



CRISTO REY DE LA SALLE

EAST BAY HIGH SCHOOL



**Student and Family Handbook
Alpha Summer Institute 2021**

One La Salle Prayer

Let us remember ... **we are in the Holy Presence of God.**

Let me be the change I want
to see. To do with strength
and wisdom
All that needs to be done,
And become the hope that I can be.

Set me free from my fears and
hesitations. Grant me courage and
humility.
Fill me with Spirit to face the
challenge And start the change
I long to see.

Today, I start the change I want to
see. Even if I'm not the light, I can
be the spark. In faith, service, and
community
Let us start the change we want
to see: The change that begins
in me.

Amen.

Saint John Baptist De La
Salle ... Saint Elizabeth of
Hungary ... Saint Oscar
Romero ...
Saint Kateri Tekakwitha ... **Pray for us.**
Live, Jesus, in our Hearts ... **Forever!**

Mission Statement

Cristo Rey De La Salle High School at Saint Elizabeth Campus, is a diverse, Lasallian Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose, and service. A rigorous and personalized college preparatory curriculum integrated with a corporate work study experience prepares students to succeed in college and in life.

Vision Statement

We believe that economic status, zip code, gender and ethnicity should not obstruct the pathway to educational and life success.

We accompany students and graduates in their journey to lead lives of wholeness, purpose, and agency.

We unite youth and families with educators, corporations, nonprofits, and philanthropists through education and work.

We believe in the power of these relationships to transform lives.

Lasallian Educational Outcomes

A Cristo Rey De La Salle High School graduate is a person who ...

... Develops Academic Excellence and Intellectual Agency:

- Masters the cognitive skills, content knowledge, and habits of success needed to pursue a college education.
- Works diligently with our corporate partners, faculty, and classmates to respond positively to constructive criticism.
- Practices self-direction, resiliency, and agency.

... Contributes to the Common Good Through Social Justice:

- Speaks with conviction on socio-political and economic issues through a Lasallian Catholic worldview.
- Exhibits cultural competency, builds socio-political capital, and leverages both for the common good.
- Examines the structural injustices of our world, particularly the needs of Oakland and the San Francisco Bay Area, and takes right action.

... Leads with Integrity and Respect:

- Builds community through the development of authentic relationships.
- Maintains a lifestyle dedicated to wholeness through healthy mindsets and choices.
- Utilizes restorative justice tools to heal interpersonal harm.

... Pursues a Life of Faith, Purpose, and Service:

- Appreciates our Lasallian Catholic heritage and tradition, and respects religious plurality.
- Discerns personal gifts and talents and cultivates a sense of spiritual purpose.
- Advocates for self, our communities, and our environment.

Alpha Summer Institute Purpose

- *Equip* students with executive functioning skills to effectively navigate workplace relationships and environment as well as technical skills with special emphasis on Microsoft tools to successfully work remotely.
- *Evaluate* student career-readiness, technical skill-level, professional interests to facilitate a mutually beneficial student-partner match as well as math and english skill level to establish a baseline for academic support during the school year.
- *Cultivate* emotional well-being to build student self-confidence and the importance of teamwork.
- *Introduce* practice of Lasallian Core Principles (faith in the presence of God, concern for the poor and social justice, respect for all persons, quality education, inclusive community)

Directory

ASI Team

President and CEO
Vice President of CWSP
Vice Principal
ASI Coordinator
Math Teacher
English Teacher
CWSP Instructor

Stephen Murphy (smurphy@crstoreydelasalle.org)
Gayle Klein (gklein@crstoreydelasalle.org)
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Wholeness Team

College Counselor
Counselor

Dennise Villalpando (dvillalpando@crstoreydelasalle.org)
Katie O'Leary (koleary@crstoreydelasalle.org)

Admissions Team

Director of Admissions
Enrollment Manager

Annie Nguyen (anguyen@crstoreydelasalle.org)
Irania Valencia (ivalencia@crstoreydelasalle.org)

School Operations Team

Facilities Manager
Information Technology
Executive Assistant + School Registrar

Julio Orozco (jorozco@crstoreydelasalle.org)
Michael Tan (mtan@crstoreydelasalle.org)
Krystal Alvarez (kalvarez@crstoreydelasalle.org)

Handbook Preamble

This handbook serves as a reference guide to the expectations and responsibilities you have as a student during ASI.

