



2025-2026

Student Handbook

Table of Contents

General School Information.....	7
Mission.....	7
Vision.....	7
Overview	7
Changes to this Handbook.....	7
Shared Responsibility.....	8
To Contact Us.....	8
Notice of Non-Discrimination Policy.....	8
Cristo Rey Network Standards	9
Daily Schedule.....	10
Academics: Professionalism and Expertise.....	10
Honor Roll	11
Class Rank	11
National Honor Society.....	12
Homework and Out-of-School Work	12
Teacher Office Hours	12
Study Spaces	12
Posting of Homework and Grades	13
School Attendance.....	13
Types of Absences and Tardies.....	13
Long Term Absence or Tardy Due to Illness.....	13
College Visits	14
Supports and Accountability.....	14
Assignments Missed Due to Absence	16
Assessments Missed Due to Absence.....	16
Late Homework Assignments	16
Extra Credit Assignments.....	16
Academic Integrity	16
Cheating	17
Plagiarism.....	17
Grade Point Average	17
Grading Scale	18

Mid-term and Final Exams	18
Term Grade	18
Final Grade for the Year	18
Report Cards and Progress Reports	19
Promotion Policies	19
Graduation	19
Academic Graduation Requirements	19
Student Conduct	20
Integrity On- and Off-Campus	20
Personal Property	20
Classroom, Campus, and Community	20
Incidents Involving Serious Harm to the Community	22
Dress Code	23
Cell Phones and Other Electronic Devices	24
Smart Pass	25
Detention	26
Suspension	27
Separation from the School	27
Drugs and Alcohol	28
Searches	29
Student Life and Campus Ministry	29
Mass and Prayer Services	29
Retreats	30
Clubs and Activities	30
Athletics	30
Academic Eligibility	30
Academic Eligibility	31
Corporate Work Study Eligibility	31
Attendance for Academics and Corporate Work Study	31
Chemical Health	32
Chemical Health Violations and Athletics	32
First Violation	32
Second Violation	32

Subsequent Violations	33
Discipline	34
Counseling, Health, and Wellness.....	34
Counseling.....	34
Nutrition and Healthy Eating	35
Medication, First Aid Provision, and Medical Emergencies.....	35
Pregnancy Policy	36
Family Engagement and Responsibilities.....	37
RenWeb.....	37
Weekly Caregiver Email	37
Safety and Security Policies	38
Community Days and Mass Days	38
Closed Campus.....	38
Visitor Policy.....	38
Fire Safety and Evacuation Procedures	39
Asbestos Information.....	39
Arrival and Dismissal	40
MBTA Passes	40
Personal Safety	41
Bullying Prevention Policy.....	41
Harassment	42
Definition of Harassment	43
Sexual Harassment.....	43
Harassment and Retaliation Prohibited.....	43
Filing a Complaint.....	44
Complaints of Discrimination Based Upon Disability.....	44
Contents of Complaints and Timelines for Filing	44
Investigation and Resolution of Complaints	45
Appeals.....	45
Hazing.....	46
Student Restraint	47
Student Searches	47
Drug Testing	48

Internet Safety	49
Technology Acceptable Use Agreement.....	49
Social Media, Media, and Blogs	50
Safety	51
Privacy.....	51
Violations	52
Student Permanent Record	52
Inspection of Student Records.....	52
Medical Records and Health Services	52
Academic Records.....	53
Access and Amendment.....	53
Confidentiality.....	53
Access by Non-Custodial Caregivers	54
Family Education Rights and Privacy Act (“FERPA”)	55
Annual Notification of Rights	55
Notification of Designation of Directory Information.....	56
Faculty and Staff Information	57
Responsibility and Support Agreement	57
Faculty and Staff Directory	57
Appendix A: Corporate Work Study.....	57
Contact Information.....	57
Program Description	58
Structure	58
Department of Labor	58
What’s Expected of You at Work.....	58
Code of Conduct.....	59
Dress Code	59
Workday Commitment	59
Weekly Work Schedule.....	59
Attendance.....	60
Missed Workdays & Illness at Work: What You Need to Know.....	60
If You Get Sick at Work:	61
Transportation – CWSP Van.....	61

Missed Vans	61
MBTA Transportation.....	62
Student Responsibilities.....	62
Behavior and Safety	62
Placement.....	62
Medical Placements	63
Safety and Confidentiality	63
Grading Performance Assessments.....	64
Use of Internet	64
Cell Phone and Other Electronic Devices	65
Closures for Inclement Weather	65
School Vacations and Holidays	65
Holiday Vacation.....	65
February / April Vacations	65
Termination and Reemployment Program.....	65
Termination.....	65
Reemployment	66
CWS Probation	66
CWS Fines and Fees.....	66
Examples of Unexcused Absences.....	67
Appendix B: Summary of '25-'26 Student Handbook	67
Appendix C: Agreements	70
Audio and Video Recording Release	70
Emergency Medical Authorization.....	71
Over-the-Counter Medication Authorization	71
Community Partnerships	71
Handbook Agreement.....	71

General School Information

Mission

Cristo Rey Boston is a Catholic high school exclusively serving families of limited economic resources. By offering a rigorous curriculum, a unique work-study experience, and the support of an inclusive community, we prepare our students to succeed in college and beyond with the core values of dignity, perseverance, growth, and generosity.

Vision

Cristo Rey Boston is a caring, faith-based community dedicated to educating young women and men to become compassionate, responsible, lifelong learners. In partnership with our supporters, we close the opportunity gap for college bound students from under-resourced communities.

Overview

Cristo Rey Boston is committed to providing a Catholic, college preparatory education to young people of limited economic means. As a member of the national Cristo Rey Network and sponsored by the Roman Catholic Archdiocese of Boston, Cristo Rey Boston High School brings together corporate leaders and students from families of diverse cultural, racial, and religious backgrounds.

The school opened in 2004 in Cambridge at the former North Cambridge Catholic High School. In 2010, the school moved to Dorchester and was renamed Cristo Rey Boston High School.

The founders, Board of Trustees, faculty and staff bring a variety of perspectives and skills to our school. Our faculty and staff are committed to providing Boston youth with a life-changing educational opportunity that prepares them to enter and graduate from college. As a Catholic community, we welcome students from a wide range of religious, ethnic, cultural and academic backgrounds, and we strive to promote a generation of students of faith, purpose, and service, skilled in the core subject areas that will serve as the foundation for success in college and beyond. Finally, as lifelong students ourselves, we are interested in instilling in our students a love of learning and a visceral understanding of the importance of education.

Changes to this Handbook

The policies outlined in this handbook represent a framework of rules and responsibilities for students. Not every circumstance can be described, in which case solid moral judgment and common sense should be used. The School Administration has the authority and reserves the right to waive any rule or policy presented in this Student Handbook with the exception of policies mandated by state or federal law.

The Cristo Rey Boston (CRB) Administration may add, delete, or modify any section of this handbook. Changes will be preceded by appropriate notification. The interpretation and application of all school rules are at the sole discretion of CRB Administration.

Shared Responsibility

CRB and parents/guardians are partners in the education of the child. As with any partnership, mutual cooperation and shared responsibility are critical to the success of your child's education. If, in the opinion of the administration, the partnership is no longer viable, CRB reserves the right to withdraw their child from CRB.

By enrolling at CRB, both parents/guardians and the student agree that they will comply with the standards for behavior that are essential to the school.

To Contact Us

We are committed to establishing and maintaining an open and respectful line of communication between families of Cristo Rey Boston and Cristo Rey Boston High School (CRB) staff, each of whom has their own phone extension and e-mail address. Families should contact staff by telephone or e-mail, and understand that we will return calls promptly in the event that a message is left.

Families will receive biweekly progress reports of their students' grades and will be contacted by teachers if they are at risk of a failing grade. In addition, meetings can be arranged at any time by appointment. If a parent needs to see a staff member more immediately, the parent should report directly to the Main Office, which will facilitate the soonest possible contact. The Main Office can be reached at 617-825-2580.

Notice of Non-Discrimination Policy

Cristo Rey Boston High School does not discriminate in admission to, access to, treatment in, or employment of its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA). In addition, no person shall be discriminated against in admission to CRB on the basis of race, sex, color, creed, ethnicity, sexual orientation, gender identity, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language,

or prior academic achievement, as required by M.G.L. c. 71, §89(I); 603 CRBR 1.06(1). No person shall be discriminated against in obtaining the advantages, privileges or access to the courses of study offered at CRB on the basis of race, sex, color, religion, national origin, sexual orientation, or gender identity as required by M.G.L. c. 76, § 5. Finally, pregnant students are allowed to remain in regular education classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave (Title IX).

Cristo Rey Boston is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. CRB cannot accommodate students who have extraordinary learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered reasonable, the student may need to be separated from CRB. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting.

All new students will be given a trial period of not less than one quarter in which to prove themselves socially, academically, and in work study. If during this trial period there are any problems, a student may be asked to withdraw their attendance at CRB. The recommendation and decision of the school is final.

[Cristo Rey Network Standards](#)

The Cristo Rey Network is an association of 40 member high schools that provide college preparatory education to urban young people. Each school, including Cristo Rey Boston, adheres to the Network's Mission Effectiveness Standards. Every member school in the Cristo Rey Network, including Cristo Rey Boston:

1. Is explicitly Catholic in mission and enjoys Church approval.
2. Serves only economically disadvantaged students. The school is open to students of various faiths and cultures, and is culturally sensitive and community-based.
3. Is family centered and plays an active role in the local community.
4. Prepares all students to enter and graduate from college.
5. Requires participation by all students in the work-study program. All students must be 14 years old on or before September 1st.
6. Seeks to integrate the learning present in its work program, classroom and extracurricular experiences for the fullest benefit of its student workers.

7. Has an effective administrative structure—normally including positions such as a separate President, Principal, CWSP Director, and Development Director—and a Board structure that includes religious, education, community, business and civic leaders. Our administrative and Board structures comply with all applicable state and federal laws, including immigration, labor and not-for-profit tax laws.
8. Is financially sound. At full enrollment, the school is primarily dependent on revenue from the work-study program to meet operating expenses. In addition, the school maintains a comprehensive advancement program to ensure financial stability.
9. Supports its graduates’ efforts to earn a college degree.
10. Is an active participant in the collaboration, support, and development of the Cristo Rey Network.

Daily Schedule

Bell Time	Event
8:10 AM	Begin 1st period
9:05 AM	End 1st Period
9:09 AM	Begin 2nd Period
10:04 AM	End 2nd Period
10:08 AM	Begin 3rd Period
11:03 AM	End 3rd Period
11:07 AM	Begin 9/10 Lunch + 11/12 Knight Block
11:27 AM	End 9/10 Lunch
11:31 AM	Begin 9/10 Knight Block
11:52 AM	End 11/12 Knight Block
11:56 AM	Begin 11/12 Lunch
12:16 PM	End 11/12 Lunch + 9/10 Knight Block
12:20 PM	Begin 4th Period
1:15 PM	End 4th Period
1:19 PM	Begin 5th Period
2:14 PM	End 5th Period
2:18 PM	Begin 6th Period
3:13 PM	End 6th Period

Academics: Professionalism and Expertise

Cristo Rey Boston offers a rigorous academic program designed to challenge students to grow academically, spiritually and personally while preparing them to succeed in college, with many opportunities for Advanced Placement courses. Advanced Placement courses are college-level courses taught at the high school campus. The AP curriculum is provided by the College Board and ensures that

students nationwide are being exposed to the same material. Students who perform well on the end of the year AP exams may earn college credit and/or advanced academic standing.

The following is a list of the courses offered at Cristo Rey Boston:

Course Sequence 2025-2026			
Freshman Year	Sophomore Year	Junior Year	Senior Year
Corporate Work Study 1 English 9 Honors Algebra I Honors Physics Honors Social Studies Latin I Intro to Art Intro to Music	Corporate Work Study 2 English 10 Honors Geometry Honors Biology Honors Sacred Scripture Honors History of Social Justice Latin II	Corporate Work Study 3 AP English Literature Algebra II Honors Chemistry Honors Theology 11 Honors AP World History: Modern Latin III Pre-AP Spanish	Corporate Work Study 4 AP English Language/Literature of the Americas AP Calculus/Calculus Honors/PreCalculus Honors AP Environmental Science/Environmental Science AP Spanish Latin IV Ethics Honors AP U.S. Government/U.S. Government & Civics AP Drawing/Advanced Art/Advanced Music Capstone

In addition to the courses listed above, all 9th, 10th, and 11th grade students will complete a year-long SAT/PSAT preparation course called “Knight Block.” This course will be graded and is among the classes required for promotion to the next grade level (see Promotion Policies for more information).

