



Student/Parent Handbook 2009-2010

Don Bosco Cristo Rey High School
1010 Larch Ave.
Takoma Park, MD 20912

■ General Information

The policies outlined in this handbook represent a framework. This list is not exhaustive and should not be considered comprehensive of all Don Bosco Cristo Rey High School policies. Statements in this Handbook are subject to amendment without notice. Some changes might be made immediately due to unforeseen circumstances.

Street Address:

1010 Larch Avenue
Takoma Park, Maryland 20912
Website: www.dbcr.org

Mailing Address:

P.O. Box 56481
Washington, DC 20040-6481

Recognized by the State of Maryland
Recognized and sponsored by the Archdiocese of Washington
Recognized and sponsored by the Salesians of Don Bosco
A Member of the Cristo Rey Network
A Member of the National Catholic Educational Association (NCEA)

Motto: “Be who you are and be it well.” -St.
Francis de Sales

School Colors: Black & Gold

Themes: Faith – Family – Future - Fun

Mascot: Wolfpack

Mission

Don Bosco Cristo Rey High School is a Catholic college-preparatory school for young men and women from the Washington, DC area who have the need and motivation to help earn their own tuition money through an innovative Corporate Work Study Program. In the tradition of St. John Bosco, who educated young people for life in an environment of trust and loving kindness, our rigorous educational program will prepare our graduates for college with the Christian values essential for a successful and fulfilling life.

Faculty and Staff Directory

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Don Bosco

Saint John Bosco, or Don Bosco as he was affectionately called by his students and friends, was born in Piedmont, Italy in 1815. His father died when he was just two years old, so John started working at an early age to help support his family. Despite her poverty, John's mother, Margaret Bosco, was determined to provide her son with an excellent education. She arranged for him to leave home temporarily to pursue his studies. John was very grateful to his mother for his education, and she remained an extremely influential figure to him throughout the rest of his life.

When John grew up he joined the seminary. After his ordination he became more and more aware of the dangers and anxieties suffered by so many of the youth in his town. He began to welcome some of these youth into his home, where he and his mother fed them, educated them, and trained them for their life careers. One of the most important lessons Don Bosco taught his students was that they should enjoy life, and that there was much happiness to be found in loving God and in knowing that God loves them.

Don Bosco served the youth with unwavering determination and dedication. He was so committed to his mission that other men and women, impressed by his work and the joy it gave to his life, joined Don Bosco's cause. In 1859, Don Bosco established a religious order that he named the Salesians after Saint Francis de Sales, another educator and friend of youth. At the time of his death in 1888 there were 250 Salesian houses around the world educating and serving over 150,000 youth. Today Don Bosco's Salesian schools continue to demonstrate how Christian education helps spread joy in the world.

The Don Bosco Cristo Rey Graduate

"What seems impossible you will achieve by having faith and gaining knowledge."

-Teaching of St. John Bosco

It is our hope and expectation that all graduates of Don Bosco Cristo Rey are spiritually mature men and women who possess the knowledge and faith to continue to educate themselves and others throughout their lives. The following paragraphs describe some of the defining characteristics that we expect of our graduates.

Knowledgeable and Thoughtful

The Don Bosco Cristo Rey graduate understands that the core academic subjects reveal important truths about God and Creation. Our graduates have a firm grasp of many of the most compelling ideas and facts presented in the Arts and Sciences. They also know how to think logically and deeply and how to express such complex thought in writing. They know how to produce good research, compelling arguments and thoughtful critiques. DBCR graduates know who they are and constantly seek ways to use their knowledge and gifts to contribute to the world in which they live and work. Don Bosco Cristo Rey graduates are prepared to succeed in college, where they will continue to gather knowledge and life experience that will help them serve their families and communities more fully.

Experienced and Dedicated

Through the Don Bosco Cristo Rey Corporate Work Study Program, the DBCR graduate has learned to be a dependable, responsible worker of integrity with high ethical standards. Each graduate has participated in the professional culture of the workplace and has begun to explore her or his own potential. The graduate of DBCR has learned to see work as an invitation to participate in the creative and saving work of our God "as One who labors" on our behalf. Work offers the opportunity to discover and demonstrate personal talent - both as stewards and as leaders - and encourages growth. This stewardship implies the responsibility to use all

resources wisely for the good of others and for the greater glory of God. As future leaders in the workplace, Don Bosco Cristo Rey graduates recognize the dignity of work, its integral connection to justice, and the choices they have to create a better society.

Religious and Joyful

The Don Bosco Cristo Rey graduate has a sincere and deep sense of God's presence and love in his or her life. The graduate understands that he or she was created for a unique purpose which awaits fulfillment in this life and the next. The graduate understands, as St. John Bosco repeated often, that "The best is yet to come." This realization compels our graduates to be active and joyful participants in their own faith journeys, and to be ever reliant on prayer and reflective on Christ's example for guidance and development. The DBCR graduate maintains a deep understanding of the Church's teaching and the Good News, and relies on these as the basis for strong morals and ethical judgments. Our graduates see their participation in religion as a source of joy in their lives.

Loving and Kind

Graduates of Don Bosco Cristo Rey believe that they are truly loved by God. This love is made manifest in the beauty of creation and the love of the people around them. The graduates see loving relationships with others as the foundation of a Christian life. They exhibit loving kindness to their families and friends, as well as to strangers. They also exhibit loving kindness to themselves, and they have confidence in their own gifts and talents, which they understand are to be used at the service of God and others.

The Don Bosco Cristo Rey Student

"The dream comes through much effort." -Ecclesiastes

In order to meet the high expectations that we have of all of our graduates, the Don Bosco Cristo Rey Student must exemplify the following characteristics.

Hardworking and Resourceful

Don Bosco Cristo Rey students must work hard to achieve the goals they have undertaken. They must complete all of their homework every night, and dedicate additional time to studying their notes and reading outside material. The rigorous academic schedule will be very challenging for all Don Bosco Cristo Rey students; however, students should know that every member of the DBCR faculty and staff is determined to help them succeed in any way possible. Students need to take advantage of the many opportunities for academic and other support that DBCR offers, including school counseling, advising, tutoring and Academic Assistance. Students feeling overwhelmed should understand that all serious students feel that way at times and they should make their feelings known to a teacher, advisor, or administrator immediately so that they can receive additional support right away.

Responsible and Determined

Don Bosco Cristo Rey students must contribute to a community wide reputation of being responsible and motivated. They must understand that the very existence of the Corporate Work Study Program and the school itself depends on this reputation. Community and business leaders and other area professionals *must* associate our school name with reliable and trustworthy students who are committed to doing their best. We expect Don Bosco Cristo Rey students to uphold that reputation in all that they do, whether at work, in school, at home, or elsewhere.

Open-minded and Hopeful

Don Bosco Cristo Rey students come from a variety of religious backgrounds and experiences. Though we do not expect all of our students to be Catholic, we do expect that they will be open to Catholic values and open to strengthening their own relationship with God. It is also important that our students are hopeful, so that they can begin to anticipate ways that their faith life and other aspects of their education will help to bring them joy. Even on the days that they face the greatest challenges, DBCR students should have the hope that “The best is yet to come.”

Conscientious and Compassionate

Don Bosco Cristo Rey students must be conscious of one another, their teachers and school staff members, as well as their work colleagues, supervisors and members of the larger community. They must also be conscious of their families, who sacrifice much to make their education at Don Bosco Cristo Rey possible. Don Bosco Cristo Rey students must work to understand each other and the people around them, always favoring compassion and concern over resentment or indifference. In each aspect of their lives, from academics to sports or from work to their time with family and friends, our students strive to follow the advice of Saint Francis de Sales, who told his students to “Be who you are and be it well.”

The Don Bosco Cristo Rey Parent

Parents who enroll their students in Don Bosco Cristo Rey High School do so because they are committed to their children’s wellbeing and future. We understand that our parents make tremendous sacrifices for their children. Our faculty and staff have a strong desire to support our parents as they help raise their children as young men and women of faith, hope and love.

