



DonBoscoCristoRey
*High School and
Corporate Work Study Program*

*Student-Parent
Handbook and Planner
2016–2017*

“Be Who You Are and Be It Well”
-St. Francis de Sales

1010 Larch Avenue
Takoma Park, MD 20912
Phone: 301-891-4750
Fax: 301-270-1459
www.dbcr.org

CWSP Phone: 240-723-6100

This book belongs to: _____

Grade: _____

House: _____

Table of Contents:

I.	Welcome to the Wolfpack	3	C.	Child Abuse and Neglect	17
A.	General Information	3	D.	Confidentiality	17
B.	Mission	3	E.	Houses	17
C.	Vision	3	F.	Parent/ Guardian Cooperation	17
D.	Values	3	V.	Student Life	18
E.	St. John Bosco	4	A.	Overview	18
F.	Faith Formation & Youth Ministry	4	B.	Activities and Athletics	18
1.	Prayer and Worship	4	C.	Off Campus School Activities	19
2.	Retreats	5	D.	Eligibility	19
3.	Christian Service & Hour Req.	5	E.	Safety	19
G.	Use of School Name	6	1.	Health/ Medication	19
H.	Non-Discrimination Statement	6	2.	Threats	20
I.	Change of Information	6	3.	Harassment	20
J.	Schedule	6	4.	Bullying/ Cyber bullying	21
II.	Academic Information	6	5.	Technology and Internet Safety	21
A.	Overview	6	6.	Naviance	24
B.	Credit Requirements	7	7.	Use of Parking Lot, Arrivals & Dismissals	24
C.	Grading Scale	7	F.	Inclement Weather	24
D.	Honor Roll & Perfect Attendance	8	G.	Personal Property	24
E.	Academic Reports	8	H.	Phones and Electronic Devices	25
F.	Graduation Requirements & Awards	8	I.	Student ID	25
G.	Academic Dishonesty	9	J.	Attendance	25
H.	Edline	10	1.	Excused vs Unexcused Absences	25
I.	Academic Support	10	2.	Truancy	26
III.	Corporate Work Study Program	10	3.	Early Dismissal	26
A.	General Information	10	4.	Tardiness	26
1.	Purpose	10	5.	Illness at School	27
2.	Belief/value statement	10	K.	Code of Conduct	27
3.	Overview	10	1.	Teacher Administered Consequences	27
4.	Contact Information	11	2.	Saturday Detention	27
5.	Schedule	11	3.	Suspensions	28
B.	Academic Information	11	4.	Disciplinary Probation	29
C.	Transportation	11	5.	Dismissal and Expulsion	30
D.	Assignment of Earnings	12	L.	Drug and Alcohol Policy	30
E.	Attendance	13	VI.	Tuition and Financial Information	31
1.	Excused vs. Unexcused Absences	13	A.	Overview	31
2.	Truancy	13	B.	Payment Methods	31
3.	Breaks	14	C.	Failure to make payment	32
4.	Early Dismissal	14	D.	Returned Checks	32
5.	Tardiness	14	E.	Incidentals	32
6.	Illness at Work	14	F.	Late Fees	32
7.	Missing school or work	14	G.	Solicitations	32
8.	Inclement Weather	14	VII.	School & Work Dress Code	32
F.	Safety	15	A.	Overview	32
1.	Health and Medication	15	B.	Violation of Dress Code	33
2.	Emergency Procedures	15	C.	Appropriate Attire for Males	33
3.	Threats	15	D.	Appropriate Attire for Females	33
4.	Harassment	15	E.	Business Casual Dress Code	34
G.	Disciplinary Action in CWSP	15	F.	Modified Dress Code	34
H.	CWSP Dismissal Process	16	VIII.	2016-2017 Calendar of Events	35
IV.	Student Support	16	IX.	Student / Parent Agreement	38
A.	Counseling	16			
B.	College Advisement	17			

I. Welcome to the Wolfpack

A. 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 (“DBCR”) policies. Statements in this handbook are subject to amendment without notice.

Street Address:
1010 Larch Avenue
Takoma Park, MD 20912
Website: www.dbcr.org
Mailing Address:
P.O. Box 56481
Washington, DC 20040

Accredited by AdvancED
Approved by the Maryland State Board of Education
Sponsored by the Archdiocese of Washington
Sponsored by the Salesians of Don Bosco
A Member of the Cristo Rey Network of Schools
A Member of the National Catholic Educational Association (NCEA)

Phone: 301-891-4750 / Fax: 301-270-1459 / CWSP Phone: 240-723-6100

Motto: “Be Who You Are and Be It Well.” -*St. Francis de Sales*

School Colors: Black & Gold

Mascot: Wolfpack

Any challenge or appeal to any Don Bosco Cristo Rey High 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 but is not limited to any decision relating to a student’s enrollment (suspension or termination), tuition and/or lunch status at Don Bosco Cristo Rey.

B. 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.

C. Vision

Don Bosco Cristo Rey High School will be a leader in achievement as it creatively develops transformative leaders who will succeed in college and contribute to the arrival of the Kingdom of God.

D. Values

St. John Bosco’s movement of love for the young and the Salesian educational approach of “Faith, Family, Future, and Fun” in a joy-filled environment defines Don Bosco’s belief that education is a “matter of the heart.” Salesian education is focused on students, engaging them with a love for life and learning. Our goal is to maximize the students’ potential and prepare them to assume leadership roles and roles of service in the civic, religious, business and cultural life of our city and nation. As a Catholic School of the Archdiocese of Washington, we are rooted in

Gospel values and the teaching mission of the Catholic Church, and our goal is to be a learning community of faith and service dedicated to educational equity and excellence for all students.

E. St. John Bosco

Saint John Bosco, or Don Bosco as he was called by his students and friends, was born in Italy in 1815. His father died when he was young, so John started working at an early age to support his family. Despite her poverty, John's mother, Margaret Bosco, was determined to provide her son with an excellent education. 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 aware of the sufferings of so many of the youth in his town. He began house, feed, educate and train some of those vulnerable youth. One of the most important lessons Don Bosco taught his students was that there was much happiness to be found in loving God. In 1859, Don Bosco established a religious order named the Salesians. 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.

F. 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, founder of the Salesians of Don Bosco. 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.

1. Prayer and Worship

The foundation of our community life at Don Bosco Cristo Rey High School is our communal prayer. Some of the types of prayer and worship experiences that are shared at Don Bosco Cristo Rey High School are:

a) 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 said at the beginning of each class period.

b) All-School Liturgies: The entire School community gathers several times during the course of the academic year for special celebrations. 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.

c) 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, but students may also approach any of the priests on staff at their choosing. 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 a priest for spiritual direction or counsel.

2. Retreats

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

a) 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, with the senior class making a two-day, overnight retreat. Participation in class retreats is mandatory for all students. Failure to participate in a class retreat is counted as a student absence and must be made up.

b) 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.

3. Christian Service and Service Hour Requirement

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. At Don Bosco Cristo Rey High School, students are provided with on-going opportunities to engage in meaningful service to others in need. **All 9th grade students are required to perform a minimum of 10 hours of service and all 10th, 11th, and 12th grades students are required to perform a minimum of 15 hours of service each year and complete a reflection of their service.** This reflection will be submitted to their Theology teacher **no later than May 1st** and will be considered a project grade factored into their 4th quarter grade.

Criteria for the service hours are as follows:

- No more than 5 hours may be completed at Don Bosco Cristo Rey High School and Corporate Work Study Program.
- Christian Service must be completed at a non-profit organization that is in line with the values of Catholic Teaching. If you have questions about this criteria check with the Youth Ministry Office or your Theology teacher for approval.

Successful completion of approved service hours and reflection will allow for the student's promotion to the next grade if the student also qualifies academically. If the student is unsuccessful in completion of the service hours and the subsequent reflection, that student will not be promoted to the next grade until the requirement is met. Any

graduating senior student that does not complete the service hours and reflection will not receive their diploma until this requirement plus an additional 15 hours is fulfilled.

Service hour opportunities and suggestions of service locations are located on the bulletin board across from the Youth Ministry Office and on the Naviance software.

G. Use of School Name

Don Bosco Cristo Rey 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 President. 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), and in the case of a minor student, the student’s parent or guardian as well. DBCR prohibits unauthorized use of any CWSP partnering companies’ names on any social media outlet (e.g., posting of a student’s job assignment on Twitter). Violation of the policy by a DBCR student or parent may result in dismissal of the student.

H. 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, or in any other status consistent with applicable law and the School’s religious mission in its student admission process, educational policies, athletics or other school administered programs. Any complaints must be submitted to the President in writing.

I. Change of Information

Parents are required to notify the Principal’s Office promptly if there is any change in address, telephone number, email address, parent or guardian occupation or any other pertinent information. This is critical in case of student emergencies at school, work, or during co-curricular activities.

