected from the senior class. The valedictorian is the student with the highest weighted cumulative average at the end of the first semester of the senior year. The salutatorian is the student with the second-highest weighted cumulative average at the end of the same semester. Students who have attended CRAJ for four years (that is, beginning with the first semester of freshman year) are eligible for these awards.

The valedictorian and salutatorian are recognized in May along with other seniors receiving awards for their achievements at Cristo Rey Atlanta Jesuit.

Advanced Placement Courses

Cristo Rey Atlanta Jesuit offers ten Advanced Placement courses, which provide students with the opportunity to complete college-level coursework while in high school. Each AP course culminates in an AP exam administered in May, and students enrolled in an AP course are expected to take the corresponding exam.

Students enrolled in AP courses must take an End-of-Semester Exam in December but are not required to take an End-of-Year Exam in May unless they do not take the corresponding AP exam.

A student who does not take the AP exam must complete an End-of-Year exam for the course and will not receive the eight weighting points used in calculating the weighted grade point average. In addition, a fee may be charged to the student's account for the unused AP exam.

If a student misses an AP exam because of an excused, documented emergency, the student must comply with all applicable College Board late-testing guidelines and CRAJ requirements.

AP courses for 2026-27:

Business with Personal Finance
 Calculus AB
 English Language and Composition
 English Literature and Composition
 Spanish Language and Culture
 Precalculus
 Seminar
 United States Government and Politics
 United States History
 World History: Modern

End-of-Semester and End-of-Year Exams

Most courses conclude the first semester with an End-of-Semester Exam in December and the second semester with an End-of-Year Exam in May. Exam grades are weighted as follows: Grade 9 – 10% of the final semester grade; Grade 10 – 15% of the final semester grade; and Grades 11 and 12 – 20% of the final semester grade.

Students are required to take all scheduled exams. Students enrolled in Advanced Placement courses must take an End-of-Semester Exam in December but are not required to take an End-of-Year Exam in May if they take the corresponding AP exam.

Students must be present on campus and in the required school uniform on all End-of-Semester and End-of-Year Exam days. A make-up exam will be administered only when a student has an excused absence. Families planning travel during the Christmas or summer breaks must schedule their departure after the student's final exam.

A student who misses an exam because of an excused, documented emergency will receive a grade of Incomplete for the course until the exam has been completed. The student must complete the exam as instructed by the Assistant Principal.

End-of-Semester Exams must be completed no later than 3:30 p.m. on the Friday following the return to school in January. End-of-Year Exams must be completed no later than 12:00 p.m. on the Friday in June following the last day for teachers.

If a student does not complete the exam by the applicable deadline, the Incomplete will be replaced with a grade of zero for the exam. The zero will be included in the calculation of the student's final semester grade.

Under no circumstances may an exam be administered before the first scheduled exam day of the semester.

Course Schedules

Each student receives an annual course schedule aligned with the school's graduation requirements. Transfer students may be required to complete online coursework during their enrollment at Cristo Rey Atlanta Jesuit in order to satisfy school and State of Georgia graduation requirements.

Student course requests are collected each spring to assist in developing schedules for the following school year. Although the school will make every reasonable effort to honor student requests, enrollment in a particular course is not guaranteed. Some courses, including Advanced Placement courses, have specific prerequisites and may also require teacher approval.

Changes to student schedules are rare and must be completed by the end of the school day on the second Friday of the first semester. Any course change must be approved by the teacher of the course and the Assistant Principal before it is submitted to the Registrar. Schedule-change requests submitted after the August deadline must be based on extraordinary circumstances and require the Principal's approval.

National Honor Society

In 2017, the school established the St. Ignatius Chapter of the National Honor Society. Students who demonstrate outstanding scholarship, character, leadership, and service are eligible for membership. (NHS Constitution, Article VIII, Section 1)

Academic Dishonesty

In cases of academic dishonesty, the student will be referred by the teacher to the Assistant Principal for Academics. CRAJ wants to support the student and help him or her learn from the experience while still holding the student accountable.

Cristo Rey Atlanta Jesuit considers cheating, copying, or the offering or receiving of unauthorized assistance or information in examinations, tests, quizzes, reports, papers or projects as violations of academic honesty.

Plagiarism is a violation of academic honesty. Plagiarism is the intentional or unintentional appropriation of information, ideas, or the languages of others as one's own.

Academic Dishonesty Consequences

- 1st Offense:
 - Formative Assignment: Grade of zero
 - Summative Assignment: 20% reduction retake and Saturday JUG or equivalent
 - End of Semester Exams: Grade of Zero
 - State/National Testing (i.e. P/SAT): Possible Dismissal
- 2nd Offense:
 - Formative Assignment: Grade of zero and Saturday JUG or equivalent.
 - Summative Assignment: Grade of Zero and possible dismissal
 - End of Semester Exams: Grade of Zero
 - State/National Testing: Possible Dismissal
- 3rd Offenses:
 - Dismissal

SCHOOL GENERAL POLICIES

Daily Schedule

The school building opens at 6:00 a.m. Monday – Friday and closes at 6:00 p.m.

Breakfast is held from 6:45 am – 7:15 am daily in the cafeteria.

All students are to remain in the cafeteria until 7:15 am or until they are directed to go to their floors by a supervising adult. All students should arrive to school in time to report to the first period class. Students arriving after the 7:30 bell are tardy.

On regular academic days, school ends at 3:30 pm.

Students must arrive to school by 11:00 a.m. to participate in any co-curricular activity. Students who are absent from school or work may not participate in any school activity held the day of the absence, including sports or other co-curricular activities and programs.

The building closes to students each evening at 5:30 pm.

All unsupervised students must have departed by that time. Parents and guardians should ensure that their student(s) have been picked up by 5:30 p.m. or that alternative transportation has been arranged.

Tuition Policy

All tuition arrangements must be satisfied and paid in full by the end of each school year in order for a student to register for the next school year. A student is fiscally eligible to participate in all extracurricular activities, including clubs and sports, if tuition payments are current or prior arrangements have been made with the CRAJHS finance office. If a student fails to make up a CWSP absence, a charge of \$350.00 will be added to the family's tuition account. If the student makes up the missed day within the same school year, the \$350.00 charge will be removed from the family's account. In addition, if a student fails to have their blazer on a CWSP day, a \$45 charge for the first day and \$10 for each additional day will be added to the family's tuition account.

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

Attendance Policy

One goal of Cristo Rey Atlanta Jesuit High School is to help our students have a successful educational experience. School attendance is essential. One of the most important ways that parent(s) or guardian(s) can help a student succeed is by supporting this philosophy. ***ALL ATTENDANCE CONCERNS SHOULD BE DIRECTED TO Cvizcaino@crstoreyatlanta.org.***

Reporting an Absence

When a student is absent:

- A parent or guardian must phone the school at (404) 637-2800 before 7:30 a.m. on the day of absence.
- A doctor's note **must** be provided when the student returns to school after (3) or more school days' absence.
- Without an official doctor's note, all absences for illness will be marked unexcused.

Absence Protocol

Once a student accumulates five (5) excused or unexcused absent days:

- The parent or guardian will be contacted to review the student's attendance record with the Dean of Students
- A student referral to the school counselor will be completed.
- Excessive absences will lead to the student being placed on an attendance contract and a meeting will be coordinated with the parent/guardian.
- If a student has not adhered to the attendance contract, a referral will be made to the principal. In this case, noncompliance may lead to dismissal from the school.

Excessive numbers of days absent (6 or more), whether excused or unexcused, may result in a grade reduction. Once a student has accumulated 6 absent school days (excused and/or unexcused), in one semester, a warning letter will be issued to the parent/guardian.

(1) Full School Day = (7) Class Absences (Black Baud reflects the student's class period)

Returning to School Following an Absence

When returning to school following an absence, excused or unexcused, the student should deliver the doctor's note to the front desk.

Planned Absences

While Cristo Rey does not endorse a student missing school for non-health, non-family related or family- emergency related reasons, situations may arise when a student will need to miss school. In that case, the student must submit a letter detailing the planned dates of absence and the reason for the absence. This letter **must be submitted before the date** of the planned absence. Semester exams are a priority and cannot be rescheduled unless there is an extreme health emergency or family emergency. If a student is not present for a final exam at the end of the academic semester, and the absence is deemed unexcused, then, the makeup exam will be scheduled at the discretion of the AP for Academics.

Missing Academic Work Due to an Absence

At the start of the school year, all students will receive a course description or syllabus that lists course expectations, procedures, and grading policies for assignments and assessments. Students should be aware of class policies regarding absences for tests, absences on days when tests are announced, and on making-up work missed during an absence. Some teachers may also provide a website for students with specific information about their courses that could be used as a resource when students are absent. It is the student's responsibility to complete any late or missing work.

Missing Exams Due to an Absence

If a student is ill and misses an exam, the exam will be rescheduled upon receipt of the doctor's note.

Dismissal for Illness during the School Day

A student who becomes ill during the school day is to report to the clinic with the permission of his or her teacher only. The school will contact a parent or guardian for pick-up. No student will be released from school without parent or guardian permission.

If a student becomes ill at work, the student should inform both the direct supervisor as well as the staff from the Work Study Office who will arrange pick-up for the student. Students who leave work early may be responsible for the time missed.

Students who become ill during the school day may not attend or participate in any afterschool or evening activity sponsored by the school on that day.

Professional Appointments

All efforts should be made to schedule appointments around school days and workdays. Students may NOT schedule appointments on their assigned CWSP workday.

Parents must contact and inform the school about professional appointments prior to the appointment.

Students must be signed out by a parent or guardian at the time of release for the appointment.
Students returning from an appointment must check in at the front desk with a parent or guardian.

Tardiness

Any student arriving after 7:30 is tardy. CRAJ recognizes tardy arrivals in the following categories:

1) Excused: Late arrival to school or class because of reasons out of the family's control such as inclement weather, documented transportation delays, health-related emergencies, or power outage, etc. The Dean of Students will determine if the excuse is valid.

2) Unexcused: Arriving late to school or class with or without the knowledge of parent/guardian, because of oversleeping, parent errands, etc. All traffic delays will be considered unexcused. The Dean of Students will determine if a traffic delay is beyond the norm for metro-Atlanta.

Unexcused Tardies and Unexcused Full Day Absences	
Every Tardy	Every tardy will receive a consequence from the Dean of Students
4 th Tardy	Meeting with the Dean of Students to review options for improvement.
10 th Tardy Or 5 Absences	Student will be placed on an Improvement Plan
20 th Tardy or 10 Absences	Student will be placed on an attendance contract (Parent/Guardian meeting to discuss improvement plan.) Student and Parent/Guardian will meet with the Principal and Dean of Students to revisit the improvement plan. Excessive tardies may result in dismissal from the school).
30 th Tardy or 20 Absences	Student and family must meet with Principal and Deans to discuss dismissal from the school,

Truancy

In case of truancy, the parent or guardian will be notified immediately. Truant students may be subject to suspension and other disciplinary action. Repeated truancy is cause for expulsion.

Cristo Rey Atlanta Jesuit is obligated by law to report excessive absence to a student's home district.

Attendance Contract

A student who consistently arrives late to school, work or class will be put on an attendance contract established by the principal and/or the Dean of Students. Students on an attendance contract may forfeit the privilege of participating in any extracurricular activity or sport and may be restricted from attending

any special school events, such as performances, games, or dances for the entire period of the contract. Consequences are administered at the discretion of the Administrative team and the Dean of Students.

Buildings and Grounds

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

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

Students are to remain on school property during the school day. Students should not congregate on our neighbors' property.

Lockers

Lockers are the property of Cristo Rey Atlanta Jesuit High School. They are provided to ensure the safe keeping of students' school materials and personal belongings. Students are expected to keep their lockers neat, orderly, and locked at all times. Administrators may conduct locker inspections at any time.

- Pictures, stickers, identifiers, and/or vandalism of any kind affixed outside or inside of the locker which are unable to be removed by the student will incur a \$25 charge to the student.
- Nothing permanent may be placed on the inside or outside of the locker. Adhesive may not be used to attach pictures or other items to lockers (removable magnets may be used inside of the locker.)
- Only items of an academically appropriate nature will be permitted inside lockers.
- No food or personal items of immense value should be kept in the locker overnight. The school does not assume responsibility for lost or stolen items.
- Each student must ensure that their locker is closed, locked, and secure at all times.
- A student may only use their school-issued locker. Using another student's locker may result in disciplinary action.

