



2026-2027 | Cristo Rey Jesuit Seattle

Parent/Guardian + Student Handbook

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Who We Are

Our Mission

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

Diversity, Equity, Inclusion, and Cultural Competence (DEIC)

Commitment Statement

CRJS recognizes the dignity of each human being and collaborates with our school communities and partners to foster an education that helps alleviate poverty, promote justice, and empower the individual. Rooted in Catholic values, our work is our hopeful response to the historic and systemic inequity that limits the full and unhindered realization of the human potential inherent in all communities.

We commit to:

- Seeking, embracing, and celebrating diversity at all levels by building a team that is reflective of the communities we serve.
- Continuously improving our organizational health by practicing policies 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 growth opportunities, and collectively assessing our organizational progress.

Profile of A Graduate | Grad at Grad Values

All CRJS graduates will embody the following characteristics:

Open to Growth: Students understand that learning is a process. They reflect mistakes, welcome feedback, and continue striving to become the best version of themselves; they learn that growth happens through resilience and a willingness to try again.

Intellectually Engaged: Students are curious, thoughtful, willing to dig deeper, and are challenged to think critically, ask good questions, and take ownership of their learning.

Spiritually Alive: Students live with intention. Rooted in Jesuit tradition, this value invites students of all faiths and backgrounds to grow inwardly as they grow academically. Being

spiritually alive means knowing who you are, reflecting on your purpose, and living your values with intention.

Loving: Students practice empathy, kindness, and care for themselves and others. Graduates learn that love is a strength that guides them to lead with generosity, understanding, and a deep respect for community.

Committed to Doing Justice: Students recognize their responsibility to others. At CRJS, they are challenged to notice injustice, respond with compassion, and use their education to make a difference in their communities. Our graduates are committed to using their voices and gifts in the service of others and the common good.

Career Ready: Students recognize their responsibility to others. At CRJS, they are challenged to notice injustice, respond with compassion, and use their education to make a difference in their communities. Our graduates are committed to using their voices and gifts in the service of others and the common good.

Attendance – Your Presence Matters

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

Daily Academic Schedule

7:10 am	The school building opens for students; breakfast is available until 7:40 am.
7:45 am	Homeroom begins. Students arriving to homeroom after 7:45 am are tardy.
3:08 pm	End of school day.
3:20 pm	After school activities begin.
4:45 pm	Building closes. All unsupervised students must depart by this time. Parents/guardians should ensure their student(s) have been picked up by 4:45 pm or alternative transportation has been arranged.

Absence Protocol

When a student is absent:

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

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

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

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

Professional Appointments and Planned Absences

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

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

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

- Email to absences@crstoreyseattle.org
- Phone call to front desk at 206-688-2100
- Signed note delivered to school before the planned absence.

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

Tardiness

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

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

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

Dismissal for Illness During the Day

A student who becomes ill during the school day must report to the front office with their teacher's permission. The school will contact a parent/guardian for pick-up. No student will be released from school without parent/guardian permission. See Health and Safety section for details.

Making Up Missed Learning

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

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

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

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

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

Excessive Absence

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

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

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

Excessive Tardiness

Arriving on time helps set students up for academic success. Outlined below is the procedure for students who struggle to meet the expectation of arriving at school on time.

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

Attendance Contract

A student who cannot meet attendance expectations will be put on an attendance contract established by the Principal's Office or Dean of Students. Students on an attendance contract may forfeit the privilege of participating in any extracurricular activity or sport. They 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 school's discretion. See Code of Conduct for further details.

Truancy

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

Missing Exams Due to an Absence

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

Cancellation or Delay due to Severe Weather or Other Emergencies

Please be aware that CRJS may have to close for weather or other reasons which constitute an emergency. Please monitor the school website, media, and school text alerts through TalkingPoints. Closure and other information will be posted by 6:00 am.

Remote Learning in Case of Extended School Closure

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

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

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

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

Academics

Academic Vision

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

Grading and Schoolwork Policies

GRADING COMMITMENTS

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

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

- Grades will come from standards-based common criteria.
- Grades will be supported by assignment data and reported promptly in PowerSchool. In addition, teachers will communicate regularly with students and families about performance.

- 40% of grades will be summative assignments (tests, major projects, etc.). 40% will be formative assignments – ongoing small assessments of learning. 20% will be exams, which take place at the end of each semester. These assignments will reflect authentic assessment of skills and content.
- Students will have additional opportunities to demonstrate proficiency (test retakes, test correction, alternative assignments, etc.). Students may resubmit major assignments only twice, and only within two weeks of the original assignment due date. Traditional extra credit assignments are not allowed.

GRADING SCALE

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

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

Advanced Placement (AP) and College in the High School courses carry a higher GPA weight and can boost students' GPAs. In these classes, students will receive an additional .5 GPA points for the course. For Honors classes, students will receive an additional .3 GPA points for the class.

HOMEWORK POLICY

At CRJS, our approach to learning prioritizes effective use of class time, personalized support, and the recognition that different subjects demand varying levels of guidance and practice, all aimed at fostering a successful academic journey for our students. This approach ensures learning happens in a productive, supportive environment for all students. Thus, we do not assign homework to 9th graders unless a class is designated as Honors. Students in other grades may be assigned homework, which teaches responsibility and prepares them for college.

We provide structured, additional academic support on Tuesdays, Wednesdays, and Thursdays. This includes Office Hours, which is a time for any student to check in with teachers. Other targeted small-group interventions based on student need may also emerge.