The rigor of a strong college-prep curriculum will challenge our students in many ways, mentally, physically, socially, and emotionally. Our students need the encouragement and understanding of their parents in order to succeed. Parents need to make every effort to recognize the challenges our students face in school and to remind their children that they are capable of great things. Parents should help their children by providing quiet areas in the home to study and by monitoring the amount of time their children spend on homework. Parents should stay connected to what their children are learning in school and at work. If parents have any concerns at all about their child’s performance or wellbeing at school or work they should not hesitate to contact a teacher, advisor, or any member of the leadership team. Additionally, the school will invite and expect parents to participate in a variety of school community meetings, events, and celebrations.

Don Bosco Cristo Rey High School prides itself on its genuine family spirit, which makes it a true Salesian school. Close cooperation between the parents and the school is necessary, if the school is to succeed in achieving its goals. All Don Bosco Cristo Rey parents/guardians are invited to become active members of the school community.

Parent Nights and Teacher Conferences

Parents should check the school calendar for the scheduled times for both Parent Nights and Teacher Conferences. These are excellent opportunities to meet the teachers of the students in order to have personal contact with the Don Bosco Cristo Rey staff and be closely involved in the students' educational progress.

Volunteering

Parents/Guardians are encouraged to contact the Main Office in order to arrange to volunteer time for the good of Don Bosco Cristo Rey at various activities and for school trips.

Notification of Address and Information Change

Parents are requested to please notify the Principal's Office promptly if there is any change in address, telephone number, parent or guardian occupation or any other pertinent information.

Use of School Name

Use of the school name or logo, as well as any corporate client's name or logo, by any DBCR student or parent is prohibited in all written or electronic media without the expressed written consent of the President. This includes use of email list serves, web sites or other media that communicate the school or sponsor name or logo.

■ Academic Expectations

1. Every student at Don Bosco Cristo Rey High School has the right to a good education. All behavior in the school should help to establish and maintain an environment within the school that fosters maximum learning and mutual respect. Students are expected to be respectful of the learning process and to take responsibility for their own learning.

2. All homework assignments should be neat, clean, and legible. Homework should be handed in on time and done to the best of a student's ability.

Note: Copying homework, cheating on tests or quizzes, plagiarism (presenting the work of others as your own), and any other form of academic dishonesty is a serious offense.

- a) All written assignments, including homework, if not typed or computerized, must be written in ink unless otherwise noted by the teacher written in the upper left-hand corner.
- b) All homework must follow this standard: Student Name, Subject, Date, and Teacher's Name.
- c) Work on more than one page must show the standard on each sheet, or on the first page only with multiple pages stapled.

3. Students are expected to study every school night for at least two hours, reviewing the material from the day and preparing the assignments for the next day.

4. Students are expected to use all available resources to enhance their education (teachers, tutors, academic support staff, libraries, available technologies, etc.).

5. In class, students are expected to be active, cooperative learners listening, asking and answering questions. Students are expected to help establish an orderly, active learning process. Students are expected to time bathroom and locker visits during lunch periods, so that they do not miss any class time unnecessarily. Any student who is in the hallway during class time must have a pass signed by a DBCR staff member. If a student is between periods and needs to see a staff member, he or she must first report to the next class and receive permission and a signed pass from the next period's teacher.

6. Courses from each year must be passed or made up in summer to continue at Don Bosco Cristo Rey the following year. Any exceptions to this must be explicitly approved by the Principal. Students with more than two final F's on their end of year report card are not able to return to Don Bosco Cristo Rey the following year.

7. Credit Requirements for Graduation

Language Arts / English: 4 Credits

Foreign Language: 3 Credits
 Math: 4 Credits
 Science: 3 Credits
 Social Studies: 4 Credits
 Religion: 1 Credit each year of attendance
 Fine Arts: 1 Credit
 Corporate Work Study Program: 1 Credit each year of attendance
 College prep: 1 Credit
 Physical Education: 1 Credit
 Elective courses: 3 Credits

8. Grade Scale

Please note that this is the standard grade scale for the school

Letter Grade	Percentage	Grade Points
A+	97-100	4.3
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	64 and below	0.0

9. Honor Roll/Achievement Roll and Perfect Attendance

Honor Roll is posted at the end of the first and third quarters and at the end of each semester and is based upon individual grades for that marking period:

- Principal's List: No grade lower than A-
- First Honors: No grade lower than B+
- Second Honors: No grade lower than B-
- Achievement Roll: Brought lowest grade since last quarter up by a letter grade
- Perfect Attendance

10. Student Evaluation

Students will receive eight different Academic Assessments throughout the course of the year.

- Progress Reports/Mid Quarter – 4 times per year
- Quarterly Report Card – 2 times per year
- Semester Report Card – 2 times per year
- In addition, the CWSP conducts two performance reviews throughout the year.

Please note: The semester grades are what determine a student's official transcript and GPA.

If a parent or guardian has questions regarding academic concerns, they are encouraged to contact the student's teachers.

Academic Assistance

Academic Assistance is available to all interested students from Tuesday through Thursday afternoons, starting at 3:45 pm and continuing until 5:00 pm. This program provides students with study and homework time, as well as opportunities for tutoring and study skills help. While in academic assistance, students must work quietly and continuously on their school work, college research, or SAT preparation. They must not distract other students from their studies in any way.

Students participating in Academic Assistance must arrive promptly at 3:45. Students arriving after 3:45 will not be admitted without a note from a teacher, adult tutor, coach or club moderator. Students attending academic assistance voluntarily are free to leave before 5:00 with the permission of the DBCR faculty member in charge. In this case, the student must sign out before he or she is dismissed. After a student has signed out he or she cannot return to the classroom without a note from a faculty or staff member.

Mandatory Academic Assistance (“8th period”)

Any time a student fails to turn in a homework assignment that meets the teacher’s expectations, scores poorly on a test, misses school days for any reason, or otherwise fails to work up to potential, he or she will be required to participate in Academic Assistance for a specified number of days. In this case, failure to report to or participate in Academic Assistance could result in one or more detentions. Repeated failure to report to Academic Assistance when assigned will result in a suspension from school or Saturday Work Suspension.

Students receiving less than a C- in one or more courses, as indicated by their midterm reports or quarter grades, will also be required to attend Academic Assistance until they show significant improvement on a subsequent midterm or quarter report.

■ Faith Formation and Youth Ministry

The “soul” of Don Bosco Cristo Rey High School is the Salesian Charism or Salesian Spirituality. This religious charism is the gift of the Spirit given to and the legacy passed on by St. John Bosco (Don Bosco), founder of the Salesians of Don Bosco (formally titled the Society of St. Francis de Sales). Don Bosco wanted to do more than catechize young people and bring them to Church. He wanted a full life for them, and understood that God can only be found by embracing the whole of life. Thus, he sought to give them all they needed for a full and happy life on earth and all they needed to encounter God and develop meaningful relationships with Him, suited to their age and experience.

Don Bosco Cristo Rey High School challenges all of its students to realize their God-given potential and to use that potential in the service of others. The rigor of the curriculum prepares the graduates not only to succeed in college but, more importantly, to use their critical skills in a larger sense. The school wants to cultivate a consciousness of God’s continual presence and a passion for justice by recognizing that God desires a life of happiness and peace for everyone.

Therefore, religious life at the school is an integral and indispensable part of the Don Bosco Cristo Rey High School experience. Just as a student matures socially, intellectually, and physically, his or her relationship with God should mature to include a strong personal faith and the active response of a Christian adult. Don Bosco Cristo Rey High School combines the academic discipline of theology with a program of worship, retreats, Christian service, and other Youth Ministry activities. The office of Faith Formation and Youth Ministry at Don Bosco Cristo Rey coordinates all liturgies, retreats, service and Youth Ministry Events, offering a number of opportunities for students to grow in their faith and spirituality.