Student Belongings

Backpacks, Book bags, and Large-Scale Carry items (and/or purses)

Backpacks and book bags are to be used to transport textbooks and other learning materials to and from home. Students are to place their bags (including backpacks, book bags, purses, and fanny packs) in their assigned locker as directed during the academic day. Athletic cubbies are available for use outside of the gym (2nd floor) during the athletic season.

All personal items that are not academically relevant must remain in the backpack and/or book bag during the academic day.

Confiscation of Contraband

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

All lockers and other school areas provided for student use on school premises remain the property of the school and are subject to inspection, access for maintenance, and searches.

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

Cell Phones and Other Electronic Devices (including related accessories)

No Cell phones between 7:30a.m.-3:30p.m.

- Cell phones must be turned off and placed in the lockbox in the student's 1st period class. (If the student arrives after 1st period, the student should give the cell phone to the current period teacher. Ex: 2nd period, 3rd period, etc.)
 - At the end of the school day, the student will pick up the cell phone immediately after 7th period from their 1st period classroom. (An early check-out student will need to respectfully - and with minimum interruption - ask their 1st period teacher for their cell phone at the time of checkout.)
- No wireless headphones and/or smartwatches are permitted in school (this includes AirPods and Apple watches).
 - Wireless headphones and smartwatches must be put in the student's locker for the duration of the school day. (7:30a.m. - 3:30p.m.)
 - Students may use wired headphones if needed for a school assignment.
- Adults will confiscate any unauthorized electronic device.

ELECTRONIC DEVICES AND/OR RELATED ACCESSORIES ARE NOT PERMITTED DURING LUNCH.

Consequences for Not Following the Cell Phone Policy

- 1st offense: Parent contact, parent required to pick up the student's cell phone, and Saturday JUG for the student.
- 2nd offense: Discipline contract, parent required to pick up the student's cell phone, Saturday JUG for the student.
- 3rd offense: Student brought before discipline board, possible expulsion.

*This cell phone policy does not apply to CWSP days. Students will follow CWSP cell phone guidelines when at their CWSP workplace.

Student worker use of personal cell phones, video games, iPods, CD players, headphones are prohibited at the worksite, unless specifically allowed by the Job Partner. Job Partners are asked to help to enforce this policy.

The Job Partner will inform the CWSP Office if student workers use any of the aforementioned items. However, with their supervisor's prior approval, students may use personal cell phones during the workday for a job-related task or to contact the CWSP Office regarding transportation or concerning a problem or issue at the workplace (e.g., student illness, etc.). The CWS office has instructed student workers that the use of a Job Partner's telephone, Internet, office equipment, office services or office materials for purposes other than the completion of their specific job duties is strictly prohibited.

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

Parent/Guardian-School Partnership

The education of a student is a partnership between the student and her or his family and the school. It is essential that students and parents/guardians familiarize themselves with the policies in this handbook and that students, parents/guardians and school officials work together to assure that each student receives a values-based, Catholic, Christian education.

Use of the School Symbols

The Cristo Rey Atlanta Jesuit school name, logo, and mottoes are property of the school and must not be misused in any way, shape, or form. No one may use the school name, logo, or motto on any type of social media (Facebook, Twitter, Instagram, etc.), other internet site or communication or in any other way (e.g., putting the school name on t-shirts) without the explicit consent of the school administration.

Guidelines for Student-Teacher or Student-Coach Electronic Communication

In general, it is expected that all communication between students and school employees, whether faculty or coaches or any other adult in the Cristo Rey Atlanta Jesuit community, will take place on school email accounts.

It is also expected that faculty and coaches will use the school websites to convey basic information regarding classes, athletics, other student activities, and any other school-related information.

Texting is not an appropriate mode for student-teacher or student-coach communication. It should only be used in cases of genuine necessity.

CRISTO REY ATLANTA JESUIT HIGH SCHOOL TECHNOLOGY POLICY

Purpose

Cristo Rey Atlanta Jesuit High School recognizes the value of technology in supporting student learning and academic development. Technology use at Cristo Rey is an **educational privilege**, not a personal right. Our systems are intended to enhance communication, improve access to learning tools, and prepare students for success in a digital world. **All** are expected to abide by **federal and state laws, school policies, and the Values and Beliefs of Cristo Rey Atlanta Jesuit.**

General Expectations

Students must conduct themselves responsibly and respectfully when using any form of technology—whether it is a school or company issued device, and whether used on or off campus. Misuse of technology that negatively impacts the dignity of others, academic integrity, or the reputation of Cristo Rey Atlanta Jesuit will result in disciplinary action. This includes all digital behavior: emails, texts, social media posts, and use of online tools.

Students are accountable for any school related content shared or accessed using **any device** (school, personal or otherwise), **at any time**, regardless of location or intent.

Technology Use Guidelines

Internet & Network Use

- Internet access is provided for **educational purposes** only.
- Students must not access or distribute material that is **inappropriate, offensive, or disruptive**.
- The school **monitors all activity** on its networks and systems, including email, browsing history, and usage of digital classroom tools.
- Use of **VPNs, proxy sites, or any method to bypass school filters** is prohibited.

Academic Integrity & Emerging Technologies

Cristo Rey prohibits the use of **artificial intelligence tools, generative technologies, or any digital platform** to misrepresent a student's academic work. This includes—but is not limited to—generative AI, translation tools, auto-writing programs, and unauthorized collaboration or copying from online sources.

The school recognizes that technology evolves quickly, and therefore prohibits the use of **any tool, platform, or device** that compromises academic honesty, whether currently known or developed in the future.

Violations of this expectation will be treated as academic dishonesty and will result in disciplinary action and academic consequences.

Computers that have not been issued by Cristo Rey Atlanta Jesuit High School are not permitted on campus. Abuse of the computer and Internet privileges may result in sanctions up to and including expulsion. All students and parents will be required to sign a separate Acceptable Use Agreement.

Unacceptable Use Of Technology

Examples include, but are not limited to:

- **Using Unfiltered Browsers (This includes ANY browser other than Google Chrome)**
- Accessing or sharing offensive, illegal, or inappropriate content
- Using AI tools, online platforms, or apps to **complete assignments dishonestly**

- Cyberbullying or harassment
- Using another person's account or identity
- Posting or distributing private, threatening, or harmful content
- Bypassing security filters or installing unauthorized software
- Recording or photographing others without permission
- Misuse of school accounts, email, or internal systems
- Physical damage, vandalism, or tampering with school-issued devices
- Accessing social media during school/work hours unless directed by a teacher or supervisor
- Using the school network for personal business, gaming, or streaming

Unacceptable internet usage will result in disciplinary action including, but not limited to, infractions, demerits, suspension and/or expulsion at the discretion of the Principal and/or Dean of Students.

Online Safety

Internet usage in the CWS workplace may be necessary for students to accomplish tasks given to them by their supervisors. Job Partners will track students' Internet usage in accordance with the company's Internet policy. Improper Internet usage by student workers may be cause for termination of the student(s) from the job(s) and should be communicated to the CWS office.

The IT Department is responsible for:

- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep pupils safe from potentially harmful and inappropriate content.
- Ensuring that all Cristo Rey systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly.
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files.
- Ensuring that any online safety incidents are logged (see appendix 4) and dealt with appropriately in line with this policy. Gaggle is used to help with this monitoring.
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the Cristo Rey behavior policy.

Filtering & Online Safety

To comply with the Children's Internet Protection Act (CIPA), Cristo Rey Atlanta Jesuit uses web-filtering and monitoring tools such as **Fortinet**, **GoGuardian**, **Gaggle**, and internal filtering systems. The IT Department ensures that content filtering is **active and updated regularly** to block access to harmful or inappropriate material.

Students should expect that **all online activity is monitored** and may be reviewed by school personnel.

Social Media and Online Presence

- Students must not access social media during the school day unless explicitly approved for academic purposes.
- Inappropriate posts—regardless of when or where they were created—may result in school disciplinary action if they affect the Cristo Rey community.
- Creating Cristo Rey-branded websites or social pages without administrative approval is prohibited.
- Online behavior that includes **threats, harassment, bullying, or derogatory content** will result in disciplinary action and may lead to suspension or expulsion.

Other Social Media Policies

Students and their families are not permitted to create Cristo Rey Atlanta Jesuit or Cristo Rey Atlanta Jesuit-related websites without the express permission of the school administration. Any Cristo Rey Atlanta Jesuit or Cristo Rey Atlanta Jesuit-related websites must receive administrator authorization by the school.

As noted above, on-line communications between Cristo Rey Atlanta Jesuit students, or Cristo Rey Atlanta Jesuit students and others, are a matter of concern to the Cristo Rey Atlanta Jesuit Community. ***Inappropriate online behaviors such as bullying, threatening, derogatory remarks, the posting of inappropriate material, etc., will be subject to the school's sanction and may affect a student's standing, even leading to expulsion from the school.***

All students and school personnel are reminded that personal postings may have long-term consequences, not only in the context of the school community at present but within the larger context of the poster's future and reputation.

School Issued Computers

Each student is issued a school-owned computer. It remains school property **until graduation**, at which point it becomes the students. Students are responsible for the **care, safekeeping, and proper use** of their devices.

Charges may apply for the following:

- Lost/damaged laptop: \$400
- Unreturned/damaged loaner: \$400
- Replacement charger (due to loss or damage): \$45

Loaner laptops are issued only when a student's device is in for repair. They will not be issued for forgotten or lost devices.

Use of Artificial Intelligence In the Classroom

Cristo Rey Atlanta Jesuit is committed to innovation in education. While we acknowledge the potential of AI tools to enhance learning, their use must be **intentional, teacher-directed, and ethical**.

Unless explicitly approved by a teacher for specific assignments or activities, students are **prohibited** from using any AI tools (e.g., ChatGPT, Grammarly, Gemini, etc.) to generate or modify academic content. Misuse will be considered **academic dishonesty**.

Privacy and Monitoring

All school-issued devices, accounts, and communication tools remain the property of Cristo Rey Atlanta Jesuit. The school reserves the right to **monitor, access, and review** any student activity on these systems at any time.

If students receive inappropriate messages from peers or others, they must report them to the **Dean of Students**. Messages from faculty or staff should be reported to the **Principal**.

VIRTUAL LEARNING

For the purposes of this policy, virtual learning is a formal educational process that uses virtual-education modes and in which most of the learning occurs when students and instructors are not in the same place.

Virtual Learning Types

Instruction may be synchronous or asynchronous and may use one or more of the following: the internet; one-way and two-way transmissions through open-broadcast, Webcams, cable, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing if used as part of the distance-learning course or activity; or any other means to augment learning when the instructor and students are not in the same place.

Remote Learning in the Event of Extended School Closure/Partial Closure

In the event of an extended school closure/partial closure, the school will provide continuity of education in the following ways:

- a) Regular direct instruction from teachers, with the ability of learners to ask questions online via Zoom Sessions. *Schedules will be published prior to virtual learning.
- b) Blackbaud will be used for grades and assignments.
- c) The primary platforms the school will use to deliver continuity of education will be clearly communicated via the teacher but here is an example of some of the products used:
 - Zoom
 - Nearpod
 - Flipgrid
 - Google Education
 - O365
 - Blackbaud

Virtual Attendance Requirements

Students should assume that attendance will follow the same as a normal day of in person learning, however specific schedules will be published prior to virtual learning if anything changes.

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

STUDENT DRESS CODE

Cristo Rey Atlanta Jesuit maintains a code of dress and grooming consistent with its character as an independent, Catholic, Jesuit college-preparatory school whose students interact in professional workplaces.

- This code contributes to a seriousness of purpose, a constructive learning atmosphere, and the development of sound personal habits and a positive self-image.
- The overall dress code requires that all students look professional, neat, and appropriate in order to be a positive representative of Cristo Rey Atlanta Jesuit at all times.
 - Lost, damaged or misplaced ties may be replaced at a cost of \$20 per tie.
 - See the Dean of Students for lost or misplaced ties.

- Students are expected to maintain a neat and clean appearance. Attention should be paid to proper hygiene: showering, using deodorant, brushing teeth, grooming, and ironing clothes.
- 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.
- Students are expected to wear the school-issued lanyard/ID badge/ID badge holder around their neck with their photo visible at all times when on the school campus.
- Replacement ID: \$10
- Students will be charged \$5 a day if their ID is not brought to school. The fee will be added to the student's account. Parents will be notified by email.
- Students may receive up to two replacement IDs at a cost of \$10 for each replacement.
- After the second replacement, additional replacement IDs will cost \$20.
- *Students are required to be fully dressed in the full school uniform prior to entrance into the school building and upon exiting the school building at the close of the school day.*

The school reserves the right to determine what constitutes appropriate dress and personal grooming.