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

LATE WORK POLICY

Policy on Submission of Major Assignments (e.g., essays, formal lab reports, projects)

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

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

HONOR ROLL POLICY

The CRJS Honor Roll considers three categories:

- First Honors: GPA 3.7 or higher
- Second Honors: GPA 3.0 or higher
- Honorable Mention: GPA 2.7 or higher

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

Curriculum Overview

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

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

General Policy

In matters involving curricular and co-curricular materials, CRJS administrators rely upon the good judgment and professionalism of the school's educators. Educators must make the principal aware of lesson plans, films, speakers, field trips, etc. that could reasonably lead some community members to object to the material being shared.

Philosophy

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

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

Procedures for Handling Challenged Materials

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

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

Academic Integrity Policy

INTRODUCTION

At CRJS, we strive to instill Christian values and uphold the highest standards of academic integrity. As a Jesuit community committed to the care of the whole person, we aim to cultivate a profound self-awareness in our students that transcends academic lessons. This awareness involves forming a strong moral conscience that guides individuals to discern right from wrong and truth from falsehood, as expressed in our Grad values.

EXPECTATIONS OF ACADEMIC HONESTY

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

- Completes their own homework independently and does not permit others to copy their work.
- Approaches quizzes, tests, and exams without external assistance or by providing help to peers.

- Refrains from using unauthorized notes, books, or other materials during assessments.
- Properly acknowledges the contributions of others in both written and oral assignments by appropriately citing sources.
- Submits original work and accurately represents authorship of their submissions.

PROHIBITED CONDUCT

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

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

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

ADDRESSING ACADEMIC HONESTY

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

ROLE OF TECHNOLOGY AND AI TOOLS

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

- Ensure that the use of AI tools or other digital resources adheres to the guidelines set for each assignment.
- Not substitute AI-generated responses or content as their original work without proper attribution.
- Use technology to support learning, not to bypass the learning process itself.
- Students will be informed what kind of AI resources may be used on a given assignment using the 0-3 scale below. Note: At Level 0, no AI use is expected unless specified by the teacher.

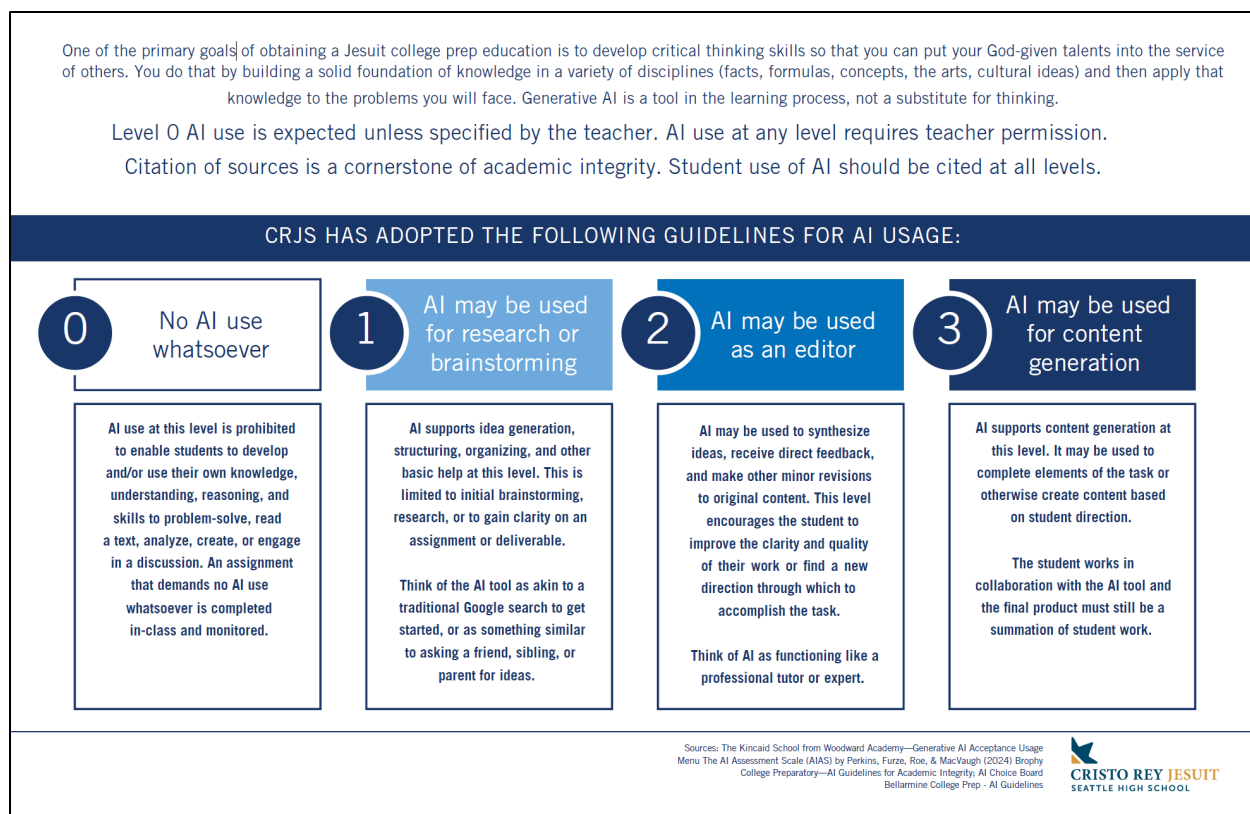


Figure 1. AI Usage Guidelines

CONCLUSION

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

Academic Supports

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

SMALL GROUP INSTRUCTION

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

OFFICE HOURS

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

Eligibility

FAILURE POLICY AND SUMMER SCHOOL

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

3-4-5 RULE

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

TUITION POLICY

All tuition arrangements must be satisfied and paid in full by the end of each school year for a student to register for the next school year. If families have circumstances that impact their ability to make payments, they should reach out to the Finance Department proactively. Students whose accounts are not paid may be restricted from activities, events, and/or attendance at the school.