J. Schedule

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 who arrive at School at 7:45 a.m. but are not prepared to begin class will be considered tardy. Classes end at 3:20 p.m. Students must leave campus by 3:45 p.m. unless they are involved in a supervised activity. Students not involved in a structured supervised activity must wait for their rides in the cafeteria. Parents or guardians are responsible for ensuring that their son or daughter is picked up or headed home by 4:30 p.m. Don Bosco Cristo Rey High School is not responsible for students after 6:00 p.m.

II. Academic Information

A. Overview

Every student at Don Bosco Cristo Rey High School has the right to learn. All behavior in the School should help to establish and maintain an environment within the School that fosters maximum learning and mutual respect.

1. Students are expected to be respectful of the learning process and to take responsibility for their own learning.

2. Students are expected to take ownership for their learning. Students have a responsibility to be proactive in seeking extra support. Students may need to stay afterschool to meet with teachers or to receive extra help from tutors.
3. 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.
4. Courses from each year must be passed or made up in summer to continue at Don Bosco Cristo Rey the following year. Students who fail one class or more are in jeopardy of not returning to Don Bosco Cristo Rey the following year. A conference with the principal is required when a student is in academic jeopardy.

B. Credit Requirements

To satisfy the requirements for a diploma from Don Bosco Cristo Rey High School, a student must earn the required number of credits as noted below, must pass all courses taken during the Senior year, and must cooperate with all school policies, rules and regulations.

A credit is defined as a completed unit of study. An hour of work is the equivalent of 47 minutes of class time. A minimum of 120 hours of work by each student is required for each unit of credit. Ordinarily, a course must cover a yearlong period for every unit of credit given. An hour in the Corporate Work Study job will be considered an hour of work.

1 credit = 1 full year course; ½ credit = semester course
Average class size: 25; Student-faculty ratio 13:1

CREDITS:	
English: 4 Credits	College Prep: 1 Credit
World Languages: 3 Credits	Physical Education: 1 Credit
Mathematics: 4 Credits	Health: 0.5 Credit
Science: 3 Credits	*Elective courses: 2-4 Credits
Social Studies: 4 Credits	
Theology: 1 Credit each year of attendance	<i>Elective: any course that exceeds the number of required credits.</i>
Fine Arts: 1 Credit	
Corporate Work Study Program: 1 Credit each year of attendance	

A transfer student’s course work and credits from their previous school will be evaluated on a case by case basis upon entering Don Bosco Cristo Rey High School.

C. Grading Scale: Please note that this is the standard grade scale for the School.

<i>Letter Grade</i>	<i>Percentage</i>	<i>Grade Points</i>
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

D. Honor Roll and Perfect Attendance

Honor Roll is posted at the end of each quarter 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- and a GPA of 4.0 or above*
- *First Honors: No grade lower than B- and a GPA of 3.5 or above*
- *Second Honors: No grade lower than a C and a GPA of 3.0 or above*
- *Perfect Attendance: given at the end of the semester*

E. Academic Reports

Students will receive 8 different Academic Reports over the course of the year.

- Mid Quarter Progress Reports– 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: All grades and graduation requirements are determined at the sole discretion of the School and its staff. The semester grades determine a student’s official transcript and GPA. If a parent or guardian has questions regarding academic requirements or concerns, they are encouraged to contact the student’s teachers. In addition to course credits there are other requirements that must be met. Some of those include Corporate Work Study Program obligations, attendance at school and work, College Counseling department requirements.

F. Graduation Requirements and Awards

Staff members, families, work supervisors and countless others work with our students over the course of the four years to ensure that DBCR graduates are indeed prepared for college and young adulthood. A full time College Counselor works with seniors and their families to navigate the college admittance process. As seniors graduate and move on to college, an Alumni Outreach Coordinator is available to help students as they strive to graduate from college. Graduates must keep in touch with and work with the Alumni Outreach Coordinator until they graduate from college. In addition to the academic credit requirement, there are several expectations and requirements the seniors must meet in order to participate in the commencement exercises and receive a Don Bosco Cristo Rey High School diploma.

In order to graduate from DBCR, each senior must:

1. Comply with the DBCR Code of Conduct.
2. Take the SAT and ACT exams twice (once in the spring of the Junior year and once in the fall of the Senior year).
3. Submit a minimum of five completed college applications to the College Counselor. This includes letters of recommendation, SAT/ ACT official score reports, personal statements, admission decision letters, financial aid decision letters and enrollment deposit verification.
4. Submit official test score reports to colleges/universities.
5. Complete the online Free Application for Federal Student Aid (FAFSA) application.
6. Meet with College Counselor to review final college decision and financial aid package.
7. Complete the Cristo Rey Network Senior Exit Survey and FERPA consent forms.
8. Attend the mandatory Senior Class retreat.
9. Pass all required academic courses and complete required service hours.
10. Pay all graduation fees, final tuition payments and outstanding fees by **May 1, 2017**.
11. Fulfill all Corporate Work Study Program duties including making up all missed workdays.
12. Attend the Senior Farewell Mass, graduation rehearsal, the Senior Parent Dinner, Baccalaureate Mass, and Commencement.
13. Turn in all Don Bosco Cristo Rey High School property and goods including but not limited to: textbooks, uniforms, library books, fines, and locks.

Graduation is a time to celebrate the graduates many accomplishments. During the various graduation celebrations and ceremonies various awards are given to recognize accomplishments in the diverse aspects of students' lives such as academics, employment, school participation, and Christian living.

The Don Bosco Award will be awarded to no more than 5% of the graduating class. This award recognizes the transformation that takes place in the lives of our students during their high school years. In order to be eligible for the award the senior must strive for academic excellence, put forth extraordinary effort in the workplace and participate in extracurricular activities. The Don Bosco Award winners demonstrate qualities of character, service and leadership during his/her time at Don Bosco Cristo Rey.

The Outstanding Graduate Award is the most prestigious award given to a student by the Don Bosco Cristo Rey High School President. The award is presented to the graduating senior who has demonstrated superior qualities and virtues in all aspects of student life. This is the individual the faculty and administration desire other students to emulate. The graduate must have excelled in academics, have demonstrated loyalty to the school, have participated with a sense of dedication in school activities, have rendered service, and have manifested a wholesome attitude during his/ her years at Don Bosco Cristo Rey.

G. Academic Dishonesty

Forgery, plagiarism or any other form of academic dishonesty is not tolerated. Incidents of academic dishonesty will result in a 0 grade for the assignment/test/ project, a Saturday Detention and may be required to meet with the Assistant Principal for Academics. Repeated acts of academic dishonesty may result in suspension and or dismissal.

H. Edline

Edline is the electronic grading and reporting database used by Don Bosco Cristo Rey High School. Teachers update the assignments and grades every two weeks. Students and parents are expected to routinely check Edline to stay informed of academic status, and ensure that assignments and projects are completed.

I. Academic Support

Academic Support is available after school. Students may be able to schedule a time to meet with teachers or tutors (Tuesday through Friday afternoons) from the end of the school day until 4:30 p.m. After-school academic support may provide students with the opportunity to receive help with coursework or homework. Students may also be able to work on group projects, study with classmates, and take advantage of tutoring from volunteers.

Some students may be required to attend formal tutoring sessions afterschool.

III. Corporate Work Study Program

A. General Information

1. Purpose

Empower and Enable college bound under resourced students to succeed in professional workplace

2. Belief/ Value Statements

We believe:

1. Skill building creates opportunities
2. Success can be attained regardless of life circumstances
3. That a cohesive program of academic and professional training cultivate young leaders
4. Exposure to the professional workplace broadens goals
5. Work study engages a community of support

3. Overview

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

Students are assigned to work at a CWSP partner company or organization 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 interact with adults in a professional atmosphere.

Students will be held to high standards of honesty and integrity. Remember that use of a partner organization'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 student's assigned company. Students are not eligible for the assigned company's employee benefits unless specifically told so by their supervisor. Students are not to ask for or accept jobs, rides home or money from assigned company or personnel at the assigned company.

Since the employment of the students is through Don Bosco Cristo Rey, students, parents or guardians should not directly contact the supervisors or other staff of the student's assigned company.

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 Corporate Work Study Program.

4. **Contact Information**

Parents/Guardians should direct concerns about the Program to the CWSP Staff. Students and parents should contact the designated Placement Specialist via email and phone. For attendance issues or other emergencies occurring on a student's work day, students, parents and guardians can reach a member of the CWSP staff through the CWSP Line at 240-723-6100. General concerns may be sent to CWSP@DBCR.ORG.

5. **Schedule**

On the day a student is assigned to work, he or she will be required to check in with a school official either on or off campus at a time between 7:30 a.m.-9:00 a.m. before reporting to work. Students should check into work in appropriate dress code and with all necessary materials including Smartrip card, ID, and lunch (or money to purchase lunch). Students who arrive to check in late will be deemed unprepared for work and considered tardy. The workday typically finishes at approximately 5:00 p.m., and will have an approximately a one hour commute to school or home.