Summer Dress Code

Summer Uniform is in effect from the beginning of the school year until Indigenous Peoples' Day/Columbus Day Holiday and from the Monday after spring break through the end of the school year. Summer Dress Code includes the "Grade-level" specific polo shirt from Flynn-O'Hara.

- Grades 9-11 (Navy Polo)
- Grade 12 (White Polo including the Grade-Level specific embroidery)
- Gray uniform bottoms for all grade levels (Flynn-O'Hara)
- Black dress shoes
- Standard black dress belt
- Black dress socks

Full Dress Code

Full Uniform is in effect from the day after Indigenous Peoples' Day/Columbus Day Holiday through the Friday before spring break and will end the day school resumes after Spring Break. Full Uniform includes wearing the white, long-sleeved oxford shirt, tie, gray uniform bottoms and the school blazer each school day. (Polo Shirts are not to be worn during this time during the school week.)

On Mass Days, Corporate Work Study Days, other special events students will be required to be in Full Dress Code (white, long-sleeved oxford shirt, tie, gray uniform bottoms and the school blazer, etc). Students will be sent home if they are not in full uniform.

Virtual Instruction and Out of Uniform Days Dress Code

Please refer to the Virtual Student Guidelines or Out of Uniform Day Instructions when distributed. (This is only applicable when deemed so by the President/Principal.)

Full Dress Code		
Male Students		Female Students
Uniform specific gray pants (Flynn-O'Hara) will be worn with a black leather belt at all times. Pants are not permitted to be tapered to fit as "skinny jeans." No Dickies, baggy pants, cargo pants, pants with extra pockets, or jean-like fabric pants will be permitted. Gray uniform trousers must be purchased from Flynn-O'Hara. No large belt buckles nor belt buckles with large letters and/or images are permitted.	Pants/Skirts	A gray uniform skirt or pants will be worn and purchased from Flynn O'Hara with modesty shorts permitted. Skirts must be no shorter than the <i>top of the knee</i> when standing.
Only the CRAJ Polo or a white button-down dress shirts are permitted and must be tucked-in at all times. All buttons must be buttoned. Undershirts should be white with no writing, images, and/or designs.	Shirts	Only the CRAJ Polo or a white button-down shirt or blouse is permitted. All buttons must be buttoned at all times. Undershirts should be white with no writing, images, and/or designs. Undergarments should NOT be visible. (Form fitting shirts are NOT permitted.)
Uniform tie must be worn at all times when wearing the white button-down shirt, cinched at the collar, with the top button buttoned.	Ties	Uniform tie must be worn at all times when wearing the white button-down shirt, cinched at the collar, with the blouse buttoned.
Dress socks of an appropriate dark solid color such as black or navy are permitted.	Socks	Solid navy knee-high socks or navy opaque tights are permitted with the uniform skirt. Thigh-high socks and/or accessories are NOT permitted. Dress socks of an appropriate dark solid color such as black or navy are permitted with the pants. Designs/stripes/lace are not permitted.

Only the Flynn O’Hara Nunn Bush uni-sex penny loafer all weather black dress shoes are permitted. Sneakers, boots, Vans, (or Van-like shoes), Toms, UGG boots/slippers or sandals are not permitted. Jewelry is limited to an appropriate necklace worn <i>underneath</i> the shirt and a single watch. <i>No earrings, piercings or place-holders are permitted.</i> No silicone bracelets with inappropriate printed comments or images are permitted. All jewelry must be appropriate for Cristo Rey Atlanta Jesuit. Hair is to be neat, clean, of modest and professional style. The student is required to display a natural color. No student is allowed to have any shade of red hair unless it is the student’s birth color. Hair should be above the eyebrows. No mohawks, ponytails, buns, or designs are permitted. Netted, or bandanna designed hair bands/bows are not allowed. Students’ faces must be clean-shaven at all times. Long sideburns are not permitted. No cuts or alterations to eyebrows are permitted.	Shoes (see flyer)	Only the Flynn O’Hara Nunn Bush uni-sex penny loafer all weather black dress shoes are permitted. No open-toed or high-heeled shoe. Sneakers, boots, Vans, (or Van-like shoes), Toms, Ugg boots/slippers or sandals are not permitted.
	Jewelry	Jewelry is limited to two pairs of tasteful earrings (no larger than a dime), an appropriate necklace worn underneath the shirt and a single watch or bracelet. <i>No other facial piercings nor placeholders are permitted.</i> No silicone bracelets with inappropriate printed comments or images are permitted. Costume jewelry (thick metal bracelet) is not be permitted. All jewelry must be appropriate for Cristo Rey Atlanta Jesuit.
	Hairstyle	Hair is to be neat, clean, and of modest and professional style. The student is required to display a natural color. No student is allowed to have any shade of red hair unless it is the student’s birth color. Hair should not cover a student’s eyes. Hair bands, bows, or ribbons are permitted but must be navy blue or approved by Dean of Students. Hair <i>accessories</i> should not cover the entire head. Netted, or bandanna designed hair bands/bows are not allowed. No cuts or alterations to eyebrows are permitted.

Make-up and nail polish are not permitted. Minimal or no cologne use is suggested.	Make up/Cologne/ Nails (see flyer)	Make-up should be appropriate, modest, and tasteful. ONE color, solid nail colors are acceptable on the NATURAL nail of the student. Nails must be half an inch from the nail bedding. No adornments, no gems, no teddy bears, no diamonds. Fingernails must be kept at a length that is appropriate for a corporate office environment. Stiletto or claw-like designs are not permitted. <i>* Nail requirements are subject to strict policies based upon the student's CWSP assignment – Please be advised to defer to your Cristo Rey CWSP Relationship Manager for specific details.</i> Minimal or no perfume use is suggested.
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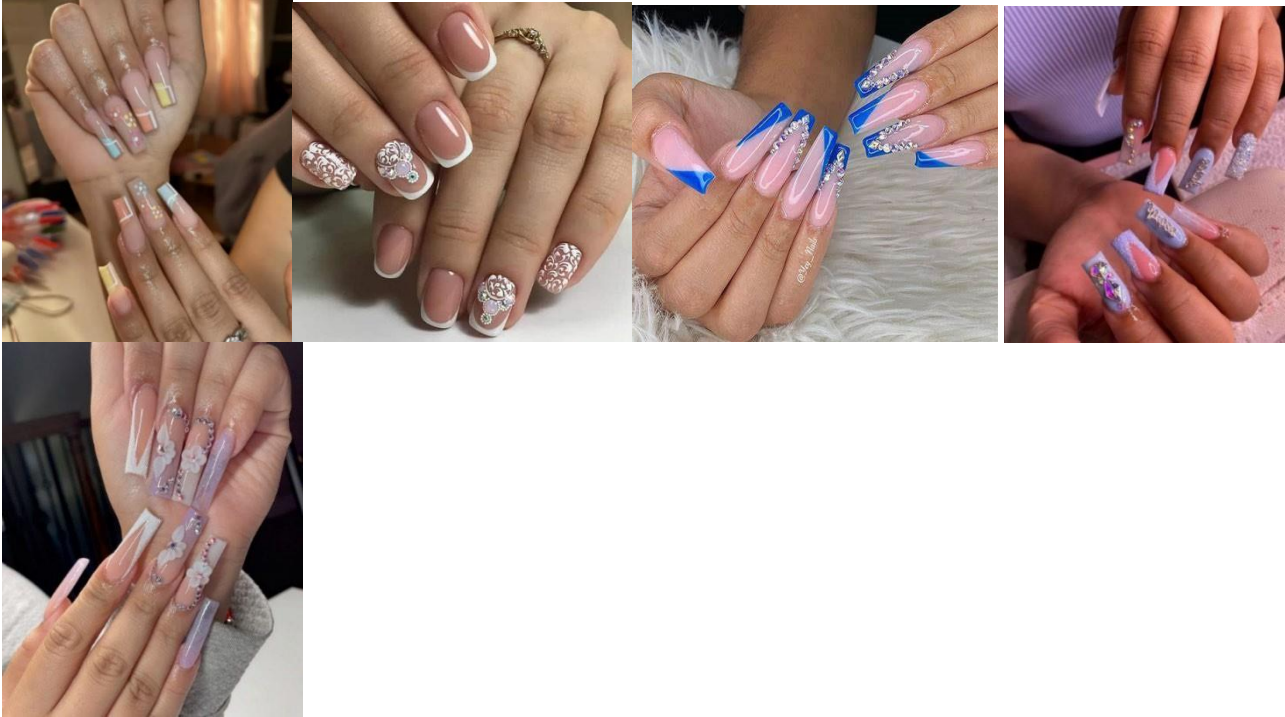
No visible tattoos are permitted.	Tattoos	No visible tattoos are permitted.
Only Cristo Rey Atlanta Jesuit sweaters, cardigans, vests, and Cristo Rey <i>Class</i> specific sweatshirts may be worn. Students are required to purchase the school's blazer.	Sweaters and Vests	Only Cristo Rey Atlanta Jesuit sweaters, cardigans, vests, and Cristo Rey <i>Class</i> specific sweatshirts may be worn. Students are required to purchase the school's blazer.
Blazers are permissible on non-CWSP days. They may be worn over the school sweater or vest. On CWSP days, blazers must be worn from the day after Indigenous Peoples' Day/Columbus Day until May 1 st .	Blazers	Blazers are permissible on non-CWSP days. They may be worn over the school sweater or vest. On CWSP days, blazers must be worn from the day after Indigenous Peoples' Day/Columbus Day until May 1 st .
Hats, caps, visors, headbands, scarves, hair accessories and sunglasses are not permitted.	Hats/Sunglasses	Hats, caps, visors, scarves and sunglasses are not permitted.

Dress code violations on CWS days will result in a grade deduction in the students' CWS Professionalism grade.

Repeated dress code issues will be dealt with through further disciplinary consequences including, but not limited to, placement on a disciplinary contract, suspension, or expulsion.

From time to time there will be announced out-of-uniform days. On these days students may be permitted to wear jeans (no holes or rips), spirit t-shirts and/or sweatshirts.

Nails that are NOT acceptable



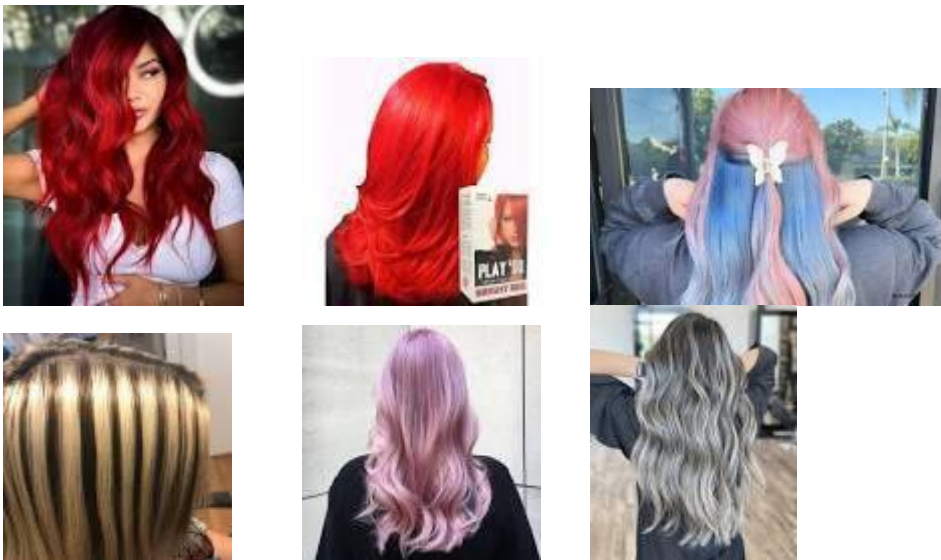
Nails that ARE acceptable



Female Hairstyles that ARE acceptable



Female Hairstyles that are NOT acceptable



Male Hairstyles that ARE acceptable



Male Hairstyles that are NOT acceptable



Shoes that are NOT acceptable



SCHOOL DISCIPLINE SYSTEM

The point of school discipline is to enhance the opportunity for learning for the whole school. Actions, words, or attitudes which negatively affect the learning process, or that damage the reputation of the school community will be addressed. **The Dean of Students and Principal have the discretion to adjust consequences depending on the severity and history of student behavior.**

Code of Conduct – R.E.S.P.E.C.T.