EXTRACURRICULAR ACTIVITIES

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

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

Academic Success

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

If a student is failing one class, they may submit an appeal to the Assistant Principal for a two-week probationary eligibility period. If approved, the student may participate in the activity during that period and is also expected to improve their grade to passing. Students may only submit an appeal for academic eligibility once per semester.

Professional Success

The Corporate Work Study Program offers students an opportunity to model professional success

in the workplace. Students must demonstrate their Career Readiness through their timecards, skill development, and overall engagement in the Corporate Work Study Program.

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

Financial Eligibility

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

College Counseling

CRJS makes a covenant promise with students and families to get students to and through a 4-year college or university. In addition to an academic program that prepares students for college-level work, the college counseling department also provides opportunities to learn about college, prepare application materials, work on personal statements, and research scholarships. CRJS hosts college info sessions and college visits in the fall and spring, including college tours where students can directly interact with representatives from a variety of institutions of higher learning. Each year, families will attend information sessions to learn about the application process. In the upper grades, students will have dedicated class time to learn about which schools they might want to apply to, how to apply to college, and what financial aid and scholarship resources are available. They will also be expected to meet one-on-one with the college counselor.

Campus Ministry and Christian Service

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

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

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

Justice

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

- Pedro Arrupe, SJ

Mindful of these powerful words, Campus Ministry organizes a variety of opportunities for faculty and students to express solidarity with vulnerable communities. Required service and advocacy opportunities will be provided during Theology Class and on Retreats. Before and after these service opportunities, students will be invited to reflect on their experience and to participate in advocacy efforts for social change.

Our ninth-grade students will focus on the Universal Apostolic Preference “Caring for Our Common Home.” We will collaborate with neighborhood organizations to protect and renew our school's natural environment. Students will learn about environmental justice issues and will be required to apply their knowledge to create change in their own community.

Our tenth-grade students will focus on the Universal Apostolic Preference “Journeying with Youth.” Collaborating with primary schools in our neighborhood, students will develop mentor relationships with students and participate in service projects with these school communities. Students will learn about the key challenges these younger students face and guide them through any questions they have about high school.

Our eleventh-grade students will focus on the Universal Apostolic Preference “Walking with the Excluded,” practicing solidarity and advocating for Immigrants. Students will learn how the Church has responded to Christ’s call to “welcome the stranger among us,” for in this encounter with the immigrant, the migrant, and the refugee in our midst, we encounter Christ.

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

Prayer

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

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

Retreats

At CRJS, we have retreats for each grade level with themes based on our Jesuit tradition. Each retreat is designed to fit what you're going through at that point in high school, and they all build on each other year after year. Students will have the opportunity to attend overnight retreats while at CRJS. Grade-level retreats are mandatory.

Student Expectations

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

Uniform Policy

Students must wear the full school uniform before entering the school building. Students not in uniform will receive detention and will be sent home. Students can only wear CRJS-approved attire. Repetitive infractions will result in other consequences and interventions. The school leadership reserves the right to determine what constitutes appropriate dress. The following are general requirements; however, school leadership has the final say in all cases.

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

Religious Garments	Must be solid navy, black, or gray	Must be solid navy, black, or gray	Must be solid navy, black, or gray
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Other Uniform Requirements:

- **Students are expected to maintain a clean and neat appearance.** This includes showering, deodorant, brushing teeth, grooming, and ironing clothes.
- **Fingernails** should be of moderate length and not interfere with typing, handwriting, or other school and CWS tasks.
- **Facial hair must be clean shaven.**
- **Hats, visors, and head wraps are not permitted.** CRJS will honor and respect head coverings for religious purposes.
- **Piercings:** Earrings are acceptable unless deemed distracting. Facial piercings may not be worn except for a small stud on the side of the nose: no septum piercings, no multiple hoop earrings. Sunglasses are not to be worn inside the building.
- **Bracelets** may be worn if they are not visually distracting.
- **Earbuds** are not allowed.

Outerwear Policy

CRJS uniform offers blazers, cardigans, or jackets for colder weather. Outerwear not listed on the uniform guide is not considered part of the uniform. Other outerwear is permitted only when students are arriving at and leaving from campus.

CRJS Spirit Days Policy

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

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

- Pants or jeans with holes, tears, or frayed edges; low-rise or hip-hugger pants, jeans, or skirts.
- Attire with offensive logos (e.g., alcohol, tobacco, satanic symbols, sexual innuendos, etc.).
- Form-fitting or tight shirts.
- Revealing clothing (e.g., tank tops, sleeveless or cap sleeve attire, crop tops, halters, off-the-shoulder or one-shoulder, sheer, low-cut, strapless, shorts above knee, etc.).
- Any shirt or top that does not always cover the cleavage, midriff, and lower back.
- Bike, basketball, or knit shorts, stretch pants, leggings, sweatpants, or pajama pants.
- Head covers including sweatshirt hoods, bandanas, baseball caps, etc.