When we use the term “family” in this handbook, we intend this to include parents, caregivers, guardians, and other family members who have legal responsibility for the student.

All policies, rules, and regulations contained in this handbook and other relevant documents apply while students are on school campus, at a school program or event, and on a school mode of transportation.

This handbook contains only general information and guidelines. It is not intended to be comprehensive nor will it address all of the possible applications of or exceptions to the general policies and procedures described. Some of the topics treated herein are explained in greater detail in other official school or work study documents.

If you have any questions concerning a policy or practice, you should address your specific questions to the President. If there is a discrepancy between this handbook and an official school document, the official document will supersede this handbook. The policies and practices described here may be modified or discontinued by the school at its discretion. When possible, the school will attempt to notify students and families in advance of a significant change.

Please, take the time to read this handbook and familiarize yourself with its contents. As students and families of Cristo Rey De La Salle, you are responsible for understanding and following school policies and procedures.

Thank you for contributing your skills and effort to making our school a success for your peers and our community

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Quality Education

Expectations to Engage in Learning

As members of the Lasallian Catholic and Cristo Rey communities, students and teachers create a focused, joyful, and community-centered learning environment by arriving prepared with the appropriate materials and ready to learn.

Students respectfully and promptly follow the directions of the teacher or the adult professional leading the class. They also internalize classroom routines and expectations, and follow these routines with minimal teacher support by maintaining a productive work environment, staying on task and doing their best to work towards our goals and encouraging our peers to do so as well, using technology appropriately and responsibly for academic purposes, and by avoiding or ignoring distractions.

Students also see the classroom as a safe haven from which they can take interpersonal and academic risks knowing that there is a community of supporters who will provide comfort and feedback. They express words of encouragement to their classmates and help peers who are struggling by attempting to answer or helping find resources or support, when appropriate.

ASI Course Overview

Students complete the following courses during their time at ASI. These courses help prepare students for the classroom and for the workforce.

English

Mathematics

Corporate Work Study 1

Corporate Work Study 2

Grading and Assessment Policies

Grades are symbolic indicators that communicate and document a student's achievement of course outcomes. Grades indicate the academic competencies that students have developed and are determined primarily by the teacher's professional recommendation. They also help to encourage the ongoing development and improvement of skills and knowledge over time.

Students receive one grade for each class.

This grade is focused solely on Academic Achievement: This grade reflects student achievement in formative and summative assessments.

This is reported through 4 letter grades: A (Achieved Mastery), B (Partial Mastery), C (Progressing Toward Mastery), D (Does Not Yet Show Mastery), and F (Has Not Shown Mastery) or I (Incomplete or In Progress). These grades will be used to determine academic eligibility for the academic year.

Academic Integrity and Plagiarism

Academic integrity and right ethical conduct are expectations of all students. Cheating and plagiarism are violations of academic integrity and right ethical conduct. Cheating is defined as using unauthorized resources of any type on any exam, quiz, paper, major project, or class assignment. Plagiarism is copying exact words or paraphrasing ideas without crediting original sources. Providing access to another student to such resources is also considered a violation of academic integrity as is allowing another student to copy from one's own exam, quiz, paper, major project, or class assignment.

In keeping with our model of restorative justice, the school treats first violations of academic integrity as a learning event. In these situations, the student will receive an "I" for the assignment or activity in question. The student then has a conversation with the teacher who debriefs what occurred, next steps to rectify the action, and the teacher coaches the student on how to tell their parents. Owning up to the action is an important step in understanding the severity of the violation of academic integrity.