Prayer and Worship

The foundation of our community life at Don Bosco Cristo Rey High School is our communal prayer. We come together as a family to celebrate and recognize God's presence in our lives, to praise him, to thank him, and to petition him. Because of the essential role of prayer and worship in the formation of a personal relationship with God, students lead and participate in the various and regular experiences of prayer and worship. Some of the types of prayer and worship experiences that are shared at Don Bosco Cristo Rey High School are:

Daily Mass (Optional): Celebrated in the School Chapel at 7:05 AM Monday through Friday. Students, parents, faculty, and staff are always welcome.

Morning and Afternoon Prayer: Every school day begins and ends with an all-school prayer over the P.A. system led by a member of the student body. Prayer is also encouraged at the beginning of each class period.

All-School Liturgies: The entire school community gathers several times during the course of the academic year for special celebrations such as the Mass of the Holy Spirit, Feast of Our Lady of the Rosary, the Solemnity of the Immaculate Conception, the Feast of St. John Bosco, and the Feast of Mary, Help of Christians, to name a few. The celebration may take many forms (Mass, Liturgy of the Word, Rosary, Prayer Service, etc.), and students, under the guidance of an adult member of the Youth Ministry Team, help organize and prepare these celebrations.

The Sacrament of Reconciliation: The Sacrament of Reconciliation is offered several times during the year at the school. Advent and Lent are the main times for reconciliation. All students are invited to take part in this important and powerful sacrament. Our non-Catholic brothers and sisters are also encouraged to take part in this opportunity, if they so desire, to speak to the priest for spiritual direction or counsel.

Retreats

Students will have various opportunities throughout the school year to participate in different types of religious retreats.

Class Retreats: Class retreats are student led days of prayer, reflection, and community building. The planning, organizing, and preparation of these retreats is done by the Youth Ministry Team. Each grade-level or class makes a one-day retreat once a year. Participation in class retreats is *obligatory* for all students. Failure to participate in a class retreat is counted as a student absence and must be made up.

Leadership and Service Retreats: Throughout the year, other retreat opportunities will be presented to the student body as options for their faith development. During many of these retreats they will also have the chance to cultivate their leadership and service abilities.

Christian Service

“Amen, I say to you, what you did for one of these least brothers of mine, you did for me,” (Mt. 25:41).

Salesian youth spirituality is active, other-oriented, and committed to reshaping the environment, both locally and globally, in line with the values of the gospel. The experience of putting oneself at the service of others reveals one's gifts, and therefore fosters a growth toward human maturity. Such revelation is necessary if the young person is ever to make life and career choices which bear within them a commitment to service.

At Don Bosco Cristo Rey School, students are provided with on-going opportunities to engage in meaningful service to others in need. Most service projects are completely voluntary, and are wonderful occasions for to also build community while sharing one's time and talent. All students, however, are also required to perform some type of service each year. The requirements and specific details of that service vary by grade level and will be explained to each grade level at the start of each academic year.

Youth Ministry Team

The Youth Ministry Team leads the charge of Youth Ministry within the school community and takes direct responsibility for animating the Youth Ministry Program. This team is comprised of selected members of faculty, staff, and student body, and is formed, organized, and coordinated by the Director of Faith Formation and Youth Ministry. The formation or training of the team includes monthly meetings, retreat experiences, and, eventually, participation in workshop and seminars. Besides the Youth Ministry Team, there are several subcommittees and groups which also share in the responsibility of the various programs (e.g. liturgical ministers, choir, social events, etc.)

Salesian Family

Don Bosco Cristo Rey High School is a school community with a rich and multifaceted heritage. We are a part of the prominent Archdiocese of Washington, and members of the nationally renowned Cristo Rey Network. However, we are also part of a large worldwide group known as the Salesian Family, founded by Don Bosco. As members of any family we try to pass on our values and traditions to our posterity. Therefore, we try to offer to all students the possibility to participate in Salesian Family events that take place both locally as well as nationally, such as youth rallies, and Six Flags youth days.

■ Code of Conduct

“The devil has two traps to divert the youth away from true happiness. The first is to make them believe that serving God will make them sad people, without leisure, people who aren't in the loop. But that isn't true, my friends. The other trap is to make you believe that the youth have a good amount of time to think about serious things. Be careful, my friends, even if you have many chances to get old, you must, today, at all cost, make a success of your youth. It takes up your whole life, both in this lifetime and the next.” – Don Bosco

The Don Bosco Cristo Rey Code of Conduct helps students develop the Christian values essential for a successful and fulfilling life and to create a school environment where students are most likely to succeed. Although the Code mentions a variety of rules and regulations that will be enforced by Don Bosco Cristo Rey High School, it can be summarized by a single statement: **Students at Don Bosco Cristo Rey High School must respect the whole school community at all times.** This includes respecting school property, school faculty and staff, fellow students, and CWSP coworkers and supervisors; it also includes respecting themselves and their families as well as any members of the larger DC area community who come in contact with Don Bosco Cristo Rey High School.

The code which follows applies to any student who:

- is on school property
- is engaged in any school activity

- whose conduct at any other time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or contributing to the reputation of Don Bosco Cristo Rey High School. (Images or messages of DBCR students made available to the public on the internet or through other means are examples of things that contribute to the reputation of Don Bosco Cristo Rey.)

Students at Don Bosco Cristo Rey High School have been admitted because they have expressed a strong desire to work hard and to be responsible, thoughtful individuals. Such responsible and thoughtful conduct includes, but is not limited to:

- respect and concern for God, others, and self
- respect and concern for personal, school, and other's property
- having required materials and completing homework assignments on time
- adhering to classroom procedures
- doing one's own homework and class work
- consistently doing one's best
- being attentive and respectful, particularly during class, school assemblies, and religious celebrations
- being respectful of classroom and office activity and of teachers preparing classes by keeping conversation volumes to appropriate levels during passing periods.

Gross or repeated conduct unbecoming of a Don Bosco Cristo Rey High School student is grounds for dismissal from the school.

Disciplinary Sanctions

Detentions

When a student violates one or more of the school regulations, he or she may receive a detention. When the student receives a detention, he or she must report to detention on the assigned day and time. Detentions are held after school, generally from 3:40- 4:40 p.m. generally occur after school. If a student receives multiple detentions for the same incident, he or she must report to detention on successive days beginning the day after he or she receives them. No excuse will be accepted for postponing detention unless prior approval is given by the Principal or the Dean of Students.

An after-school job, sports games and practices, and other activities will not be accepted as an excuse to postpone serving a detention.

The following is a list of behaviors that students should expect will be disciplined with one or more detentions:

- Disrespect of teachers, students, staff, or other members of the school community
- Being tardy to school or class
- Use of cell phones, iPods, electronic games or any other electronic device during the school or work day
- Having food outside of approved areas. **Students are only allowed to eat in the cafeteria, unless otherwise arranged by a faculty or staff member.**
- Failing to carry school ID card
- Chewing gum on school property
- Littering/failing to tidy lunch table or classroom seating area
- Violating the Dress Code
- Failing to follow directives of staff
- Using inappropriate language
- Violating a restricted area

- Violating an office procedure
- Any other behavior that DBCR faculty or staff determines warrants a detention

Daily Detentions

1. Detentions will be held daily from 3:40-4:40 .
2. Detentions take precedence over any other school activity.
3. Detentions will be served the students next day in school following the infraction, as assigned by the Dean of Students.
4. A single minor infraction results in one after school detention.
5. Two after school detentions assigned for the same week result in a Saturday detention.

Saturday Detentions

Saturday detentions are issued through the Dean of Students' Office and are reserved for serious infractions, such as missing an after school detention, disrespecting a staff member or fellow student, excessive tardiness; seriously disrupting the classroom environment, and any other behavior deemed by the Dean of Students to warrant a Saturday detention.