Code of Conduct

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

These rules/expectations apply to any student:

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

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

EXPLANATION OF DISCIPLINE SYSTEM

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

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

Level of Infraction	Description and Examples	Possible Interventions and/or Consequences	Responsible Parties
Level 1	First incident of unwanted behavior Examples: • Out of dress code • Disrupting class • Unexcused tardy • Off task • Not cooperating with instructions	• Reminder • Redirection • Student conference after school or in hallway • Collaborative home call • Make-up/redo assignment • Loss of privileges • Move seats with explanation • Reflection assignment • Cool-off period	• Student • Educator present during incident
Level 2	Repeated incidents of unwanted behavior, or egregious infraction of policy Examples: • Constant class disruptions • Little to no work completed • Low effort • Constant dress code violations • Insubordination • Academic dishonesty • CWS timecard not submitted • Fails to comply with Level 1 intervention	• Referral to an outside counselor • Advice/support from supervisor • Logical consequence aligned to action • Student and/or parent/guardian conference with teacher • Parent/guardian conference • Lunch detention • Restitution • Referred for assessment/evaluation • Student success plan • Contract • Must have restorative conversations	• Student • Educator present during incident • Family • Dean

Level 3	Behavior does not improve after multiple interventions, or any other action/behavior deemed a serious violation, at the professional discretion of the Principal. Examples: • Gross or repeated insubordination • Academic dishonesty • Bullying, harassment, cyberbullying • Any form of, threat of, or promotion of violence • Possession, use, or sale of drugs and alcohol • Theft or vandalism • Possession of weapon or item resembling a weapon	• Student, family, Principal conference • Contract • Out of school suspension • Expulsion	• Student • Family • Dean • Principal
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EXPLANATION OF INTERVENTIONS AND CONSEQUENCES

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

Lunch Detention

Detention is designed to encourage student reflection and behavior that reflects the Grad at Grad values. Any educator may assign lunch detention to a student. The detention can be served that same day or the following day, at the educator's discretion. During lunch detention, the student is responsible for reporting directly to the cafeteria to retrieve their lunch, and then to the Dean. The detention will last from 12:00-12:20 pm. During detention, students will fill out a Restorative Worksheet about what led to the unwanted behavior and problem-solve how to avoid it in the future.

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

Restorative Conversations

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

Contract

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

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

Suspension

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

Additionally, while on suspension, a student may not practice or participate in any organized school activities, nor may they attend school functions. Coaches and moderators may impose additional consequences related to participation in their sport or activity, in accordance with a pre-established policy that has been communicated to the student and applies to all members of the team or activity.

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

Expulsion

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

- Flagrant or repeated incidents of insubordination, disrespect, or harassing/offensive behavior.
- Possession of weapons at school or school-related events.

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

Technology

Learning with Technology and Learning How to Use Technology

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

– *Kimberly Bryant, founder of Black Girls Code*

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

– *Marion Ginapolis*

The duality of these insights reflects CRJS policy on technology. It is a vital skill for professional and personal success and can allow for deep learning. At the same time, we believe deeply in the human connection between teachers and students and will work tirelessly to maintain it. Students must act responsibly, ethically, and legally when using technology. Unacceptable use of technology will result in disciplinary action at the school’s discretion.

CRJS Technology Policy

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

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

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

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

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

SCHOOL ISSUED TECHNOLOGY

All CRJS students are given a school-issued computer for the school year. Each student is responsible for caring for and maintaining their computer. These devices are to facilitate their learning. School-issued laptops remain the property of Cristo Rey Jesuit Seattle while a student is enrolled. At the end of each school year, students must return their laptop to the Technology Department for end-of-year checkout so the school can service and update the device over the summer; the same device will be re-issued at the beginning of the next school year. Upon graduation, and provided all school obligations are met, the laptop may become the student's property as determined by CRJS. If the student leaves CRJS before graduation, they must return their school-issued device before records can be released.

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

- Replacement of machine: \$600.00 if the machine is damaged because of negligence.
- Loaner Computer not returned: \$600.00 if the machine is loaned out but not returned or is returned damaged. The student must pay the cost to replace the laptop.
- Charger Replacement (because of negligence): \$30. If the student is issued a replacement charger because it is lost or damaged.
- Screen, keyboard, or port damage: cost based on remaining warranty and vendor invoice

PERSONAL TECHNOLOGY

Phones and other personal technology can be a benefit and a distraction. Here at CRJS, we are preparing for the future: **“the best signal is your attention!”** As we prepare for success in college and beyond, we are also committed to self-discipline and being fully present. To encourage student engagement, fellowship, and a sense of community, all personal technology, including cell phones, smartwatches, tablets, non-school-issued computers, headphones, etc., is **not to be seen, heard, or used during the school day (7:45 am to 3:08 pm), and may not be on a student's person.** These devices are to be kept in the student's locker (9th grade) and secured in backpacks (10th and 11th grade). Phones/personal technology should always be silenced. We need your full presence, your full attention, and your full participation. In alignment with our community expectations, families can support by communicating family plans with their students and contacting the school directly in case of an emergency. In an emergency, and with permission, students always have access to call a parent/guardian from the Office of the Principal or the office of any other administrator. Our priority is safety and consistency. We need your help to ensure this happens.

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

1st Infraction will be recorded, detention will be given, and faculty/staff confiscating the phone/personal technology will remind you of community expectations. The phone/personal technology will be given to the Dean. Phone/personal technology can be picked up from the Dean after school. Dean will reiterate what happens if there is another offense.

2nd Infraction will be recorded, detention given, and a reminder of community expectations by faculty/staff confiscating the phone/personal technology. Meeting with the Dean to revisit expectations, review and sign a student contract. Students will be responsible for calling home and explaining the situation to their parents or guardians. Students are expected to return the signed contract from their parents or guardians. If the contract is not returned on the next school day, it automatically goes to the 3rd Offense.

3rd infraction will be recorded, detention will be given, and faculty/staff will remind the student of community expectations by confiscating the phone/personal technology and meeting with the Dean to revisit expectations, the signed contract, and the history of offenses. Leadership, students, and family will meet in person. Consequences will be determined together and can include required daily delivery of personal technology to the Dean of Students, family collaboration in confiscating the device, and/or, if determined to be a Level 3 offense, suspension. Parents/guardians, students, and leadership will sign a phone contract.

The 4th Infraction will be recorded, detention will be given, and faculty/staff will remind the student of community expectations when confiscating the phone/personal technology, followed by an in-person meeting with the Principal, student, and family to discuss your status at CRJS. You belong here, but your actions show you need a break or separation from our community.