The student is then responsible for telling their parents about the incident and to let them know that a face-to-face conference or phone conversation with the teacher will be forthcoming—this gives the students an opportunity to be at the center of the conversation.

The Dean or administrator then has a face-to-face conference or phone conversation with the family and the student. From there, a letter is sent home that recaps the meeting, and it serves as a record of the entire incident. In this letter, it states that all future offenses will result in more serious consequences. The student writes a letter of reflection which answers the following questions:

"How have your actions impacted your relationship with others, including your classmates and teacher? Looking back on this past incident, what would you have done differently? How has your understanding of integrity changed since this incident?"

This reflection is then sent to the parents and the teacher. Copies of the teacher's letter and the student's reflection are included in the student's file. The student is responsible for re-doing the same assignment or an alternative as assigned by the teacher which addresses the same Cognitive Skills or Content Knowledge assessed in the original assignment. Please note, that violations of academic integrity may include removal from ASI.

Respect for All Persons

The Lasallian school engages in a concerted effort to respect the dignity of all persons. Respect-filled relationships are at the heart of Lasallian education and are a key expression of the acknowledgement of each other's identity as children of God. At Cristo Rey De La Salle, this core principle is reflected each day through this Lasallian mantra: "Live, Jesus, in our Hearts ... Forever."

As members of the Lasallian Catholic and Cristo Rey communities, we build and maintain peace and safety in our community by knowing where every member of the community is at all times and by making sure our families know where we are at all times on our way to and from school as well as our Corporate Work Study assignments. Students follow the assigned schedule at all times. They arrive early to school and classes, so that we are able to begin tasks on time. Students stay in supervised, permitted locations while on campus until they are dismissed at the end of the day.

Students are proactive in seeking help in a way that avoids missing class time and respectfully ask and wait for permission to be granted from the faculty member in charge of supervising them if they must leave a designated location.

We are a school community where all members are protected from both physical and emotional harm. Our restorative practices resonate through all levels of the student's educational experience through a school culture which honors and respects all persons. As a Lasallian Catholic school, we affirm and value the diversity of our community and the dignity of all persons, and we make every effort to incorporate the voice, culture, and perspectives of our community members in our school programming and policy and procedure development.

Reflective Conversations and Restorative Service Time

From time to time, a reflective conversation is necessary when individuals in conflict require an opportunity to discuss a harmful incident. A reflective conversation is also necessary when behavioural or disciplinary issues arise. The objective of the reflective conversation is to come to an understanding of why an unexpected behaviour is or has the potential to be harmful to the student or to the community. A teacher, an administrator, or another adult member of the community may engage in a reflective conversation which includes listening to and understanding the student's perspective. Together, the hope is that all parties are able to come to a resolution through the reflective conversation and that appropriate accountability measures are put into place. Students may be assigned Restorative Service Time in order to help heal harm, to provide for additional opportunities for reflection, or to restore peace within the community.

Dress Code

Cristo Rey De La Salle students dress for success! A Dress Code allows students to display a sense of school unity while allowing for some individual variation while maintaining a professional look.

If a student is found out of Dress Code, the following graduated discipline system is in place:

- The first time a student is found out-of-dress code, they will be required to change into the official school dress code, provided by the office. The student will complete a reflection form and will submit said form to the Dean of Students.
- The second time, parents or guardians will be contacted and will be required to bring appropriate school clothing for the student.

Those students may also be assigned Restorative Service Time. More serious consequences including a mandated uniform for the student may result if a student is habitually out of conformity with the Dress Code. Chronic and continual noncompliance may result in dismissal from ASI.