1. Saturday detentions will take place from 9:00 a.m. to 11:00 a.m. on dates designated by the Dean of Students.
2. If the student cannot attend a Saturday detention for any serious reason, a parent/guardian must justify the absence in writing **before the date the detention is scheduled to be served**. The Dean of Students will call the parents to confirm an excused absence from Saturday detention.

Suspensions

Suspension is a grave penalty imposed for very serious offenses. A student may be assigned to serve a suspension in school or at home. When a student is suspended, the following procedures will be followed:

1. The student's parents will be called to notify them of the suspension;
2. The parents will be asked to pick-up the student from school immediately;
3. The student, during his/her time of suspension, will not be allowed to participate in any school functions and is not allowed on campus, unless the suspension is to be served in school. In this case the student is restricted to the room where they are serving the suspension;
4. No student will be allowed back on campus until the Dean of Students has spoken with the parents of the suspended student concerning their child's behavior; repeated suspensions will lead to dismissal.

The following is a list of serious violations that will typically result in suspension from school:

- Serious disrespect toward any student, teachers, staff members or other members of the school community
- Serious disruption of classroom instruction
- Serious lack of cooperation with school staff
- Habitual infraction of any minor violation, including tardiness or absence
- Physical horse play
- Cutting class
- Leaving school or class without permission
- Leaving school property before being properly dismissed
- Forgery, plagiarism or any other form of academic dishonesty. (Incidents of academic dishonesty will also result in a 0 grade for the assignment/test.)
- Engaging in any activity that could be construed as dangerous. Minor defacement of school property - *The parent or guardian is responsible for any damage caused by the student to any school property.*
- Failure to report to a teacher or staff member when told to do so
- Improper use of the internet (see below)
- Lying or deliberately misleading a teacher or staff member in any way

- Gambling
- Disregard for school expectations
- Any other serious behavior that the DBCR administration determines warrants a suspension

Disciplinary Probation: Students who have repeatedly violated the DBCR Code of Conduct will be placed on Disciplinary Probation. Disciplinary Probation results from any one of the following:

- Ten afternoon detentions in a semester
- Four Saturday detentions in a single semester
- One skipped Saturday detention
- Two in-school suspensions in one year
- One out of school suspension

When a student is placed on Disciplinary Probation they must meet with the Dean of Students to design a behavior contract. This contract will outline specific actions the student will commit to accomplishing as a way to improve his/ her behavior. The completed contract will be signed by the student, the Dean of Students, and the student's parent or legal guardian. A copy of the contract will be placed in the student's file and they will be given a copy to keep.

Actions prohibited while on Disciplinary Probation: Students may not participate in any extra curricular activities, clubs, or athletics while on Probation.

Students face possible dismissal from DBCR if they commit any of the following violations while on probation:

- One skipped Saturday detention
- One suspension
- Three Saturday detentions in the remainder of the year

Removal from Probation: Students on probation must complete ten hours of monitored school or community service (as designated by the Dean of Students). Students will be taken off of Disciplinary Probation after six weeks.

No student may go on probation twice in the same year. If students accumulate the violations necessary to be placed on probation twice in one year, they will face possible dismissal from DBCR.

Dismissal

Dismissal of a student from Don Bosco Cristo Rey High School is a serious matter and will only be used as a last resort or in the case of a serious incident of misconduct which jeopardizes the safety of the school community or the corporate clients or compromises the aims of Don Bosco Cristo Rey High School and Corporate Work Study Program. Recommendations for dismissal are made to the Principal and/or Executive Director of the Corporate Work Study Program. In some cases the school may deem an action by a student so severe that it would result in immediate suspension from school which may lead to dismissal. Students may be dismissed due to a major behavioral violation, a violation of disciplinary probation, or a lack of employability.

The following is a list of major violations that could result in immediate dismissal:

- Fighting
- Gang membership or affiliation and/or any behavior that might be construed as promoting a gang
- Stealing
- Harassing, bullying, or threatening a member of the school community in any way
- Serious or continuous disregard or lack of respect shown toward DBCR school or its staff or students
- Violation of DBCR Internet Safety or Media Representation policy

- Vandalism or destruction of school property (including lockers)
- Entering into living arrangements or making lifestyle choices that are dangerous toward self or others or that are explicitly against the teachings of the Church
- Dismissal for cause from work
- Excessive absences from school (six per semester) or work (2 per semester)
- Hazing
- Using, selling, providing or possessing drugs, alcohol or tobacco - *Don Bosco Cristo Rey High School reserves the right to drug test any and/or all students at its discretion. Since many Job Sponsor require drug testing, results of testing may be made available to Job Sponsors (in confidence) at their request. Positive results may be grounds for dismissal from the Corporate Work Study Program and dismissal from school.*
- Possession of any weapons, firearms, or explosives. *School officials shall report weapons violations to the local police. Weapons for which students can be dismissed include, but are not limited to, knives, guns, brass knuckles, billy clubs, look-a-likes, or any other item which if used or intended to be used would cause bodily harm.*
- Any other serious behavior that the DBCR administration determines warrants dismissal from school

Dismissal Process

The Dean of Students will convene the Disciplinary Committee to advise the principal of the student's status. The committee consists of the Principal, the Executive Director of the Corporate Work Program, the Dean of Students, the Academic Coordinator, a member of the guidance department, a faculty member appointed by the principal, and a faculty member chosen by the student. The student and parent or guardian may be present to explain the situation or answer questions the committee may have. When the facts have been ascertained the committee will meet by itself to determine the outcome. The principal will inform the student's parent or legal guardian of his decision. If the parent/ legal guardian wishes to appeal the decision they have 10 days to submit a written appeal to the President.

■ School Policies

Non-Discrimination Statement

Don Bosco Cristo Rey High School does not discriminate on the basis of religion, sex, race, color, or national or ethnic origin in its student admission process, educational policies, athletics or other school administered programs.

Use of School Parking Lot

The parking lot is reserved for faculty, students, staff and visitors. Students wishing to drive to school must register the car with the Dean of Students. Reckless or unsafe use of the motor vehicle may result in the student's loss of campus driving and parking privileges.

Inclement Weather

In the event of inclement weather, Don Bosco Cristo Rey High School and Corporate Work Study Program follow Prince George's County's schedule for changes to the school or work schedule.

Internet Safety

It is the policy of Don Bosco Cristo Rey High School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic

communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

In addition to the measures described above, the School encourages parents to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet. Inappropriate use of the Internet is a serious matter.

The School is not responsible for the accuracy or quality of any information obtained through any school Internet connection.

Inappropriate Network Usage

Access to the School's Internet service is for educational or research purposes only, and must be consistent with the educational objectives of the School. School officials monitor Internet use.

Access to the Corporate Client's Internet service is for business purposes only, and must be consistent with the business objectives of the corporate client. CWSP staff and the Corporate Clients' officials monitor Internet use.

To the extent practical, steps shall be taken to promote the safety and security of users of the Don Bosco Cristo Rey High School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

The user is responsible for her or his actions and activities involving the network. Some examples of unacceptable uses are:

- Using the Internet to access personal email or social networking websites (e.g., MySpace, Facebook);
- Using the network for any illegal activity, including violation of copyright laws or other contracts, or transmitting any material in violation of U.S. or State of Maryland regulations;
- Unauthorized downloading of software;
- Downloading copyrighted material for other than personal use;
- Wastefully using resources, such as file space or paper;
- Invading the privacy of individuals or using another user's account or password;
- Posting material authored or created by another without her/his consent;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material;

- Any form of plagiarism – i.e., claiming another person’s work through the Internet as one’s own.

Students who use the Internet, whether from a school computer or any other computer, to engage in activity that is unbecoming of a Don Bosco Cristo Rey student may be subject to detention, suspension, or dismissal from the School.

Files stored on the Don Bosco Cristo Rey servers are the property of the School, and may be monitored at any time without prior notice to the student. The School is not responsible for any damages the student may suffer, including the loss of data.