Yes, this is serious because your present and future are counting on you! We don't settle for mediocrity; we strive for excellence. The best signal is your attention!

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

UNACCEPTABLE TECHNOLOGY

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

- Use of social media - except when part of CWSP duties or assigned by teacher.
- Filming or taking pictures of community members without proper permission.
- Using the network for non-school-related activities.
- Destroying or vandalizing computer equipment.
- Deleting resources intentionally.
- Violating the privacy of others, including using someone else's account or posting others' material.

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

VIOLATIONS OF TECHNOLOGY POLICY

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

Online Safety

The IT Department is responsible for:

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

Corporate Work Study Program

Program Overview

The Corporate Work Study program (CWS) provides students with real-world job experience and allows them to earn a portion of their education costs. It is an integral part of their educational experience at CRJS. Students must have a positive attitude and a commitment to high standards of responsibility and behavior. As such, the program fulfills elective credit and is graded credit.

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

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

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

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

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

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

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

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

Student associates are not eligible for CWS partner benefits unless explicitly authorized by their supervisor; this is not a routine benefit.

Students must always carry their CRJS student ID with them during the workday. Periodic checks will be issued to ensure that students have their IDs.

Montserrat Summer Bridge: Incoming Student Summer Training Program

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

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

Montserrat Attendance: Incoming students and incoming transfer students must attend every day of Montserrat. CWS will not approve or excuse absences during Montserrat. If an emergency arises that may prevent a student from attending a day of Montserrat, a parent/guardian must contact the CWS staff immediately. If a student is absent during Montserrat, CRJS and CWS will meet with the student's parent/guardian. An absence or absences may result in the termination of a student's relationship with CWS and CRJS. In the case of a genuine emergency, a student who misses Montserrat will need to make up the absence on the day or days chosen by CWS personnel.

Montserrat Tardies: Students are expected to attend Montserrat every day and be on time. During Montserrat, students check in at 7:45 am. A student is considered tardy if they check in at or after 7:45 am. If a student earns two tardies during Montserrat, or is absent once, CRJS and CWS will schedule an in-person meeting with the student's parent/guardian. CWS and CRJS consider tardies when determining whether a student has completed Montserrat. CWS may consider two or more tardies sufficient grounds to terminate the student's relationship with CWS and CRJS.

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

The CWS Work Experience

Through the CWS program, the CRJS graduate will learn to be a dependable, responsible student associate of integrity with high ethical standards. The CRJS graduate will participate in the professional culture of the workplace and begin to explore their own potential. The CRJS graduate will be a personable and effective team player, a confident self-starter, and respectful and respectable. The CRJS graduate will have learned the value of work both in the rewards it produces and in the self-satisfaction it allows one to attain. The CRJS graduate will have learned to see work as an invitation to participate in the creative and salvific work of our God "as One who labors" on our behalf. Work offers the opportunity to discover and demonstrate personal talent - both as stewards and as leaders - and encourages growth. This stewardship implies the responsibility to use all resources wisely for the good of others and the greater glory of God. As a future leader in the workplace, the CRJS graduate will recognize the dignity of work, its integral connection to justice, and the choices they must make to create a better society.

Attendance at Work is Required

Students are expected to attend every assigned workday. Since students work only one day per week, any absence is considered serious. Missing a workday results in a \$280 fee (equivalent to one full workday) charged to the student's tuition account.

If a student is absent due to illness, the \$25 missed day fine will be waived only if a doctor's note is submitted within three (3) days of returning to school; however, the workday must still be made up. Failure to complete the make-up day will result in a \$280 fee. Without a doctor's note, the \$25 fine applies, and if the make-up day is also missed, the total charge will be \$305.

Do not schedule appointments on workdays. Students cannot leave early for appointments, and any absence due to a scheduled appointment will result in a \$25 fine.

A student must make up any missed workdays during breaks in the academic school schedule such as Christmas break and Spring break. Please see the possible days on the school calendar.

Physical and digital copies of make-up day forms will be distributed to students on their workday before any major school breaks. The student is responsible for making the arrangements with their supervisor and notifying the CWS Office by returning their completed make-up day form. Students are responsible for arranging transportation to and from work for any day they must make up. If a student ends the school year with more than one absence that is not made up, the student may be liable to expulsion.

Tardiness to school, class or work is not acceptable. Being tardy to morning check-in will be treated the same as tardiness to school. Students are expected to be in dress code line in full dress code by 7:45am on their workday to be considered on time. Students must check in at CRJS before they are permitted to go to work. Students who are late or not in the correct dress code may be sent home and be required to make up the workday during a school break or summer. Students will receive a missed day work fine if sent home for the above reasons. Students who arrive without a student ID will be fined \$5 per occurrence. If a student travels directly to work without permission from a CWS staff member, they will receive detention.

CWS Transportation

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

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

Illness at Work

If a student becomes ill at work, the student must inform their CWS supervisor. The supervisor must then call the CWS office, and CWS staff will arrange transportation for the student to come back to school. The CWS staff will communicate directly with the student's parent/guardian to inform them of the student's illness and to coordinate a plan for the student to be picked up from school. If a

parent/guardian or emergency contact cannot be reached, the student will remain in the pick-up area until either the end of the school day or until someone can be reached. A student who is feeling ill in the morning should not go to work. For this reason, any incident of a student leaving work early without permission of their supervisor and a CWS staff member may be treated the same as an absence, and a \$280 fine will be imposed. If a student becomes ill and must leave work early, we will provide a make-up day form to coordinate any missed time.