Workday schedule:

- Monday: Rotate by grade level
- Tuesday: Seniors
- Wednesday: Freshmen
- Thursday: Juniors
- Friday: Sophomores

B. Academic Information

The Corporate Work Study Program Grade (Work Study Grade) is designed to guide and encourage learning in the work-study side of the Don Bosco Cristo Rey experience. Just as student-workers take class to improve math or English skills, students' performance on their work day is assessed through this grade to ensure continuous learning and skill development.

The CWSP grade measures student-workers' performance in the following areas:

- Attendance
- Dress Code
- Daily performance & Timesheet
- Corporate Work Study Program Expectations

These areas will be measured every work day to help students achieve mastery in each.

C. Transportation

The Corporate Work Study Program provides transportation for students to get to and from work typically in two different ways: public transportation (e.g., metro, bus), and school vehicles. The transportation methods are determined based on the location of the job site – its proximity to public transportation and the safety of the student. The CWSP staff will determine the appropriate method and ensure that the students know their morning check-in location and time. Students who will be transported by public transportation meet at a central metro station. Once students check in at metro they must report directly to their work site. Failure to report to work or repeated late arrivals may result in a termination from the Corporate Work Study Program. Students who are driven via school vehicle will typically meet at the school and return to the school in the afternoons. **STUDENTS MAY NOT DRIVE THEMSELVES** to work in a personal vehicle on a workday.

At the end of the workday, many students are permitted to be picked up by a parent/guardian or to go home on their own using public transportation. To receive permission to do so, parents/guardians must submit a signed Transportation Release Form to the CWSP Office prior to going home on their own.

Given the Washington Metropolitan Area Transportation Authority (WMATA) “Safetrack” repairs students and parents should be aware that transportation arrangements may change throughout the year. The CWSP will inform students and parents with as much notice as possible. Students are expected to check their CWSP email daily to ensure they have the most up to date information. Students should contact their Placement Specialist with any questions or concerns.

SmarTrip Card Usage and Replacement Policy – SmarTrip cards are issued to all students who must use the WMATA Metro/Bus to travel to/from the job site on the scheduled workday. DBCR has a SmartBenefits account with (WMATA) which allows the CWSP to electronically manage and transfer funds to the SmarTrip cards.

At the beginning of each month, DBCR will load onto the SmarTrip Cards enough fare for the entire month. The CWSP pays for a roundtrip fare on the metro for each workday. The fare is calculated from the student workers address to the worksite. Students are not to use the metro during the workday without authorized permission from the CWSP staff; this includes travel during lunch breaks. DBCR does not provide funds for transportation to/from school on the students’ class day.

The following rules of use will apply to all CWSP students assigned a SmarTrip card:

- Students may not use their SmarTrip cards for purposes other than work. This is closely monitored by the CWSP. If the student uses his or her card for non-work related transportation more money will not be added to the account.
- To replace lost or damaged cards, students will have to pay a \$10 replacement fee per card and will be responsible for their own transportation costs until a SmarTrip replacement is ready.
- Students who do not carry their card on their workday are responsible for their own transportation costs for that day. DBCR will not provide taxi rides for students who misplace or lose their SmarTrip cards nor will the student be reimbursed.
- It is the responsibility of the student to inform his/her Placement Specialist or use the online link to report Smartrip issues. Issues may take up to a week to rectify. If a student puts money on his or her Smartrip card they will not be reimbursed.

D. Assignment of 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 CWSP partnering company. By working five full days a month throughout the school year, each student earns approximately \$7,000 towards her or his education. This educational credit is not considered taxable income. Students and parents must 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 the State of Maryland and District of Columbia work permit forms in addition to other employment forms. Students are required to abide by the federal and applicable state child labor laws. These restrictions may affect a student’s ability to work at a job outside of CWSP. Students must remain in compliance of all Department of Labor regulations. The Corporate Work Study Program Parent/Student Agreement must be signed and returned prior to the first day of work. Students will not be permitted to go to work until this form is signed. Students will be fined \$180.00 a day per each workday missed due to lack of compliance.

E. Attendance

1. **Excused vs. Unexcused Absences:** The following are valid reasons for excused absences from work (excused days may be made up so long as there is sufficient notice and the make-up day is arranged with the supervisor):

- a) Illness of the student;
- b) Death in the student's immediate family;
- c) Necessity for a student to attend a judicial proceeding;
- d) Lawful suspension or exclusion from school by school administrator;
- e) Temporary closing of facilities or suspension of work due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of work; and
- f) Other absence(s) approved in advance by the Placement Specialist upon the written request of a parent or guardian. Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence and therefore is not eligible to be made up. The fine of \$180.00 will be incurred. Make-up days can only be waived by a member of the Corporate Work Study Program Staff. Days excused by supervisors may still need to be paid or made up.

A foreseen absence from work requires that a parent or guardian write a note to the Placement Specialist at least one week in advance in order to notify the supervisors. It is the student's responsibility to meet with his or her supervisor to schedule a makeup day within the semester. Please note that a foreseen absence is not necessarily an excused absence and may not be able to be made up.

In the event of an unforeseen absence from Work, a parent or guardian **must telephone the CWSP line (240- 723-6100) before 8:00 a.m.** and briefly state the nature of the absence. Upon returning to school after each absence, the student must report to the Placement Specialist with a note from a parent or guardian. If a note is not received by the third day, the absence will be treated as truancy and the student will not be permitted to make up the day, will be charge the \$180.00 fine and may be subject to other disciplinary action.

Students may be required to attend work even if there are no classes scheduled for a particular day. Early 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. On extremely rare occasions, a CWSP partnering company may have a business holiday or special meeting day when a student's services are not required. In this event, the student is responsible for communicating that to his or her Placement Specialist and alternate arrangements will be made.

Since each student works only four to five days per month, missing a day of work is a very serious event. Missing work for any reason will result in a \$180.00 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 the absence. Students will be fined for any outstanding make up days at the end of each semester. Students are responsible for arranging transportation to and from work for any day they must make up. If the student's assigned company's schedule offers no opportunity for the student to make up an absence, the student must pay the full \$180.00 fine. If a student is absent more than two times in a semester, the student will be placed on employment probation for the subsequent semester. A student may face dismissal if work absences are in excess of two per semester or if he or she ends the school year with more than one absence that is not made up.

2. Truancy

Absence from work without sufficient reason is considered truancy and may be grounds for dismissal from school or termination from the job. The Corporate Work Study Program requires that students request permission to leave the work site during work hours which are ordinarily between the hours of 7:45 a.m.–5:00 p.m.

3. **Breaks, including lunch break**

Students leaving the work place on an unrelated work matter during work hours without permission from the Corporate Work Study office are subject to immediate disciplinary action. Students are not to travel out of walking distance from their worksite during any breaks. This means students are not to get on the bus or on the metro during the workday without prior written approval from the parent and the Placement Specialist. Students are not to leave the worksite for more than 60 minutes without prior written approval. Breaks are not to be used before or after lunch to make the break longer. Breaks cannot be used at the start or end of a workday to arrive late or leave early.

4. **Early Dismissal**

If a parent requests that a student be released from work early, a parent or guardian must submit a note describing the circumstances before the student's workday. Parents cannot call to have their sons or daughters dismissed. Only in extreme circumstances will a student be released early from work. If a parent requests that a student be released from Work early, a parent or guardian must receive permission from the Corporate Work Study office by telephone and must also submit a note describing the circumstances the day following the student is released. Students will be required to make up the missed time.

5. **Tardiness**

Tardiness to work is not acceptable. If a student is tardy to morning check-in, the student must call in to the CWSP Line at 240-723-6100 to report.

6. **Illness at Work**

- a) If a student becomes ill at work, the student should call the CWSP Line at 240-723-6100.
- b) The CWSP staff will notify the parent/guardian and the supervisor and will arrange for the student's transportation of the student back to the school or will grant release to public transportation. A student is not to leave work without authorization from the CWSP.
- c) If a parent, guardian, or emergency contact cannot be reached, the student will remain at School until either the end of the workday or until someone can be reached.
- d) A student who is feeling really ill in the morning should not go to work. Such circumstances should be reported to the CWSP staff immediately.
- e) Any incident of a student leaving work early will be treated the same as an absence and must be made up.

7. **Missing school or work to attend sponsored events**

Given the nature of Don Bosco Cristo Rey High School's work program, conflicts will arise between work schedules and practices, games, meetings, and activities. Work always takes precedence over co-curricular activities. A student is not allowed to miss any work in order to participate, nor should the student ask their supervisor for an exception under any circumstance. On the rare occasion that students will participate in a school sponsored trip or activity on a school day the student must submit a completed request form at least a week in advance. If a student would like to attend a work activity on a school day he or she must also submit a participation form a week in advance.