The Code of Conduct encourages all students in the school environment to demonstrate a school appropriate and positive attitude while being willing to accept responsibility and accountability for their own actions. The code applies to any student who:

- Is on school property;
- Is engaged in any school activity;
- Affects the order and discipline of the school, the safety and welfare of others, or the good reputation of Cristo Rey Atlanta Jesuit High School through his or her conduct at any other time or place

R.E.S.P.E.C.T

Students at Cristo Rey Atlanta Jesuit have been admitted because they have expressed a strong desire to work hard and be responsible, thoughtful individuals. As a member of the Cristo Rey Atlanta Community, our students commit themselves to being:

R—READY to LEARN when entering the classroom.

- Students take their seats when they enter the room.
- Students take out needed materials for class. Students review the board for instructions.
- Students begin DO NOW activity before the bell rings.
- Students work silently when the bell rings.

E—ENGAGED and ACTIVE during the lesson.

- Students ask questions.
- Students participate while working in groups.
- Students listen actively and contribute to classroom discussion with positive input.
- Students volunteer to answer questions and respond when cold-called.

S—SILENT and ATTENTIVE when a speaker is talking.

- Students sit up quietly when someone (or a video, movie clip, tape recording, etc.) is speaking.
- Students listen and make eye contact with the speaker.
- Absolutely no side conversations are permitted during a presentation. One person speaks at a time.

P—PROPERLY DRESSED in school uniform.

- Students must be in full uniform when entering classroom.

E—EMBRACE REDIRECTION with a positive attitude.

- Students correct misbehavior when needed. Students work with teachers to build positive relationships.
- Students should not talk about redirections with teachers during class-time.
- *Students should listen and continue with class assignment. Meet with teacher after class or after school.*

C—COME ON-TIME to class.

- Students are in their assigned classrooms and seats when the school bell rings.

T—TAKE RESPONSIBILITY for my actions and learning.

- Students complete and turn in assignments.
- Students take pride in the work they do.
- Students take initiative to seek out teachers for missed assignments and assessments in a timely fashion.

- Students ask for extra help in subjects when needed.

Dean of Students Incentive Program (DSIP):

- Students of the Month
 - In an effort to magnify personal character, encourage individuality, and enhance student contributions to the school culture, the Office of the Dean of Students will recognize individuals demonstrating high merit and potential each semester.
- Behavior and Attendance incentives
 - Students who exceed expectations for behavior and attendance will have the opportunity to gain recognition and/or prizes for earning the distinction(s) of:
 - Zero Demerit/JUG
 - Zero Absence
 - Zero Tardy

Explanation of the Discipline System

Positive behaviors are encouraged to be amplified and recognized by extending Merits to students. Commensurately, students demonstrating inappropriate behaviors will be issued Demerits which are based upon seriousness.

Final consequences and decisions are based upon the best needs of the growth and development of the student and school culture. For the good of each individual and the community as a whole, all faculty and staff have the responsibility to recognize and reward a student for exemplary behavior and to discipline a student when necessary. Disciplinary action will be taken when a student commits an infraction deemed inappropriate by a faculty or staff member. The discipline system at Cristo Rey Atlanta Jesuit High School recognizes that infractions have varying degrees of seriousness, and consequences are designed to match the infraction in seriousness.

JUG, Merits, Infraction

JUG at Cristo Rey Atlanta Jesuit High School follows a protocol that includes a reflective and meditative component to benefit student growth and accountability. Our JUG protocol is designed to encourage student reflection and behavior that reflects the Grad at Grad Value System.

Location for JUG is the Dean of Students Office.

At the Dean of Students discretion extended JUGs will be held on select Saturdays, early release days, and teacher workdays.

Failure to attend JUG will result in additional consequences, which can include suspension or dismissal from school.

Students receiving JUG during the school day are to report to the Dean of Students Office immediately after school at 3:35 pm.

JUG will be held daily immediately after school dismissal at 3:35 pm by the Dean of Students.

JUG takes precedence over tutorial, CWSP, sports events, or other school activity.

Students may NOT reschedule JUG.

Merit - Any positive actionable item aligned with the CRA school culture and Grad at Grad value system. Merits are issued to encourage a high standard of positive student behavior and recognize student growth and development aligned with the CRAJ Grad and Grad value system.

Infraction/JUG - Any actionable item not aligned with the student handbook regulations and may be immediately re-directed by a simple reminder and/or instruction by a faculty and/or staff member, but still recorded by the issuing faculty/staff member. (For example: non-uniform attire, gum chewing, talking during announcements, class disruptions) Infractions may be issued by any faculty or staff for a student's failure to comply with any school policies or reasonable expectations.

- Infraction/JUGs may lead to the issuance of JUG and/or further consequences
- Infraction/JUGs that require more intensive re-direction and/or require additional time to address will be documented and reviewed by the Dean of Students.

Explanation of Merits

Merits are to be issued to students to encourage positive character growth, student individuality and the demonstration of the Grad at Grad value system within the student community. Since each Grad at Grad value is deemed an important character trait, the numerical value is equivalent to (1) per merit issued to students. (For example, a student who stops to pick up litter from the ground in the hallway would be deemed a "responsible" act within the school community and not recognized as "merit" worthy act).

- ❖ **Open to Growth:** More open to different points of views and new experiences while growing in self- knowledge and self-control.
 - More flexible and open to other points of view
 - Reflects on personal experience which affects future actions
 - Seeks new experiences, even those involving risk or possibility of failure
 - Views criticism and setbacks as challenges and as potential for development
- ❖ **Intellectually Competent:** Thinking critically and growing in curiosity to explore ideas and issues.
 - Mastered academic skills required for college
 - Developing a mastery of logic and critical thinking
 - Curious to explore ideas and issues
 - Developing problem-solving skills
 - Developing ability to apply knowledge and skills to new situations
- ❖ **Religious:** Communicating personally with God through prayer, both private and liturgical.
 - Understands that being fully alive means having an active relationship with God
 - Willing to let faith influence one's values, lifestyles, and vocation
 - Has an understanding of the variety of world religions
 - Has read the Gospels and encountered the person of Jesus Christ as presented in the New Testament
- ❖ **Loving:** Trusting the love of God, family and friends and putting love into action.
 - Grows in self-acceptance and recognizes that one's self is loved by God and others

- Attends to sources of stress and applies healthy strategies to maintain balance in life
- Appreciates the satisfaction of giving oneself through service for and with others
- Is increasingly empathetic

❖ ***Committed to Promoting Justice:*** Being aware of the need for social change and learning ways to advocate for the less fortunate.

- Sees that religious faith implies a commitment to a just society
- Aware of the global nature of many social problems
- Engages in public dialogue on environmental issues and solutions
- Understands the structural roots of injustice in social institutions and attitudes

❖ ***Work Experienced:*** Understanding what it means to be a professional; dependable, adaptable, ethical and a team player.

- Appreciates connections between learning in the workplace and learning at school
- Values work because of its personal rewards and social benefit
- Becomes a dependable, responsible worker of integrity with high ethical standards
- Participates in professional culture and norms of the workplace, including business etiquette and self- presentation
- Grows as a personable and effective team player, a confident self-starter, respectful, and respectable
- Develops workplace skills such as problem solving, adaptability, and accountability
- Developing ability to apply knowledge and skills to new situations

Student Behavior That May Require Additional Consequences in Addition to JUG:

Bullying, Harassment, Hazing, And Intimidation

Any form of bullying, harassment, hazing, and intimidation is prohibited in Cristo Rey Atlanta Jesuit. Finding that a student is in violation of this rule will result in a meeting with the Dean of Students. At the Dean's discretion, violation of this rule may result in consequences up to and including immediate suspension or expulsion from Cristo Rey Atlanta Jesuit.

For the purposes of this code of conduct, bullying is the intentional use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target (person) that:

- Causes physical or emotional harm to the target or damage to the target's property,
- Places the target in reasonable fear of harm to himself or herself or of damage to his or her property,
- Creates a hostile environment at school for the targeted person (associated parties may be disciplined)
- Infringes on the rights of the targeted person at school; or
- Materially and substantially disrupts the education process or the orderly operation of school.

These acts include, but are not limited to:

Direct Bullying

- Physical: hitting, kicking, punching, shoving, deliberately brushing against an individual and spitting,
- Verbal: using a racial or sexual comment, name-calling, teasing, taunting, and threatening,
- Non-verbal: obscene gestures, stalking.

Indirect Bullying

- Physical: getting another person to assault someone,
- Verbal: spreading rumors, gossip,
- Non-verbal: cyber-bullying, bystander apathy.

How students may help prevent bullying, harassment and/or intimidation:

- Encourage positive interactions and behavior with peers.
- Encourage peers to "see something, say something."
- Any student who feels they have been harassed or feel they have witnessed this form of behavior should immediately report the incident to a Counselor, the Principal, Assistant Principal, or the Dean of Students. (Confidentiality will be maintained as much as possible to protect the parties involved.)

Cyber Bullying

Cyber bullying is a particularly insidious form of bullying and deserves particular attention. This happens when a student(s) send or post text and/or images intended to hurt or embarrass another student(s) by use of electronic devices through means of email, instant messaging, text messages, blogs, mobile

phones, telephones, pagers, social websites (Facebook, Twitter, etc.), two-way pagers, or through use of YouTube video, or any other electronic means.

Consequences of the above listed cyber bullying may result in but are not limited to:

- JUG(s)
- Parent/Guardian Conference(s)
- Disciplinary suspension (1-3 days)
- Dismissal if necessary

Public Displays of Affection (PDA)

Public displays of affection (PDA) are detrimental to a school culture. Such acts include hugging, kissing, and inappropriate touching of body parts or taking part in sexual activities. PDA are not accepted in the school setting because of the negative effects it has on the school and student's reputation. Any student failing to adhere to this may be subject to JUG and/or other disciplinary action by the Dean of Students.

Inappropriate Touching (listed but not limited to):

- Kissing of any kind
- Touching of any kind (chest and/or genital areas)
- Expressing affection in public and/or isolated areas
- Frontal and/or extended hugs
- Horseplay, piggyback rides and/or wrestling

Educationally Appropriate Touching:

- Handshake
- High-Fives
- Holding hands during prayer
- Side hugs during prayer

Weapons and Other Severe Violations

Students and school personnel must report weapon violations immediately. The local police will be contacted. The definition of weapons for which students can be expelled may include, but not limited to knives, firearms, brass knuckles, box cutters, clubs or any other item (such as bats, pipes, sticks, etc.)

Any violation that could be defined or construed as a criminal act may also be subject to police investigation.

RESTORATIVE AND MEDITATIVE TIME (RMT)

A student may be assigned RMT by the Dean of Students to assist in de-escalating an incident and/or any occurrence that may require thoughtful consideration. RMT is exclusively offered by the principal and/or Dean of Students.

OUT-OF-SCHOOL SUSPENSION (OSS)

Out-of-School Suspension is reserved for severe infractions. The Principal and/or Dean of Students will inform students that they are required to serve an Out of School Suspension (OSS) as well as the number of days that they will be suspended.

- The student's parent/guardian will be contacted and notified of the suspension.
- The student will be asked to depart from the school campus immediately.
- During the suspension, student will not be permitted to participate in school functions and is not permitted on campus (except to attend CWSP work).
- The student is responsible for all academic work during this time and must contact and coordinate missed assignments with teachers. Work unable to be completed away from school may be completed by the student upon return to school. The student has the same number of days missed to complete make-up work. Failure to comply may result in academic penalties (Please refer to the Assistant Principal of Student Services for details and assistance.)
- Student may not return to campus until the Dean of Students or Principal has met with the parent/guardian.
- Repeated suspensions will lead to further consequences, including a disciplinary contract or expulsion.

DISCIPLINARY PROBATION

A student who consistently breaks the school rules or who fails to live up to the clear expectations set for his or her conduct will be put on Disciplinary Probation and placed on a contract established by the Principal and/or Dean of Students. Students placed on disciplinary probation are required to schedule at least one counseling session with their counselor of choice. Students on disciplinary probation may forfeit the privilege of participating in any extracurricular activity or sport and may be restricted from attending any special school events, such as performances, games, or dances for the entire period of the contract. Consequences are administered at the discretion of the school leadership team and/or including the Dean of Students.

- Discipline Improvement Plan: 7 infractions or Dean of Student's discretion
- Discipline Contract (Disciplinary Probation): 11 infractions or Dean of Students discretion.