Honor Roll

Cristo Rey Boston recognizes students’ academic achievements by placing their names on the Honor Roll at the end of each marking period. The qualifications for the honor roll are as follows:

- Principal’s List: Average of all grades for courses is 95% and higher, with no grade below an 85%
- First Honors: Average of all grades for courses is at least 92% and higher with no grade below an 80%
- Second Honors: Average of all grades for courses is at least 85% with no grade below a 70%

Class Rank

Class rank is a measure of how a student's performance compares to other students in his or her class. For instance, a student may have a GPA better than 75 of his or her classmates in a graduating class of 100. In this case, his or her class rank would be 25/100. The graduating class’s Valedictorian and

Salutatorian honors are presented to the students who rank #1 and #2 based on the four-year cumulative GPA as calculated on students' final transcripts.

National Honor Society

Students at Cristo Rey Boston High School will be eligible for candidacy in the National Honor Society (NHS) after completing their first two years of high school. A student must have achieved a cumulative grade point average of 3.0 or higher in order to be considered as a candidate for the NHS. Faculty and staff will have the opportunity to affirm the candidacy of all students. Members of the National Honor Society must maintain the national minimum standard of a 3.0 cumulative grade point average to retain their NHS membership. Each year, members of the National Honor Society must render at least 20 hours of community service. As stated in its constitution, the purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in high school students. All recommendations for NHS candidacy will be made by the Faculty Moderator of the National Honor Society to the Principal.

Homework and Out-of-School Work

With a college preparatory curriculum, students will be expected to complete homework and other out-of-school assignments. Teachers collaborate to ensure that the amount of time expected to be spent on out-of-school work is fair, manageable, and consistent with what students will be expected to complete in college. Homework and out-of-school assignments are important in preparing for the next class period, in addition to developing time management skills. Students out of school on work-study days are still responsible for completing assignments due upon return.

Teacher Office Hours

Students are encouraged to schedule time with teachers before or after school for additional help. Students are expected to reach out to the teacher proactively and use the opportunity to demonstrate effective communication, professionalism, initiative, and enthusiasm. Students may also study in the Cafeteria or in a classroom supervised by a teacher after school.

Study Spaces

In addition to teachers' classrooms, students may use the Cafeteria before and after school. Faculty proctors in these spaces may ask students to leave if they are disrupting the quiet of the workspace.

Posting of Homework and Grades

Cristo Rey Boston is a college preparatory school. We are committed to preparing all of our students to succeed in a four-year college that fits the student's academic strength and is financially affordable. The school uses different ways to measure the students' academic progress.

Across all grade levels, homework must be prominently posted on the whiteboard. Students should be given time at the beginning or end of the period to take down the assignment. At the discretion of the grade-level team members, assignments may also be posted on Teams.

School Attendance

Students are expected to attend school and be on time each and every day. In case of absence, a parent/guardian must call 617-825-2580 ext.10 or e-mail eortiz@crstoreyboston.org **before** 8:10 a.m. A call or e-mail from a parent is expected each day of the absence.

Students can only be successful if they are present and prepared for school every day. As such, consequences for unexcused and excessive absences and tardiness will apply to students who do not comply with the school attendance policy.

Types of Absences and Tardies

An excused absence or tardy occurs when (a) the student's parent/guardian notifies the school of the reason for the absence and (b) the reason is for illness, a medical appointment, or a family emergency. The school reserves the right to ask for documentation in cases of medical appointments or extended illnesses.

An unexcused absence or tardy occurs when a parent/guardian fails to notify the school of the reason for the student's absence, the absence does not meet the criteria described above, and/or required documentation for an excused absence is not provided in a timely manner.

A skip occurs when a student misses more than one-third of a class period for an unexcused reason (i.e., more than 20 minutes for a 55-minute class period or more than 15 minutes for a 45-minute class period). A skip is considered an unexcused absence.

Long Term Absence or Tardy Due to Illness

When a long-term illness or family/personal crisis occurs, parents may submit a request to the Assistant Principal for Student Life. The request should include a physician's note or medical documentation detailing the student's need to be absent or tardy and the approximate duration of the event. Please note that on rare occasions, temporary withdrawal from the school may be the course of action in the student's best interest. Similarly, if the accommodations recommended are beyond the

scope of what can be delivered at Cristo Rey Boston, the student may also be asked to withdraw from the school.

College Visits

Seniors and juniors are allowed to visit colleges and universities outside the metropolitan area with the approval of an Assistant Principal and Director of College Counseling with the following guidelines:

- A student must pick up a College Visit Form from the College Counseling Office at least one week prior to the visit. The student returns the form to the Office with their parent's or legal care giver's signature and those of each of their teachers prior to their college visit.
- When the student returns, they must have an official letter from the college verifying the visit.
- A student must be in good academic standing by having at least a 2.0 or higher GPA.
- A student must be in good standing attendance.
- Juniors are eligible for college visits only after the AP exam period has occurred.
- A college visit may not be scheduled immediately before or after a long weekend without explicit approval of the Principal or an Assistant Principal.

Supports and Accountability

Students are expected to have consistent, punctual attendance in school, for class, and at work. Please note the following specific expectations, supports, and means of accountability:

Expectations

- Arrive to first period class no later than 8:10 a.m. Students arriving after the bell may be marked tardy.
 - If arriving later than 8:10 a.m., sign in with the Main Office.
- Arrive to all class periods by the bell. Students arriving after the bell may be marked tardy.
- Receive permission from the teacher before leaving a class for any reason.
 - If a student has permission to leave class, they should not be out of the classroom for more than 5 minutes.
- Do not leave the school building before 3:13 p.m. unless authorized by the Main Office.
 - If a parent/guardian needs a student to be dismissed early, they must contact the Main Office in advance.

Supports

- If there is a change in the school schedule, such as a snow day, the school will communicate that to families by email, text, and social media.
- If a student is late to school, absent from school, or skips a class, the parent/guardian will receive an automated notification by the end of the day.
- If a student does need to miss more than 5 minutes of a class period, they will be provided an excuse note by the faculty or staff member with whom they were meeting.
- If a student is late to class or school 6 times in a quarter, the student's family will be contacted by the CRB administration and a plan put in place for improving attendance.
- If a student is late to class or school 10 times in a quarter, the student and a caregiver will be required to meet with CRB administration to review the plan in place and discuss next steps for the action plan.
- If a student is late to class or school more than 15 times in a quarter, the student and a caregiver will be required to meet with CRB administration to review the earlier plan and discuss the student's fit in the school.
- If a student has 8 or more unexcused absences in one quarter, the student and a caregiver will be required to meet with CRB administration to discuss the student's fit in the school. In accordance with Massachusetts law, the school will also file an Application for a Child Requiring Assistance (also known as a "CRA").

Accountability

- Students who are late to school or late to a class without a documented excuse may be required to serve detention.
- Students who are absent from school for any reason cannot attend or participate in school sporting events, dances, or any other school-sponsored activities occurring on the day of the absence unless the Principal has given advance permission.
- If a student has more than 4 unexcused absences in one quarter, they and a caregiver will be required to meet with CRB administration; if a student has more than 5 unexcused absences in one quarter, they may receive a failing grade for that quarter.
- If a student has more than 8 unexcused tardies in one quarter, they and a caregiver will be required to meet with CRB administration and may receive a failing grade for the quarter.

Assignments Missed Due to Absence

If a student missed an assignment due to absence, they will have the same number of class days to catch up on their work that they missed. For example, if a student is absent for 3 class days, they should be allowed 3 days from the date of their return to complete any missed work. At the discretion of the teacher, a student may be given more time to complete the missed work.

Note: If a student is absent due to an extended medical leave or illness, teachers will limit make-up work to mastery assignments and/or assignments critical to answering the essential question(s) of the course.

Assessments Missed Due to Absence

If a student is only absent on the day of an assessment or paper/project due date, they are expected to take the assessment or hand in the assignment on the day they return to school. If a student is absent in the days leading up to an assessment, they will be allowed the equivalent number of days to catch up and prepare; if necessary, a modified exam may be given as well. At the discretion of the teacher, a student may be given more time to take or submit the assessment.

Late Homework Assignments

Unless prior arrangements have been made with the teacher, assignments may be deducted one letter grade or the equivalent percentage for each class day it is late beyond the original due date. If enough time passes that a student can no longer earn higher than F, the assignment may be submitted by the end of the unit for 50% credit.

Extra Credit Assignments

At the discretion of the teacher, extra credit assignments may be given to students. Extra credit, however, is a privilege and should therefore not be expected by students.

Academic Integrity

As a college prep school, CRB takes academic integrity very seriously. Below are guidelines as to what is meant by “cheating” and “plagiarism.” **If a student is found to have violated any of the policies outlined below, they may face consequences ranging from zero credit on the assignment to suspension or separation from the school.**

Cheating

Students may not use, attempt to use, or possess materials, information, and/or study aids not explicitly approved by the teacher of the class. Depending on the class, these may include but are not limited to translation websites, dictionaries, calculators, and summaries of reading assignments. Similarly, students may not lend, transmit, or otherwise allow classmates to obtain answers from them, nor may they provide information to classmates about the form, content, or degree of difficulty of any assessment. On occasions where teachers do permit group work or other forms of collaboration, the names of all collaborators must be prominently listed on the assignment.

For assignments requiring the reporting of data and/or citation of sources, students may not falsify, invent, or otherwise fabricate data and/or sources. In cases where data and/or results are the same, students should complete assignments individually such that the logical expression and development of each student's assignment is sufficiently different.

Plagiarism

Students may not present the words and/or works of another as their own. In cases where students are required to consult outside sources, those sources must be cited using quotation marks and the style required by the teacher of the course (e.g., MLA).

Similarly, students may not appropriate the ideas, concepts, and/or data of another, including the use of artificial intelligence ("AI"). If a student consults an outside source as part of their writing process, even when not required by the assignment, they must fully document those sources in a manner approved by the teacher of the course.

Grade Point Average

Grade point average is a quantitative measure of high school academic performance. The average GPA earned by a student is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Full-year courses are one credit and half-year classes are 0.5 credit. A student's GPA equates to the following letter grades and level of expertise:

Expert	Skilled	Proficient	Limited Proficiency	Insufficient
4.33 (A+)	3.33 (B+)	2.33 (C+)	1.33 (D+)	0.0 (F)
4.0 (A)	3.0 (B)	2.0 (C)	1.0 (D)	
3.67 (A-)	2.67 (B-)	1.67 (C-)	.67 (D-)	

Grading Scale

A grade of “A” indicates excellent work; “B” is above average work; “C” is average; “D” is unsatisfactory but passing; “F” indicates the student has not achieved the minimum standard to earn credit for the class.

Expert	Skilled	Proficient	Limited Proficiency	Insufficient
A+ (97-100)	B+ (87-89)	C+ (77-79)	D+ (67-69)	F (50-59)
A (93-96)	B (83-86)	C (73-76)	D (63-66)	
A- (90-92)	B- (80-82)	C- (70-72)	D- (60-62)	

Mid-term and Final Exams

At the end of second quarter, students take the semester exams that cover all material from the first two quarters of the year. At the year’s end, students take a final, comprehensive exam that may cover all material covered throughout the year. Both mid-term and final exams each account for 10% of the student’s overall final grade.

Please note that the format of semester exams may vary according to the course curriculum and may be the form of a sit-down exam, paper, project, and/or presentation.

Term Grade

At Cristo Rey Boston, grades reflect the importance of achievement over effort. Professionalism is reflected by grades on class work and homework assignments (20% of the overall term grade). Expertise is reflected by grades on major assessments such as tests, research projects, major essays, as well as grades on minor assessments, including quizzes and short essays (80% of the overall term grade).

If a student ends a quarter with a failing grade, they will be given the opportunity to complete credit recovery after school in the following quarter. If a student attends all of the required sessions, their grade will be updated to a passing one.

Final Grade for the Year

Cristo Rey Boston operates on a two-semester academic calendar. Each semester grade is calculated by averaging the two quarterly grades (40%) and the end-of-semester mid-term or final (10%). The final grade for the year is then calculated by averaging the two semester grades. Please note, only a student’s final grade appears on their official transcript.

Report Cards and Progress Reports

Teachers and staff use biweekly progress reports and quarterly report cards to communicate students' academic and behavioral performance. Progress reports will inform families and students about the progress during the term and allow students to improve the performance in the quarter. Quarterly report cards reflect the grades achieved during the quarter. Parents have the ability to access their child's grades through RenWeb at any time; progress reports will also be emailed directly to parents and students on a biweekly basis.

Promotion Policies

A student must earn at least a D- (60%) for all of their final course grades. Failure to earn at least a D- will result in the student being required to attend Summer Credit Recovery at Cristo Rey Boston. Alternatively, students and their families may choose to enroll in another accredited summer credit recovery program with the permission of the Assistant Principal of Academics.

