



CRISTO REY DE LA SALLE

EAST BAY HIGH SCHOOL

ASI (Alpha Summer Institute) Information

Families and students,

These past few weeks have been extremely challenging. The impact of COVID-19 has brought so much uncertainty, anxiety and now, as the pandemic rages, we are forced to bear witness to more deaths of our black community. As the Black Lives Matter movement grows, we are hopeful and committed as ever to teaching and living one of our core Lasallian principles: commitment to social justice. Our leadership team has hosted town halls with parents and students, held prayer services and healing circles. We are listening to the needs of our families and are committed to planning a successful, conscientious and safe 2020-2021 school year for our Mustangs.

Each of you is our priority and we want to thank you for submitting your enrollment paperwork despite all that must be happening in your life right now! If you have not had the chance to review our prior communication regarding our decision to host the Alpha Summer Institute virtually, please refer back to your inbox.

Laptop Pickup & Form I-9 Document Collection

To pick up your assigned Chromebook and provide us with your personal documents for the Form I-9, please come to Cristo Rey De La Salle High School anytime between 9:00am - 4:00pm on:

- Wednesday, July 8th
- Thursday, July 9th

If you are unable to come to CRDLS HS, please let us know as soon as possible so other arrangements can be made.

The ASI faculty and staff, along with other members of our community will be present to greet you! This transaction will occur outside, with masks on, and keeping in line with social distancing practices.

- If you are driving, please plan to stay in your car with your mask on. Follow the signs into our parking lot where you will see our setup.
- If you are taking public transportation or walking, please follow the signs to our setup.

Form I-9 Personal Document Collection: You will need to bring original and non-expired identification documents for your student. We will make a photocopy and will follow up with you if we need additional documentation. Please see the details attached.

Wholeness Intakes

The Wholeness program is the hub for accessing mental health supports, case management services, parenting supports, college going culture resources and any extra help we may be able to offer your child/ family to help everyone thrive.

Our Director of Wholeness, Julia Sitko who goes by “Ms. J” will be reaching out to begin doing intakes with incoming freshmen and their families. During this process, she will take the opportunity to build a relationship and learn more about what she can do to identify potential services that we might be able to provide. Ms. J speaks Spanish and English. If you would like to reach out proactively with Ms. J to share more about your needs or to get more information, feel free to email or call her: jsitko@crstoreydelasalle.org, 415-416-0353.

ASI Attendance Policy

You will receive your schedule in advance, but students should expect to **be online from 8:30am to 12:30pm daily** (there is a break in the middle). You should generally join a few minutes early to ensure that you can take care of any tech difficulties that arise while still being on time.

On-time attendance is mandatory for all sessions. If you are late or absent for any reason at all, it is absolutely **IMPERATIVE** that students or families contact Ms. Valencia at the main office at 510-532-8947.

Failure to communicate in a timely way may result in dismissal from ASI and thus Cristo Rey De La Salle HS.

ASI Expectations

While engaged in virtual learning, the following norms and expectations are in effect:

(1) **Your Physical Location:** Do your best to pick a location with minimal background distractions for our sessions. For example, you might want to always join sessions from the same spot in your home, away from any potential distractions. Check out [this resource](#) for more tips on choosing and organizing your space.

(2) **Your Online Environment:** We'll go over the details in sessions, but our broad norms are VIDEO ON and MIC OFF when not speaking (though be prepared to unmute and mute lots as you participate).

(3) **Materials and Note Taking:** You will need your Chromebook (with webcam, audio/headphones, and strong internet connection). In addition, you need to have your spiral bound notebook and pen. We will provide you with headphones and a notebook.

(4) **Engagement:** Engagement is ALL-IN. That is, come prepared to discuss, have fun, and participate in the lessons and activities!

Cold-calling is particularly helpful in the online environment to get conversation started, and therefore used frequently. That said, it's never a "gotcha." We may call on you to hear your thoughts and ideas, but will not call on you to check that you are paying attention (this is assumed, of course).

Single-task. You've probably heard the [research on multitasking](#) before (i.e., it doesn't work). During session, be physically all in as well as digitally all in. Technology can facilitate engagement as well as become a source of distraction. Close tabs and windows that aren't related to class. Also, think of a way that works for you to keep yourself from being distracted by your phone (e.g., put it in another room).

Dress Code + Student Handbook

Because students will be on camera for all sessions, the follow dress code norms for ASI consists of the following:

- Do wear a presentable T-Shirt or Polo, and shorts or pants that are conducive to learning. Avoid wearing anything which may distract you or your classmates;
- We need to see you visibly engaged, so please remove any sunglasses;
- Clothing that advertises or promotes drug or alcohol use, or that is deemed xenophobic (racist, sexist, or homophobic) in nature is contrary to our Lasallian Catholic values and is not permitted;

- The tie you received in your package is not necessary to wear during ASI. Please, keep it for the regular academic school year.
- The teachers or the administrators have final say in what is or is not considered appropriate clothing and dress code for the purposes of ASI.

Our school dress code (Section 3.1.2) for the **regular academic school year** is detailed in our student-family handbook which is available here:

<https://cristoreydelasalle.org/wp-content/uploads/2019/08/Cristo-Rey-De-La-Salle-Student-and-Family-Handbook-SY-2019-2020.pdf>.

Please, note that the handbook is currently under revision and contents are subject to change. An updated version for 2020-2021 will be sent to all students and families at the end of July.

Fall Opening

When it comes to re-opening our school for the fall, the health and well-being of our community will always come first. Our President and CEO, Principal, and Corporate Work Study Director have developed a task force that has started scenario planning. Your input is an important part of our decision planning.

We want to hear from you, [please click HERE take a moment to give us your input via this survey](#).

Form I-9 & Personal Document Collection

When you come to pick up your laptop, we will collect and photo copy your personal documents for your Form I-9.

- When you register as a student at CRDLS, you become an employee of the Corporate Work Study Program, Inc. As your employer, we are required by the federal government to complete a **Form I-9** with you prior to your first day of work. The Form I-9 is an employment verification form that authorizes your ability to work.
- The STUDENT must provide **ONE** of the documents from either List A or **ONE from both** List B AND List C (on the following page). All documents must be **ORIGINAL & UNEXPIRED** - we cannot accept photocopies or expired documents.
- We will make photocopies for you onsite and return your originals immediately.
- **We do NOT need ID documents from parents / guardians.**

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.