IMMEDIATE EXPULSION

The following behavioral offenses may result in immediate expulsion by the Principal without redress to the Discipline Board:

- ***Distribution of any controlled substance***
 - Participating in any form of distribution of any controlled substance (distribution includes, but is not limited to, selling, giving away, trading, arranging the exchange of or providing information to facilitate any form of exchange). Controlled substances include “look-alikes” associated with controlled substances, performance-enhancing drugs, or other hazardous substances including inhalants.
- ***Misuse of prescription medicine, over-the-counter medicine, or being under the influence***
 - Misuse of prescription medicine, as well as misuse of over-the-counter medicines or being under the influence of drugs or any other legally controlled substance, on school grounds or at any school.
- ***Theft***
 - Stealing, or enabling others to steal, or being in possession of stolen property, knowingly or unknowingly.
- ***Weapons***
 - Bringing a firearm of any type, ammunition, explosive or flammable materials, martial arts weapons of any type, or a knife, dirk, dagger, or switchblade or any other item with a blade measuring longer than 2 inches onto the Cristo Rey Atlanta Jesuit High School campus at any time, or having in one’s possession any item as previously cited, at any school activity, function or event.
 - Manufacture, possession, or use of explosives, firebombs or other destructive devices on or in school property or at official school functions.
 - Causing the discharge of incapacitating gases or sprays, like but not limited to tear gas, mace or pepper spray, or introducing and/or broadcasting noxious odors, for the purpose of disruption of typical school activities.
- ***Willful Injury (Physical, Mental, Emotional)***
 - Causing willful personal injury.
 - Serious or persistent instances of Bullying/Insensitive Speech/Hazing.
- ***Destruction of School Property***
 - Destruction of school property and/or the private property of any member of the Cristo Rey Atlanta Jesuit High School community or of any visitor to or guest of Cristo Rey Atlanta Jesuit High School.
- ***Threats***
 - Creating, publicizing, posting, exhibiting, and/or making willful threats that disrupt the typical operation of Cristo Rey Atlanta Jesuit High School.
- ***Violation of laws***
 - Violation of any federal, state, or local law or any other conduct at school or elsewhere that may reflect adversely on Cristo Rey Atlanta Jesuit High School or the Roman Catholic Church.

- ***Gang Membership***

- Gang membership is dangerous for students, harmful to the safe learning environment of the school, and destructive to the community and families we serve. Therefore, students may be subject to immediate expulsion for gang membership, affiliation, or behavior, which can be defined in many ways, including, but not limited to:
- Gang graffiti and/or tagging;
- Representation of gang affiliation by way of colors, symbols, signs, clothing, etc. at any time or place, including online;
- Recruitment of students for participation;
- Violence of any kind, including verbal threats or physical harassment;
- Membership in gang-like crews;
- Tattoos of affiliation; and,
- Shaved brows.

NOTICE OF EXPULSION PROCESS

Notice of Expulsion

When it is determined by the Administration that any of the grounds to expel exist, the Dean of Students shall provide to the student who is subject to expulsion and his/her parent(s) with Notice of Expulsion. A Notice of Expulsion shall inform the student that the expulsion is immediate, and that the student is not eligible for an informal hearing.

Informal Hearing/

A student who has been issued a Notice of Intent to Expel shall have the right to an informal hearing before the Dean of Student and/or Principal.

Timing of Informal Hearing

If requested by the family (and barring any unforeseen circumstances), the Informal Hearing shall be held no later than 10 working days following the issuance of the Notice of Intent to Expel, unless an alternative date is otherwise agreed upon.

Right to Appeal a Notice of Expulsion

A student who has been expelled shall have a right to appeal such decision to the Principal only on the following grounds:

- New information becomes available that is material to the issues considered which was not available at the time of the presentation of the Notice of Expulsion.

Where such new information is asserted as a basis for the student's appeal, the Principal may refer the case to the Discipline Board for proceedings according to the terms of this Policy.

PERSONAL SAFETY AND HEALTH OF THE STUDENT

Alcohol, Drugs and Tobacco (including e-cigarettes and/or vaping accessories)

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

Cristo Rey Atlanta may give a drug/alcohol test at random. School administrators may give this test to specific students who demonstrate through their behavior that they may be involved in the illegal use of drugs and/or alcohol. In addition, students who are associated with other students in possession of alcohol, drugs or tobacco products in any vehicle or at any off-campus event are subject to the same disciplinary penalties. If the student refuses help or will not agree to abide by the school's policies, he or she will NOT be permitted to remain in the school community. The school may from time to time use drug dogs to spot illicit items and/or behavior.

Pregnancy Policy

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

If a female student should become pregnant, the pregnant student is allowed to continue attending classes pending her agreement and that of her parents to comply with certain requirements/restrictions imposed by the school. The student must continue to meet the same basic academic requirements as all other students (i.e. grades and attendance). Adjustments may be made by the administration based on the physical needs of the student (i.e. needing to leave class to use the restroom) and safety issues, as the pregnancy progresses.

When faculty and staff members first become aware of a student's pregnancy, all efforts will be made to help facilitate a meeting with the school counselor to ensure that appropriate follow-through is made with the family and the administration. This is to ensure the safety and wellbeing of the student concerned.

After the counselor has met with the student to discuss the school's expectations and requirements, the counselor will inform the student that the administration needs to be made aware of the situation. The counselor will contact the parent(s)/guardian(s) to let them know that a meeting with the school's administration is the next step. The counselor will also make sure that the student is connected to the appropriate outside resources. The counselor will discuss with the parent(s)/guardian(s) the need to begin (or continue) appropriate medical care and treatment.

The following are our requirements/restrictions regarding pregnant students:

- The student must be receiving appropriate medical attention. The school will require the

name of the physician and a schedule of the medical care to be given (number of visits, etc.). The parent(s)/guardian(s) will give written permission to the physician to speak with the school counselor regarding the student's ongoing condition.

- No baby showers or other celebrations will be held or planned on campus or at the corporate work study site.
- The faculty will be informed of the student's pregnancy, to ensure that the adult community is supportive of the student and also to ensure her physical safety.
- After the birth of the child, the student may remain at school if all other normal academic expectations are met. In addition, upon returning to school or work, the student must provide the school (counselor) with a medical release form, from her doctor.
- The student's ability to participate in and attend co-curricular activities such as athletics, dances, retreats, graduation functions, etc., will be determined by the administration based on individual needs and circumstances.
- If the father of the child is one of our students the same initial procedures will be followed, namely, the parent(s)/guardian(s) will be contacted, and a meeting held with the administration and counselor. The student/father of the child will be obligated to participate.
- At the administration's discretion, modifications may be made to this policy.

Medication Policy

- It is the policy of our school that students carry no drugs or medication with the exception of asthma inhalers and Epi pens. Students who self-carry asthma inhalers and/or Epi pens MUST have a medical form on-file in the clinic. The form must be filled out and signed by the student's doctor.
- All medications are to be administered by the school nurse.
 - If it is necessary for a student to take medication during school hours, it must be in the original container and must be accompanied by a school medical form completed by the parent or guardian specifying the time for the medication to be given.
 - Medications not accompanied by the proper medical form completed and signed by the parent or guardian will not be administered.
 - Only medication approved by the parent or guardian on Cristo Rey Atlanta Jesuit's official medical release form will be given to the student.
- Job Partners have been instructed not to administer medication at work without prior approval from parents or guardians and by the school.

Immunization Policy

It is Cristo Rey Atlanta Jesuit High School's policy that all students must be immunized. It is recognized that some parents do not agree that all children must be immunized, but to attend Cristo Rey Atlanta Jesuit, a private high school, all students must have current immunizations in accordance with current Georgia state law requirements. Every student must have a current DPH FORM 3231 on file.

A copy of an up-to-date immunization form provided to admissions or to the clinic nurse is required. Each student must have on file a completed Cristo Rey Clinic Health Information Form uploaded into the ONLINE Blackbaud student profile. Each freshman (9th grade) must have a physical exam that has been administered within the calendar year. Each student participating in sports must provide ANNUALLY a signed physical exam approved by the coaches. There are no religious exemptions for immunizations. Medical exemptions will be handled on a case-by-case basis. The school clinic will maintain student immunization records and will notify guardians when a student's immunizations need to be updated. Non-compliance with the immunization policy will result in the principal removing the student from school or the student/parent Blackbaud account will be placed on a hold or disabled.

Every student must have a current DPH FORM 3231 on file. A copy of an up-to-date immunization form, a completed Cristo Rey Clinic Health Information Form including a physical examine that has been administered within the calendar year must be provided to the school. There are no religious exemptions for immunizations. Medical exemptions will be handled on a case-by-case basis. The school clinic will maintain student immunization records and will notify guardians when a student's immunizations need to be updated. Non-compliance with the immunization policy will result in the Principal removing the student from school or the student/parent Blackbaud account will be placed on a hold or disabled.

At enrollment, all students are required to have on file the current version of Georgia Form 3231 which lists all vaccinations given since birth.

Any student who is enrolled in a Georgia High School must meet vaccination standards set forth by the laws of the state of Georgia, which require an up-to-date vaccination schedule against childhood diseases, including Meningitis B. This form 3231 is audited every year by the school clinic which forwards the list of 10-11th graders to the State of Georgia Health department.

Additionally, during re-enrollment and during the first week of school, other audits are done to be sure no student is late in getting their vaccination boosters according to the state-mandated schedule.

A MEDICAL HOLD will be put on student accounts – limiting access to class information and prohibiting completion of enrollment until the missing shots are received.

CLINIC PROCEDURE –ILLNESS POLICY

CLINIC PROCEDURE--- unless escorted by faculty or staff members- after signing in with their ID badge to the current or upcoming classroom- ASK PERMISSION of their faculty or staff member to leave classroom and come to clinic--- then come to the clinic using stairs –students should ask permission of faculty or staff to escort them in the event they are weak or incapable of walking on stairs

• Advice for Cristo Rey Staff and students who are sick: Remaining at home will allow a sick person to recover faster and will minimize the chance of spreading their illness to others!

Current respiratory illness/ COVID-19 policy per CDC and AAP: **This is the school policy (Georgia Department of Health and CDC) --**

[RespiratoryandContagiousIllnessPolicy2024-2025.pdf](#)

<https://www.cdc.gov/respiratory-viruses/prevention/precautions-when-sick.html>

ONE SHOULD STAY HOME IF THEY:

- Have a temperature higher than 100.4°F – Students must be fever-free without the use of fever-reducing medication for at least ONE DAY--24 hours before returning to school
- Have flu-like symptoms – These include, but are not limited to, fever, chills, body aches, fatigue, cough, runny nose, headache, gastrointestinal upset
- Have strep throat – Students must have completed a full 24 hours of antibiotics before returning to school
- Any contagious skin disease or affliction such as head lice—DO NOT REPORT TO SCHOOL OR WORK UNTIL 24 HOURS FOLLOWING RECOMMENDED MEDICATION OR TREATMENT (Such as lice killing shampoo) If a student has a new and spreading rash – take precautions to stay home until it is KNOWN that it is not contagious-- please see your student's pediatrician for diagnosis and treatment. ANY medication used *on campus* for rash must have an AUTHORIZATION FORM for the current school year, signed by a doctor. (Signs of live lice include grey, yellow, tan, or brown moving insects or spots close to the scalp or on strands of hair – their pearly whitish eggs are called “nits” and can resemble dandruff)
- Have tested positive for COVID-19 – In accordance with 2024 CDC guidelines, if your student tests positive for COVID-19 they must stay home and isolate for 24 hours. They may return after 24 hours having fewer or no symptoms & no fever. If your student is feeling better, they can return to school or CWS with the recommendation to wear a tight-fitting mask.
- Have vomiting or diarrhea with or without fever or other symptoms.
- Have a persistent and frequent cough – Please note: we recognize cough as a symptom, not an illness, that can be caused by a number of things that are not always infectious (allergies/asthma vs. common cold/pneumonia/bronchitis). If your student has a frequent, persistent cough, please monitor for additional symptoms

including fever, sore throat, congestion, etc. Try to schedule allergy medication before or after school hours. Inhalers require an authorization form for the current school year, signed by a doctor.

- Have constant pain (earache, stomachache, recent injury, etc.) that impacts their ability to concentrate—a head injury must be reported to the school clinic.
- These guidelines are in accordance with Children’s Healthcare of Atlanta recommendations for school attendance.

**There may be additional communication and immunization protocols distributed relative to COVID- 19 during this school year, and the CWS program may require additional immunizations for job placements.*

GUIDANCE COUNSELING DEPARTMENT

The Cristo Rey Atlanta Jesuit High School Guidance Counseling Department is focused on the social-emotional and academic health of each student. The Guidance Counseling Department is made of school-based mental health practitioners. School Guidance Counselors offer many services including; solution-focused counseling, bridge (or gap) counseling, screening and referrals for mental health services, family support, coordination with outside agencies, small groups, classroom guidance, and crisis intervention.