A student must remediate any course failure in the summer immediately following that academic year through Summer Credit Recovery. Failure to meet this requirement may result in the student not being re-enrolled for the following academic year.

Any student who fails three or more courses for the year—including Corporate Work Study and Knight Block—is not eligible for promotion to the next grade level and must withdraw from the school. In other cases, the student and family will be assisted in determining the best alternative school placement for the student.

Graduation

Seniors who fail even one course for the year will not be eligible to participate in the graduation ceremony. Students must also complete all of the CRB graduation requirements in order to be eligible for graduation.

Academic Graduation Requirements

- 4 years of English Language Arts
- 4 years of Science
- 4 years of Mathematics
- 4 years of Humanities (Social Studies and Theology)
- 2 years of World Language
- 4 years Corporate Work Study
- At least 1 acceptance to a four-year college or university

Student Conduct

Cristo Rey Boston is committed to providing a safe and predictable environment in which students can grow personally, socially and academically while participating in a rigorous academic and corporate work study program. Students have the responsibility to maintain this environment through meeting professional expectations in class, in the building, at work, and in their relationships with classmates, staff, and faculty. Students will have support in meeting these expectations that include guidance, counseling, logical consequences, and the opportunity to acknowledge and fix problems when harm has been done to individuals or the school community.

Integrity On- and Off-Campus

CRB students are expected to conduct themselves at all times in accordance with CRB's core values of dignity, growth, perseverance, and generosity. Students should be aware that at all times they represent CRB whether they are in school or out of school. Their behavior, both good and bad, reflects on CRB. Therefore, each student has an obligation to represent the school with courteous and acceptable conduct, whether in or out of school (at school or non-school events; this includes but is not limited to travel to and from school). Any student who violates any CRB policy or represents themselves or CRB in a negative way on or off campus is subject to disciplinary action up to and including expulsion from school.

Personal Property

While CRB assumes no responsibility or liability for lost, stolen, or damaged personal property, such losses should be reported immediately. For easy identification, all personal property, including books, should have the owner's name written on them. Items found in the building should be brought to the Main Office.

Classroom, Campus, and Community

Students are expected to uphold and contribute to a calm, respectful environment for learning, working, and growing. Please note the following expectations, supports, and means of accountability:

Classroom Expectations

- Arrive prepared and on-time.
- Follow directions.
- Respect the voices of classmates and teachers.
- Use academic and professional language at all times.
- Complete tasks with 100% effort.
- Signal engagement and effort with body language and tone of voice.

Classroom Supports

- Reminders from faculty and staff of the expectation and the opportunity to self-correct.
- Moving a student's seat in order to help them better focus.
- Private conversation between the faculty/staff member and the student to find out what is going on and how to best support the student.
- Opportunity to check in with a Guidance Counselor to help refocus before returning to class.
- Invitation by faculty member to discuss any concerns after class.

Classroom Accountability

- Revisit support-level conversations before or after school with the faculty member or other staff member.
- Opportunity of extra time after school to improve work or ask questions.
- Change of seating arrangements.
- Call and/or email home to family members to let them know about observations from faculty.
- Call and/or email home to family members to make arrangements for improving academic performance.
- Loss or limit of school privileges.
- Serve detention after school.

Campus Expectations

- Be mindful of volume.
- Be mindful of space.
- Be mindful of using respectful language in all school spaces.
- Clean up after yourself in the classroom, hallways, and cafeteria.
- Keep bathrooms clean and safe.
- Do not be in prohibited areas or other unsupervised spaces.

Campus Supports

- Faculty/staff explain concerns about interruptions to work environment.
- Faculty/staff remind students of the expectations and provide opportunity to self-correct.
- Faculty/staff scheduled to supervise unused spaces for academic or activity purposes.

Campus Accountability

- Revisit conversations before or after school.
- Students participate in school beautification project.
- Student provides a private in-person or written apology.
- Loss or limit of school privileges.
- Loss of cafeteria or study room privileges.
- Serve detention after school.

Community Expectations

- Use academic and professional language with classmates, faculty, and staff.
- Acknowledge peer, faculty, and staff concerns when they occur.
- Respect the personal space and property of others.
- Be encouraging and helpful to all members of the community, including visitors.

- Help community members to be their best selves every day.

Community Supports

- Faculty/staff will coordinate with each other if a conversation with an adult makes a student late for class.
- Faculty/staff will coordinate mediations and private space for them during study hall, before school, or after school to help deescalate conflicts.
- Faculty/staff remind students of the expectations and provide opportunity to self-correct.
- Faculty/staff will make time before or after school to discuss students' concerns.

Community Accountability

- Student provides a private in-person or written apology.
- Revisit conversations before or after school.
- Meditation with other community member.
- Call home to inform family of concerns or conflict.

Incidents Involving Serious Harm to the Community

If words or actions cause serious harm to the community, additional steps or consequences are necessary so that students may learn from the mistake, repair relationships with others, and make agreements so that the problem does not happen again. If serious harm is caused to the school community, any of the responses/consequences below or a combination of them can be expected.

Please note that if an event is deemed sufficiently severe by the administration, it may result in immediate expulsion without a disciplinary hearing.

Actions or interactions that cause serious harm to the school community include *but are not limited to* the following:

- Walking or running away from a faculty/staff member who is trying to communicate with you.
- Physical altercation.
- Targeted, aggressive, and/or threatening language towards another member of the school community.
- Theft.
- Vandalism (including non-emergency use of fire alarms, fire extinguishers, and emergency showers).
- Hate speech (i.e., using an aspect of another person's identity as an insult).
- Bullying and harassment (including verbal, physical, and electronic words and actions).
- Pattern of disruptive behavior that interrupts the learning environment or makes the classroom and/or building feel unsafe.
- Disruptive behavior in a standardized test environment, both at CRB and testing centers.
- Unwanted and/or inappropriate touching or language determined to be sexual in nature.
- Crimes deemed expellable under Massachusetts law such as:
 - Weapons possession, either at school or a school-sponsored event.
 - Drug or alcohol possession and/or being under the influence of drugs or alcohol at school or a school-sponsored event.

- Assault of a faculty/staff member.

Consequences for engaging in the behaviors listed above include *but are not limited to* the following:

- Loss of privileges, such as hall passes or participation in graduation exercises.
- Behavior contract.
- In-school suspension.
- Out-of-school suspension.
- Separation from the school.

Dress Code

Students are responsible for maintaining a specific “uniform” dress style on every school day and workday, regardless of the weather or the fashion culture at their CWSP placements. Specific guidelines are as follows:

Expectations

Shirt

- CRB Polo imprinted with logo (short- or long-sleeve).
- Only solid, white undershirt.

Pants

- Khaki-colored or Navy Blue-colored pants/skirts/shorts.
- Pants should be neat and clean.
- No jeans, cargo pants, sweatpants, leggings, or other non-dress pants.
- Pants must be worn at the waist.

Sweaters and Outerwear

- Only fleece or 3/4 Zips with the CRB logo can be worn at school or CWS placement.
- No hoodies are allowed.
- All other coats and jackets are to be stored in lockers.
- Shoes must either be: Black, Blue, Brown. Gray, or White.

Students may never wear:

- Hats, hoods, or sunglasses
- Jeans (or any pants with external pockets), leggings, or white pants
- Open-toed shoes or flip flops, work boots, Crocs, Uggs, slippers, rain boots, snow boots.
- Outside jackets, hoodies, and workout style jackets or sweaters.
- Earbuds or headphones on one’s head, around one’s neck, or otherwise visibly.

Supports

- Faculty/staff will document dress code infractions in RenWeb.

- Students and families will have access to RenWeb and will receive automated notifications about dress code violations.
- Caregivers may be called and the student may be sent home if they are in violation of the dress code.

Accountability

- Student may not be allowed in class when out of dress code and/or may be referred for detention after school.
- Students out of dress code may be asked to leave school, correct the dress code concern, and return before lunch. Failure to return may result in a suspension.
- Three dress code infractions will result in a meeting with a family member to develop an action plan. Students may not be allowed to return to class until the meeting occurs.
- Continued failure to meet the dress code expectations is considered a serious signal that a student cannot or will not to commit to basic school expectations and therefore may result in a separation from the school.

Cell Phones and Other Electronic Devices

For the 25-26 school year, we will be in an electronic-free environment. The school adopts a cell phone “pouch” system through Yondr Solutions. It is a pouch system that involves locking away cell phones during school hours. All other electronics, including but not limited to earbuds, headphones, tablets, and unauthorized laptops, are not permitted. If any are visible, they will be confiscated and returned at the end of the school day. **The only electronic devices a student may have on them are the school-issued laptop and headphones.**

A cell phone-free environment has been shown in studies to positively impact students' mental health and academic growth in schools, as it encourages students to focus on their studies. All students will adhere to the practice.

To contact students during the day, you will reach out to the Main Office at 617-825-2580.

Expectations

As students *Arrive to School*, they will:

- Turn their phone off.
- Place their phone inside their Pouch and secure it in front of school staff.
- Store their Pouch in their backpack for the day.

At the end of the day, students will open their Pouch, remove their phone and put their Pouch in their backpack. Students must bring their Pouch to school with them each day. Students arriving late or leaving early will pouch/unpouch their phones in the Main Office.

Accountability

If a student damages their Pouch or is caught on their phone, Administration will collect the phone/Pouch and call home. At any time if the device is out of the pouch, the pouch is lost, or the pouch is damaged the following consequences will follow:

Forgotten Pouch: If a student forgets their Pouch, their phone will be collected and an administrator will call home to remind the Parent of the policy. The phone will be returned to the student at dismissal.

If a student consistently forgets their Pouch, it is considered Lost. Please see Loss Violation policies below.

Damage Violation 1: The device will be confiscated, held by an administrator, and returned only to students after parent, guardian, or designated emergency contact.

The student shall report to detention the same day. **Replacement Fee of \$40 Due in order to return to school with phone.**

Damage Violation 2: The device will be confiscated, held by an administrator, and returned only to a parent, guardian, or designated emergency contact.

The student shall report to detention the same day. **Replacement Fee of \$40 Due in order to return to school with phone.**

Loss Violation 1: If a student forgets their pouch, their phone/earbuds will be collected and stored in SAIL for the day. Parent Notification and reminder to student to bring pouch daily.

Loss Violation 2: If a student forgets their pouch, their phone/earbuds will be collected and stored in the Dean's Office for the day. **Phone will no longer be permitted in school until the assigned pouch is returned or a Replacement Fee of \$40 Due in order to return to school with phone.**

Repeated Offenses: If a student has three or more violations, the device will be confiscated, and additional progressive disciplinary action will be taken up to and including suspension.

Smart Pass

The Smart Pass System is designed to streamline and manage student movement within the school during instructional hours. It aims to enhance security, minimize disruptions, and ensure that students are accountable for their time outside the classroom.

Issuance of Passes

- Passes are issued for specific purposes such as restroom breaks, visits to the nurse, or counselor appointments

Monitoring

- School staff can monitor pass usage in real-time through the Smart Pass System dashboard.
- Alerts are sent to staff if a student exceeds the time limit for a specific type of pass or if there are irregularities in pass usage.

Returning from a Pass

- Upon returning to the classroom, students must scan their pass again to log their return time.
 - This ensures that the time spent outside the classroom is accurately recorded.

Authorized Use

- Passes are to be used only for their intended purpose. Unauthorized use of a Smart Pass will result in disciplinary action.

Time Limits

- Each type of pass has a specific time limit. Students are expected to return within this time frame.

Detention

Faculty and staff will log student conduct violations, such as dress code and electronic-device policy, in RenWeb. Students will receive an email notifying them of the violation during 6th period and will be required to report to Rm 111 from 3:20 p.m. to 4 p.m. depending on the number of write-ups for the day:

- 1 write-up: 20 minutes of detention.
- 2 write-ups: 30 minutes of detention.
- 3 write-ups: 40 minutes of detention.
- 4+ write-ups: Student will be sent home and a meeting set with a family member for the next academic day.

Please note that failure to attend detention will result in the confiscation of the student's cell phone and other personal electronic devices on the next academic day and a requirement to serve 40 minutes of detention the next academic day.

If a student cannot attend detention due to a medical or other excused appointment, they must make alternative arrangements with the Assistant Principal of Student Life *before* leaving school. Students who do not attend detention without first speaking to the Assistant Principal of Student Life are subject to additional consequences, including but not limited to being required to surrender their cell phone at the start of the next academic day.

If a student-athlete receives detention, they must attend before leaving for any athletic-related activities unless given explicit approval by the Assistant Principal of Student Life.

Suspension

A student may be suspended, in school or out of school, when the student's behavior jeopardizes the learning or safety of other students, faculty, and/or staff. Depending on the severity of the infraction and the frequency, a student may be removed from class or school, sent to the Main Office or another designated school location. The student's parent or guardian will be notified of the incident by the Principal or another representative of the school.