- Non-ripped Pants
- Blue, Yellow, Red, or White polo shirt

The school administration or the Corporate Work Study program reserves the right to make final decisions regarding student grooming and appearance. This dress code is in full effect from the time students arrive on campus until the end of the school or work day. Please, note closely the following:

- Hoodies are not allowed
- Hats or other headgear may not be worn in classrooms and offices or during school functions;
- For reasons of safety, sunglasses may not be worn inside any school building;
- For reasons of safety, footwear must cover the toes so "flip-flops" are not permitted;
- For reasons of safety, earphones or headphones are not permitted in school hallways;
- Visible earphones or headphones are not permitted;

Free Dress

From time to time, the school administration may designate particular days as Free Dress days. As such, the following apply when Free Dress days are designated:

- For reasons of safety, sunglasses may not be worn inside any school building;
- For reasons of safety, footwear must cover the toes so "flip-flops" are not permitted;
- For reasons of safety, earphones or headphones are not permitted in school hallways;
- A tightened belt is required at all times;
- Visible earphones or headphones are not permitted;
- No torn jeans are permitted;

Phone Use At School

We live in a society of constant distraction. With rampant instant messaging and social media use, our ability to communicate face-to-face, to socialize in a positive way, and resolve conflicts has dwindled. To the end, students are prohibited from using their mobile phones or smartphones while at school in order to encourage face-to-face conversation, socialization, and to practice conflict resolution.

From the hours of 9:30 AM until 4:00 PM, all mobile phones or smartphones must be turned off and stowed away in the backpack **before** the student enters the school building.

If a phone is visible or rings while at school, the student must relinquish the phone at the request of the teacher or the administration. The school employs a graduated discipline philosophy.

- The first time a phone is confiscated, the student can pick up the phone at the end of the school day following a restorative conversation.
- The second time a phone is confiscated, a parent or guardian must meet with the ASI administration to explain the rationale behind why we do not allow mobile phone use at school and to pick up the phone. The phone will be released to the parent or guardian following this second infraction.
- The third time a phone is confiscated, the school will make arrangements with the family to keep the phone at home for the remainder of the year, or if necessary, to hand the phone to school administration at the start of every school day.

If families need to communicate with students while at school, they can call the school's main line at 510.532.8947 to relay any important messages.

The use of smartphone cameras and video is absolutely forbidden at any time on school campus, included, but not limited to private areas, such as locker rooms, bathrooms, dressing areas, classrooms, and offices unless otherwise authorized by the administration.

Respect for School Property and Facilities

Our school is a shared space for learning. As such, we are to be mindful of the ways in which we care for school property and facilities. Defacing or damaging school property or facilities is strictly prohibited. Students should report instances of defacement or damage to the school administration.

For reasons of cleanliness and safety, gum chewing is not allowed on campus.

Drugs and Alcohol

We recognize the many problems that challenge students and their families. The problem of alcohol and drug abuse and misuse is a serious one. We make every effort to assist students who are motivated and interested in working to solve this problem. Strict confidentiality is observed in providing assistance, and every effort is made to enable students, who are actively seeking help for themselves or others, to continue their education at Cristo Rey De La Salle High School.

Any student that shows evidence of having consumed, or is reasonably suspected to be in possession, involved in the sale or exchange, or under the influence of controlled or illegal substances, is subject to an investigation.

- "Reasonable suspicion" is defined as sufficient reasons or basis in fact to give rise to a reasonable belief that a student has drugs and/or alcohol in her/his blood system and/or on her/his person."
- "Showing evidence of" includes any behavior or conduct observed by an adult, which might be indicative of the use of alcohol and other drugs. This may be based upon specific observations concerning behavior, speech, body odors, or circumstances which indicate that a student at school or school event is not in a sober and reliable state, free from the influence of drugs and/or alcohol.
- "In possession" includes participation in the use of, being in the presence of drugs, or possession of drugs or drug paraphernalia, while going to and from school, on campus, or at any school activity.
- "Drugs" includes, but is not limited to, all that is commonly understood in the context of the problem, for example: narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana (including medicinal marijuana), tobacco, and federally controlled substances including prescription medications.