Student Support Team (SST)

The Student Support Team is a committee of school faculty and support personnel led by the Counseling Department, assigned to identify, plan, and recommend strategies for a given student as a first step in working to meet the student's needs. Parents are not required to be notified of the SST meeting concerning their child; however, a parent conference may follow in order to communicate specific concerns and recommendations.

Classroom Guidance

The Counseling Department conducts monthly guidance lessons for the students. These lessons cover a variety of topics related to the social emotional well-being of students.

Confidentiality Statement

School Counselors have a responsibility to protect private information received through confidential relationships with students and private information they receive about the student from parents or guardians, professionals outside of schools, and other school staff members. School Counselors keep records of their counseling relationships separate from a student's academic records and do not disclose the contents of their counseling records except with privacy exemptions exist. Those exemptions include:

- Disclosing information to parents, guardians, or appropriate authority when a student may be at risk of harming themselves or others or if a crime involving significant personal injury or property damage has or will be committed.
- School Counselors, as well as all school personnel, are mandated reporters. The school must report any suspicions of abuse, abandonment, or neglect to the Department of Family and Children's Services (DFCS)
- School Counselors must disclose confidential information when ordered to do so by a court of law.

Students are informed of the limitations to confidentiality when meeting with the School Counselor and during Classroom Guidance.

EXTRACURRICULAR ACTIVITIES AND ELIGIBILITY

Extracurricular activities—sports, clubs, and other activities—are extended to the students of Cristo Rey Atlanta Jesuit as a privilege, not a right. All students are encouraged to find activities that they will enjoy, that will broaden their talents and horizons, and that will help them to work with peers and faculty and staff in different contexts. In this way, extracurricular can be important components of the student’s education, adding depth and breadth to the student’s experience and to the quality of the school community’s life. Nonetheless, these activities remain precisely *extra* and they will not be allowed to interfere with a student’s core tasks as a student—the completion of the academic and work study curricula in preparation for college and for life beyond.

In order for a student to retain the privilege of participating in extracurricular activities, the student must maintain a status of eligibility. There are three kinds of eligibility:

Academic Eligibility

A student is eligible to participate in co-curricular activities if certain academic standards are met. In order to be academically eligible, a student must maintain a grade of 70 or higher in all courses at all times. If a student has a grade below a 70 in one or more courses, the student may petition to be allowed to participate during a probationary period. These individual cases will be examined, and the outcome of the cases determined after the Principal, Dean of Students, and Director of Athletics and Student Activities and/or Club Moderator (dependent upon the activity) meet to determine whether the student should be deemed provisionally eligible. Grades will be reviewed at least once prior to the start of the extracurricular sport or activity, and at least once more during the sport or activity.

➤ Co-Curricular Academic Eligibility Details

- Grades will be reviewed by the athletic director frequently.
 - If a student has a grade of an “F” in any class, the student will be deemed ineligible to participation in competition(s) for a minimum time of (1) week until the next grade review.
 - Students deemed ineligible may participate during regular practices.
 - Communication will be sent to the student, parent(s)/guardian(s), and coach(es)
 - Ineligible students may not participate in games/matches during this time.
 - Students may regain academic eligibility if they no longer have a grade of an “F” as advised by the athletic director.

Disciplinary Eligibility

A student is eligible to participate in all co-curricular activities who maintains academic eligibility, fiscal eligibility and has a clean disciplinary record both in school and at the student’s CWSP work site.

Fiscal Eligibility

A student is fiscally eligible to participate in all extracurricular activities provided that tuition payments are current or prior arrangements have been made with the accounting office and academic and disciplinary eligibility are maintained in good standing.

CORPORATE WORK STUDY PROGRAM (CWSP)

Program Philosophy

The objective of the Corporate Work Study Program (CWSP) of Cristo Rey Atlanta Jesuit High School is to help students envision a future that includes a college degree and a successful professional career by equipping them with the knowledge and skills needed to realize that vision. This is accomplished through a deliberate plan of on-the-job learning that increases in responsibility and accomplishment as students progress through high school. As freshmen, student workers are introduced to the basic skills needed to participate in entry-level, corporate jobs. Over the first two years of the CWSP, students learn more about the general office culture, professional skills, and daily responsibilities, and work on building their reputation as working professionals by being mature, responsible, and professional. When students reach their junior and senior years, jobs will substantially increase in responsibility, with a focus toward professional work interests and skills, as the job placement begins to mirror a college-level internship experience.

Students are employees of the CWSP and not direct employees of Job Partners. Students are not eligible for Job Partner employee benefits. However, the CWSP asks its Job Partners to treat their student associates as they would any other worker with respect to the company's stated workplace rules, regulations, policies, and procedures during their day-to-day work activities. The CWSP attempts to make participation as feasible as possible for company Supervisors. For this reason, our policies and procedures mirror standard business practices and customs.

Program Overview

Student Work Assignment Process

Throughout the course of BTI and Summer Academy, students' interests and skill sets are assessed. Students are required to fill out a survey provided by the CWSP to state their preferences and interests at the end of the school year. While the CWSP will take Job Partner criteria and student preferences into account, the assignment of a job is the sole discretion of the CWS Department. The CWSP determines all job assignments for student workers based upon Job Partners needs and the students' interests and skill sets. If necessary, from time to time, the CWSP may find it necessary to make changes in student work assignments with best efforts toward providing consistent service for the Job Partners. Changes will only be made after consultation and agreement with the Job Partners. Students are expected to accept their work assignment and to complete the daily work responsibilities of their job to the best of their ability. All students are required to work at their assigned job to continue enrollment at the school. If a Job Partner finds that a student's performance does not meet expectations, then the Job Partner is encouraged to reach out to their assigned Relationship Manager to help resolve the issue.

Responsibilities in the Workplace

Students' responsibilities at their job placements could include any of the following:

- Reception Duties and Phone Coverage
- Filing and Scanning
- Data Entry and Spreadsheet Management
- Event Set Up and Planning
- Company Research
- Mailroom Management
- Note Taking
- Order Processing

- Client Services and Patient Care
- Newsletter Coordination

Weekly Work Schedules

Four students share one job and make up Job Teams. Each student works one day per week. Each student will attend work as follows:

- Mondays – Freshmen
- Tuesdays – Sophomores
- Wednesdays – Juniors
- Thursdays – Seniors
- Fridays – all grades remain in school for academics

Misconduct

Job Partners are requested to notify the CWSP Office as soon as possible regarding any incident of misconduct involving a student worker. The CWSP expects student workers to conduct themselves in a mature, professional manner. Incidents of misbehavior by student workers in the workplace are treated very seriously. Students may be required to complete retraining with the CWS team before reporting back to work if the behavior is serious or consistently an issue. Student behavioral problems occurring at work will be dealt with on an individual basis.

Termination

There are three scenarios that could result in a student being asked to leave CRAJ:

1. Earning a failing grade in CWS in any semester.
2. Being on an attendance or Behavior/Discipline contract and being terminated from a job by either the job partner or the CWSP staff.
3. Being terminated from a second job after re-training. See retraining protocol below.

If a Job Partner requires that a student be removed from a job, then the CWSP will comply with the Job Partner's request and promptly remove the student from the job. The CWSP may choose to remove a student worker from the workplace at any time if it reasonably deems a student unable to satisfactorily fulfill the work required by the Job Partner. If a student is removed from a job, then CWSP will endeavor to replace the student with a new student as soon as possible, ideally within ten business days from the time the removed student last worked. After a student is removed from their job due to non-performance, they will receive job retraining in preparation for returning to work at an alternate CWS placement. As part of their retraining, students will be required to present on what they have learned from the retraining to the CWS team, the principal, the parent(s) or guardian(s), and the school president. Should a student be terminated twice from a job during their time at the school, he or she will be asked to leave the school.

Transportation

The CWSP is responsible for transporting students to and from the workplace. The school will be the sole determinant of the mode of transportation to/from work. Student workers may take the school bus, MARTA or walk to work, depending on where their company is located. All students must comply with the mode of transportation established by the school. The student workday runs from 9 am – 4 pm. Students are expected to be at their companies by 9 am and not leave before 4 pm. Depending on the transportation schedule, arrival/departure will vary. Students are required to abide by the Code

of Conduct throughout daily Work Study transportation. Accordingly, if from time-to-time students require alternate transportation, permission from a parent or guardian is required. For safety and communication purposes, students are required to provide current cell phone numbers to the CWSP Office.

Work Study Departure

Students will report to school each day, in proper dress code, by 7:30 a.m. Students are to report to their House classroom (their traditional homeroom) at 7:30 a.m. and remain there until 7:45 a.m., when the bell rings to dismiss them to the cafeteria for checkout. Checkout will begin at 7:50 a.m. and the CWS team will start sending students out to their companies via the bus or MARTA. Students should arrive at checkout with their blazers on and with all the items that they need for their workday, including their MARTA card, work badge, and laptop. Young men should be clean shaven. All students are expected to be prompt to checkout so that they can arrive on time at work. This is particularly important for students that ride the bus, as their tardiness can impact all of their peers that take the same bus.

Bus Routes

Student drop-off at the workplace will occur between 8:00 a.m. and 9:00 a.m. and pick-up between approximately 3:00

p.m. and 4:00 p.m. Students are responsible for getting to the Job Partner's office from the transportation drop-off location and for returning there for pick-up each workday. Students are required to arrive at school on time to use their designated bus route. Students have the option of returning home at the end of the workday following bus drop-off at a MARTA station as approved by the CWSP office. If a student will not return on the bus for any reason, the student must let the CWS office know before the workday begins. The CWSP must receive verbal confirmation from the parent or guardian who will be picking up the student. This only applies to buses that have a MARTA station on or close to their route. Students are not allowed to eat or drink on buses. Students must show the utmost respect to the bus driver at all times.

MARTA

Students must depart from Cristo Rey and commute together in their designated transportation groups. Students must arrive at their job placements no later than 9 a.m. Students experiencing train delays must contact the school to inform CWSP staff. Supervisors will be contacted regarding any delays. Students arriving late to work due to reasons other than MARTA train delays (e.g., hanging out at the school's receptionist desk or in the Peachtree Center food court, etc.) will receive disciplinary action and grade point deductions. Job Partners will ensure dismissal time is enforced (i.e., 4:00 p.m.) and any early dismissal should be communicated to the CWSP Office. Students have the option of returning home directly from the job site at the end of the workday. Students are required to abide by all rules and regulations posted by the MARTA Authority at all times. Students may not depart from school and arrange for pick-up by an automobile.

Students heading out to job assignments accessible to public transportation will be provided with a "MARTA pass," which they will use exclusively for workday transportation. If the MARTA pass is used for personal reasons or misplaced, the student will need to reimburse the CWSP with cash, or the charge will be placed on the student account. If a student is given a MARTA pass that does not work for any reason, they should return to school to get a new card from CWS. Under no circumstances should a student go through MARTA turnstiles without paying. This is both illegal and it jeopardizes the student's opportunity to take public transportation to and from work. Students should carry \$5 in cash with them in case their card does not work, and they cannot return to school for a new card.

Walkers

Some students will walk to work given the proximity of their company to Cristo Rey. All students that walk to work will be dismissed together in one group, after students that take the bus or public transportation have left the school. Students are expected to arrive at their job placements no later than 9 a.m. Job Partners will ensure dismissal time is enforced (i.e., 4:00 pm) and any early dismissal should be communicated to the CWSP Office. Students have the option of returning home directly from the job site at the end of the workday.

Direct-to-Work

A small percentage of students will be asked to go direct to work by the CWSP for the duration of the academic year. These students are CHOSEN by CWSP staff from the beginning of the school year. Students should not go direct-to-work unless they have a signed contract with the CWSP. These students will drive to work or be driven to work by a parent or guardian. They do not have to report to Cristo Rey for checkout in the morning. When they arrive at work, DTW students must check in with their relationship manager, or they will lose points for their CWS grade.

Students are required to arrive at their workplace by **9:00 a.m.** and depart at **4:00 p.m.** Students arriving late to work due to reasons other than unexpected delays (e.g., excessive traffic, accidents, etc.) will receive disciplinary action and grade point deductions. Students driving to work are not allowed to leave the job site for lunch breaks unless accompanied by their supervisors. Job Partners will ensure dismissal time is enforced (i.e., 4:00 p.m.) and any early dismissal should be communicated to the CWSP Office.