The parent/guardian is responsible for any damage caused by the student’s inappropriate use of the Internet system. The failure of any user to follow the terms of this policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Supervision and Monitoring

It shall be the responsibility of all members of the Don Bosco Cristo Rey High School faculty and staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measure shall be the responsibility of the Principal or designated representatives.

Media Representation

DBCR prohibits the use of our school’s name, logo, or image (be it of the school building, its classrooms, its activities or any other manifestation of DBCR) in any way in any media without the express, written consent of the school. DBCR also prohibits the use of any likeness, image, or voice of any staff member, staff member’s family, student, or student’s family without the express, written consent of that individual(s). Violation of the policy by a DBCR student or parent may result in dismissal of the student.

Personal Property

Students are encouraged to always be conscious of the whereabouts of personal items and school books. Lockers are assigned for storage. Students’ personal materials should never be carelessly left around campus. Such items that are found may be placed in the “Lost & Found.” Clothing, etc. may be retrieved for a fee of \$1 or will be discarded within two (2) weeks. DBCR is not responsible for any student’s lost or stolen items.

Items loaned to students for use, such as locks, lockers, textbooks, sports uniforms and other items must be returned to the school at designated times in good condition. Items that are not returned or are not returned in good condition will be billed to parents. Students with outstanding bills will not be allowed to take their final exams until the balance is paid.

For the safety and well-being of our entire school community, school authorities are allowed to inspect and search places such as lockers (which remain school property), desks, parking lots and other school property, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants. Inappropriate items will be confiscated at the discretion of school officials.

Phones and other electronic devices

Students are prohibited from using electronic devices during the school and work day. On a school day, between 7:45 am and 3:30 pm all electronic devices must be turned off and kept out of sight. Failure to follow

this policy will result in the electronic device being confiscated and held by the Dean of Students until the end of the day at which time the student may pay \$5.00 to have the item returned. Cell phones and IPod's can only be used after school in the cafeteria.

Harassment

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

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

Harassing conduct includes, but is not limited to:

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

Sexual harassment in particular is strictly prohibited. Government regulations define sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

- when submission to such conduct is made a condition of a student's continued attendance at Don Bosco Cristo Rey;
- when submission to or rejection of such conduct is used as the basis for decisions affecting a student;
- when such conduct has the purpose or effect of unreasonably interfering with the student's performance or creating an intimidating, hostile, or offensive school environment."

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

Any student who believes that she/he has been the subject of sexual or any other form of harassment by anyone at Don Bosco Cristo Rey or by any person who does business with Don Bosco Cristo Rey, even a Corporate Client, should bring the matter to the attention of a Don Bosco Cristo Rey staff member, the Executive Director of the Corporate Work Study Program, the Principal, or the President of Don Bosco Cristo Rey. A prompt and thorough investigation of any alleged incident will be conducted and appropriate corrective action taken if warranted. Upon notification of negative treatment on the job site, the student will be pulled from her/his job site and not be allowed to return until the matter is resolved.

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

Duty to Report

Students have the responsibility of reporting violations of the Code of Conduct to a teacher or administrator. To the extent possible, these reports will be treated as confidential.

■ Student Life

Advisories

Each student is assigned an advisor who is either a faculty or staff member of Don Bosco Cristo Rey High School. The primary responsibility of the advisor is to care for a limited number of students by establishing a strong relationship with both the students and their families. The advisor will meet with his or her advisees periodically to discuss topics such as academic or behavioral performance of the students. The advisor will also meet with the parent(s) of their advisees at designated times during the school year. Parents should feel free to call their students' advisors throughout the school year to check on their children's progress at school. Advisors may also call parents periodically to notify them of particular successes or challenges that their children have experienced at school.

College Advisement

The college counselor provides comprehensive services aimed at assisting students and parents with the college going process. Such services include advisement, introduction to resources, assistance with the college search, financial aid information and applications, as well as guidance during the transition from high school to college. Parents are highly encouraged to attend any college information meetings offered.

College Visits

Juniors and Seniors may take one "excused" college visit day each year. College Visit Request Forms are provided by the college counselor and must be submitted to Mr. Elias Blanco one week in advance. Students may not take their college visit day during a scheduled work day.

Counseling

The Social Worker at Don Bosco Cristo Rey High School is committed to assisting all students and their families in meeting the demands of high school and in dealing with social or emotional problems that may affect their academic, work, or behavioral performance at DBCR. Social Workers assist students in understanding their abilities and interests as well as formulating and achieving realistic goals, and maintaining satisfactory personal and social adjustments.

Child Abuse

By law the State of Maryland requires school personnel to inform the Department of Child Protective Services of any allegation or suspicion of child abuse or neglect.

Medication Policy

All medications must be kept in the Principal's Office with the exception of prescribed inhalers. Medications will be given only to students who have a medication form on file in the Principal's Office signed by a parent or guardian. Prescription medication must be brought in monthly in pharmacy-labeled containers. If a student needs to take a prescription or an over the counter medication (Tylenol, Advil, etc.) during the school day, they should report to the Principal's Office. A phone call to a parent/legal guardian will be made each and every time

before any medication is given to the students. Students should not have any form of medication with them or in their lockers when in school.

Sports and Activities

In order to meet the Physical Education graduation requirement every student must participate in either two interscholastic sports, six intramural activities, or a combination of thereof. This requirement should be completed by the end of the student's second year at Don Bosco Cristo Rey. Since the sport and activities meet graduation requirements they hold many of the same expectations as traditional school classes. Students' grades will be deducted for absences, tardiness, improper uniform, or lack of conducive participation. Students who do not complete the physical education academic requirement may not be able to continue at DBCR.

Students are strongly encouraged to participate in sports and activities beyond the graduation requirement. Students interested in establishing a new club or activity at school should submit their proposal to the Dean of Students who will determine the feasibility of the proposed club or activity.

Given the nature of Don Bosco Cristo Rey High School's work program, conflicts will arise between work schedules and practices, games and activities. Work always takes precedence over extracurricular activities. A student may not miss any work in order to participate, nor should the student ask their supervisor for an exception under any circumstance. Absences from sports and activities due to work conflicts will not be counted against the student.

After school Academic Assistance and detention, when assigned, also take precedence over practices, games and activities.

Academic Eligibility

Don Bosco Cristo Rey employs a three-tier level regarding academic eligibility.

- Level One – one failure on most recent progress report or quarter report card: student-athlete will receive a weekly progress report, for at least two weeks, signed by all teachers; the report will be held by the Academic Coordinator; student-athlete may participate in practices and sporting events.
- Level Two – two failures on most recent progress report or quarter report card: student-athlete is ineligible to play for two weeks but he may practice. Student will be reviewed after two weeks. If student is still failing two subjects, he will be placed on a second two week probation period. If student-athlete is failing one subject at the end of the two week period, he may move up to Level One rules.
- Level Three – three failures on most recent progress report or quarter report card: student-athlete is ineligible to be a member of the team for the remainder of the season.

If a student is unable to complete their physical education requirement due to academic eligibility they may not be able to continue at Don Bosco Cristo Rey High School.

Spectators

Students participating in school sports or other activities (as spectators or active participants) must adhere to the Don Bosco Cristo Rey Code of Conduct at all times, regardless of where the event takes place. Spectators are invited to enthusiastically support the Wolfpack, but under no circumstances should they direct negative comments or actions toward any of the officials, coaching staff, or players of either side during the game.

Solicitations

Student solicitations, including club or sport solicitations (fundraisers, collections, etc.) of any kind, are not permitted unless first approved by the Principal's Office.

■ Attendance Policy

Daily Schedule- Class work and Corporate Work Study Program (CWSP)

Don Bosco Cristo Rey High School's doors open at 7:15 a.m. The school day begins promptly at 7:45 a.m. Students must be in their assigned classroom by 7:45 a.m. Students who arrive at school at 7:45 a.m. but are not in their classroom will be considered tardy.