Matters concerning co-curricular or athletic activities may be appealed to the Director of Athletics and then to the Assistant Principal for Student Life. Notices and proceedings will be translated into the student's/parent's primary language if necessary for their understanding of the proceedings.

Separation from the School

Under certain circumstances, students may be subject to suspension and /or expulsion by the Principal, as explained below:

- Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance, including *but not limited to* marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
- Any student who assaults an adult on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal. Students and families should note that the definition of "assault" includes not only harmful or offensive contact, but also threatening such contact.

After a hearing, the Principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either of the rules above. When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the Principal of the school expelling said student a written statement of the reasons for said expulsion.

In addition to those categories provided by statute, students may face expulsion as a result of the following infractions:

- Repeated and fundamental disregard of school policies and procedures
- Assault against any member of the school community
- Destruction or attempted destruction of school property

It is in the authority of a Principal to suspend a student who has been charged with a felony, or expel a student if the student has been convicted, or admitted guilt in a court of law with respect to a felony offense, if the Principal determines that the student's continued presence would have a detrimental effect on the general welfare of the school.

All decisions by the Principal regarding suspension or expulsion of a student for any of the above-cited reasons are subject to review by the President. Expulsion for all offenses except for the four listed above must involve the President. Expulsion shall be defined as permanent exclusion from Cristo Rey Boston.

In addition to the reasons described above, the school administration of Cristo Rey Boston may determine that separation from the school is necessary after incidents or due to patterns of behavior that cause irreparable harm to the school community, including the violation of a student's success plan. Decisions to separate from the school under these circumstances will be done in consultation with the student's family, and are subject to review by the President as a part of the appeal process explained above.

Drugs and Alcohol

The faculty and administration of CRB are concerned about the problem of alcohol and other drugs. Our hope is that our students will be chemical free.

CRB expects a "no use" policy for all of our students at all times. We strongly disagree with parents who allow parties where there will be consumption of alcohol and drug use among young people. Such conduct is illegal and gives permission for young people to use drugs while reinforcing the false belief that one must use a mind-altering drug to be sociable.

- Selling or supplying any drug is a major infraction of the CRB rules and will result in immediate expulsion from CRB. Alcohol is treated as seriously as any other drug. In cases where there is a controlled substance involved (including but not limited to cocaine, etc.), proper law enforcement authorities will be notified.

- By acceptance of enrollment, students, their parents and guardians' consent to and authorize all reasonable action on the part of school authorities to enforce this policy including, but not limited to, the utilization of searches, questioning, and other investigative tools.

CRB strongly discourages its students from smoking. See Massachusetts Interscholastic Athletic Association ("MIAA") Chemical Health Rule below:

- According to state law, smoking is not allowed anywhere on school property.
- Examples of what students are not allowed to carry include but are not limited to cigarettes, e-cigarettes, tobacco products, Juuls, lighters or matches on school property.
- Use or possession of the aforementioned, including possession of smoking or vaping paraphernalia, will result in disciplinary action.

Searches

CRB Administration retains control over lockers loaned to students and regulates the parking of automobiles on and around campus. The CRB Principal and/or designee, therefore, have the right to inspect and search student lockers, bags, and vehicles. The CRB Principal and/or designee, in exercise of CRB's duty to enforce school discipline and to protect the health and safety of the student body, also has the right and duty to search a student's person if drugs, weapons, dangerous illegal or prohibited matter, or stolen items are likely to be found on the student's person. Items or goods retrieved from such searches may be turned over to law enforcement officials. The CRB administration has the right to call upon included but not limited to police, police dogs, and other tools utilized by law enforcement.

Student Life and Campus Ministry

Cristo Rey believes that academic life is an essential component for the growth of its students, but it is not the only one. Growing implies developing a personal passion, discovering new things, and exploring the world that surrounds us. Outside of the classroom, Cristo Rey Boston has developed a program for the spiritual, and personal development of the lives of each student.

Mass and Prayer Services

As a Catholic school, we celebrate Mass as a whole community on all Catholic Holy Days of Obligation. We all join together for mass because it's part of who we are as a school. It's a moment of community and shared reflection for every member of the school, Catholic, Christian, Jewish, Muslim, or other. When it's time for communion, we all go up to the altar. Catholic students who want to take communion are invited to do so and others may put their hands over their chest to receive a blessing.

Regardless of faith background, all students are expected to attend and be respectful of prayer services and other related events.

Retreats

Each class spends one half day in the fall on a class retreat. Retreats provide an opportunity for students to gather as a class and reflect on personal and spiritual goals and growth. The purpose is to interrupt the flow of day-to-day activities in order to make meaning of the things that are going on. Retreats are inclusive of all faiths and are required of all students.

Students will also have the opportunity to participate in optional retreats throughout the year to deepen in their faith and share their faith with other students from the school, faculty and staff. Students are required to attend retreats and to follow all school rules and policies as outlined in this handbook.

Clubs and Activities

Clubs are a vital part of ensuring a quality student life at Cristo Rey Boston. Club activities range from student leadership to planning school dances, designing the yearbook, to doing service in the community. Students who are interested in starting a club that does not exist at CRB may complete an application and submit to the Assistant Principal for Student Life. In order for clubs to be successful, students must commit for the entire year and must attend all meetings for that club. Students must meet academic, Corporate Work Study, and conduct eligibility standards for athletics to have a leadership position in any club or activity.

Athletics

Academic Eligibility

To be eligible for participation in Cristo Rey Boston athletics, a student must meet the following requirements:

1. Be legally enrolled as a student at Cristo Rey Boston High School (or have an official MIAA waiver).
2. Have a completed Cristo Rey Athletics online registration form and had it approved by the Athletic Director (forms are available online).
3. Comply with all Massachusetts Interscholastic Athletic Association (MIAA) policies, including completing SWAY concussion training each season and signing anti-hazing agreement.
4. Have a valid physical exam, completed within the last 13 months, on file at the school.
5. Meet the academic, Corporate Work Study, and discipline requirements as articulated below.

Academic Eligibility

Students are determined to be academically eligible to participate in any athletics season based on the following criteria:

1. The student's GPA for the preceding quarter must be a 2.0 or above. For fall sports, eligibility is based on the student's final GPA from the previous school year. Freshmen students are all eligible to participate in fall sports.
2. Once a student-athlete has been deemed eligible for their current season, GPA and class failures will be monitored by the Athletic Director every two weeks on Sunday evening to determine that active student-athletes are in good standing academically. Students who are academically ineligible at the start of a season may try out, and if they make the team, may not participate in any practices or games until they are academically eligible. At the close of the next quarter, if they become academically eligible, they may participate fully with the team.
3. If a student is found to be in jeopardy of becoming ineligible prior to the end of the season, they will be on academic probation. If on academic probation, they must follow probation guidelines assigned by the Athletic Director. If they do not become academically eligible at the close of the quarter, they may not participate in any practices or games.

Corporate Work Study Eligibility

Just as being a student comes before being an athlete at Cristo Rey, so does being employed and employable at a corporate work study placement. If a student is fired from a placement during the season, s/he will become ineligible until the retraining process has been deemed complete by the Director of Corporate Work Study. That means that s/he cannot participate in any practices and may not participate in any games. **Seniors who are fired from a CWS placement and are not redeployed and deemed not placeable will be ineligible to participate in any athletics for the remainder of the year.**

Attendance for Academics and Corporate Work Study

In order to participate in practices, games, or meets, the athlete must be present at all classes on time. If a student is tardy or needs to miss any class, it must be approved by a Doctor, Principal, or Athletic Director in order to participate. Student-athletes are expected to meet the obligations of their Corporate Work Study jobs. Students are not to leave work early to participate in any athletic activity unless approved by Corporate Work Study and Athletic Director. Students are expected to participate in practice every day excluding the Corporate Work Study job day. If a conflict arises, other than the work-

study commitment, a note must be given to the coach in advance. The Athletic Director and Principal reserve the right to revoke athletic privileges based on academic and/or behavioral performance.

Chemical Health

Cristo Rey High School will strictly enforce the following rules: A student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; and shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any tobacco product (Including e-cigarettes, vape pens and all similar devices), marijuana, steroids, performance-enhancing drugs, or any controlled substance. This policy applies to the entire calendar year, applies to any location, and is in effect seven days a week, twenty-four hours a day. It is not a violation of this policy for a student to be in possession of or to use or consume a legally defined drug specifically prescribed for the student's own use by their doctor.

Chemical Health Violations and Athletics

First Violation

When, following an opportunity for the student to be heard, the Principal or Athletic Director concludes that a violation of this policy has occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling a minimum of 25% of all interscholastic contests in that sport. If the violation occurs during the season, the penalty shall be applied to that sport for that season. The exact number of contests for which the student is ineligible shall be based on the facts and circumstances and shall be determined by the Principal or designee in conjunction with the Athletic Director in their judgment and discretion. In the event that inadequate contests remain in the sport's season such that the full penalty cannot be served in that season, the remaining penalty may be applied to contests in another sport for which the student otherwise is eligible and makes the roster in the next season or a subsequent season. The latter adaptation may be made by the Principal or designee and the Athletic Director acting in their judgment and discretion. In the absence of such determination the remaining contests will be applied during the next season in which the sport is offered, even if those remaining contests occur during the next academic year, in accordance with paragraph D, below. No exception or reduction is permitted for a student who becomes a participant in a treatment program.

Second Violation

When, following an opportunity for the student to be heard, the Principal or Athletic Director concludes that a second or any additional violation of this policy after a second violation has occurred,

the student shall lose eligibility for the next consecutive interscholastic contests totaling a minimum of 60% of all interscholastic contests in that sport.

Subsequent Violations

If after the second or subsequent violations the student of their own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative over the student's four years of high school, and a penalty period will extend into the next year, (e.g. if the penalty period is not completed during the season of violation, then the penalty shall carry over to the student's next season of actual participation in the sport) which may affect the eligibility status of the student during the next academic year. Student/athlete may be allowed to participate in another sport to serve suspension but will only count if they complete season in good standing. Before the student athlete joins the team the head coach of the program must accept the student athlete into the program. After that there will be a signed agreement between the student athlete, the head coach of the program and the athletic director. The agreement will outline the team rules and policies that are to be followed by the student athlete as a full-time member of that program in order to serve the suspension in that program. It will be the responsibility of the head coach of the program to report any violations of this agreement to the Athletic Director. At this time, the agreement will be nullified and the student athlete will have to serve the suspension in the next season in which they participate in. A student, other than a freshman, may not join a team in which they have never previously participated in order to serve her/his suspension in an off-season. The Athletic Director will exercise his discretion as to whether a freshman may join a team in which they have not previously participated in order to serve their suspension in an off-season.

A student with chemical violation, after a hearing with the principal and athletic director, shall not be elected captain for a period of one year from the date of infraction. For example, if a student violates the policy during the soccer season, they could not be captain the following season.

Discipline

To encourage our student athletes to serve not solely as athletic competitors, but as Cristo Rey student ambassadors when traveling to other schools, they must model professionalism, maturity and respect during the school day. Therefore, students who do not meet our clear behavior expectations at school may be suspended from participating in athletics. This includes but is not limited to:

- Students who skip class or work study (including being absent without permission for part of a block) may receive a half-game suspension for a first violation and a full-game suspension for subsequent violations—both must be served in person.
- Students who receive detention for dress code may be ineligible to participate in practice or games on the day of the assigned detention.
- Students who are suspended from school – in school or out of school – may miss at least the next game regardless of when that game takes place, and may be suspended from athletics until the incident has been completely resolved. Upon return, the student must meet with the Athletic Director, who may impose additional penalties.
- Students involved in major disciplinary incidents or who refuse to complete assigned consequences or restorative actions may be suspended from practices, games or indefinitely per the discretion of the Assistant Principal for Student Life and Director of Athletics.

Counseling, Health, and Wellness

Counseling

Cristo Rey Boston High School provides non-therapeutic counseling services to all students who may require support during the year. These services include the following:

- Provide supports for students academic, social/emotional and individual needs.
- Regularly check in with students who may need additional support.
- Collaborate with previous schools to continue prior supports.
- Collaborate with community resources to provide optimal growth.
- Work on executive function skills.
- Provide a safe space for students to take breaks.
- 1:1 therapy is available by application on a limited basis.

Additionally, counseling at CRB aims to support students in their academic work through high school in preparation for college. Freshmen and sophomores will be exposed to early college awareness

curriculum, and juniors and seniors have a dedicated class to the college application process. Senior year the Director of College Counseling will engage personally with students and families in supporting students through the application process.