Program Expectations

Requirements Overview

- Students must complete a minimum of 25 workdays each school year. Students must make up missed work hours.
- Students must attend work on their assigned day in order to continue enrollment at the school.
- Student workers are expected to work a full day, approximately 6 to 7 hours, on the respective day of the week to which they are assigned to work.
- Students will bring their lunch to work, either one provided by the school or one from home.
- Students must be on time for transportation to and from work.
- Students must always abide by Cristo Rey Atlanta Jesuit's Code of Conduct and dress, including wearing school uniforms to the workplace.
- Students must abide by the specific rules and regulations of the company where the student works.
- Students are expected to demonstrate motivation, an interest in learning, and a positive approach to work, through their behavior and performance.

Late to Work

All students are required to be prompt. If a student will be late or absent from their workday they must communicate with their Relationship Manager, their supervisor, and the CRAJ attendance office before 7:20 a.m. Failure to communicate may result in a deduction of points from their professionalism grade, or another penalty. If a student is not present when his or her transportation route departs, the student will not attend work that day and it will be considered a "workday absence." Depending on the situation, the student will receive point deductions and will be required to make-up the day. If a student worker is tardy to work, the Job Partner is asked to notify the CWSP Office, and the subject will be addressed with the student worker by the CWSP Office and coordinated with the Job Partner. Patterns of lateness or absence can be cause for termination of a student from the job.

Absences and Missed Workdays

Each student worker is expected to attend work each and every workday they are assigned. There are no excused absences from the CWSP for any reason. Personal appointments should not be scheduled on an assigned workday. If a student knows he or she will be absent from work for an extenuating circumstance (illness, family emergency, etc.) the student must contact his or her Relationship Manager via email or phone as soon as possible. Students should also notify their supervisor, if possible. Communicating as soon as possible about a potential conflict with both their Relationship Manager and supervisor increases the chance that a missed workday can be waived and demonstrates professionalism. Doctor's notes are helpful and should be obtained whenever possible, however, students are not automatically excused with a doctor's note.

Job Partners pay a fee in return for work hours, so an absence from work must be made up to fulfill the CWSP's commitment to Job Partners. Students are expected to present their supervisor with a make-up sheet and explain why they missed their workday. The supervisor has the discretion to decide whether they will waive the missed workday or ask the student to make up the day over a school break. Make-up days will be scheduled at the convenience of supervisors and will be coordinated and approved by CWSP staff. Students are responsible for filling out an Absence Make-Up Form with the supervisor and returning it to a member of the CWSP Office for approval. The student is responsible for obtaining signatures from the supervisor, the parent or guardian, and the CWSP. Student workers are expected to make up any missed workdays prior to the end of the same semester in which they occurred. Cristo Rey Atlanta Jesuit High School holidays and breaks will be the most likely time when student workers will make up missed workdays. Students who miss a workday and fail to make it up will be charged \$350. CWS sets this penalty to ensure students honor their commitment to their companies. Once a student makes up their missed workday, or their supervisor waives their make-up day, the \$350 drops. Students will also have the option to work at the school over a school break in order to drop the \$350 charge.

Dress Code

All student workers are required to arrive at work in complete school uniform. The CWS Dress Code follows the Business Dress Code outlined for Male students (See School Dress Code), and Female students (See School Dress Code). The Complete Business Dress Code uniform is mandatory each workday. Cristo Rey Atlanta Jesuit maintains a code of dress and grooming consistent with its character as an independent, Catholic, college-preparatory school and with the professional workplace. The dress code requires that all students look professional, neat, and appropriate to be always a positive representative of Cristo Rey Atlanta Jesuit. Attention should be paid to proper hygiene: showering, using deodorant, brushing teeth, combing hair, and ironing clothes. Blazers are required every workday. Students may wear the school sweater or vest under their blazer in cooler weather. Tattered clothing, including holes in sweaters, is not permissible. If a family is unable to correct the uniform infraction, please contact the Corporate Work Study Office.

Prior to departing from school for work in the morning, CWSP Staff will be responsible for evaluating the students' attire and general compliance with the Code of Conduct to ensure a neat and professional appearance. Points will be deducted for non-compliance with the school dress code. If dress or appearance is deemed inappropriate for work and cannot be made satisfactory prior to transportation departure, the student will be kept at school and will be considered absent from work that day. The school reserves the right to determine what constitutes appropriate dress. In all cases, the school has the final say.

Supervisors are instructed to notify the CWSP Office if a student is not dressed appropriately, and the CWSP will address the issue with the student as a violation of the school's Code of Conduct. The Dress Code and Code of Conduct policies of the school will also be observed during workdays. From time to time, Job

Partners may require students to wear a company uniform, which must be approved in advance by the CWSP Office. Students will change into their uniform upon arrival at work. The CWS does not allow students to participate in their company's Dress Down Days.

Internet and Technology Use in the Workplace

Student worker use of personal cell phones, video games, iPods, iPads, headphones and electronic accessories are strictly prohibited at the worksite. Job Partners are asked to help to enforce this policy. The Job Partner will inform the CWSP Office if student workers use any of the aforementioned items.

Notwithstanding the rule above, with their supervisor's prior approval, students may use personal cell phones during the workday to contact the CWSP Office regarding transportation or concerning a problem or issue at the workplace (student illness, etc.). The CWSP has instructed student workers that the use of a Job Partner's telephone, Internet, office equipment, office services or materials for purposes other than the completion of their job duties is prohibited.

Internet usage at the workplace may be necessary for students to accomplish tasks given to them by their supervisors. Social media websites such as Facebook, Twitter, Tik Tok, Instagram and Snap Chat, etc. are not to be accessed during the workday, except as specifically required in connection with the student's work duties. Only websites approved by the supervisor may be accessed at the workplace. Job Partners will track students' Internet usage in accordance with the company's Internet policy. Improper Internet usage by student workers may be cause for termination of the student(s) from the job(s).

Student Preparation and Training

Work Permits

The CWSP and students must comply with all State and Federal Department of Labor Laws, including mandatory completion of the Federal I-9 Form on the first day of work. Proof of Employment Eligibility for each student is required by the CWS office on their first day of work. All Cristo Rey Atlanta Jesuit students employed by the CWSP must be at least fourteen years old. Students under the age of 16 are required by state law to obtain a Georgia Department of Labor Work Permit. The Cristo Rey Network abides by Federal Department of Labor requirements by requiring that all students, their families and the CWSP sign a "Student/Parent Work Agreement" explaining and acknowledging terms and conditions of the CWSP prior to a student beginning work.

Business Training Institute

Business Training Institute (BTI) is a program that prepares students to be successful in school and in the workplace. BTI is designed to introduce all students to workplace skills. Additionally, all incoming freshmen will participate in job training prior to the start of school, known as Freshman Academy.

Job Orientation

At the end of BTI, students will be matched with Job Partners and the entire student team will visit their new workplace. To ensure that each member of the student team receives the same introduction and initial training, students will attend an employee orientation meeting at their host company before they officially begin their job. During orientation, students will be onboarded, meet co-workers, and be briefed on job place expectations. Students will be accompanied by a chaperone from Cristo Rey Atlanta Jesuit to this on-site orientation.

Student Performance Evaluations

Corporate Work Study is an important component of each student's education. Students will receive academic credit for work study, making them better candidates for college. The grade the student achieves in the Corporate Work Study Program will be applied to their GPA and will count as a 3-credit hour elective. Grades are cumulative.

Students are evaluated on the following 10 Professional Skills:

1. Judgment – The ability to make decisions
2. Work Efficiency – The ability to complete projects both quickly and accurately
3. Reliability – Ability to work independently; follows through
4. Willingness to Learn – The ability to accept constructive feedback and develop new skills
5. Adaptability – The ability to retain previous skills and apply acquired knowledge to new assignments
6. Initiative – Level of self-motivation; Seeks additional work
7. Enthusiasm – Eagerness to succeed; Overall attitude
8. Professionalism – Way that one carries oneself; includes responsible behavior and clean appearance
9. Communication – Ability to engage with the supervisor & staff
10. Teamwork & Collaboration – Willingness to cooperate with others in positive working relationships.

Timecards

Students are required to complete an electronic timecard at the end of each workday. Supervisors are requested to approve the student worker's timecard. Supervisors should rate student performance and include comments on the student's work habits on each workday. When a student does not meet expectations (i.e. receives a score of "1" or "2" in any area), Corporate Work Study staff responds with a targeted remediation plan to ensure that (1) the student receives the training/supports he or she needs in order to succeed at work and (2) the corporate partner's concerns, related to the student's performance, are resolved. Each student's work schedule will be verified and documented in order to track the number of hours worked and provide a record of their ongoing student job performance. Please email cwsp@cristoreyatlanta.org, with any questions or concerns about timecards. A student's failure to submit the electronic timecard by the end of the day will result in grade point deductions and potential additional disciplinary action.

Corporate Work Study Program Staff Member Site Visits

Each year, Cristo Rey Atlanta Jesuit High School Corporate Work Study Program representatives and staff members must conduct regularly scheduled site visits for all locations in which the school has student workers. These site visits are necessary to ensure that all students are employed in compliance with the applicable child labor and minimum wage provisions of the Fair Labor Standards Act.

CWS Grading Policies

Final grades are based on the following criteria:

- Timecards (30%): Students start with a score of 100. Points are deducted for violations such as tardy check-in, late work arrival, failure to submit timecards with work details.
- Projects (20%): Students can earn a maximum of 100 points for projects and assignments throughout the year. These projects can include but are not limited to the student profile, the Interview Project, the Project CEO Presentation, and the student survey.
- Professionalism/Uniform (30%): Students start with a score of 100. Points are deducted for

behavioral infractions - i.e. dress code violations, unauthorized use of technology (airpods in or phones out during checkout, etc.), being late to work or school on workdays etc., or any behavior that substantially disrupts the educational and professional process and includes willful disrespect or defiance of CWSP staff.

- Evaluations (20%): In December and May, CWSP will work with supervisors to complete a brief student performance evaluation form. All Mid-Year and Final Evaluation grades originate from the Student Performance Review completed by the student's direct supervisor and each student.

Students can receive full credit if a CWS assignment is completed by the project due date.

A maximum grade of an "80" will be given if the CWS assignment is turned in up to 1 week late.

A maximum grade of a "70" will be given if the CWS assignment is turned in up to 2 weeks late.

Any CWS assignment turned in after 2 weeks will result in a "0".

Awards

While Corporate Work Study achievement should be its own reward, students do derive added incentive and satisfaction from the knowledge that their efforts will receive special recognition from Cristo Rey Atlanta Jesuit.

- Corporate Work Study Honors – 94% or higher overall CWSP Average
- Student Employee of the Month – Assigned to a student from each grade level who consistently exceeds expectations during the month, based on timecard ratings, supervisor comments, testimonials and CWSP recommendations.
- Grad-at-Grad Work Experienced Award – A graduating senior is selected for embodying one of the Cristo Rey Grad-at-Grad values. The CWSP selects a student who has best reflected being work experienced during their time at Cristo Rey.

CWS Additional Workplace Policies

Parents/Guardians

The CWSP employs students for Job Partners on a fee for service basis. Therefore, the CWSP Office is the primary point of contact between students and parent(s) or guardian(s) concerning any job-related concerns. Parent(s) or guardian(s) must contact the CWSP Office to address any questions or concerns they may have about a student's job. Parent(s) or guardian(s) must not contact Job Partners directly. Job Partners should direct parent concerns to the CWSP office.

Social Media & Student Images

Job Partners may require student photos for social media, newsletters, PR or marketing purposes. As part of the agreement signed with the CWSP office, parents and students consent to the use of the image, likeness, name and/or work product in whole or in part, of the student, in any and all media for purposes of advertising and promoting without additional compensation. Cristo Rey and all Job Partners are released from any liability or claims arising out of the use of any such materials. For the safety and privacy of the student, we recommend that Job Partners use students' first name only when posting to social media sites.

Items Required at the Workplace

Job Partners may require students to carry a security badge, a card, or a key with them to work on their workday. Generally, the Job Partner issues such security items and students have the responsibility to safeguard them from loss. If a security item is lost by the student, he or she shall comply with the Job

Partner's policy for the replacement of such item. If there is a cost associated with replacement, this cost will be added to the family's contribution bill unless it is paid directly to the Job Partner by the student.