Lunch and Breaks

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

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

Internet Use at Work

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

Termination from Work

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

Depending on the cause of termination, student associates may face additional disciplinary action up to and including dismissal. If a student associate is terminated from work by a CWS partner, CWS, in its discretion, may require the student associate to undergo retraining or immediately terminate the student associate. (If CWS terminates a student associate, CRJS must dismiss the student, as participation in the CWS program is a condition for enrollment at CRJS.)

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

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

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

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

Taxes and Employability

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

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

Site Visits

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

Non-Program Workdays

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

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

Timecards

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

Late Timecard Consequences: Each late timecard will negatively impact a student's Corporate Work Study grade. Students will be assigned detention for every late submission. After a student's second late timecard, they will also be fined \$25 for each additional late timecard for the remainder of the year.

Delinquent Timecard Consequences: A timecard is delinquent if a student associate fails to submit a timecard by the end of the quarter. Without a timecard, CWS has no record of the student working, and will therefore treat the day as an absence. At the end of every quarter, all incomplete timecards will result in the student being billed \$200 (the cost of a workday) to the family's tuition account.

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

- Actual annual cost to educate a student: \$30,000
- Family annual tuition contribution: \$400-\$2,500
- Registration fee: \$100
- CWS annual contribution: \$11,250
- Annual scholarship: varies

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

Item	Grade Weight
Performance Evaluation	10
Final Presentation	10
Timecards	40
CWS Classwork/Participation	40
Total	100

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

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

Campus Facilities

Closed Campus

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

Buildings and Grounds

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

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

Lockers

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

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

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

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

Confiscation of Contraband

Students may be subject to a search of their belongings. School authorities 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 or consent and without search warrants. Inappropriate items will be confiscated at the school's discretion, and disciplinary consequences may be given.

Parking

Student parking is not available on campus. Students are encouraged to use CRJS transportation or other means of getting to school; however, students who drive may park in the neighborhood surrounding campus. Students must comply with all city parking regulations. Street parking rules require that a parked car must not block driveways, with at least five (5) feet between the driveway and the parked car. Students should not leave valuable items in parked cars and should ensure that bags, laptops, and other items are not visible in a parked car. CRJS is not responsible for stolen items. Cars that are parked illegally may be ticketed and towed at the student's expense.

Health and Safety

Health Overview

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

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

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

Is a Student Too Sick to be at School?

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

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

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

Protected Health Information (PHI)

CRJS will keep personally identifiable health information confidential. CRJS employees entrusted with a student's personally identifiable information have received training regarding their responsibility to safeguard that information. Only CRJS administrators, counselors, data/web managers, front office staff, and faculty/staff may view the information to be informed of a student's health concerns or conditions for the safety of the student or others.

Required Enrollment Forms

Every year, CRJS parents/guardians must complete various forms and agreements. Students may attend school and/or interscholastic sports practices only after all required information has been submitted to the front office. All forms will be completed online, but families can schedule an appointment with the registrar. Requests can be made at frontoffice@crstoreyseattle.org.

GENERAL FORMS

The following forms will be required before each student's first day on campus:

- Student and Family Information Form
- Laptop 1:1 Contract
- Media Release Authorization
- Release of Information Form
- Student Handbook Statement of Agreement
- Student-Worker Family Agreement
- Transportation Agreement
- Immunization and/or exemption form

SUPPLIMENTAL FORMS

Families may be required to complete additional forms. These forms include, but are not limited to:

Medication Forms

These forms are required if families have noted a medication or health need.

- **Health Action Plan:** This form is required if a severe health or wellness issue has been indicated. Examples of when this form might be used: Diabetes action plan, safety plan, severe allergy plan
- **Medication Authorization Form:** Required if a medication is to be administered during the school day. This form must be signed and dated by a medical professional for each calendar year. Please see the Medication Policy for additional details.

Athletic Forms

All students wishing to participate in any athletics at CRJS must complete registration and forms via FinalForms. This includes having a physical completed by a healthcare professional. All sports physicals are good for two years, unless otherwise noted by your medical professional, and must be submitted through the FinalForms portal or by returning to the front office. ***These forms must be completed before any student can participate in any athletic practice or competition.***

Medication Policy

Whenever possible, CRJS encourages scheduling medication doses during non-school hours. Our school policy is that students carry no drugs or medication.

For students who require medication during school hours, an authorization form must be completed with the signatures of both parents/guardians and a licensed health care professional and kept on file at the front office before medication can be given or carried on the CRJS campus. ***This form must be updated and submitted to the school front office every year.***

- All medications require a completed medical form signed by a parent/guardian and a licensed healthcare provider. Submit the form to the front office every school year.
- Students may only carry medication if a doctor has approved it for self-administration (such as asthma inhalers or EpiPens). This approval must be on file in the front office.
- All other medications must be kept in the front office and will be given by the school staff.
- Medications must be in the original container with the student's name, medication name, dosage, and instructions.
- The school will not give medication without a completed and signed medical form.
- Job Partners may not administer medication at work.

Authorized Medications: Medications will be stored in an appropriate, easily accessible location that allows prompt response in an emergency but remains secure when not needed. Medications that require injections (such as EpiPens) should be administered only after health professionals train appropriate staff members. CRJS staff must receive at least one week's notice to receive proper training on how to inject a medication before they can be expected to do so.

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

Drugs, Alcohol, and Other Controlled Substances

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

Student Immunization and Possible Exclusion

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

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

All students must be up to date on all immunizations required by the Washington Department of Health and must have documentation for any medical or nonmedical exemptions, including a [Certificate of Immunization Status](#). If parents/guardians choose not to have their student receive any WSDOH-required immunization(s), they must submit an exemption form signed by a health care professional licensed to practice in Washington State to CRJS and keep it on file in the front office.

Families are responsible for providing the school with a student's immunization record. According to the Washington Department of Education Guidelines, failure to do so may result in your student being excluded until all immunizations are up to date. See [WAC 246-105-050](#) for more information.