Nutrition and Healthy Eating

All students attending Cristo Rey Boston High School will have access to a nutritious breakfast and lunch that promotes healthy eating habits. All students enrolled at Cristo Rey Boston High School will receive breakfast and lunch at no charge regardless of income.

Students will be offered breakfast between 7:30 a.m. to 8:05 a.m. Students will be allowed to eat in the classroom, cafeteria, or other areas of the school as determined by the school principal.

For lunch, the principal will establish schedules for each class to enter the cafeteria serving line. Students will pick up their lunch and be allowed to eat in the classroom, cafeteria, or other areas of the school as determined by the principal.

The school offers box lunches to students on their workdays. Students must communicate to the work-study office if they wish to have lunch at least one day prior to their workday.

Medication, First Aid Provision, and Medical Emergencies

Cristo Rey Boston is staffed by a registered nurse; in addition, selected staff members are certified in Red Cross Standard First Aid and/or CPR. No student may bring medication to the school without the school's full knowledge. If a student needs to have an asthma inhaler or an epi-pen with him or her at school, the student must provide the school with the order from his or her physician stating that the student needs to carry the inhaler/epi-pen. The order must also be signed by a parent or guardian, and the student must provide the school with a second inhaler/epi-pen that will be kept in the main office.

Minor accidents, cuts, scrapes, and bruises will generally be treated at the school by selected teachers and administrators. The school is not equipped to handle medical services beyond basic first aid. Injuries requiring more extensive treatment will be taken care of at New England Medical Center or the closest hospital. In the event that a child requires emergency medical care, a parent or guardian will be notified as soon as possible. If a parent, guardian, or other emergency contact cannot be reached, the school may need to initiate medical treatment. Thus, it is essential that we have on file each student's Office/Health Emergency Card, which provides up-to-date contact information for parents and guardians, and which gives the school permission to initiate emergency medical treatment if a parent or guardian cannot be reached.

Pregnancy Policy

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

- Once Cristo Rey Boston learns that a student is pregnant (or responsible for a pregnancy), a school counselor will meet with the student.
- If a student's parent is not aware of the pregnancy, the student will be encouraged to inform her parents, whereupon a meeting will be held between the student, parents and counselor.
- If the student refuses to tell his or her parents within a limited period of time determined by the school (one to two weeks), the counselor will intervene and notify the parents.
- Immediately upon notifying parents, the student must meet with the Principal in order to notify him/her.
- Pregnant students (or young men expecting to become fathers) are allowed to remain at Cristo Rey Boston as long as they are in good academic standing, are behaving responsibly, and continue to live with their parents or legal guardians.
- Students are not permitted to live with their partner, nor are they encouraged to get married as a response to the pregnancy. Those who decide to marry or cohabitate may not be allowed to continue at Cristo Rey Boston.
- Once a student has been identified as "mother/father-to-be", they will be encouraged to receive the following services as necessary:
 - The mother-to-be to start prenatal care at a local health center immediately.
 - Both mother/father-to-be to see a counselor at Cristo Rey Boston regularly, or meet with a counselor from an outside agency.
 - Both mother/father-to-be to start prenatal/parenting/health education classes at their health center.

As a Catholic school, all employees of Cristo Rey Boston are to work in a prudent, professional, and Christian manner adhering to the teachings of the Catholic Church. Therefore, adoption and keeping the baby are two alternatives that will be suggested to the student and his or her family. If the mother-to-be and partner are contemplating having an abortion, the counselor will work with them with the intention of preventing the abortion. No assistance will be offered to assist with an abortion, including scheduling, transporting, or giving telephone numbers. If a student decides to have an abortion after the above educational and spiritual interventions, or before informing the school of their decision, counseling will be made available. The student and their partner have a right to confidentiality after such a procedure.

Family Engagement and Responsibilities

Families are encouraged to participate in their child's education and may take advantage of a variety of opportunities to get involved. In addition, families are welcome to contact the school at any time to schedule an appointment with a faculty or staff member. We welcome families to come into the school but encourage those who hope to meet with faculty or staff to make an appointment in advance to ensure that the desired parties are available.

RenWeb

Students and families can access grades online through RenWeb. Teachers are asked to update grades biweekly, and by checking online, students and families can see the student's progress during the year and whether there are any missing assignments or areas for improvement. Parents and students will also be emailed biweekly gradebook progress reports.

Weekly Caregiver Email

Each Friday morning, families will receive an email with important information for the week ahead. In addition to school updates and reminders, we will include the student class schedule, upcoming events, and helpful resources. These will be sent in addition to biweekly progress reports and quarterly report cards.

If you have questions about the information included or ideas for content, please feel free to reach out to the Director of Communications.

Safety and Security Policies

There are a number of basic procedures the school has in order to ensure the safety and security of its students and staff. Cooperation on everyone's part will go a long way in guaranteeing that the business of the school – teaching and learning – can take place.

Community Days and Mass Days

On selected Mass Days, schoolwide Community Days, and class Community Days, the student body may go off campus. Parents will be notified by email when these events are occurring.

Please note that any trip involving transportation by a school vehicle and/or MBTA will be accompanied by a permission slip.

Closed Campus

Under no circumstances are students to leave the school building without permission. A student with permission to leave may only leave under the escort and supervision of an authorized adult – who has physically come to the Main Office to sign a student out – unless the school has been given prior written or oral permission authorizing unaccompanied departure. All doors to enter from the outside will be locked at all times, including the building's main entrance. Students should be aware that since the school is located in a residential neighborhood, there are private homes and neighbors to whom they should be respectful and courteous at all times. Once students have entered school in the morning, they may not leave the building.

Visitor Policy

Cristo Rey Boston always welcomes and encourages visitors, both from within and outside of our school community, into our school. However, in order to assure the safety and well-being of all students and staff, all visitors – including parents and guardians – are required to report directly to the Main Office. From 7:30 a.m. to 4:30 p.m. all visitors will be required to have a visitor's pass once they have checked into the Main Office. Any visitor who does not report to the office, or is found in the building without authorization and a visitor's pass, will be asked to leave immediately. We encourage visitors to make arrangements in advance.

In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact students in their classrooms, including or attempt to withdraw students from the building without notifying and receiving permission from a staff member in the Main Office.

Fire Safety and Evacuation Procedures

In case of an emergency – if a student or staff member sees fire or smells smoke—he or she should close the door – and pull the fire alarm located at either end of the corridor. Upon hearing the alarm, school staff will assemble students in their rooms and proceed out of the building according to the fire evacuation plan posted in each room. Students should follow the direction of staff members who will verify the safety of the stairwells and lead students outside the building to the designated locations, where school staff will line up students by class and take attendance. Each quarter, students and staff will participate in situational awareness drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency.

Asbestos Information

Recordkeeping: Records involving the inspection of and response to ACBM must be kept in a centralized location in the administrative office of both the school and the LEA. EPA recommends keeping these records in the management plan for each school building and the overall management plan for all school buildings. Recordkeeping is the responsibility of the designated person. The following records must be kept: Descriptions of preventive measures and response actions taken for friable and nonfriable ACBM and suspected ACBM Sampling information Training information Periodic surveillance information on initial and additional cleaning performed Information on operations and maintenance activities, including information on any maintenance activities disturbing friable ACBM Notifications to parents, building occupants, and short-term workers Information on any fiber-release episode.

Notification: The LEA must issue the following notifications regarding asbestos identified in its schools: An annual notice to all workers and building occupants, or their legal guardians, of all inspections, reinspection's, and activities being conducted to control asbestos exposure, including periodic surveillance and asbestos removal, that are planned or in progress. This notification should be documented in the management plan. An annual written notice informing parent, teacher, and employee organizations of the availability of the management plan for their review. A dated copy of this notice must be maintained as part of the management plan. A notice to short-term workers (e.g., telephone repair workers, utility workers, or exterminators) who may come into contact with asbestos in a school identifying the location of ACBM or assumed ACBM in the building. This notification should be documented in the management plan.

Annual Asbestos Hazard Emergency Response Act (AHERA) Notice: Under 40 CFR 763, subpart E, the United States Environmental Protection Agency (EPA) requires that all school building staff, teachers, students, parents and legal guardians receive annual notification of the location of

the Asbestos Management Plan (AMP), and updates on asbestos related activities at the school including any response actions, re-inspections, surveillances, etc.

This notice is being provided to you in the ordinary course of business and serves to inform all members of the Cristo Rey Boston High School community of the following activities being managed under EPA and Massachusetts AHERA Guidelines:

- Availability of the School's Asbestos Management Plan (AMP). The AMP is available for review at the Main Office of Cristo Rey Boston High School.

Update on Planned Asbestos-Related Activities:

- The 6-month periodic surveillance of asbestos-containing building materials (ACBM) was performed in January 2025. The surveillance was performed in conjunction with RCAB office of Property Management.
- The most recent 3-Year Reinspection was performed by TRC Environmental in December 2022. The next reinspection will be scheduled for Winter of 2025.
- The response actions performed in the School since the last 3-Year Reinspection were minor remediation and labeling of duct work in the basement boiler room.

If you should have any questions regarding the School's AMP, please do not hesitate to contact the Principal at 617-825-2580 or tryan@cristoreyboston.org.

Arrival and Dismissal

Students should not arrive at school earlier than 7:30 a.m., unless there is a club, activity, or athletic event scheduled earlier in the day. Parking and/or idling is not permitted by families who are dropping off students on Savin Hill Avenue. This rule is strictly enforced to guarantee that traffic jams do not occur on Savin Hill Avenue and Tuttle Street in the morning and afternoons, and so that families can quickly drop off large numbers of students. In the mornings, families can drop their child off directly in the front of the building entrance on Savin Hill Avenue. Please do not block the entrance to Tuttle Street or try to make a U-turn on Savin Hill Avenue. **The building closes to all students at 4:30 p.m.**

MBTA Passes

Through Boston Public Schools, the school provides an MBTA student bus pass to all eligible students. BPS determines student eligibility, but typically eligible are Boston resident students who live over 2 miles from the school. MBTA student bus passes are valid only during the school day until 6:00 p.m. Each eligible student will receive one bus pass for the entire year.

Personal Safety

Bullying Prevention Policy

Bullying is defined as “the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination, thereof, directed at a victim that: causes physical or emotional harm or damage to the victim’s property, places the victim in reasonable fear of harm to him/herself or of damage to his/her property, creates a hostile environment at school for the victim, infringes on the rights of the victim at school. Or materially and substantially disrupts the education process or the orderly operation of a school;” bullying also includes cyber-bullying.

Cyber-bullying is “defined as bullying through the use of technology or any electronic communication which shall not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted through, but not limited to, electronic mail, internet communications, instant messages, text messages or social media networks.”

Bullying and cyber-bullying are prohibited on and off school grounds by any member the CRB community or persons in connection to any CRB community member. If a report of bullying or cyber-bullying is made to the Assistant Principal of Student Life or Dean of Students, an investigation of such claim will be immediately conducted. If it is determined that bullying or retaliation has occurred, the designee will notify local law enforcement, and criminal charges may be filed. In all cases of bullying or cyber-bullying, the school will take appropriate disciplinary action, and will notify the parent/guardians of the victim and perpetrator.

Cristo Rey Boston believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance.

Cristo Rey Boston will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Cristo Rey Boston expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on the school campus, the Cristo Rey Boston will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Life. The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Harassment

Cristo Rey Boston is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at

school-sponsored events is unlawful and is strictly prohibited. Cristo Rey Boston requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Definition of Harassment

In general, harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment

While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.
- The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student.
- Such conduct interferes with an individual's job duties, education or participation in extracurricular activities.
- The conduct creates an intimidating, hostile or offensive work or school environment.

Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Cristo Rey Boston. Persons who

engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school President.

Filing a Complaint

Any student or employee who believes she or he has suffered discrimination or been harassed because of her/his race, color, national origin, sex, disability, sexual orientation, or age in admission to, access to, treatment in, or employment in the school's services, programs, and activities may file a complaint with the Principal. If the Principal is the person who is alleged to have caused the discrimination or harassment, the complaint may be filed with the President.

In the event the complaint consists of a student's allegation that another student is harassing him/her based upon the above-referenced classifications, the student may, in the alternative, file the complaint with the Assistant Principal of Academics or the Assistant Principal of Student Life.

Complaints of Discrimination Based Upon Disability

A person who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational placement of a person, who because of a handicap needs or is believed to need special instruction or related services, pursuant to Section 504 of the Rehabilitation Act of 1973, Chapter 766, and/or the Individuals with Disabilities Education Act, must use the procedure outlined in the Massachusetts Department of Education's Parents' Rights Brochure rather than this Grievance Procedure.