CWSP Lunch Policy

Student workers are allowed to take lunchtime and other breaks according to the Job Partner's preference and schedule. On their workdays, students have the option to bring a lunch from home or to get a bagged lunch from the school in the morning. Students are expected to bring a lunch to work and not depend on their supervisor or workplace to provide them with lunch. Job Partners are encouraged to instruct the student workers about the lunch schedule on the first day of work. The CWSP Office expects that most student workers will take a lunch break at some point between 11:00 a.m. and 1:00 p.m. Generally, students will take 30-60 minutes for a lunch break. Students may not make arrangements to miss lunch intentionally in order to leave work early. If a student worker abuses the schedule to the dissatisfaction of the Job Partner, the Job Partner is requested to notify the CWSP Office as soon as possible. A student leaving the workplace or building unsupervised during his or her lunch break is prohibited. Students who do not comply with CWSP Lunch Policy are subject to disciplinary action at school. Successive violations may result in a student's removal from his or her job and/or suspension. Due to the school's safe environment policy, all students must be accompanied by at least two staff members if leaving the premises by car for lunch or an off-site appointment.

Illness at Work

If a student worker becomes ill at work, the student should immediately notify their supervisor of the situation. If the supervisor is not available, the student worker should contact the CWSP Office by phone. The supervisor is asked to call CWSP Staff who will work with the school nurse to determine the severity of the ailment. The nurse will contact parents or guardians to arrange for pick-up of the student worker. Students are not permitted to leave the workplace unless a pick-up plan is confirmed with the CWSP Office and the student's parent. If the parent cannot pick the student worker up, the school will arrange transportation, based on availability.

Job Partners do not administer medication at work. All medications, (E.g. Tylenol®, Advil®, acetaminophen, ibuprofen) must be approved by parents or guardians and by the school.

Holidays: School

The CWSP and Cristo Rey Atlanta Jesuit High School will follow the same calendar of holidays during the school year.

Students will not report to school or to work on school holidays unless it's on a pre-approved Work Study Make-Up Day.

Inclement Weather and other Emergencies

CWSP will notify Job Partners if students will be absent for inclement weather or other emergencies.

Office Parties and Gifts to Students

Some Job Partners request that student workers participate in office parties or celebrations. The CWSP office will work with individual Job Partners to determine student worker availability, but student workers are not permitted to miss class to attend office parties. Additionally, student workers may not, under any circumstance, attend any office gatherings that include alcoholic beverages. Appreciation for a job well done can be recognized through student evaluations and student worker recognition by the CWSP. Any gifts or special recognition is optional and at the sole discretion of the Job Partner.

Remote Workdays

Students will not report to work on a Job Partner holiday or day off. Students will report to school and perform job duties in the school on their assigned workday, if it is a Job Partner holiday and not a school holiday.

Summer Work Request

Many CWS Partners request that one or more of their students continue to work for them during the summer, which is encouraged by the school. When the student works for the Job Partner during times other than the school year, the relationship will be managed under the CWSP Office. Differences will be that the fee paid will be a per diem of \$120, the student will be permitted to keep the income earned minus taxes and processing fees, and transportation to and from the work site must be provided by the student. Student workers are required to follow behavioral expectations that are consistent with CWSP rules and regulations during any summer work, including the school's Code of Conduct. Students must be in good academic standing to work during the summer. All summer workers must attend a mandatory orientation at the school that reviews expectations of summer employment. Student workers do not have to wear their school uniforms to work over the summer.

Sexual Harassment

The CWSP requires and expects that all Job Partners treat student workers with respect. For the safety of its student workers, and in conjunction with the Job Partner's own policies, the programs is very sensitive to matters involving sexual harassment, discrimination or other inequitable treatment of student workers based on gender, race, culture or religious beliefs and reserves the right to remove student workers if necessary.

Student workers have very specific and clear procedures for reporting incidents of inappropriate behavior at the school and at work. If a student worker reports any incident, the CWSP Office will contact the Job Partner to evaluate and discuss the situation. If there is a question of sexual harassment on the part of a student worker, the supervisor should contact the CWSP Office immediately.

Employer Requirements

Student Background Checks

Sometimes Background Checks are required on student workers by Job Partners. The student and the student's parent(s) or guardian(s) are expected to cooperate and provide any needed information and signatures to comply with internal background checks conducted by the Job Partner. The CWSP Office will assist in the completion of such agreements.

Student Drug Tests

Some Job Partners may require drug testing of student workers. If the Job Partner Company would like to perform its own testing, students and parent(s) or guardian(s) are expected to cooperate with such a request and sign the proper permission from parent(s) or guardian(s). The CWSP Office will assist in the completion of such agreements.

Non-Disclosure & Confidentiality Agreements

Some Job Partners require student workers to complete standard confidentiality, nondisclosure and intellectual property agreements. Student workers, parent(s) or guardian(s) are expected to cooperate with the signing of any such agreements/documents that are required by Job Partners in connection with student's

job at the company prior to beginning the school and work year. The CWSP Office will assist in the completion of such agreements.

Medical Authorization

The CWSP has the authority to seek professional medical treatment on behalf of the student in the event that it becomes necessary during work hours or while participating in the work study program. The CWSP is also allowed to dispense over-the-counter medication if the student requests it. Parents will be contacted if medical care is needed, but the CWSP retains the right to respond to a medical emergency in the absence of the parent.

In compliance with school policy, the students need to be vaccinated for Covid-19.

Additional testing/vaccinations (TB test, flu vaccine, etc.) may be required by the Job Partner, especially at medical placements.

Campus Ministry Service in our Community

Cristo Rey Atlanta Jesuit provides an education that trains the mind, the heart, and the body. As a Jesuit Institution, we believe that this education emphasizes a faith that serves others. The Campus Ministry Department helps to facilitate the requirement of becoming men and women for and with others. We therefore ensure that our graduates, upon graduation, are open to growth, intellectually competent, loving, religious, and committed to justice.

Towards this end, we aim to establish a service program or external ministry that provides a diverse range of experiences to help students grow spiritually and intellectually, while also recognizing the importance of contributing positively to society.

For this reason, Cristo Rey requires a minimum of 10 hours of core service each year before graduation. Any additional core hours will not roll over to the next year for the annual core requirement. Students will not be allowed to participate in graduation at the end of their senior year if they have not completed these core hours. **For Support Hours and In School Hours, we still want students to document those hours for transcripts and applications to colleges and scholarships.**

In addition to postings on the Mobile Serve app, opportunities and ideas will be posted on the Community Service and Social Action [site](#) as well.

Types of Service for Core Hours

Hunger and Unhoused

Caring for the vulnerable in society, who are experiencing food insecurity and homelessness. This includes volunteering with LABRE, helping with food pantries, serving meals, sorting and delivering donations, and engaging in meaningful accompaniment.

Attention to the Elderly

Visiting and caring for people in nursing homes through an organization.

Attention to Persons with Challenges (Persons with Disabilities)

Caring for the vulnerable in society through an organization.

Education

Assist with kids working at after-school programs as tutors, faith-instructors, and catechists.

Environmental Justice

Volunteering for community gardens, food sovereignty initiatives, planting trees, cleaning rivers, or parks through an organization.

Other Hours to Document for Transcripts and Potential Scholarships

Support Hours

Any kind of documented service to a non-profit or governmental organization that improves the community.

- Volunteering at Zoo & animal shelters
- Volunteer usher at theater, athletic events, or concerts – unless it's benefiting a disadvantaged group then it would count towards your core hours
- Serving at church in liturgical roles (altar serving, usher, dancer, singer, musician)

In-School Service Hours- any service that serves our school community.

- Tutor at Cristo Rey Atlanta Jesuit High School
- Open House
- Mini-Class Night
- Student Ambassador
- Volunteering for Mass at School

Retreats

Retreats are a central part of Jesuit education. Students at Jesuit schools from across the world have been attending retreats for centuries. Accordingly, they are an important part of the student's education here at Cristo Rey Atlanta Jesuit. There will be different retreat offerings over a student's four years. However, some are required. **There is a minimum graduation requirement that students participate in their day of reflection for each of their first three years as a whole level during the school day. Senior year students are required to attend a 2-day overnight retreat called KARIOS.** This retreat is loosely inspired by the *Spiritual Exercises* of St. Ignatius of Loyola, the founder of the Jesuits.

This year's KARIOS retreats are

- Women's- September 25th-27th, 2026
- Men's- October 16th-18th, 2026

Schoolwide Prayer, Mass and Communal Celebrations

We seek and admit students of all creeds who desire to deepen their own faith while in dialogue with Catholicism. **All students are required to respectfully participate by being present to schoolwide prayer in the morning, simple prayer at the beginning of classes, and for the weekly Examen and communal celebrations of the Eucharist and ecumenical prayer services.** During any form of prayer, students are expected to at least be silent and sit or stand per the directions given. Some students will pray silently to the God of their understanding or spend the time in private reflection. Others will utilize the forms and practices of the Catholic tradition. Regardless, students from all creeds are invited to participate as readers, musicians, and ushers. At the very least, they are expected to attend our all-school masses and prayer services. As such, we expect students to be in their full uniform (Blazer, Tie, Oxford Shirt, Skirt or Pants), respectfully present, and participate appropriately to their beliefs.

Religious Accommodations

As a faith-based school that educates students of any creed in dialogue with Catholicism, we want to support the faith formation of our students. Accordingly, at times throughout the year, students may need to request accommodations for diet, additional prayer practices, uniform dress, and school attendance. Although the school will seek to anticipate major holy days and observances, since the observances and practices vary significantly within traditions, families must proactively communicate requests for accommodations. The school will not assume that a student is observing their faith tradition's practices.

Parents/guardians should fill out this [form](#) if you anticipate any accommodations that you anticipate for your student.

Diet/Fasting

Although we regularly have options that are dairy and pork free, please communicate to kitchen staff in writing at least one week in advance for any dietary needs that might change. Similarly, if students are engaged in fasting, it is helpful to notify both the Deans and the school nurse for their health and safety.

Prayer Practices

We want our students to pray and we need to balance that with academic concerns. As much as possible, we ask students to observe additional prayer observances outside of class time. However, for those traditions that may need an accommodation, this should be organized in advance with Campus Ministry, the affected teachers and the Deans. For example, students who observe *salah/salat*, we would expect that students can establish time for *dhuhr* that would have the least amount of impact on classes. Moreover, we have a space within our chapel that is free from images for students to pray. Additional space can be made available in Campus Ministry if that space is not sufficient in size.

Uniform

We encourage minimum changes and additions to our uniforms. We encourage that students model themselves after professionals within the fields with whom we partner in Corporate Work Study. As such we encourage, students who use head coverings to keep a simple solid color that matches our uniform. Moreover, the only necklaces that should be worn visibly, if any, should be limited to one that represents their family's faith tradition.

Absences for Religious Observances

At times students might seek an excused absence for religious holidays. These should be limited to the most reasonable interpretation within their respective traditions. Moreover, if a student needs more than 3 in a given school year, a larger discussion may need to occur. However, in general, families can seek an excused absence for a significant religious observance that is requested one month in advance with the Assistant Principal for Academics. This is particularly important around major assessments, projects, and exams. Religious and spiritual practices that are personal but not required by a faith tradition should not be sought during exam time. (For example, permission to participate in a private devotion and reschedule finals during the Advent and Christmas season would not be granted).

CRISTO REY ATLANTA JESUIT HIGH SCHOOL

2026-2027 STATEMENT OF AGREEMENT

Failure to read the material contained in this handbook *does not excuse* the student from observing the information and regulations stated. The Principal and/or Dean of Students retains the right to amend the Handbook and all contents if necessary. If this occurs, parent(s) or guardian(s) may access any updated copies on our website.

Please initial each:

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

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

Student Acknowledgment: I have read the Student and Parent Handbook for the school year 2021-2022

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

Student Signature: _____

Date: _____

Printed Student Name: _____

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

Please initial each:

_____ Take my daughter or son to and from work on their scheduled days on school- provided transportation and/or MARTA.

_____ Allow my daughter or son to be interviewed or participate in surveys or written/verbal tests generally related to either work or school.

_____ Take my daughter or son to and from retreats, class trips, service opportunities, athletic/extra-curricular events, and physical education classes off campus on their scheduled days (including overnights and weekends) on school- provided transportation.

Parent or Guardian Signature: _____

Date: _____

Printed Parent (Guardian) Name: _____ **Daytime Phone:** _____

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

Parent/Guardian Email Address: _____
(The school will use this email address for communication purposes with the parent/guardian. Parents should check this email frequently. Students should NOT have access to this email address.)

All signature pages are required to be submitted to the Office of the Dean of Students, before August 15, 2026.