8. **Inclement Weather**

In the event of inclement weather, the Corporate Work Study Program follows Prince George's County's schedule for school closures and delays unless the students are notified otherwise. Normally these days are not made up unless there are excessive weather interruptions.

F. Safety

1. Health and Medication

Supervisors and co-workers are not to administer medication to student workers for any reason. If a student gets sick while at work the CWSP line should be called to determine next steps. In case of emergency the worksite has the right to contact 9-1-1 and follow through with their recommendations.

2. Emergency Procedures

Don Bosco Cristo Rey Corporate Work Study has two primary objectives in the event of an evacuation emergency:

- a) CWSP needs to know who the student worker is with and where he/she is going
- b) Ultimately, the student worker needs to go back to school or safely return to the parents care.

**If you experience an Evacuation Emergency, call or text 240.723.6100
as the student worker leaves the building.**

While on metro or metro bus students should follow WMATA safety procedures and call 240-723-6100 as soon as it is safe to do so.

While in the CWSP vehicle the student should follow the driver and or/ emergency personnel's instructions and notify the CWSP staff as soon as possible by calling the CWSP Line at 24-723-6100.

While at work each Company has its own procedures for building evacuations due to fire, terrorism, etc. These procedures include exit, staging, and check-in procedures. Student workers should follow the evacuation procedures of the company.

3. Threats

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Don Bosco Cristo Rey High School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary.

4. Harassment

CWSP expects that all students will be treated with respect and will in turn treat others with respect. For the safety and well-being of its student workers, and in accordance with federal, state, and local laws, the program is sensitive to matters involving sexual harassment, discrimination or other inequitable treatment of student workers based on gender, race, culture or religious beliefs and reserves the right to remove student workers if necessary. If a student worker reports any incident, CWSP will remove the student workers from his or her workplace, and he or she will not be allowed to return until the matter is resolved. CWSP will contact the Partner to evaluate and discuss the situation, and a prompt and thorough investigation of any alleged incident will be conducted.

G. Disciplinary Action in the Corporate Work Study Program

1. The Disciplinary Action of a student for work concerns (i.e., being fired) is a serious matter. Recommendations for disciplinary action up to but not limited to termination from the position and/or dismissal from the Corporate Work Study Program are made by the employing agency or a CWSP employee to the CWSP Executive Director of the Corporate Work Study Program. In some cases the CWSP may deem an action by a student so severe that it results in immediate suspension from Work which may lead to immediate dismissal from the CWSP. Students may be dismissed from the CWSP (and subsequently the School) due to a major behavioral violation, a violation of disciplinary probation, or a lack of employability.

2. The following is a list of serious violations that will typically result in Disciplinary action, which may involve dismissal, from the Corporate Work Study Program:

- Serious disrespect toward any supervisor, adult, or co-worker on the job site
- Inability to effectively perform the assigned job functions, especially after corrective steps have been prescribed by the direct supervisor and/or CWSP Staff, including but not limited to lack of successful completion of re-training or repeated termination.
- Habitual infraction of any violation, including tardiness and/or dress code violations
- Not reporting to work as assigned or departing from work without permission or leaving the job site before being properly dismissed
- Forgery, plagiarism or any other form of professional dishonesty
- Stealing or engaging in unsafe activities
- Any defacement or damage of the assigned company's work site – *The parent or guardian is responsible for any damage caused by the student-worker to any work site*
- Improper use of the internet or phone, which includes but not limited to use of any social media
- Deliberately misleading any supervisor/employee on the job or a member of the CWSP Staff in any manner
- Engaging in any solicitation activities on the grounds of the work
- Disregard for the Corporate Work Study Program in any manner

Any other serious behavior that the Executive Director determines warrants disciplinary action.

H. CWSP Dismissal Process:

1. Once a student has been recommended for termination from his/her position, the designated Placement Specialist will gather information from the student, parent/guardian, and the student's supervisor.
2. The Placement Specialist will then make a recommendation to the Executive Director that the student either enter a retraining program or be dismissed from the Corporate Work Study Program.
3. If the recommendation is for dismissal, the Executive Director will review the case with the Principal in order to make a final decision about the student's status.
4. The Executive Director will inform the student's parent or legal guardian of the decision. If the parent/ legal guardian wishes to appeal the decision they have 10 school days to submit a written appeal to the President.
5. The Executive Director's decision or, in the case of an appeal, the President's decision will be final.

IV. Student Support

A. Counseling

The Counseling Department at Don Bosco Cristo Rey High School includes School Counselors, College Counselors, School Social Workers, Alumni Outreach Coordinator and Social Work or Counseling Interns. The Counseling Department is committed to assisting all students in their educational, professional, personal and spiritual journey by providing the necessary support and resources in order to formulate and achieve goals for success.

The four general aspects of the department are:

- *Educational* – To assist students in meeting the challenges and demands of their academic studies and the college admissions process.
- *Professional* – To assist students in developing knowledge and skills needed when seeking careers and setting professional goals.
- *Personal* – To assist students in developing effective problem solving, conflict resolution and coping skills to make safe and healthy choices.
- *Spiritual* – To assist students in their spiritual development and search for meaning as needed.

Any student who wishes to receive ongoing counseling throughout the school year must obtain parent signature on required forms from the Archdiocese of Washington-Catholic Schools Office or Christ Child Society of Washington. Parents are encouraged to contact the Counseling Department if they have any concerns about their child.

B. College Advisement

The College Counselor provides comprehensive services aimed at assisting students and parents with the college preparation process. Such services include advisement, introduction to resources, and 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. Juniors and Seniors may take two “excused” college visit days each year. College Visit Request Forms are provided by the college counselor and must be submitted to Assistant Principal for Student Life one week in advance. Students may not take their college visit day during a scheduled workday. If a student is interested in taking more than the allotted two days of excused visits they must seek permission from a school administrator.

C. Child Abuse and Neglect

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. This may include informing them of excessive student absences or tardies. A copy of this report will also be sent to the Catholic Schools Office of the Archdiocese of Washington.

D. Confidentiality

The Counseling Department practices confidentiality according to the ethical standards of the American School Counselors Association which states: “The professional school counselor keeps information confidential unless disclosure is required to prevent clear and imminent danger to the student or others or when legal requirements demand that confidential information be revealed.” In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to Don Bosco Cristo Rey High School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

E. Houses

Each student is a member of a homeroom, also known as House. The House stays together, (with the corresponding faculty member) for four years. The House is designed to extend the four pillars of the Salesian Charism or Faith, Family, Future and Fun. The House will meet on a daily basis; during this time they will pray together, hear the day’s announcements and support one another. The students and staff members are expected to mentor each other, promote the participation of school activities and compete in school wide contests throughout the year. The primary role of the adult staff moderator is to establish a trusting relationship with the students and encourage the students to reach their academic, employment, faith, and civic goals. Parents should feel free to contact their son or daughter’s House responsible at any point in the school year.

F. Parent/Guardian Cooperation

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of Don Bosco Cristo Rey High School. Parents/Guardians and students agree not to publicly repudiate the teachings and

traditions of the Roman Catholic Church, and will respect and support the unique identity that Don Bosco Cristo Rey High School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of Don Bosco Cristo Rey High School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and Don Bosco Cristo Rey High School.

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. To that end, parents are expected to send their sons and daughters to school and work ready to learn and actively participate. 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, counselor, or any member of the school staff. Additionally, the school will invite and expect parents to participate in a variety of school community meetings, events, and celebrations.

Parents, guardians and mentors are strongly encouraged to help support the mission of DBCR and the students by serving as volunteers. Please note that all volunteers must register with the Volunteer Coordinator and complete the school and Archdiocese of Washington policies and practices so as to ensure the protection and safety of all of our students.

V. Student Life

A. Overview

During students' time at Don Bosco Cristo Rey High School, teachers and staff work with students as they develop the Christian values essential for a successful and fulfilling life and create a school environment where students are most likely to succeed.

Students are expected to be hardworking and resourceful, contribute positively to the school and local community, be employable, attend school regularly and arrive on time, and work towards the goal of attaining a college degree.

B. Activities and Athletics

Students are strongly encouraged to participate in sports and activities. Students interested in establishing a new club or activity at school should submit their proposal to the Assistant Principal for Student Life 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, meetings, and activities. Work always takes precedence over co-curricular activities. A student is not allowed to 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. Students must also attend a full day of work or school in order to participate in co-curricular activities. If a student arrives late to school or is absent unexcused for any or all of school day or work day, he or she will be ineligible to participate.

C. Off Campus School Activities

Off campus activities, field trips and retreats are an integral part of the student's education. Much of what students learn takes place outside of the traditional classroom setting. Students are expected to attend and participate in all compulsory trips. Parents should approve and encourage participation in such activities. Absences from required off campus trips will be recorded as an absence. All School rules and policies apply while on School sponsored field trips.