Contents of Complaints and Timelines for Filing

Complaints under this Grievance Procedure must be filed within 30 school days of the alleged discrimination. The complaint must be in writing. The Principal, Assistant Principal of Academics, Assistant Principal of Student Life, or any person of the grievant's choosing may assist the grievant with filing the complaint. The written complaint must include the following information:

- The name and school (or address and telephone number if not a student or employee) of the grievant.
- The name (and address and telephone number if not a student or employee) of the grievant representative, if any.
- The name of the person(s) alleged to have caused the discrimination or harassment (respondent).

- A description, in as much detail as possible, of the alleged discrimination or harassment.
- The date(s) of the alleged discrimination or harassment.
- The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
- A description, in as much detail as possible, of how the grievant wants the complaint to be resolved.

Investigation and Resolution of Complaints

Respondents will be informed of the charges as soon as the Grievance administrator deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated. The Grievance Administrator will interview witnesses whom he or she deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. Such interviews and gathering of information will be completed within a week of receiving the complaint.

Confidentiality of grievant/respondents and witnesses will be maintained, to the extent consistent with Cristo Rey Boston's obligations relating to investigation of complaints and the due process rights of individuals affected. Retaliation against someone because he/she has filed a complaint under this Grievance Procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

Appeals

If the grievant is not satisfied with a disposition by a Grievance Administrator, the grievant may appeal the disposition to the school president which will issue a written response on the appeal to the grievant within ten (10) school days of receiving the appeal.

Generally, a grievant may file a complaint with the U.S. Department of Education, Office for Civil Rights, JW McCormack POCH, Boston, Massachusetts 02109-4557, telephone (617) 223-9662, TTY (617) 223-9695 as follows:

- within 180 calendar days of alleged discrimination or harassment, or
- within 60 calendar days of receiving notice of Cristo Rey Boston School's final disposition on a complaint filed through Cristo Rey Boston, or
- within 60 calendar days of receiving a final decision by the Massachusetts Department of Education, Bureau of Special Education Appeals.

Hazing

M.G.L. c. 269, Section 17. Hazing; organizing or participating; hazing defined. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. (Amended by 1987, 665.)

M.G.L. c. 269, Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. (Amended by 1987, 665.)

M.G.L. c. 269, Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver

annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen. and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. (Amended by 1987, 665.)

Student Restraint

Cristo Rey Boston School maintains a strict Code of Conduct and clear disciplinary procedures. These procedures do not allow for corporal punishment but rather include a clear set of consequences including, detentions, suspensions, and expulsions. In accordance with M.G.L. sect. 37G, corporal punishment of pupils is prohibited. School personnel can use reasonable force as is necessary to protect pupils, other persons, and themselves from an assault by a pupil.

Student Searches

In order to maintain the security of all its students, Cristo Rey Boston High School reserves the right to conduct searches of its students and their property. If searches are conducted, the school will ensure that the privacy of the students is respected to the extent possible, and that students and their families are informed of the circumstances surrounding and results of the search.

School e-mail accounts, lockers and desks, which are assigned to students for their use, remain the property of the school and students should, therefore, have no expectation of privacy in these areas. Such areas are subject to canine searches and to random searches by school officials at any time. Inappropriate items will be confiscated at the discretion of the school administrators.

Drug Testing

Students may be drug tested at any time while attending Cristo Rey Boston. Parents will be notified the day of testing before the test is administered, and they will also be contacted immediately upon receiving the results.

At various times throughout the school year students will be chosen, some randomly and some intentionally, to be tested for drug use. Parents of the students to be tested will be notified prior to administering the test. The students who are chosen will go to a classroom where the Assistant Principal of Student Life (or their designee) and a counselor will explain the drug testing process. The students will then be told that they will be given the opportunity to talk with a counselor before participating in the drug testing. At this time, the student has the opportunity to tell the counselor if he or she is currently using drugs or has used drugs in the past. After talking with the counselor, the student will be tested for drug use. The school may use different tests to determine if a student is using drugs. Upon receiving the results of the drug test at Cristo Rey Boston, a counselor will meet with each student individually to give the test's results. The following scenarios will be handled accordingly:

- If a student states that he or she has not used an illegal drug and the test comes back positive, this will be probable grounds for expulsion. Parents will be notified immediately. In addition, a counselor will meet with the student and family in order to recommend outside counseling programs.
- If a student admits to having used drugs beforehand and the test confirms this, parents will be notified immediately, and the student must agree to outside drug counseling at the family's expense. In addition, the student will be required to participate in counseling at Cristo Rey Boston. Students who test positive will be subject to ongoing testing throughout their attendance at Cristo Rey Boston. When testing is performed by an outside agency, the student will be required to bring a copy of the results to the counselor each time he or she is tested. These conditions must be met, and the student must remain off drugs in order to remain at the school.

- If the student admits to using drugs, but the drug test comes back negative, parents will only be notified of the test results. The student, however, must agree to internal counseling and ongoing testing in order to remain at Cristo Rey Boston.
- Many sponsors require drug testing. Results of testing will be made available to sponsors at their request. Positive results may be grounds for dismissal from Cristo Rey Boston.

Internet Safety

Internet use provides valuable opportunities for research, curriculum support, and career development. Cristo Rey Boston High School offers Internet access to its students and staff. The primary purpose of providing access to the Internet is to support the educational mission of Cristo Rey Boston. Cristo Rey Boston expects that students and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Cristo Rey Boston High School has installed special filtering software in an effort to block access to material that is not appropriate for children.

The Internet also allows for easy communication between individuals and groups, and therefore allows for quick and efficient communication between school and home. Families are encouraged to contact teachers via e-mail to set up appointments to discuss any student or school issues, or to ask brief questions, but should not use e-mail for extended conversations. Students should contact teachers or other school staff using the school e-mail. All components of the Code of Conduct and any resulting disciplinary procedures are applicable to e-mail communication from a student to a teacher or any other school staff.

Technology Acceptable Use Agreement

I understand that Cristo Rey Boston provides electronic resources, including Internet access and storage space for students' work, as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards.

I agree to the following responsibilities and restrictions:

- I will use the electronic resources, including storage space, only for educational purposes related to work in Cristo Rey Boston, and not for any personal, commercial, or illegal purposes.
- I will use the Internet only with the permission of the staff member in charge. I may not access the Internet via a personal Wi-Fi account or by any other manner other than connecting through the secure wireless connection provided by the school.

- I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
- I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.
- I will not upload, link, or embed an image of myself or others to non-secured, public sites without my teacher's permission and a signed parental permission slip.
- I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene.
- I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature.
- I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.
- I will report any problems to the supervising staff member.
- I understand that my use of the school system's computers is not private, and that the district reserves the right to monitor use to assure compliance with these guidelines; violations may lead to revocation of computer access and/or other disciplinary measures.
- I understand that the prohibited conduct described above is also prohibited off campus when using school/district sites or equipment. If misuse of sites or equipment has the effect of seriously interfering with the educational process, such off-campus violations may lead to disciplinary measures.
- I understand that using a personal device is at the sole discretion of the building administrator and/or classroom teacher.
- I will adhere to all policies as outlined in the Cristo Rey 1:1 Laptop program.

Social Media, Media, and Blogs

CRB students who use social networking sites have a responsibility to maintain a safe, courteous learning environment for all in the building. Inappropriate use of social networking sites by students or student family members to bully other students, or to spread false information about students, their

families, and/or faculty/staff, even if this takes place outside of school on personal computers or phones, may be cause for disciplinary action.

Engagement in online social media may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, school personnel, other students, or other parents.

No students' family member should open a social media account under the name of the school or a particular grade or organization. The only official CRB social media are accounts created and monitored by the CRB Staff. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

No parent or student should seek to connect to a school personnel's personal social media account except for LinkedIn, which is a professional networking site students are required to join as part of their Corporate Work Study curriculum.

Safety

Use of the Internet has potential dangers. The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal any identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell the teacher if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify the teacher.

Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. Cristo Rey Boston reserves the right to examine all data stored on external storage devices diskettes involved in the user's use of Cristo Rey Boston's Internet service. Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender

or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

Violations

Access to Cristo Rey Boston's Internet service is a privilege, not a right. Cristo Rey Boston School reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through Cristo Rey Boston's Internet service. The school also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

Student Permanent Record

Information on a student's Permanent Record Card (PRC) includes a student's entire academic and attendance records, and test scores (ACT, SAT, PSAT). This record follows you when you enter an institution of higher learning and when you request recommendations for employment and scholarships. The importance of your high school record cannot be overestimated.

Inspection of Student Records

Student records refer to any written or recorded information, maintained by the school, by which a student may be individually identified. Information maintained by a staff member for individual use is not considered a part of the student record. The student's record consists of a permanent record and a temporary record. Parents or guardians have the right to see, obtain copies, correct, and limit the release of their student's records. When a student reaches the age of eighteen, all rights discussed below will belong to him/her.

Medical Records and Health Services

Massachusetts state law requires all students enrolling in a new school to have a physical examination before entering the school. **Please turn in the results of your student's most recent physical examination by the first day of school, if you have not done so already.**

All students must be up to date with their immunizations as outlined by the Massachusetts Department of Public Health and all other related health forms. Please note we do not accept exemptions, including religious exemptions, for immunizations and vaccinations.

Before a student can enroll in the school, the school must have on file the following forms:

- Massachusetts School Health Record. This form contains records showing that the student has: 1) had a physical exam in the six months prior to the start of the school year; 2) up-to-date immunizations; and 3) had screening for vision, hearing, and scoliosis.
- Authorization for Dispensing Medication in School Form. If a child must receive medication during the school day, this form must contain the instructions and signature of the physician who ordered the medication and be signed by a parent or guardian.
- Consent for Over-the-Counter Medication Form. All returning students must complete this form and return to the school as soon as possible. This was sent via U.S. Mail to returning families in August and was included in the Admissions Packet for all new students.
- Physician Information Release Form. This form must be filled out and signed by a parent or guardian, so that the school may contact a student's physician in case of an emergency.
- Office/Health Emergency Card. This form provides important information about a student's emergency contacts, health care providers, and insurance. Most importantly, it gives the school permission to initiate emergency medical treatment in the event that a parent or guardian cannot be reached. No student will be allowed to enter school without having this form on file.

Academic Records

Federal and state laws provide parents and eligible students (those who are age 14 or older) with rights of confidentiality, access, and amendment relating to student records. The following is a general overview of the provisions in the Regulations.

Access and Amendment

A parent or eligible student has a right to access student records and to seek their amendment if the parent or eligible student believes them to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. In order to obtain access or to seek amendment to student records, please contact the Principal.

Confidentiality

Release of student records generally requires consent of the parent or eligible student. However, the Regulations provide certain exceptions. For example, staff members employed or under contract to the school have access to records as needed to perform their duties. Cristo Rey Boston High School also releases a student's complete student record to authorized school personnel of a school to

which a student seeks or intends to transfer without further notice to, or receipt of consent from, the eligible student or parent.

In addition, Cristo Rey Boston High School may release to partners certain student information, consisting of the following: the student's name, address, telephone listing, date and place of birth, dates of attendance, weight and height of the members of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the school's Principal. Absent receipt of a written objection, information may be released without further notice or consent.

With few exceptions, information in a student's record will not be released to a third party without the written consent of the eligible student and/or a parent having physical custody of a student under 18 years of age. Two notable exceptions are:

- Directory Information – a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans.
- Recruiting Information for the Armed Forces and Post-Secondary Educational Institutions – Upon request from military recruiters and/or representatives of post-secondary educational institutions, CRB will provide the name, address and telephone listing for all secondary students.

If an eligible student and/or parent do not want Directory or Recruiting Information released, they must so notify the Principal.

Please see the Regulations for a description of other circumstances in which student records may be released without the consent of a parent or eligible student.

[Access by Non-Custodial Caregivers](#)

Massachusetts General Laws c. 71, §37H ("Section 37H") governs access to student records by a parent who does not have physical custody of a student. Generally, Section 37H requires a non-custodial parent seeking access to a student record to submit a written request and other documentation to the Principal on an annual basis. Parents who have questions or concerns regarding access to records by non-custodial parents are requested to contact the building Principal for detailed information regarding the procedures that must be followed under Section 37H.

Parents and eligible students have a right to file a complaint concerning alleged failures by a school district to comply with the requirements of the student records laws and regulations with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148. Complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5901.

Family Education Rights and Privacy Act ("FERPA")

Annual Notification of Rights

As a member of the Cristo Rey Network, Cristo Rey Boston High School participates in programs in which students' personally identifiable information, such as social security numbers, are disclosed to school officials for purposes of tracking alumni throughout college. This data enables Cristo Rey Network schools to better serve their alumni and informs discussions that take place at each school about curriculum and instruction.