Immunization requirements for the 2026-2027 school year are [here](#).

Once we have received student documents, we will determine student compliance with the state's immunization requirements. If we need additional information, documentation, or immunizations, we will contact you. Students must comply with the state's immunization requirements before they can start school.

Immunization Documentation Requirements

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

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

Access Your Family's Immunization Information

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

Outbreak

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

Life-Threatening Medical Conditions

While CRJS is a private institution, we voluntarily adopt the safety standard outlined in the law applicable to public schools (RCW 28A.210.320) for children with life-threatening medical

conditions, reflecting our commitment to maintaining a similar level of safety and care for our students. “Life-threatening conditions” refer to those posing a danger to a student’s life during the school day without a valid medication or treatment order (“Action Plan”). **Life-threatening medical conditions include allergies, asthma, diabetes, and seizures/epilepsy conditions.**

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

Accident Insurance for Students

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

Protection of Human Dignity

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

COMMITMENTS

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

EXAMPLES OF VIOLATIONS OF HUMAN DIGNITY

Bullying

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

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

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

Cyber Bullying

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

Harassment

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

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

Harassing conduct includes, but is not limited to:

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

Any student who believes that they have been the subject of sexual or any other form of harassment by anyone at CRJS or by any person who does business with CRJS, even a corporate partner, should bring the matter to the attention of a CRJS staff member, the Principal, or the President of CRJS. Upon notification of negative treatment, the student will be pulled from their job site and not be allowed to return until the matter is resolved. CRJS will conduct a prompt and thorough investigation of any alleged incident and take appropriate corrective action if warranted. To the extent possible, complaints of harassment will be treated as confidential. CRJS will not retaliate in any way against any current, potential, or former student who, in good faith, reports harassment or participates in the investigation of such a complaint or report. Any attempt at such retaliation will not be tolerated and will itself be subject to appropriate corrective action up to and including termination or expulsion.

Racial, National, and Ethnic Harassment

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

Sexual Harassment

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

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

Sex-based Harassment

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

SCHOOL RESPONSE

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

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

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

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

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

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

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

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

POLICY FOR PREVENTION OF SEXUAL ABUSE

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

Educating Employees and Volunteers

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

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

Educating Parents/Guardians, Other Adults, and Students

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

Screening Employees

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

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

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

Screening Volunteers

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

Code of Conduct for CRJS Employees or Volunteers Working with Students

Appropriate Interactions

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

Examples of Appropriate Physical Contact

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

Examples of Appropriate Behavior

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

- Acquiring appropriate signed permission forms

Examples of Appropriate Verbal Interactions

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

Inappropriate Interactions

To maintain a safe environment for students, avoid the following activities.

Examples of Inappropriate Physical Interactions

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

Examples of Inappropriate Behavior

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

Examples of Inappropriate Verbal Interactions

- Swearing
- Telling sexually suggestive jokes
- Shaming
- Comments relating to physique or body development
- Involving students in personal problems or issues of adults

- Asking students to keep secrets from their parents/guardians
- Derogatory remarks about a student's family
- Engaging in sexually oriented conversations unless part of a legitimate lesson in an approved class, in accord with Church teachings

REPORTING AND RESPONSE TO ALLEGATIONS OF SEXUAL ABUSE

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

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

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

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

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

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

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

- Call CPFS or other law enforcement authorities.
- Report within 48 hours of the time it is noted.
- Call the President and/or Principal and provide a written copy of the report.
- Suspend the school employee/volunteer from school duties that require any interaction with students. Suspension may be with or without pay. The suspension shall be documented in writing, specifying, "until investigation has been completed."

- Inform the employee/volunteer that a report has been made to CPFS or other law enforcement authority and that the employee/volunteer will be informed of their rights by CPFS or the other law enforcement authority during and after the investigation. The employee may be informed concerning their legal right to consult an attorney.
- Conduct an internal investigation consistent with the guidelines herein. The school will take appropriate steps to protect the reputation of the accused, where guilt has not been admitted or clearly established.

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

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

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

Communication with Community

Communication with Parents/Guardians

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

CRJS Family Bulletin

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

Other Emails

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

TalkingPoints

Faculty and staff use the TalkingPoints app to contact parents/guardians. Messages can be sent in the app or forwarded to your phone via text message. TalkingPoints translates messages into many

languages our families speak. Please make sure phone numbers and language preferences are set up. Call the front office at 206-688-2100 to update phone numbers.

Text

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

PowerSchool

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

Website

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

Communication with Students

Schoology

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

PowerSchool

PowerSchool is the platform where students can access grades.

TalkingPoints

TalkingPoints is used to send text messages directly to students and families.

Email

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

Photo Release

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

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

By entering CRJS campus, attending CRJS-sponsored events, and enrolling at school, students and families agree to have their photos taken and used in marketing materials. If you do not authorize

the school to use a photo or image of your student, please contact the Advancement and Marketing department at info@crstoreyseattle.org.

Student Social Media Policy

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

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

Social media accounts related to CRJS or representing CRJS must receive approval from the Advancement and Marketing office. Faculty, staff, and students may not create accounts for clubs, activities, sports, or otherwise without approval. Report such accounts to the Advancement and Marketing office.

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

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

- Use good judgment. Students are responsible for their behavior when communicating on social media and will be held accountable for the content of the communications.

Parent Partnership & Respect for Our Community

A Partnership Built on Trust

At Cristo Rey Jesuit Seattle, we believe students thrive when families and the school work together as partners. Your support, encouragement, and involvement are among the greatest gifts you can give your child.

As a Jesuit school, we are committed to *cura personalis*—care for the whole person. We ask every member of our community, including parents, guardians, students, faculty, staff, and volunteers, to contribute to a culture rooted in dignity, respect, compassion, and honesty.