D. Eligibility

Students must meet their obligations for Academic Support (office hours, tutoring, or other classes assigned by the Assistant Principal for Academics) before attending practices, games, club meetings, and other extracurricular activities. Students who are on a behavioral or academic contract are ineligible to participate in extracurricular activities without the expressed written permission of either the Assistant Principal for Student Life or the Assistant Principal for Academics. Academic eligibility will be determined after a review of the official report card for the specified quarter.

The primary goal of Don Bosco Cristo Rey High School is to help students excel academically so that they may gain acceptance into and be successful in college. Students must meet an academic eligibility requirement in order to participate in co-curricular activities including clubs, Youth Ministry and athletics.

Students must have and maintain a quarter GPA of 2.25 and have no grade lower than a D in order to attend club meetings, co-curricular activities, athletic practices or games. Students may not have an F in any subject if they wish to participate in sports, clubs or Youth ministry.

All students' grades will be monitored by the Assistant Principal for Academics, Assistant Principal for Student Life and the Athletic Director. If the student becomes academically eligible then the team coaches or club moderators, after consultation with the Assistant Principal for Academics, will permit the student to return to their activities. Due to the time commitment of athletic practices and games all sports teams must also provide a study hall session for all student athletes. These study hall sessions should be coordinated with the Athletic Director and the Assistant Principal for Academics.

E. Safety

1. Health and Medication

Students and/ or parents must inform the School of any health concerns, needs, or diagnosis that may impact the student during the school or work day. Up to date emergency contact information, physicals and immunization records must be turned in within the first week of a student's attendance at DBCR. All medications must be kept in the main office with the exception of pre-approved prescribed inhalers or epi-pens. Students are not allowed to

carry over the counter medications (Tylenol, Advil, Motrin, etc.) Students will only be given medication upon receiving prior written consent from both parent and physician as noted on the Montgomery County Health Department Authorization to Administer Prescribed Medication Form. Prescription and over the counter medication must be brought in annually (or for shorter-term medications, as much in advance as possible) in pharmacy-labeled containers or the original over the counter container and registered in the main office. Expired medications will not be administered to students. Medications will be given only to students once a parent or guardian has been contacted for authorization. If a parent cannot be reached, the School has the right to contact 9-1-1 and follow through with their recommendations.

2. **Threats**

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Don Bosco Cristo Rey High School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary.

3. **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, disability, or other status protected by applicable law 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 the internet or 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. Sexual harassment includes "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 DBCR;
- 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 expulsion. Any student who believes that she/he has been the subject of sexual or any other form of harassment by anyone at DBCR or by any person who does business with DBCR, even a Corporate Client, should bring the matter to the attention of a DBCR 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 expulsion.

4. Bullying/ Cyber bullying

As a Catholic school, Don Bosco Cristo Rey High School believes and teaches that each of us is called to love our neighbor and to treat them with respect. Don Bosco Cristo Rey is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyber bullying. Bullying, harassment, and intimidation of any member of the school community are prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The Assistant Principal for Student Life's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who report acts of bullying, harassment, and intimidation is strictly prohibited.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, social media, pager, iPod, etc.), that:

- a) Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
- b) Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

5. Technology and Internet Safety

Acceptable Use of Technology and Internet by Students in Catholic Schools: Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyber bullying behavior. Any student use of cell phones and mobile devices during school hours is prohibited, with the exception of medical emergencies.

When using the School's Technology Equipment, all students: shall not reconfigure any school hardware, software, or network settings; shall print, download, or otherwise transfer only that information approved by the

teacher or supervisor; shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer; shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers without first obtaining the teacher's permission; shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher; shall not "surf" the Internet or visit "Facebook," or any other social networking websites while at school; shall not log-on to the Internet without permission from a teacher or supervising staff member; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

Each student's parent/guardian must review the Technology and Internet Usage Agreement with the student and sign and return the Agreement during the first week of each school year.

It is the policy of Don Bosco Cristo Rey 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 or minors; and d) comply with the Children's Internet Protection Act.

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 CIPA, 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 for adults 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 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. 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. Students have no expectation of privacy in their use of the school or Corporate Partners' computers or internet service. To the extent practical, steps shall be taken to promote the safety and security of users of the Don Bosco Cristo Rey online computers network when using electronic mail, social network websites, chat rooms, instant messaging, and other forms of direct electronic communication.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage including a) unauthorized access, including so-called 'hacking,' unlawful activities; b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors and c) cyber bullying awareness and response according to the "Protecting Children in the 21st Century Act" established in August 2011. 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., Instagram, Facebook, Snapchat, Twitter, Ask.fm, etc.);
 - 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 laws or 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;
 - Cyber bullying;
 - Any form of plagiarism – i.e., claiming another person's work 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 disciplinary action, which may include detention, suspension, or expulsion from the School and termination from the Corporate Work Study Program.

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 due to network, server, and computer monitoring, 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.

It shall be the responsibility of all members of the Don Bosco Cristo Rey staff to educate, supervise and monitor appropriate usage of the online computer network and access to the internet in accordance with this usage policy as well as according to CIPA, NCIPA and Protecting Children in the 21st Century Act standards. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Principal or designated representatives.

The Principal or designated representatives will provide age-appropriate training for students who use the Don Bosco Cristo Rey Internet facilities. The training provided will be designed to promote the Don Bosco Cristo Rey commitment to:

- 1) The standards and acceptable use of Internet services as set forth in the Don Bosco Cristo Rey Internet Safety Policy;
- 2) Student safety with regard to:
 - a) Safety on the internet
 - b) Appropriate behavior while on line, on social networking Web sites and in chat rooms; and Cyber bullying awareness and response.
- 3) Compliance with the eRate requirements of the Children's Internet Protection Act.

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the school's acceptable use policies.

6. Naviance

Don Bosco Cristo Rey High School uses *Naviance Succeed* as part of its commitment to offer a world-class college counseling program that prepares all students for success in college and career. Naviance Succeed is an online college counseling platform created to collect, store, and report real-time data about students' goals, objectives, and outcomes related to planning for college and their careers. As a member of the Cristo Rey Network, Don Bosco Cristo Rey High School discloses aggregate college admissions for the purpose of benchmarking with other schools and to track the impact of Network university partnerships. This data also enables Cristo Rey Network schools to better advise students through the college search and application process. Personally identifiable information is only disclosed to the college counselor and the Network's Director of College Initiatives.

7. Use of Parking Lot, Arrivals and Dismissals

The parking lot is reserved for faculty, students, staff, and school visitors. Students wishing to drive to school must register the car with the Assistant Principal for Student Life. Reckless or unsafe use of the motor vehicle will result in the student's loss of campus driving and parking privileges. The school administration maintains the right to restrict persons from being on the school campus and or parking lot. Street parking is only to be used by visitors. All visitors must register in the main office and wear a visitor's nametag while they are in the building.

Students and parents should make their personal safety and that of the school community a top priority when traveling to and from school. Drivers 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. Traffic moves quickly on New Hampshire Avenue. Students should respect all traffic signals in order to ensure their own safety as well as that of others. Students are expected to behave as respectful and professional students while on public transportation to and from school. Students may face disciplinary action if found to have behaved in an unsafe or disrespectful manner while on public transportation.

F. Inclement Weather

In the event of inclement weather, Don Bosco Cristo Rey High School follows Prince George's County's schedule for school closures and delays unless the students and staff are notified otherwise.

G. Personal Property

Students are encouraged to be conscious of the whereabouts of personal items and schoolbooks. Don Bosco Cristo Rey is not responsible for any lost, broken or stolen items. Lockers are assigned for storage. Items that are found may be placed in the "Lost & Found" in the main office. Clothing, etc. may 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 may not be permitted to attend class, take final exams, receive report cards, transcripts, or diploma.

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 affects 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. Students have no expectation of privacy on School grounds.

H. Phones and other Electronic Devices

In case of an emergency there is a phone in the main office. If the student needs to call a parent they may ask to use the phone or they can use their own phone in the main office. Parents may call the school office to get a message to their son or daughter.

Students are prohibited from using electronic devices during the school day, unless a teacher has given permission to use the device for that class period only. Failure to follow this policy will result in the electronic device being confiscated and held by the Assistant Principal for Student Life until the end of the day and the parent/guardian will be contacted. If a student's electronic device is confiscated for a second time, the electronic device will be held at the school until a parent/guardian picks it up. If an electronic device is confiscated a third time, the parent/guardian will have to pick it up from the school and a Saturday detention will be issued.

I. Student ID

Students must wear their school ID visibly every day. IDs are used for scanning for attendance, to check out a book from the library and for lunch. IDs should not be defaced in anyway. If a student loses his/her ID, a new one needs to be purchased from the Business Office for \$5.00.

J. Attendance

1. **Excused vs. Unexcused Absences:** The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):
 - a) Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school, extended absences may require a meeting with an administrator before the student returns to class and/or work);
 - b) Death in the student's immediate family;
 - c) Necessity for a student to attend a judicial proceeding;
 - d) Lawful suspension or exclusion from school by chief administrative officer (student is not allowed to receive credit for made up work).
 - e) Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
 - f) Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence. This includes college visits, retreats, and field trips.