The release of student information is made pursuant to The Family Educational Rights and Privacy Act (FERPA), which affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Cristo Rey Boston High School, "a Cristo Rey Network school," is obligated to inform students and parents of their rights under this law. The following explains the rights of parents and students over 18 under FERPA:

You have a right to inspect and review your education records within 45 days of making a written request of the specific records you wish to inspect to your school Principal. Parents or eligible students should submit to the Principal of the Cristo Rey Network school a written request that identifies the record(s) they wish to inspect. The Cristo Rey Network school officials will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

You have the right to request an amendment or change of your education records if you believe them to be inaccurate. The request should be in writing and should specify the part of the record you want changed. Parents or eligible students may ask the Cristo Rey Network school to amend a record that they believe is inaccurate. They should write to the Principal of the Cristo Rey Network school and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Cristo Rey Network school decides not to amend the record as requested by the parent or eligible student, the Cristo Rey Network school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the

hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

You have the right to consent to disclosure of personally identifiable information contained in the student's education records, except FERPA does permit disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the Cristo Rey Network school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Cristo Rey Network school's Board; a person or company with whom the Cristo Rey Network school has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or a company providing degree verification services to the Cristo Rey Network school; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

You have a right to file a complaint with the U.S. Department of Education concerning alleged failures by a Cristo Rey Network school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

Notification of Designation of Directory Information

In fulfillment of the Cristo Rey Network school's obligations to parents and eligible students pursuant to the Family Educational Rights and Privacy Act ("FERPA" or "the Act"), notice is hereby given of the Cristo Rey Network school's FERPA policy and parents' and eligible students' rights under the Act. FERPA is a Federal law that protects the privacy of student education records. The law applies to all institutions that receive funds under an applicable program of the U.S. Department of Education. FERPA was designated to protect the privacy of educational records, to establish the rights of parents and eligible students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Parents and eligible students also have the right to file a complaint concerning any alleged failure of a Cristo Rey Network school to comply with the Act. Complaints may be addressed to: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

Faculty and Staff Information

Responsibility and Support Agreement

In order for students to learn and grow, it is essential that we all do our part. Cristo Rey Boston students, parents, teachers, and administrators all have responsibilities to promote student learning and growth. We are all educational partners who must do our part so that students can learn to the best of their ability and be prepared for college success. We know that the choice to come to CRB is a precious one and we want to make sure that students, families, and faculty/staff have a full and clear understanding of the responsibilities.

As the Faculty and Staff of Cristo Rey Boston High School, we dedicate ourselves to the academic, professional, social, and spiritual development of each student and pledge to educate, support, and care for each one.

- We will prepare engaging, demanding lessons in all of our classes every day.
- We will assign and evaluate appropriate homework assignments and other assessments.
- We will provide extra help after school and provide additional support as needed.
- We will communicate with students and families about student's progress through quarterly progress reports and report cards, regular PowerSchool updating of grades, and personal phone calls or emails to address major concerns.
- We will look to each other as well as to students and families to be held accountable for our behavior as part of our dedication to preparing each CRB student for college and beyond with the values essential to a fulfilling life.

Faculty and Staff Directory

The most current faculty and staff names, roles, and contact information can be found on our website:

<https://www.cristoreyboston.org/apps/staff/>

Appendix A: Corporate Work Study

Contact Information

CWS Cell Phone Number: 857-212-3848

CWS Landline Number: 857-220-2473

CWS Email: cwsp@cristoreyboston.org

CRB School Landline Number: 617-825-2580

CRB School Fax Number: 617-825-2613

Program Description

At Cristo Rey Boston Students just don't attend school, they gain real world work experience through the Corporate Work-Study Program (CWSP). Through this program, students work at leading companies across Greater Boston once a week, developing professional skills, building confidence and exploring career paths along the way.

These job placements are more than just work experience; they help make Cristo Rey education possible. Companies that partner with us contribute approximately **\$13,000 per student**, which goes directly toward funding each student's tuition. Thanks to this support, Cristo Rey Boston is proud to be the **only tuition-free private high school in Boston**.

The Corporate Work Study Program is a key part of what makes Cristo Rey unique, connecting what you learn in the classroom to real-life careers, all while helping to fund your education. Work Study partners have a vested interest in students' success in college and career and may additionally provide materials, resources, funding or jobs beyond placement.

Structure

Cristo Rey Boston's Corporate Work Study Program (CWSP) is the official employer of all student workers. While students work at partner companies, the companies themselves are *not* the students' legal employers. The CWS program holds the student's employee verification documents, work permits, insurance, etc.

Department of Labor

All 14 and 15-year-old workers are required to receive 5 hours of classroom instruction in workplace safety and state and federal child labor provisions and rules. Participation in this instruction is mandatory and must be documented for each student.

What's Expected of You at Work

- Students are expected to always represent the values and qualities of a Cristo Rey student as stated in this handbook.
- Students are expected to be 1) On Time, 2) In uniform, 3) and ready to work.
- Come to work with a **positive attitude** and be ready to show **responsibility, self-control, and a strong work ethic**.
- Always be **honest** and show **integrity** doing the right thing even when no one is watching.
- Follow all the **rules and guidelines** provided by your Corporate Partner during your orientation.

Not following CWSP policies can lead to **fines, detention, probation**, or even being **let go from your job** or **expelled from Cristo Rey Boston**. Check the "CWS Fines and Fees" section in this handbook to learn more.

Code of Conduct

Students represent themselves, their families, the school, as well as current and future students of CRB.

The CWS staff members expect all students to be:

- Honest
- Respectful
- Productive

This conduct is expected not only in the workplace, but also while being transported to and from work and in any special workplace events.

Dress Code

At Cristo Rey Boston, we believe that how you present yourself reflects your respect for your education, your workplace, and your community. All students are expected to dress in the Cristo Rey Uniform dress code. Your placement may advise you to wear something that suits their requirements such as company uniforms, suit, scrubs, and polo. Students are always dressed in a way that is professional, modest, and appropriate for both school and the Corporate Work Study Program (CWSP).

Workday Commitment

- The student's commitment to complete the full workday comes before all other commitments, including sports, extra-curricular activities, and other school-sponsored events. If students leave work early, they are not allowed to participate in any of the above-listed activities.
- Students may not leave work early for school sports or other school activities.
- School early dismissal days do not apply to workdays.
- Students are not allowed to work additional hours after a CWSP workday. Students work a maximum of **eight (8) hours** a day at a CWS work site. Students may, however, work any other day of the week.

Weekly Work Schedule

Students should arrive for check-in at CRB between 7:45-8:00 a.m.

Van students should arrive no later than 8:00 a.m. to check in for the vans.

Monday: Freshmen

Tuesday: Seniors

Wednesday: Juniors

Thursday: Sophomores

Friday: No CWS

- Each student worker is expected to work a full workday on each day scheduled. Typically, between the hours of 9a-4p. The hours that constitute a “full day” varies from site to site.
- If you would like to request modified hours, either permanently or just for a special occasion, please have a conversation with your assigned Relationship Manager.

Attendance

The expectation is that students will be at work as scheduled. If a student is late or they miss half the day or the entire day, a CWSP staff member will need to have a conversation with a parent/guardian of the student as soon as possible, and the student will need to **make up** the time lost.

The CWS staff reserves the right to charge fines of \$10 to students who are chronically late.

- Students will also be charged a \$10 fine if they delay the vans/cars.
- If students miss the van/car and require transportation from a CWSP staff member, they will be charged a \$10 fine. This fine is in addition to any other fine(s) for being late and/or delaying transportation.
- Any student that misses 3 or more workdays may be placed on CWSP probation and may be required to pay for each missed workday at a rate of \$150.00/day.
- Absences for college visits, extended vacations, or non-emergency appointments will be considered unexcused absences, and it will carry a \$20 fine.

Missed Workdays & Illness at Work: What You Need to Know

Missing a scheduled workday is a serious matter. Students are expected to show up every day on their schedule. If a student is absent, the following rules apply:

If a Student Will Be Absent:

- **A parent or guardian must call the CWSP Office by 7:00 a.m.** on the day of the absence.
- Call the **CWSP Operations Manager at 857-220-2468** to report the absence.
- **Students must make up all missed work time** during approved make-up days.

Fines and Consequences for Absences:

- **\$150 fine** for every missed workday if the time is not made up (this reflects the daily amount Corporate Partners pay Cristo Rey).
- **\$10 fine for each excused absence**, even if made up.
- **\$20 fine for each unexcused absence**, even if made up.
- **No school events or extracurricular activities** are allowed on the same day a student misses work.
- **Excessive unexcused absences** may lead to **the dismissal from Cristo Rey Boston.**

Note: If a doctor's note or parent/guardian note is submitted, the fine for the first absence may be removed. This decision is made by the Director of CWSP on a case-by-case basis.

Appointments and Make-Up Days:

- Please do **not schedule any appointments during your workday**, such as medical, dental, driver's ed, etc. It will result in a **\$20 fine**.

If You Get Sick at Work:

- Call the **CWSP Office immediately** if you become ill at your job site.
- A CWSP staff member will notify your parent/guardian.
- If CWSP picks you up, they will take you to Cristo Rey. From there, **your parents/guardian must pick you up**.
- If you leave early due to illness, you are **still required to make up any missed time**.

Transportation – CWSP Van

Cristo Rey Boston provides daily transportation to and from job sites for students participating in the Corporate Work Study Program (CWSP). All students assigned to a van are expected to follow the rules and expectations listed below to ensure safety, punctuality, and a smooth experience for everyone.

Daily Schedule

- **Departure:** Vans leave the school parking lot at **8:00 a.m. sharp** each workday.
- **Arrival at Worksites:** Typically, between **9:00 a.m. and 10:00 a.m.**, depending on traffic and location.
- **Pickup of Worksites:** Between **3:00 p.m. and 4:30 p.m.**
- **Return to School:** Vans aim to return to Cristo Rey by **5:00 p.m.**, but traffic can impact timing.

Important: Students must arrive at school by **7:45 a.m.** on workdays to board their assigned van. Vans do **not wait** for late students.

Missed Vans

- If a student **misses the van**, they are marked **absent** and subject to CWSP attendance policies and possible fines.
- Students should **not arrange their own transportation** without CWSP approval.
- Parents or guardians should **not drive students directly to their job site** without first contacting the CWSP office.

MBTA Transportation

The majority of students may be assigned to travel to and from their job site using the **MBTA** (bus, train, or subway). Students will receive orientation and support to ensure they are prepared to commute safely and independently.

Student MBTA Expectations

- Students must use their **student Charlie Card** provided by Cristo Rey Boston.
- Students are expected to **travel directly to and from work** without detours or side trips.
- Leave **enough time** to arrive at your work site **by your expected start time**.
- Use **appropriate and respectful behavior** while on public transit.
- Keep your **Charlie Card** in a **safe place and** lost cards may require a replacement fee.

If there are any MBTA service issues or delays that prevent a student from getting to work on time, the student must **notify the CWSP office right away**.

Student Responsibilities

To keep everyone safe and on schedule, students must:

- Arrive on time and be **respectful to drivers and fellow riders**
- **Stay seated and always wear a seatbelt.**
- Keep noise to a minimum—**no yelling, loud music, or disruptive behavior**
- Keep the van **clean and free of trash**
- **Report any issues or concerns** to a CWSP staff member immediately

Behavior and Safety

- Disrespectful or unsafe behavior on the van may result in:
 - **Disciplinary action**
 - **Loss of van privileges**
 - Possible removal from the CWSP program

Placement

- Only CWS Staff decide where students will be placed to work.
- CWS staff members will do their best to place students with Corporate Partners that best suit his/her abilities and interests based on student survey data, academic performance and past experience.
- The duties the student shall perform are outlined in the contract job description.

- In most cases, a student's placement lasts one full academic year, from September - June. A CWSP staff member may transfer a student to another Corporate Partner for any reason during the school year if necessary.

Medical Placements

Some Cristo Rey Boston students will be placed with healthcare partners as part of their Corporate Work Study Program (CWSP) experience. These placements offer valuable exposure to professional settings such as hospitals, clinics, research labs, and administrative departments in the medical field.

Due to the sensitive nature of working in healthcare environments, our partners require students to complete specific **onboarding steps** before placement. In order to move forward, students and families must begin gathering the following documents and information:

- **Social Security Card** and a **State or School ID**
- **Proof of Immunizations** (including TB and COVID-19, if required by the site)
- **A Resume or Student Profile** (support will be provided)
- **Work Permit** (if under 18 – CWSP will assist with this)
- Signed **Confidentiality and HIPAA Forms**
- **Parent/Guardian Consent Forms**
- **Emergency Contact** and **Basic Health Insurance Information**

These documents help ensure that students meet the professional standards of healthcare environments while protecting patient privacy and safety.

If you are selected for a medical placement, the CWSP team will work closely with you and your family to complete all onboarding steps in a timely manner.