Classes end at 3:30 p.m. On the day a student is assigned to work, he or she will finish at approximately 4:40 p.m. - 5:10 p.m.

Team Work Schedule

(Example)

Monday	Tuesday	Wednesday	Thursday	Friday
Rotating Schedule of Students A,B,C and D	Student A attends work program	Student B attends work program	Student C attends work program	Student D attends work program

Unforeseen Absences

In the event of an unforeseen absence from school, a parent or guardian should telephone the school before 9:00 a.m. and briefly state the nature of the absence. Upon returning to school after each absence, the student must report to the school office with a note from a parent or guardian. Failure to bring in a note for two consecutive days will result in the student receiving a detention. If a note is not received by the third day, the absence will be treated as truancy and the student may be suspended from school.

Foreseen Absences

A foreseen absence requires that a parent or guardian write a note to the Principal at least one week in advance in order to notify the teachers. The Principal will then issue a note that the student must show to all of his or her teachers. Please note that a foreseen absence is not necessarily an excused absence.

Medical Absences

Absences due to medical conditions may require certification by a physician's note to the Principal.

Scheduling Outside Appointments

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

to avoid conflict with school attendance. In the event that an appointment cannot be scheduled outside of school hours, parents must notify the school of the situation as early as possible to receive permission from the Principal or CWSP Director (on a workday) for their child to miss. Students arriving to school after their appointment must report to the office for an admit slip before going to class.

Excessive Absences

If a student is absent from a class more than 6 times in a semester or 10 times in one year they will be required to make up the missed time in summer school. The student may take a class of their choosing at an accredited school. He/she must show proof of successful completion in order to continue at Don Bosco Cristo Rey. Absences from work are considered a school absence. However, even if total school absences are within the above parameters, a student may still face the possibility of losing academic credit for work and being dismissed if work absences are in excess of 2 per semester.

Early Release

If a parent requests that a student be released from school early, a parent or guardian must receive permission from the Principal's office by telephone and must also submit a note describing the circumstances before the student is released. There is no early release from work.

Truancy

Absence from school, class or work without sufficient reason is considered truancy and will result in disciplinary actions. A second offense may be grounds for dismissal from school.

Don Bosco Cristo Rey High School is a closed campus school. Permission is needed to be off campus between the hours of 7:45 a.m. and 3:30 p.m. Students leaving campus or class during school hours (or leaving work on the work day) without permission are subject to immediate suspension.

Holidays

Because of the amount of time and dedication that is required of students to successfully prepare them for college, Don Bosco Cristo Rey High School cannot support vacation outside of defined school breaks. Such absences will be considered unexcused.

Often, schools have holidays which businesses do not share. Students may be required to attend work even if there are no classes scheduled for a particular day. Early school dismissals and half-days do not apply to students who work on those days. Students should assume that they have work each and every weekday of the year unless they are notified otherwise. It is the student's responsibility to verify with the CWSP Office if they do not have to work on a particular school holiday.

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

Absence from Work

Each student is expected to attend work every day work is assigned. Since each student works only 5 days per month, missing a day of work is a very serious event. Missing work for any reason will result in a \$100.00 fine. Fines are added to the student's tuition balance. A student must make up any absence as soon as possible and no later than 60 days from the date of absence. Once an absence has been made up, the student is eligible to receive a \$75.00 tuition credit back from the original fine. The student is responsible for making the arrangements with her or his supervisor and notifying the CWSP Office. Students are responsible for arranging transportation to and from work for any day they must make up. If a Corporate Client's schedule offers no

opportunity for the student to make up an absence, the student forfeits the full \$100.00 fine and receives no refund. If a student ends the school year with more than one absence that is not made up, it may result in a failing grade for the Corporate Work Study Program and the student may be liable for dismissal or asked not to return to Don Bosco Cristo Rey High School the next school year.

Tardiness Policy

Tardiness to school, class or work is not acceptable.

- Each tardy to school will result in a detention and will be entered into the student's attendance file.
- For a student who is tardy after 10:00 a.m., a half absence will be entered into the student's attendance file.
- If a student accumulates three or more tardies within a week (to school or class), or six or more within a month, he or she may receive a suspension.

- If a student accumulates eight or more tardies during a quarter, a meeting will be arranged with the student and her or his parents, and the student may be placed on Disciplinary Probation.

- If a student is tardy to school, the student must report to the front desk, present her or his Student ID, and must have a signed Admit slip from Principal's Office in order to enter class.

- If a student is not tardy to school but is tardy to any subsequent classes, the teacher of the class will give the student a detention. Chronic tardiness to class may result in loss of credit.

- On the student's work day, if the student is tardy and misses his or her mode of transportation, the student will either be sent home and marked absent for the day or be required to pay the cost of their additional transportation for that day. As with any absence from work, the student will be assessed a \$100 fine and a make-up day must be scheduled with the job sponsor. Students who are tardy to the morning check-in, but arrive before their transportation departs, must serve one after-school detention. A third tardy within a quarter will result in a parent-student-CWSP conference.

Illness at School or Work

If a student becomes ill at school and is too sick to participate in class, he or she is also considered too sick to stay at school. If it is determined that the student should not remain at school, a call will be made to the parent or guardian in order to release the student to their care. If a parent guardian or emergency contact cannot be reached, the student will remain at school until either the end of the day or until someone can be reached.

If a student becomes ill at work, the student must call the CWSP office in order to receive instructions about their transportation. The CWSP staff will arrange for transportation of the student back to school. The school will call the student's parent or guardian in order for the student to be picked up from school. If a parent, guardian or emergency contact cannot be reached, the student will remain at school until either the end of the school day or until someone can be reached. A student is never to leave their job without prior permission from a CWSP employee.

A student who is feeling really ill in the morning should not go to work. For this reason, any incident of a student leaving work early will be treated the same as an absence and a \$100.00 fine will be imposed. If the student becomes ill and must leave work, she or he must present a written note to the CWSP Office from a doctor or parent or guardian when she or he returns to school. If a student fails to bring a note, the departure from work will be treated as an unexcused absence and the student will be given the appropriate penalty in addition to the fine.

Safety during Arrivals and Dismissals

Students and parents should make their personal safety and that of the school community a top priority when traveling to and from school. Cars dropping students off should maintain safe speeds on and around school grounds. Students traveling to the bus and metro stops should obey all pedestrian traffic signals and use caution when crossing the street and waiting for the bus or train.

■ Corporate Work Study Program Expectations

Program Overview

The Corporate Work Study Program (CWSP) provides students with real world job experiences and allows them to earn a significant portion of the cost of their education. It is an integral part of their educational experience at Don Bosco Cristo Rey High School. A positive attitude and a commitment to high standards of responsibility and behavior are required.

While the Corporate Work Study Program strives to create an environment for success for its students, the student must take personal responsibility to ensure individual success by projecting a positive attitude, behaving in a mature manner and acting like an adult while participating in the program.

Students are assigned to work at a Corporate Client's office five full days each month without missing any instructional time. Students gain valuable exposure to a variety of office environments and learn to work and act with adults in a professional atmosphere. At the same time, students earn income which is paid directly to the school in order to offset the vast majority of the education.

Students will be held to high standards of honesty and integrity. Remember that use of a Sponsor's telephone, office equipment, office services (e.g., Internet access, etc.), or office materials without a supervisor's approval is tantamount to stealing and will not be tolerated. Students may not use the Internet or office equipment at work for any reason unless it is directly related to the performance of their job.

Students are employees of the Corporate Work Study Program and not employees of the Corporate Clients. Students are not eligible for the client company's benefits unless specifically told so by their supervisor. Students should never presume that they may partake in these benefits.

All students and parents or guardians are expected to read and follow the rules set forth in this Handbook as part of their agreement with the Don Bosco Cristo Rey High School Corporate Work Study Program. Since Don Bosco Cristo Rey High School is the legal employer of the students; parents or guardians should not directly contact supervisors or other employees of the corporate clients.