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.

If a student accumulates ten consecutive days of unexcused absences from school and work, those absences must be reported to Montgomery County Child Protective Services. Any student accumulating forty or more unexcused

absences from school and work within a full school year will not be promoted and the school will have to file a formal complaint with Montgomery County Child Protective Services.) If a student accumulates eight or more absences during a quarter or twelve during a year, a student will be placed on an attendance contract and the grade will be deducted by one letter grade. A meeting will be arranged with the student and his or her parents, and a plan for how the student will improve his or her attendance must be devised and submitted.

In the event of an unforeseen absence from School, a parent or guardian must 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. 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.

A foreseen absence from school requires that a parent or guardian write a note to the Assistant Principal for Student Life at least one week in advance in order to notify the teachers. It is the student's responsibility to meet with each of his or her teachers to receive the work that will be missed. Please note that a foreseen absence is not necessarily an excused absence.

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 and the assignments cannot be made up.

2. **Truancy**

Absence from school, class, or work without sufficient reason is considered truancy and may result in Saturday detentions equivalent to the number of hours missed or a suspension. A second offense may be grounds for dismissal from school or termination from the job. 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 3:20 p.m. Students leaving campus, or classes, during school hours without permission are subject to immediate suspension.

3. **Early Dismissal**

If a parent requests that a student be released from school early, a parent or guardian must submit a note describing the circumstances before the student is released. If a note is not submitted the student will only be dismissed in person to the legal guardian. Students will only be dismissed to the legal guardian or if a note from the parent is submitted the morning of the dismissal. Parents cannot call to have their sons or daughters dismissed.

4. **Tardiness**

Tardiness to school and class is not acceptable.

Tardy to School or Class:

- a) If a student is not in his or her first period class at 7:45 a.m. he/she will be considered late to school. Students who arrive after 7:50 a.m. must report to the cafeteria for detention where they will remain throughout first period. Out of respect for the teachers and the on-time students, disruptions will be kept to a minimum.
- b) Each tardy to school, or class will be entered into the student's attendance file. For a student who is tardy after 10:00 a.m. third period, a half absence will be entered into the student's attendance file. Parents will be notified after THREE tardies (to class or school) and the student will be issued one hour of Saturday detention.
- c) If a student accumulates eight or more tardies during a quarter or twelve during a year, a student will be placed on an attendance contract. A meeting will be arranged with the student and his or her parents, and a plan for

how the student will improve his or her attendance must be devised and submitted. If the student is TARDY or ABSENT from a class FORTY times in a year the student will receive a failing grade for the year and therefore will not receive credit. If the student's attendance does not improve, he or she may be dismissed from school and the work program.

- d) If a student is tardy to school, after first period, the student must report to the main office and must have a signed admit slip from the office in order to enter class.
- e) If a student is not tardy to school but is tardy to any subsequent classes, the teacher of the class will mark the student tardy. Chronic tardiness to class may result in loss of credit, suspension or dismissal.

5. **Illness at School**

Class Days:

- a) 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.
- b) 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.
- c) 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.
- d) If the student becomes severely ill it may become necessary to call 9-1-1. The student may be transported to the nearest health care facility to receive the necessary medical attention.

K. Code of Conduct

The Code of Conduct below applies to any student who:

- is on School property
- is on his or her assigned company's property during Corporate Work Study hours
- is engaged in any School activity
- whose conduct at any other time or place has an effect on maintaining school and work order and discipline, protecting the safety and welfare of others, or contributing to the reputation of Don Bosco Cristo Rey High School.

Gross or repeated conduct unbecoming of a Don Bosco Cristo Rey High School student is grounds for dismissal from the School. This includes conduct on campus as well as conduct off campus.

1. **Teacher Administered Consequences**

Students who engage in behavior that impedes their own learning or the learning of others will be subject to a teachers' disciplinary consequences, such as classroom detention or a conference. Teachers will regularly contact parents to inform them of behavioral infractions and they will keep a written record of student behavior and consequences. If a student's behavior does not improve after teacher administered consequences and/ or communication with the parent, the teacher may refer a student to the Assistant Principal for Student Life. All tardiness and dress code issues are referred to the Assistant Principal for Student Life on a daily basis.

2. **Saturday Detentions**

Saturday detentions are reserved for repeated attendance or dress code violations or behavior deemed disrespectful or disruptive of the educational process. Saturday detentions are only issued by School Administrators. When a student violates one or more of the school regulations, he or she may receive a Saturday detention. Also for every

THREE attendance infractions and/ or dress code violations the student will be issued a Saturday detention. Saturday detentions take place from 9:00 a.m.-12:00 p.m. Saturday mornings.

- a) When a student receives a Saturday detention, he or she must report to detention on the assigned Saturday at 9:00 a.m. in proper school dress code.
- b) If a student cannot attend a Saturday detention for any serious reason a parent or guardian must notify the Assistant Principal of Student Life in writing before the date the detention is scheduled to be served. The parents will be called to confirm an excused absence from Saturday detention.
- c) If a student does not complete the required Saturday detention, he/ she will be issued an out of school suspension.
- d) The following is a list of behaviors that merit a Saturday detention:
 - Repeated violation of the school attendance or dress code policy
 - Insubordination or disrespect of teacher, staff, students, or other community members
 - Disruptive classroom behavior
 - Inappropriate or unsafe behavior at any time during the school day or during a school activity
 - Violating an office/ school procedure or policy
 - Skipping class or missing class for an extended period of time
 - Having food or gum outside of approved areas. *Students are only allowed to eat in the cafeteria, unless otherwise arranged by a staff member and approved by the Assistant Principal for Student Life*
 - Purchasing or receiving food from outside sources during the school day is prohibited. *Any food ordered or received during the school day will be confiscated until the end of the school.*
 - Using inappropriate language
 - Any other behavior that the Assistant Principal for Student Life determines warrants a detention.

This list is not exhaustive, and the length and/or frequency of the detention will vary according to the severity of the offense.

3. **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. Suspensions from school are only issued either by the Principal, the Assistant Principal for Student Life or the Assistant Principal for Academics.

When a student is suspended, the following procedures are followed:

- a) The student's parents will be called to notify them of the suspension.
- b) In the case of a suspension, the parents will be asked to pick up the student from School immediately and the student will not be allowed to participate in any work or school activity until the suspension has been served.
- c) The student, during his or 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 he or she is serving the detention.
- d) No student will be allowed back on campus until the Assistant Principal for Student Life has spoken with the parents of the suspended student concerning the behavior.
- e) Students will receive a maximum grade of 65 for all assignments, tests, and projects during the suspension. The work must be turned in within 24 hours of the student returning to school. Teachers are not responsible for helping students learn missed material. It is the student's responsibility to learn the material and get copies of notes.
- f) Students are placed on a behavioral contract upon returning to school.
- g) Repeated suspensions will lead to dismissal.

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

- Serious disrespect toward any student, teacher, staff member or other member of the School community- *including bullying and cyber-bullying*
- Lying or deliberately misleading a teacher or staff member in any way
- Serious or continuous disruption of classroom instruction
- Habitual infraction of any minor violation, including tardiness or dress code violations
- Engaging in any activity that could be construed as dangerous or creates an unsafe situation for the student or others including but not limited to physical horse play
- Leaving School or class without permission or 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/ project and a meeting with the Assistant Principal for Academics will take place. Repeated acts of academic dishonesty are grounds for dismissal.*
- Minor defacement of school property - *The parent or guardian is responsible for any damage caused by the student to any school property.*
- Improper use of the internet or school technology
- Stealing, gambling, or selling items to other students without permission
- Disregard for school expectations
- Any other serious behavior that the Assistant Principal for Student Life determines warrants a suspension.

The length of suspension will vary according to the offense.

4. **Disciplinary Probation**

Students who repeatedly violate the Code of Conduct or who commit a major infraction will be placed on Disciplinary Probation. Any time a student is suspended, he or she will be placed on Disciplinary Probation.

- a) When a student is placed on Disciplinary Probation they must meet with the Assistant Principal for Student Life to design a behavior contract. This contract will outline specific actions the student will commit to accomplishing as a way to improve his or her behavior. The completed contract will be signed by the student, the Assistant Principal for Student Life, and the student's parent or legal guardian. A copy of the contract will be placed in the student's file and he or she will be given a copy to keep.
- b) A student's probationary status will be re-evaluated at the end of each quarter. At the end of the quarter the student's probation may be lifted prolonged or the student may be considered for dismissal if the behavior has not improved.
- c) Once a student is placed on disciplinary probation he or she will be ineligible to participate in co-curricular activities including athletics and optional school outings without the written approval of the Assistant Principal for Student Life.
- d) Students face possible dismissal from DBCR if they commit any of the following violations while on probation:
 - One skipped Saturday detention
 - One Suspension
 - Two Saturday detentions in the remainder of the year

-
- e) No student may go on probation twice in the same year. If a student accumulates the violations necessary to be placed on probation twice in one year, a meeting of the disciplinary committee will be called to determine if the student can remain at Don Bosco.