Safety and Confidentiality

- **Company Information:** All CWS Corporate Partner information must remain confidential. If anything is disclosed to anyone outside of the organization, this is considered a breach of contract and may result in termination of the job, and/or suspension or expulsion from school. Students may not, under any circumstance, take any files - paper or electronic - from the work site. Students and parents may be asked to sign agreements related to non-disclosure.

- **Medication:** Any student with special medical needs (i.e., medications, inhalers, and EpiPens) must make arrangements with both the CRB nurse and CWS staff. Partners are **not** to administer ANY medications to a student worker.

Grading Performance Assessments

- CWS will issue students a grade for each quarter and will be reflected on a student's report card.
- The grades are based on performance at work, attendance, adherence to the CWSP policies, personal attitude and behavior, school-based skills tests, and special assignments given by the CWSP, such as "Thank You Notes." Not completing special assignments can lower a student's grade.
- CWS grades count for Honor Roll designations. Please refer to the "Honor Roll and Class Rank" section above for full details.
- Student timecards are filled out by supervisors and given to CWSP daily with performance grades.
- Any missing timecards factor into a student's grade as a zero and can significantly lower a student's grade.
- Supervisors also provide mid-year and end-of-year evaluations that count towards the students' CWS grades. Any student receiving a rating of a "2" in any area will be required to participate in a four to six-week skills development class held after school and/or during study halls. Students who get "2s" on their Year-End reviews will be required to attend mandatory Summer Skills Retraining.
- If a student is removed by CWS for behavior or performance issues from a job placement, the student will receive a failing grade for CWS and may be at risk of being removed from school.
- If a student does not complete their placement assignment, the student will receive a lower grade, and further disciplinary action may follow.
- A student should reach out to their account manager to discuss protocols and techniques when a placement is not meeting their immediate needs.

Use of Internet

- Students expected to use work-site computers for work business must adhere to all employer and school use policies.
- Personal use of work on computers, including accessing the internet (Facebook, YouTube, Google, etc.), is prohibited unless they receive prior approval from their supervisor.
- Unauthorized use of the internet will result in appropriate disciplinary action, which may include termination from the job and school.

Cell Phone and Other Electronic Devices

- Consistent with school policies, use of the students' personal cell phones or other electronic devices is not allowed while students are at work unless approved by supervisor during breaks and lunch **only**.
- Students are strictly prohibited from taking any photos at the worksite due to corporate confidentiality policies.

Closures for Inclement Weather

If CWS is cancelled due to snow or other inclement weather, the school will communicate that to families by email, text, and social media.

School Vacations and Holidays

The CWS Calendar follows the school calendar closely. However, students who need to make up a missed workday may ask to work during the school vacation weeks or other scheduled Make Up Days available in the CWS calendar.

Holiday Vacation

CWS is closed from Christmas Eve through New Year's Day.

February / April Vacations

- A student only must work over the February school vacation if he/she has any time to make-up from missed time at work or snow days.
- Students may be able to make-up any missed time at work during this vacation with his/her supervisor's approval.

Termination and Reemployment Program

Termination

- The CWS program and student employment is a critical part of the CRB education. Students must be employable and remain employable in Corporate Partner jobs for their entire time as a student at CRB.
- CWS staff members strive to create an environment for student success.
- CWS staff members are committed to supporting students to the greatest extent possible.
- Students are expected to exercise personal responsibility to ensure success by working diligently while on the job, behaving in a mature and conscientious manner, and communicating with CWS staff members and their supervisors to resolve any questions or concerns.

- If a student does not meet the CWS and/or Corporate Partner's expectations, he/she will be terminated from the workplace, receive a failing grade for CWS and may risk being removed from the school.

Reemployment

- A student who is terminated from the workplace must meet with a CWS staff member and his/her parent/guardian and sign a Re-Training Program.
- The student must successfully complete the CWS Re-Training Program and pay a \$250.00 fine. This program typically lasts 4-6 weeks but may take longer.
- The \$250.00 fine is required before the student is reassigned.
- Failure to sign a CWS Re-Training Program Agreement and to make the \$250.00 payment may result in dismissal from CRB
- During the CWS Re-Training Program, the student must report to check-in on his/her scheduled workday.
- Students will complete the CWS Re-Training Program at CRB.
- Upon successful completion of the Re-Training Program, the student will be assigned to a new work site.
- The student may also be placed on probation.
- Any student removed from a job placement for disciplinary or performance reasons more than once may be dismissed from the school.

CWS Probation

Any student with recurring violations (i.e., 3 absences from work or ongoing tardies) or a significant violation (i.e., termination from a job or leaving the workplace without permission) may be placed on CWSP Probation. Parents/guardians will be called if a student is placed on probation and a special disciplinary contract must be signed. Probation may include after-school detentions and disciplinary assignments and prevent a student from participating in sports or extracurricular activities. Probation typically lasts 4-6 weeks until the student has proven an improvement in behavior.

CWS Fines and Fees

To help students understand and deter behavior that jeopardizes the quality of the Corporate Work Study Program, CWS imposes fines and fees. All fines and fees are non-refundable. All fines must be paid before a student can take mid-terms and final exams, graduate or be promoted to the next grade. CWS may change or add to the list of fines and fees throughout the year as necessary and without notice.

Late Check-In	\$10
Missed or Delayed Van	\$10
Pick-up at Work Due to Illness	\$10
Make-up Day Transportation Fee	\$10
Unexcused Absence Fine	\$20
Out of Uniform Fine	\$20
Appointments during Workdays	\$20
Late Arrival/Early Release from Work	\$20
Missed Scheduled Make-Up Day	\$20
Failure to Make-up Day of Work	\$150
Termination from Job/Re-Employment	\$250
Suspension	\$150/workday

Examples of Unexcused Absences

Unexcused absences include but are not limited to absences for students who are a no show for work/no call from parents, family vacation, driver test/lessons, college visit or overnight, outside CRB extracurricular activity (i.e., church retreat, sports game) and appointments for physicals, orthodontist/dentist teeth cleanings, and for non-immediate medical concerns. Any unpaid fines at the end of each semester will result in the student not being able to sit midterm or final exams.

Appendix B: Summary of '25-'26 Student Handbook

Laptops, Textbooks, and Calculators

- CRB will loan each student textbooks for their classes.
- For Underclassmen, official school documents including Report Cards and Transcripts will be released upon return of or payment for missing Cristo Rey Boston property as of their last day of class at CRB.
- For Seniors or students who leave CRB, official School documents including Report Cards, Transcripts, and Diplomas will be released upon return of or payment for missing Cristo Rey Boston property as of their last day of class at CRB.

CWS Firing and Retraining

- Students who are fired once from their Corporate Work Study Placement will have a period of mandatory retraining at CRB before receiving another placement.
- Students who fail CWS retraining or are fired for a second time during the remainder of their tenure at CRB may not be able to continue the school year as a student at CRB and may have to transfer to another school immediately.

Attendance

- I will ensure that my child comes to school every day on time to begin school at 8:10 a.m.
- If late to school, I will ensure that my child knows to report to the Main Office immediately upon arrival.
- I understand that if my child is absent more than 5 days in any quarter of his or her school year, he or she may not receive credit for classes missed in that quarter. This would mean that if a student is frequently absent with or without excuse over the course of the school year, the student may not earn credit for all classes for the year and may need to repeat the grade.
- I will make sure that my child promptly makes up missed work following absences.
- I understand that my child should complete work proactively or promptly make up work missed due to unexcused absences, including but not limited to the following: family vacations, participation at sports tournaments, and attendance at entertainment events.
- I understand that my child may not be permitted to enter the building before 7:30 a.m. and will be required to exit the building at 4:30 p.m. unless under the supervision of faculty/staff.
- I understand that my child may be required to stay for mandatory academic support if he or she is not achieving academically or is failing one or more classes.
- I understand that my child cannot be excused from mandatory academic support or detention unless there is a family emergency or student illness. I understand that if my child skips tutoring or detention, he or she may be suspended.

Promotion Policies

- I understand that my child will be automatically asked to withdraw if he or she does not earn sufficient academic credit for the year.
- I understand that all fines and fees must be paid by the end of the year to ensure promotion to the next grade.

Dress Code Policy

- I will ensure that my child comes to school in proper dress code attire, according to the guidelines listed in the Student Handbook.
- I understand that if my child comes to school out of dress code, he or she may be sent home to correct infraction, held from class or assigned a detention.
- I understand that frequent or extreme violations of school dress code will result in a family meeting and could result in separation from the school if the pattern is not corrected.
- I will help support my student in meeting dress code expectations by encouraging them to leave an extra set of dress code attire in their locker in case of an emergency.

Cell Phones and Electronic Devices

- I understand that cell phones and electronic devices are prohibited in classrooms from 8:10 a.m. until the end of the school day unless otherwise instructed by a teacher or administrator.
- I understand that use of cell phones or electronic devices in academic areas during the school day may result in confiscation of the device, which will be returned to the student at the end of the day, and/or detention.
- I agree to contact the Cristo Rey Boston Main Office in the case of family emergencies or scheduled appointments.
- I agree to support the appropriate and professional use of technology and social media with my student.

Mass

- I understand that as a Catholic school, we will have Mass celebrations over the course of the year.
- I understand that Mass is an opportunity to gather as a school community, regardless of a student's religious background.
- I understand that attendance and engagement in the routines of Mass (standing when directed by the facilitator or priest) is mandatory as it does not imply religious affiliation.

Appendix C: Agreements

Audio and Video Recording Release

I, the undersigned, understand that due to the COVID-19 Pandemic and laws, regulations and emergency declarations and orders resulting therefrom, there is a necessity to provide alternative forms of learning such as remote learning, virtual classrooms, livestreaming, online, e-learning and other various substitutes for on site, in-person learning in order to provide the best possible education and educational setting

So that students may thrive, succeed and effectively learn at the School. I, as the parent/guardian of the child or children set forth herein and personally hereby grant the School, the Roman Catholic Archbishop of Boston, a Corporation Sole, ("RCAB") and its affiliated parishes and entities, and their respective assigns, successors in interest, agents, employees, consultants and designated representatives (collectively, the "RCAB Entities"), the irrevocable, perpetual, non-exclusive, royalty-free and unrestricted right and license to:

- Record and or transmit mine and my child(ren)'s participation, appearance, and likeness, including on, but not limited to, digital or film photography, videotape, audiotape, livestreaming, virtual classroom, or any other form, medium or manner known now or hereafter known (collectively, the "Recordings"); and
- Use the Recordings, including my child(ren)'s participation therein, for educational purposes related to classroom instruction and the furtherance of the education of the students at the School.

This grant of rights is made voluntarily by the undersigned on behalf the child(ren) named in this Release, as well as personally. The undersigned acknowledges and agrees that neither he/she, nor any child named herein, has any right, title, or interest in any of the Recordings, and he/she further agrees to release and forever discharge the RCAB Entities from any and all claims in law or equity that the undersigned, and/or the child(ren) named herein and/or any of their heirs or personal representatives, have or shall have, arising out of any use, publication, modification or alteration of the Recordings or works derived therefrom, including, without limitation, claims for endangerment, invasion of privacy, or libel. The undersigned, as parent or guardian and personally, waives any right to inspect or approve any Recordings produced or any products incorporating the undersigned's child(ren)'s name and/or the Recordings.

The undersigned represents that he/she has read this release before signing, is fully familiar with its contents and, if desired, has had the opportunity to review it with legal counsel. This release is governed by the internal laws of The Commonwealth of Massachusetts, without giving effect to conflict of laws principles, is executed as a sealed instrument and shall survive the execution and delivery hereof

and shall be binding on the undersigned, the undersigned's child(ren) and their legal representatives, heirs and assigns.

Emergency Medical Authorization

I, the undersigned, hereby give my consent for medical treatment deemed necessary by physicians designated by school authorities and/or for transportation to a hospital emergency room for treatment for any illness or injury resulting during school hours and/or related sports or activities.

Over-the-Counter Medication Authorization

Over-the-Counter (OTC) medication are drugs that do not require a prescription and are purchased "over the counter." I, the undersigned, hereby agree that the School Nurse may administer OTC medication to my student in accordance with Health Office policy.

Community Partnerships

Cristo Rey Boston has a number of community partnerships including the Boys and Girls Club of Boston, Boston College Connell School of Nursing, and the Whittier Street Health Center. As part of these partnerships, Cristo Rey Boston may share a student's grade, email address, and parent email address.

Handbook Agreement

I, the undersigned, state that we have read and agree to be governed by the policies of Cristo Rey Boston High School as defined in the Student Handbook for the academic year 2025-2026. I fully understand the regulations contained herein and recognize the right of the school to establish rules and provide for their enforcement.

Student Full Name

Student Signature

Student Grade

Parent/Guardian Full Name

Parent/Guardian Signature

Date