Our faculty and staff are dedicated professionals who care deeply about every student. We ask that all interactions with school employees, coaches, Corporate Work Study staff, volunteers, and other families reflect the values we hope to instill in our students. Even during disagreements, we expect communication to remain respectful, solution-oriented, and professional.

Children learn how to navigate conflict by watching the adults in their lives. Every concern presents an opportunity to model patience, empathy, respectful communication, and collaborative problem-solving.

Our Expectations for Parents and Guardians

As members of the Cristo Rey Jesuit Seattle community, parents and guardians agree to:

- Treat all faculty, staff, students, volunteers, and other families with dignity and respect.
- Assume positive intent and seek understanding before reaching conclusions.
- Address concerns calmly and directly with the appropriate staff member.
- Support school policies and procedures, even when asking questions or seeking clarification.
- Encourage students to advocate for themselves while providing guidance and support.

- Model the Jesuit values of compassion, integrity, justice, and respect in all school interactions.

The following behaviors are inconsistent with our community expectations and may result in a meeting with school administration, limitations on campus access, or withdrawal of the student:

- Abusive, threatening, intimidating, or harassing language or behavior.
- Personal attacks, insults, or public criticism of staff, students, or families.
- Disruptive conduct at school events or on school property.
- Inappropriate communication through email, social media, texting platforms, or other electronic communication.
- Attempts to bypass established communication procedures before addressing concerns with the appropriate staff member.

Our goal is always restoration, partnership, and the well-being of every student.

Addressing Questions and Concerns

We believe that most concerns can be resolved through open, respectful communication. We also believe one of the most important life skills students can learn is appropriate self-advocacy.

When concerns arise, we ask families to follow the process below.

If Your Student Has a Concern

1. Listen carefully and compassionately to your child's perspective.
2. Encourage your child to consider all viewpoints and avoid assumptions until they hear the full story.
3. Help your child think through possible solutions instead of solving the problem for them.
4. Encourage your child to respectfully speak with the teacher, coach, or staff member involved whenever appropriate.

Academic Concerns

Students should:

1. Meet with their teacher during office hours or another scheduled time.
2. Seek help from classmates or study partners when appropriate.
3. Utilize tutoring, office hours, or counseling support for study strategies and organization.

4. If concerns remain unresolved after working with the teacher, meet with the Assistant Principal.

Student Conflict

When conflicts arise between students or between a student and an adult:

1. Encourage respectful, direct conversation whenever appropriate.
2. Seek guidance from a counselor or trusted staff member if support is needed.
3. If the concern cannot be resolved, contact the Dean of Culture or another member of the Leadership Team.

Parent Communication Process

Parents are valued partners, and we welcome your questions. To ensure concerns are addressed efficiently and by those closest to the situation, we ask families to follow this process:

1. **Teacher or Staff Member** – Contact the individual directly by email, TalkingPoints, phone, or by scheduling a meeting.
2. **Department Chair, Grade-Level Lead, or Program Director** – If additional support is needed after speaking with the teacher.
3. **Counselor, Dean of Culture, or Assistant Principal** – If concerns remain unresolved or additional support is appropriate.
4. **Principal** – For concerns involving school-wide policies, unresolved matters, or issues requiring administrative review.
5. **President** – Matters involving the overall mission, governance, advancement, or issues that have completed the appropriate school process.

Beginning with the person closest to the situation almost always leads to the quickest and most effective resolution while preserving positive relationships.

Leadership Responsibilities

President

The President serves as the chief executive officer of Cristo Rey Jesuit Seattle and is responsible for advancing the school's Catholic and Jesuit mission, strategic vision, financial sustainability, institutional advancement, and governance. The President reports to the Board of Trustees and oversees the Executive Office.

Principal

The Principal serves as the school's chief academic and instructional leader and oversees academics, student learning, faith formation, faculty supervision, curriculum, co-curricular programs, and the school's daily operations.

Assistant Principal

The Assistant Principal supports the Principal by overseeing curriculum implementation, student records, scheduling, assessment, academic intervention, teacher development, and monitoring student progress.

Dean of Culture

The Dean of Culture leads student culture, behavior, attendance, restorative practices, student safety, and school climate while partnering with families to help students grow academically, socially, and emotionally.

Campus Minister

The Campus Minister coordinates the school's spiritual life through liturgies, retreats, service opportunities, prayer experiences, and faith formation in the Jesuit tradition.

Together, we create a community where every student is known, loved, challenged, and supported. By working in partnership and treating one another with dignity and respect, we model the values we hope every Cristo Rey Jesuit Seattle graduate will carry into college, career, and life.

Maintaining a Respectful Partnership

Cristo Rey Jesuit Seattle is committed to providing a safe, respectful, and professional environment for our students, families, faculty, and staff. While we recognize that concerns and disagreements may arise, all communication is expected to remain civil and respectful.

If a meeting, phone call, email, or other communication becomes disrespectful, abusive, threatening, intimidating, discriminatory, or harassing, a school employee may respectfully end the

conversation. Depending on the circumstances, the school may require that future communication occur in writing or in the presence of a school administrator.

In situations involving repeated inappropriate behavior, the school reserves the right to:

- Require meetings to include a school administrator.
- Limit communication to written correspondence.
- Restrict a parent/guardian or visitor access to campus when necessary to protect the safety and well-being of students, employees, and volunteers.
- Take any additional action permitted by school policy or applicable law to ensure a safe and respectful learning environment, which could include asking your student to leave.

Whenever possible, our first response is restoration rather than restriction. We are committed to working with families in a spirit of dialogue, reconciliation, and mutual respect so that together we can best support the growth and success of every student.

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