5. **Dismissal and Expulsion**

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 compromises the aims of Don Bosco Cristo Rey High School. Recommendations for dismissal are made to the Principal. In some cases the School may deem an action by a student so severe that it results in immediate suspension from School which may lead to dismissal. Students may be dismissed due to a major behavioral violation or a violation of disciplinary probation.

- a) 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 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 Catholic Church
 - Dismissal for cause from work
 - Excessive absences from School (six per semester) or work (2 per semester)
 - Hazing (usually part of initiations into a group of some sort; involve harassment or ridicule)
 - Using, selling, providing, or possessing drugs, alcohol or tobacco
 - 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 expulsion from School.
- b) Dismissal Process: The Principal may expel a student or a disciplinary committee may be convened based on the nature of the infraction.
- c) Appeal Process: Any appeal regarding a student decision must be made in writing to the school President.

L. **Drug and Alcohol Policy**

In an effort to maintain safety for all Don Bosco Cristo Rey community members, the goals of our Drug, Alcohol and Tobacco Policy is to maintain the campus free of drugs, alcohol, and tobacco and to support our students in choosing not to use these substances.

-
- a) **Use, Possession, and Distribution of Alcohol and Drugs:** The use, possession and/or distribution of alcohol, marijuana or other drugs on School grounds, the work place, or at School sponsored activities (including School sponsored events which take place off-campus) is forbidden. Infractions against this regulation are considered grievous in themselves and a danger to other students. Students violating this regulation are subject to disciplinary action and possible dismissal.
 - b) **Use of Alcohol and Drugs Prior to Attending School or work and School or CWSP Events:** The use of alcohol, marijuana or other drugs prior to attending School, work, or any other School-sponsored event (including School-sponsored events that take place off-campus) is also forbidden. Students violating this regulation will be immediately suspended pending more serious disciplinary action.
 - c) **Use, Possession and Distribution of Tobacco:** Smoking and the use, possession or distribution of tobacco products are prohibited in all areas of the School building, on the School grounds, or at School sponsored activities (including School-sponsored events which take place off-campus). Students violating this regulation will be immediately suspended pending more serious disciplinary action.
 - d) **Drug Testing:** Don Bosco Cristo Rey High School and the Corporate Work Study Program reserve the right to drug test any/or all students at its discretion. Since many of the CWSP partnering companies require drug testing, results of testing may be made available to the partnering companies at their request. Positive results may be grounds for dismissal from Don Bosco Cristo Rey High School.

VI. Tuition and Financial Information

A. Overview

Don Bosco Cristo Rey High School provides an affordable means of education for deserving young people and their families. The actual tuition and cost to educate a student at Don Bosco Cristo Rey High school is \$13,000. By participating in the Corporate Work Study Program, students earn \$7,000 of their tuition and the Family Contribution of the tuition is \$2,500. Families must complete the Tuition Aid Data Services (TADS) application annually and assist the school in completing additional scholarship procedures as part of their commitment. These additional scholarships and grants ordinarily do not change the predetermined family contribution.

B. Payment Methods

- a) Tuition may be paid in 10 equal installments (September - June). Payments are due on or before the first of each month. Late payments will result in a \$30.00 late fee.
- b) All families will be invoiced in the middle of each month.
- c) Payments may be made in person or by mail.
- d) Payments must be paid with check, money order or by credit / debit on our website (www.dbcr.org).
- e) 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.

C. Failure to Make Payment

- a) Students with delinquent accounts of more than 30 days may be suspended from class until their families resolve the situation with the Business Office.
- b) 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.
- c) If there are very special circumstances that prohibit a parent or guardian from making payments on time, the parent/guardian must make an appointment with the Business Manager to discuss the situation.

D. Returned Checks (insufficient funds, invalid signature, account closed, etc.)

- a) A \$36.00 fee will be applied to any check returned to the Business Office.
- b) Persons writing a returned check may be required to make future payments with money order or by credit/debit card.
- c) If the tuition account becomes past due as a result of the returned check, a \$30.00 late fee will be charged in addition to the \$36.00 returned check fee.

E. Incidentals

- a) Any additional charge assigned to an account (aside from tuition) must be paid immediately (some examples include: lost ID card charges, work study program fines, lost book fees, etc.).
- b) Acquired charges left unpaid after the first of each month will be treated like tuition and will be past due.
- c) A graduation fee will be charged to all seniors. The graduation fee and all other payments must be made by May 1, 2017 in order for the student to be eligible to graduate.

F. Late Fees

- a) A \$30.00 late fee is applied for each month that an account is past due.
- b) 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.

G. Solicitations

Student solicitations for fundraisers, collections, etc. of any kind, are not permitted unless first approved by the Assistant Principal for Student Life (clubs or activities) or by the Athletic Director (sports).

VII. School and Work Dress Code

A. Overview

The Dress Code, described in detail below, ensures that every student dresses in a professional, modest, conservative, and safe manner. Don Bosco Cristo Rey High School's dress code corresponds to business professional dress. 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). 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. Students must be in full dress code compliance when they enter the school hallway before the start of classes. They must remain in dress code at all times during the school

day, or while participating in a school- sponsored activity, unless they are participating in a specific school activity that requires them to follow a different dress code.

B. Violation of Dress Code

When a student is not dressed professionally, in accordance with the dress code (and cannot be in uniform compliance by the start of the school day); he or she will be sent to the office to call home. He or she will not be allowed to attend class until he or she is in proper uniform. The student may be marked tardy or absent for half a day depending on what time they are able to begin classes. Repeated dress code violations may result in Saturday detention and/or suspension. Students out of uniform on a workday may be sent home and required to make up the missed day and pay a \$180.00 fine. Any extra, inappropriate item (e.g., showy or large jewelry) will be confiscated. Students are to maintain a neat appearance (e.g., boys' shirts tucked in; girls' shirts buttoned) while inside the school building. Garments worn under clothing should not be visible.

*****Reservation of Rights*****

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 and the CWSP has the final say.

C. Appropriate Attire for Males

- **DBCR Cardigan or V-neck Sweater:** Young men must wear either the official school sweater or the official school vest at all times during the school day. This can be ordered through the Flynn O'Hara Website (www.flynnohara.com/school/md091) or in-store (8807 Annapolis Road Lanham, MD 20706)
- **DBCR Polo (optional):** Polos may be worn on Mondays only for school. The polo should accompany the rest of the school dress code. If your work day falls on a Monday, you need to adhere to the normal dress code unless otherwise instructed. The polo may be ordered through the Sportdecals website (<http://donboscope.myspiritwearshop.com>) or by phone at (877) 435-6110.
- **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, at all times. Must be neatly tucked into pants at all times. The sleeves must remain unrolled. No lettering or large logos of any kind.
- **Trousers (must be 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 correctly at all times.
- **Belt:** Must be solid black and worn at all times.
- **Socks:** Must be dark professional trouser length socks. No crew socks.
- **Black Shoes (must be solid black):** Should be suede, leather or leather-like office dress shoes, hold a shine, and have no stripes or similar "sneaker-ish" appearance. Loafer or tie-up styles preferred. No construction boots, or work/athletic shoes) allowed. All-black Sperry's may be worn.
- **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 when pulled straight; no ponytails, no cornrows, no hair coloring, no shaved shapes, patterns or designs; no military-style cuts (shaved on sides); no hairnets, hats or other covering. Sideburns must be at least 1 inch above the bottom of the ear. Hair should be kept neat.
- **Facial Hair:** Must be kept neat and professional. Students will be asked to shave on site if necessary.
- **Jewelry and Make-up:** No visible jewelry or tattoos are permitted. Make-up is not allowed.