Assignment of Earnings and Employability

Students earn real income through the Corporate Work Study Program. In their contracts, students and parents agree to assign this income to Don Bosco Cristo Rey High School to help offset the cost of their education.

Every student is required to complete an INS Form I-9. Students must be at least 14 years old to participate in the CWSP. Students under 16 years of age must complete a State of Maryland work permit form in addition to other employment forms. Students are required to abide by the work restrictions set forth on the reverse side of the work permit form. These restrictions may affect a student's ability to work at a job outside of CWSP.

■ School and Work Dress Code

Overview

The Dress Code ensures that every student will dress in a professional, modest, conservative, and safe manner. Don Bosco Cristo Rey High School's dress code corresponds to business professional dress. When they go to work, students enter professional work environments. Their dress should reflect a high standard of professionalism. Work environments are also adult environments. *Students are expected to follow the exact same dress code for work as they do for school, regardless of the dress code enforced at the work place (e.g., casual Fridays).*

Students must arrive at school in full dress code compliance and remain in compliance at all times while on school grounds unless they are participating in a specific school activity that requires them to change clothes. The only exception to this rule is the addition of cold weather items (hats, gloves, scarves, boots, for example) and walking shoes. Students who arrive with those items on must remove them and be in complete dress code before the start of the homeroom period (7:45 am).

Parents must be sensitive to the fact that their daughters and sons might be assumed to be much older than their actual age. For the comfort and security of all our students, they should dress modestly. Don Bosco Cristo Rey High School wants to present a consistent image to the public. The safety of our students is a priority. Most jobs require some interaction with office machinery such as copiers, fax machines, etc. A neat appearance and properly fitting clothes will help avoid potential mishaps.

In addition, students walk to and from their bus stop and workplace. Proper footwear and the absence of sensory distractions such as music headphones, etc., help ensure their safety.

The school reserves the right to determine what constitutes appropriate dress. The following is meant as a set of guidelines; however, in all cases the school has the final say.

- Students are expected to be in full dress code **at all times** while inside the school building, at work, to and from work, at special events and during all field trips unless otherwise specified by the school.
- It has been observed that the more seriously a person dresses, the more seriously that person performs in her or his role and the more seriously others receive him or her. Expressing individuality should be done through hard work at school and at the work place, and not through one's clothing.
- Students are encouraged to have a **watch** so that they may better manage their time while at work. Cell phones should not be used in place of a watch since students are not to have cell phones out during the work or school day.
- **Violation of dress code:** When a student is not dressed professionally and according to the rules (and cannot be in dress code compliance by the start of homeroom), **he or she will be sent to the office to call home. They will not be allowed to attend class until they are in proper dress code. The student may be marked tardy or absent for half a day depending on what time they are able to begin classes. Students out of dress code on a work day will be sent home and will be required to make up the missed day and pay a \$100 fine.** Any *extra* inappropriate item (e.g., showy or large jewelry) will be confiscated. The student must pay \$5.00 at the end of the week to get the item back regardless of the item's value.

Students who do not maintain a neat appearance (e.g., boys' shirts tucked in; girls' shirts buttoned) *at any time* (even after the final bell rings) while inside the school building will receive a detention.

- Garments worn under clothing should not be visible.

Appropriate Attire for Men

WHEN NOT IN PROPER DRESS CODE STUDENTS WILL BE SENT HOME AND MARKED ABSENT FROM WORK; ON SCHOOL DAYS, STUDENTS WILL NOT BE ALLOWED TO ATTEND CLASS IF NOT IN PROPER DRESS CODE. ANY EXCESS ITEMS NOT IN COMPLIANCE WITH THE DRESS CODE (I.E. SHOWY OR LARGE JEWELRY) WILL BE CONFISCATED. THE STUDENT MUST PAY \$5.00 AT THE END OF THE WEEK TO GET THE ITEM BACK, REGARDLESS OF THE ITEM'S VALUE.

Dress Shirt: Must be a **long-sleeved, solid-colored** dress shirt with collar and buttons. Must be of cotton or poplin material. Shirts should be buttoned all the way up and down, and *at all times*. Must be neatly tucked into pants at all times. Belt must be visible. No lettering or large logos of any kind.

Trousers (one color allowed: black): Dress pants must have a crease and hem in the legs. Dickies (work pants); cargo pants, khakis, jeans and other work pants are not allowed. Pants should be worn to waistline.

Tie: Must be worn to match the shirt. Ties must be tied all the way up and worn appropriately at all times.

Belt & Socks (two colors allowed: solid black or dark brown): Belt and socks are to be worn at all times. No rivets.

Shoes (colors allowed: conventional business colors of black, brown, or burgundy): Should be leather or leather-like office dress shoes, hold a shine, no stripes or similar “sneaker-ish” appearance, and be in the Loafer or tie-up styles preferred. No construction boots or work/athletic shoes allowed.

V-neck Sweater, Vest or Business Blazer: Young men have the option to wear a professional black vest, sweater or blazer (e.g., no hoodies, no sweatshirts), and without patterns, words, and images. Shirt and tie are required and must be visible under sweaters or business blazers.

School ID: Should be displayed at all times.

Hair Color/Style: Conservative hairstyles and a neat appearance are expected. Absolutely no razor-shaved or bald heads, no hair below the earlobe, no hair beyond 2 ½ inches in length; no ponytails, no dreads, no cornrows, no hair coloring, no shaved shapes or patterns; no military-style cuts (shaved on sides); no hairnets, hats or other covering except that provided by a winter coat or woolen winter hat when out doors. Sideburns must be at least 1 inch above the bottom of the ear. Hair should be kept neat.

Facial Hair: NONE allowed. No long sideburns allowed. Students will be asked to shave on site if necessary. If asked to shave more than once, student will be sent home from school each violation thereafter.

Hygiene: Students are expected to maintain a neat and clean appearance. Cologne, if used at all, should be worn in conservative quantities. Attention should be paid to showering, shaving, using deodorant, brushing teeth, combing hair, ironing clothes, etc.

Jewelry and Make-up: No visible jewelry or tattoos are permitted. Make-up is not allowed. No nail polish of any kind.

Overcoat, Sunglasses and Hats: Coats should be appropriate according to the weather. No sports logos. No skull symbols. Coats should not be worn inside. Neither sunglasses nor hats may be worn inside, at work or at school.

Appropriate Attire for Women

WHEN NOT IN PROPER DRESS CODE STUDENTS WILL BE SENT HOME AND MARKED ABSENT FROM WORK; ON SCHOOL DAYS, STUDENTS WILL NOT BE ALLOWED TO ATTEND CLASS IF NOT IN PROPER DRESS CODE. ANY EXCESS ITEMS NOT IN COMPLIANCE WITH THE DRESS CODE (I.E. SHOWY OR LARGE JEWELRY) WILL BE CONFISCATED. THE STUDENT MUST PAY \$5.00 AT THE END OF THE WEEK TO GET THE ITEM BACK, REGARDLESS OF THE ITEM'S VALUE.

Dress Blouse (*any color, but must be solid (no patterns, lettering, logos, stripes, etc.)*): Women must wear a dress blouse (short sleeve, $\frac{3}{4}$ -length or long-sleeves are acceptable). They must be of cotton, poplin, or similar material. Blouse must be modest and professional, have buttons *all the way down*, sleeves, and a collar. Blouse must be below waist length.

Slacks/Skirts (*one color allowed: black*): Women may wear pants or skirts. Both should be relatively loose fitting and must have a bottom hem. Creased pants are preferred. Skirts should be *knee length or longer*. No long slits or side slits on skirts. All pants and skirts must be of cotton, wool or similar material. No lycra or spandex material is allowed. A belt must be worn with pants or skirts that have visible belt loops. No rivets allowed. Belts are only to be worn in pant or skirt loops.

Stockings/Socks (*not required, but if worn, must be solid black, tan, or nude color*): Girls may refrain from wearing stockings. Trouser dress socks (not athletic socks) or knee-high stockings may be worn with slacks and stockings can be worn with skirts. Knee-high socks are NOT to be worn with skirts. Designs on trouser socks are NOT allowed.

Shoes (*colors allowed: conventional business colors of black, brown, or burgundy*): Dress shoes only. Should be leather or leather-like, and hold a shine. Open toe or mesh shoes are not acceptable. No sandals, gym shoes, construction or work boots, clogs, or platform shoes. No boots of any kind will be accepted with skirts. Heels should be of moderate height.

Dressy Sweater or Business Blazer (*color: black only*): Young women must wear a sweater, vest, or blazer at all times inside the school building. Sweaters can be v-neck or cardigans (no zippers or hoods). Blazers/dress jackets must be *at least* waist length. Short sleeve, $\frac{3}{4}$ -length or long-sleeves are acceptable.

School ID: Should be displayed at all times.

Jewelry: No excessive jewelry. Earrings must be smaller than a dime. No other body or facial piercing allowed. Only one earring in each ear in the lobe is acceptable. Only one conservative, modest necklace allowed. Only one bracelet is allowed. No extreme colors (i.e., no neon).

Make-up: Less is better. Conservative colors and styles. No black lipstick. Perfume, if used at all, should be worn in conservative quantities. Fingernails should be of a moderate length and color. No black nail polish and no extreme colors (e.g., neon) or nail treatments. No visible tattoos are permitted.

Hair Color/Style: Conservative hairstyles and a neat appearance are expected. Natural colors only. Hair should be worn off the face and with safety in mind while working with office machinery. Ponytails must be worn in the back of the head and below the top of the head (no side or high ponytails). No dreads, no cornrows, no shaved shapes or patterns; no hairnets, hats or other covering except that provided by a winter coat or woolen winter hat when out doors.

Hygiene: Students are expected to maintain a neat and clean appearance. Attention should be paid to showering, shaving, using deodorant, brushing teeth, combing hair, ironing clothes, etc.

Overcoat, sunglasses and hats: Coats should be appropriate according to weather. No sports logos. No skull symbols. Coats should not be worn inside. Neither sunglasses nor hats may be worn inside, at work or at school.

■ **Tuition and Other Financial Information**

Don Bosco Cristo Rey High School provides an affordable means of education for deserving young people and their families. By attending Don Bosco Cristo Rey High School, students automatically receive a sizable amount of financial assistance. The estimated cost of education for the school year is \$14,000 per student. Families contribute a portion of the total cost to meet their parental responsibility. Our innovative Corporate Work Study Program and the fundraising efforts of our Development Office enable us to provide a very competitive education at a fraction of the total cost. A Cristo Rey student receives approximately \$4.00 of education for every \$1.00 her/his family contributes. Families are reminded that the published expense of \$2500 per family is only used as a measure for financial eligibility and admission to the school through PSAS. That amount does not reflect the actual costs of education. In order to make each student's education possible, the family contribution, along with scholarships and tuition assistance programs, are necessary to help supplement the monies provided to students through the Corporate Work Study Program. PSAS and application forms must be true and accurately documented by all families. Evidence suggesting an inaccuracy in income, asset, or other reporting may jeopardize students' continued enrollment at Don Bosco Cristo Rey.

Corporate Work Study Program Earnings

When a student enrolls at Don Bosco Cristo Rey High School, he or she becomes an employee of the Corporate Work Study Program and is assigned a Corporate Client. By working five full days a month throughout the school year, each student generates a total of \$6,500.00 towards her/his education. This educational credit is not considered taxable income. Like any job, a day missed means that the student should not get paid. Students will be charged \$100.00 for every missed day of work regardless of the reason. In addition to this fine, students are required to make up each missed day. Once an absence has been made up, the student is eligible to receive a \$75.00 tuition credit back from the original fine.

Family Contribution Payment Plan

Each family's contribution toward the cost of education is determined by the family need and the amount of aid that can be provided by Don Bosco Cristo Rey.

- A \$60.00 non-refundable tuition payment is paid at time of registration and will be applied to the last tuition payment of the year.
- Tuition is paid in 10 equal installments (August through May). Payments are due on or before the first of each month. Late payments will result in a \$25.00 late fee.

Payment Methods

- All families will be invoiced in the middle of each month.
- Payments may be made in person or by mail .
- Payments must be paid with check or money order only. Cash is not accepted.
- Checks or money orders should be made payable to Don Bosco Cristo Rey High School and must indicate the name of the student to whom the payment belongs.

Failure to Make Payment

- Students with delinquent accounts of more than 30 days will be suspended from class until their families resolve the situation with the Business Office.
- Families of withdrawing students must pay all of the tuition due and other balances through the end of the month in which the student officially withdraws from school. No official records will be released until all money owed to the school is paid in full.
- If there are very special circumstances that prohibit you from making your payment on time, you must make an appointment with the Business Office to discuss your situation.

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

- A \$25 fee will be applied to any check returned to the Business Office.
- The original check will be returned to its owner at the time she or he replaces the original check amount.
- Persons writing a returned check may be required to make future payments with money orders.
- If the tuition account becomes past due as a result of the returned check, a \$25.00 late fee will be charged in addition to the \$25 returned check fee.

Acquired Charges

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

Late Fees

- A \$25.00 late fee is applied for each month that an account is past due.
- If, after the first of the month, an account has an outstanding balance for any reason, late fees will be charged and will accumulate until the account is brought up to date.
- A student with an outstanding past due account balance must have the account up to date before the student will be given a CWSP Holiday/Vacation paycheck. Depending upon the severity of the account balance, the student may not be given the privilege of working for a CWSP corporate client during a Holiday/Vacation ..

Photographic Consent Form

The undersigned does hereby authorize

DON BOSCO CRISTO REY HIGH SCHOOL

and/or its associates, assistants, or subcontractors to photograph/film

Name (please print)

The undersigned authorizes Don Bosco Cristo Rey High School to permit the use and display of said photographs in any publication, multimedia production, display, advertisement or World-Wide Web Publication for Information Systems and Technology or its constituent departments.

The undersigned agrees that Don Bosco Cristo Rey High School may use name, likeness, or biographical information supplied by the undersigned.

The undersigned releases and forever discharges Don Bosco Cristo Rey High School, its agents, officers and employees from any and all claims and demands arising out of or in connection with the use of said photographs / images, including but not limited to, any claims for invasion of privacy or defamation.

Accepted and Agreed:

Signature of Subject

Signature of Parent/Guardian on behalf of a minor

Date

PARENT/STUDENT AGREEMENT

In order for a student to be validly enrolled at DON BOSCO CRISTO REY HIGH SCHOOL both a student and his/ her parents MUST sign the following agreement; the student should detach the form and return it to his/her Homeroom Teacher by **Monday, August 31, 2009**. **Students who begin work on August 31, 2009 should turn the form in by Tuesday September 1, 2009. Students may be prevented from attending classes if this agreement is not signed and returned promptly.**

We, the undersigned, have read and agree to the policies and guidelines contained in the Don Bosco Cristo Rey Student/Parent Handbook. We understand fully the regulations contained therein and recognize the right of the school to establish rules and provide for their enforcement. We also agree to and accept the school's rule and policy that students and parents may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters including any decision relating to the rules, regulations, procedures or programs covered within this handbook.

We agree that any challenge or appeal to any school academic or disciplinary action or relating to the rules, regulations, procedures or principles covered in this handbook may only be made with the School Administration of Don Bosco Cristo Rey High School. This includes any decision relating to a student's enrollment at Don Bosco Cristo Rey or the suspension or termination of that enrollment.

Date ___/___/___ Grade Level _____ Homeroom _____

Print Student's Name

Student's Signature

Signature of Parent or Legal Guardian