D. Appropriate Attire for Females

- **DBCR Cardigan or V-neck Sweater:** Young women must wear either the official school sweater or the official school vest at all times during the school day. This can be ordered through the Flynn O'Hara Website (www.flynnohara.com/school/md091) or in-store (8807 Annapolis Road Lanham, MD 20706)
- **DBCR Polo (optional):** Polos may be worn on Mondays only for school. The polo should accompany the rest of the school dress code. If your work day falls on a Monday, you need to adhere to the normal dress code unless otherwise instructed. The polo may be ordered through the Sportdecals website (<http://donboscope.myspiritwearshop.com>) or by phone at (877) 435-6110.
- **Dress Blouse:** (any color, but must be solid (no patterns, lettering, logos, stripes, beadwork, etc.)): Young women must wear a dress blouse. They must be of cotton, poplin, or similar material. Blouse must be modest and professional, sleeves, and a collar. Blouse must be below waist length. Cleavage and midriff should never be visible and therefore must remain covered at all times. Undergarments are not to be visible through the blouse.
- **Slacks/Skirts (must be black):** Young women may wear pants or skirts. Both should be relatively loose fitting (at least an inch of fabric should be able to be pulled) and must have a bottom hem. Creased pants are preferred. Skirts must be knee length or longer. All pants and skirts must be of cotton, wool or similar material. **No lycra or spandex material is allowed**.
- **Tights/Socks (not required, but if worn, must be solid black, tan, or nude color):** Trouser dress socks (not athletic socks) or knee-high stockings may be worn with slacks. Trouser socks and stockings must be solid. They are not to have any designs.
- **Black Shoes (must be solid black):** Should be suede, leather or leather-like, and hold a shine. Dress shoes only. Open toe, canvas or mesh shoes are not acceptable. No sandals, gym shoes, construction or work boots, clogs, moccasins, platform or Mary Jane china doll shoes. No boots of any kind are accepted with skirts. Heels should be of moderate height- no more than 2 ½". All-black Sperry's may be worn.
- **Jewelry:** No excessive jewelry. Earrings must be smaller than a nickel. Only one earring in each ear in the lobe is acceptable. No other body or facial piercing allowed. Only one conservative, modest necklace and bracelet allowed.
- **Make-up:** Less is better. Conservative colors and styles. No black lipstick. Fingernails should be of a moderate length (no more than ¼ inch past the end of the finger) and color. No visible tattoos are permitted. If the tattoo cannot be covered by clothing the student may be dismissed from the school.
- **Hair Color/Style:** Conservative hairstyles and a neat appearance are expected. Natural colors only. Chemical highlights are not permitted. If colored, hair must be all one, solid, professional color. No cornrows, no shaved shapes or patterns; no hairnets. Hair must remain professional even when growing out hairstyles or colors.

E. Business Casual Dress Code (required for some worksites- permission must be given in writing by the corporate supervisor)

- Khaki trousers or slacks
- Solid colored polo or button down shirt (blouse)
- Dark dress shoes (unless otherwise specified by supervisor)

F. Modified Dress Code (for Dress Down Days Only)

What is modified dress? In keeping with the spirit of DBCR all clothing must be respectful and school appropriate.

- Loose fitting pants or jeans (not to have any logos, writing, pictures, rips or holes; no sweatpants, spandex pants, or shorts)
- Modest t-shirt, polo shirt, sweater or sweatshirt (must have sleeves and extend to the top of the pants, it also cannot have holes; nor print/logos larger than 2 inches, must not be see through)
- Tennis shoes
- No hats are allowed inside the building
- If a student chooses not to wear modified dress code he or she may opt to wear the standard DBCR dress code.

VIII. 2016 - 2017 DBCR Calendar of Events

AUGUST	25	Senior Pictures
	29	12 th Grade Orientation (AM)/ Work Orientation (PM)
	30	11 th Grade Orientations (AM)/ Work Orientation (PM)
	31	10 th Grade Orientations (AM)/ Work Orientation (PM)
SEPTEMBER	1	9 th Grade Orientation (AM)/ Work Orientation (PM)
	2	First Day of School / Founder's Day / Mass of the Holy Spirit 8:00 a.m.
	5	Labor Day; No Classes / No Work Study
	6	First Day of Work Study / Picture Day
	15	Parents Back to School Night 6:00 p.m.
	23	End of 1 st mid-quarter
	24-25	Senior Retreat
	26-30	Homecoming/Spirit Week
	28	Hispanic Heritage Month Mass 8:00 a.m.
	30	Progress Reports Mailed
OCTOBER	1	Homecoming Dance
	7	Our Lady of Rosary at 8:00 a.m.
	10	Columbus Day: Yes Classes/Yes Work Study
	16	Anti-Bullying Week begins
	19	PSAT for grade 11
	21	Freshmen Retreat
	22	ACT for grade 12
	27	End of 1 st quarter
	28	Professional Development Day: No Classes / Yes Work Study
	31	Records Day: No Classes/Yes Work Study
NOVEMBER	1	All Saint's Day Mass at 8:00 a.m.
	2	All Soul's Day
	4	Report Cards Mailed
	5	SAT for grade 12
	8	Early Dismissal: Students dismissed at 11:30 a.m.
	10	Sophomore Retreat
	11	Veteran's Day: No Classes/Yes Work Study/ Parent-Teacher Conferences 1:00-5:00 p.m.
	17	Honor Roll Assembly (grades 9 & 10)
	19	Honor Roll Assembly (grades 11 & 12)

	19	DBCR Open House 12:00 – 2:00 p.m.
	22	Thanksgiving Mass 8:00 a.m.
	23 – 25	Thanksgiving Break: No Classes / No Work Study
DECEMBER	8	Immaculate Conception Mass 8:00 a.m.
	9	End of 2 nd mid-quarter
	9	Junior Retreat
	14	Christmas Outing
	16	Progress Reports Mailed
	16	Prayer Service 2:00 pm / Christmas Family Dinner 6:00 p.m.
	19 – 30	Christmas Break: No Classes / No Work Study
JANUARY	2	Classes and Work Study Resume
	4-5	SGA Study Nights 4:00 – 6:00 p.m.
	5	FAFSA Night for Grade 12
	9–13	Mid-term exams
	16	Martin Luther King, Jr. Day: No Classes / No Work Study
	20	End of 2 nd Quarter / Inauguration Day: Yes Classes/ No Work Study
	23	March for Life
	27	Report Cards Mailed
	30	Start of Don Bosco Week
	31	Feast of Don Bosco Mass 8:00 a.m.
FEBRUARY	1	Start of Black History Month
	16	Black History Mass at 8:00 a.m.
	17	Faculty & Staff Retreat: No Classes / Yes Work Study
	20	President’s Day: No Classes / No Work
	22	Blood Drive
	23	Honor Roll Assembly (grades 9 & 10)
	24	Honor Roll Assembly (grades 11 & 12)
	24	End of 3 rd Mid-Quarter
	25	Spring Semi-Formal Dance
	28	Parent-Teacher Conferences 4:30 – 6:30 p.m.
MARCH	1	Ash Wednesday Mass 8:00 a.m.
	3	Progress Reports Mailed
	12	Start of Anti-Drug & Healthy Choices Week
	22	NHS Induction Ceremony 5:30 p.m.
	31	End of 3 rd Quarter
APRIL	6	Honor Roll Assembly (grades 9 & 10)
	6	DBCR 10 th Anniversary Celebration
	7	Honor Roll Assembly (grades 11 & 12) / Report Cards Mailed
	8	ACT for grade 11/ ADW HS Day of Service
	12	Stations of the Cross 2:00 p.m.
	13	Holy Thursday: No Classes/No Work Study
	14	Good Friday: No Classes/No Work Study
	17-21	Easter Break: No Classes/No Work Study
	24	Classes and Work Study Resume
	28	International Night 6:30 p.m.
MAY	1	Start of Teacher Appreciation Week / College Signing Day
	2	St. Joseph the Worker Mass 8:00 a.m.

6	SAT for grade 11
12	End of 4 th mid-quarter
13	Amusement Park Trip
16	Student Life & Athletic Dinner & Awards 6:30 p.m.
19	Progress Reports Mailed
19–24	Grade 12 Final Exams
23	Grade 12 Last Day of Work
25	Mary Help of Christians Mass 8:00 a.m. / Senior-Parent Dinner and Awards 7:00 p.m.
26	Early Dismissal 11:30 a.m. / Prom 7:00 p.m.
29	Memorial Day: No Classes / No Work Study
30	Graduation Rehearsal 10:00 a.m. at the Basilica
31	Baccalaureate Mass at the Basilica at 6:00 p.m.

JUNE

1	Graduation at the Basilica 4:00 p.m.: No Classes / No Work Study
2	No Classes / Yes Work Study
6-7	SGA Study Nights 4:00 – 6:00 p.m.
12– 16	Final Exams
23	Final Report Cards Mailed

***Dates are subject to change**

DBCR STUDENT & PARENT HANDBOOK AGREEMENT

In order for a student to be validly enrolled at DON BOSCO CRISTO REY HIGH SCHOOL AND CORPORATE WORK STUDY PROGRAM both the student and his/ her parent MUST sign the following agreement; the student should detach the form and return it to his/her "House" Teacher by Friday, September 9th, 2016. Students who work on September 9th, 2016 should turn the form in by Thursday, September 8th, 2016. 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 understand that the School in its sole discretion may expel a student or not accept a student for enrollment.

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 Administration of Don Bosco Cristo Rey High School and Corporate Work Study Program. This includes any decision relating to a student's enrollment at Don Bosco Cristo Rey or the suspension or termination of that enrollment.

Print Student's Name

Student's Signature

Print Parent/ Guardian Name

Signature of Parent or Legal Guardian

Date ____/____/____ Grade Level _____