Possible disciplinary consequences may include, but are not limited to, expulsion, disciplinary probation, and exclusion from school activities such as clubs, athletics, social events for a specified period of time.

Use, sale, distribution or possession of narcotics, dangerous drugs, drug paraphernalia, alcoholic beverages or other substances is a disciplinary cause for suspension and/or expulsion. This includes being under the influence of alcohol or other drugs and/or narcotics at any school-sponsored event.

Students found to have possessed or to have used controlled or mind altering substances on campus (including on the way to and from) or at a school-sponsored event (including on the way to and from) will be suspended and upon return to school. Parents will be notified if a student is found to have possessed or to have used controlled or mind-altering substances off campus.

The school has the right to perform a drug test on a student, search the locker or backpack of any student at any time without warning.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal comment or conduct of a sexual nature when any or all of the following occurs:

- (a) submission to such conduct is made either explicitly or implicitly a term of condition of a student's status or progress;
- (b) submission to or rejection of such conduct is used as the basis of academic decisions affecting the individual;
- (c) such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

Any student who engages in the harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion. Students who feel aggrieved because of conduct that may constitute harassment should directly and immediately inform the person engaging in such conduct that such conduct is offensive and must stop. If the students do not feel comfortable doing this, or are unable to do so, they shall direct their verbal complaint to ASI administration.

These persons have been designated to assist in resolving harassment complaints and are bound by the highest degree of confidentiality. The designee receiving the complaint will act in a prompt and timely manner to ensure that the alleged harasser be informed that the offensive behavior must stop. Failure to comply will lead to suspension and the possibility of expulsion. If the harassment is severe, the school will contact law enforcement.

It is the student's responsibility to:

- Conduct themselves in a manner which contributes to a positive school environment;
- not to commit acts which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including expulsion. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to, and including expulsion.

Theft

Theft of another person's belongings is unacceptable in a Lasallian Catholic school. All reasonable efforts will be made to recover lost or stolen property. However, the school does not assume responsibility for lost or stolen property that occurs on school property before, during, or after the school day or at school sponsored events. It is always the student's responsibility to assure that their possessions are secured in their school locker. Items left unsecured may be confiscated and the student issued a session of Restorative Service Time.

Causes for Removal From ASI

Any of the offenses listed and committed by students under the jurisdiction of the school, while at school, while participating at a school-related activity, and while on the way to and from school, are reasons for suspension, expulsion and/or disciplinary probation (regular or activity restriction). Students who have been expelled, suspended, or transferred based upon school recommendation may not attend co-curricular events on school grounds or at school sponsored events. In addition, they are not allowed to visit the school campus at any time.

Causes for expulsion include, but are not limited to:

- Hazing; (California Education Code - Section 32051)
- Extreme insubordination;
- Theft;
- Willfully cutting, defacing, or otherwise injuring in any way, any property, real or personal, belonging to the school or to persons;
- Assault or battery, or any threat of force or violence, directed against anyone;
- Use or possession of dangerous weapons;
- Gang involvement or affiliation, or actions that mimic gang behavior;
- Harassment;
- Extreme violation of the Responsible Technology Use Policy;
- Any threat against the school community or a school community member;
- The use of extreme hate speech.

Responsible Social Media Use

The school acknowledges the positive role that social media can have on learning, especially with regard to the sharing of ideas, social networking, self-discovery, career development, and constructive personal expression. The school expects all of its students to conduct themselves appropriately online and to be responsible digital citizens.

While using digital technology and social media, all students are responsible for their actions and they are expected to act in a respectful manner toward other CRDLS community members. Students are expected to use appropriate language and commentary while refraining from any wording or posting that could constitute harassment, bullying, intimidation, or misrepresentation. Students may not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language on their social media accounts.

Unfortunately, users of social media sometimes use various platforms in order to engage in various forms of harassment, bullying, intimidation, or misrepresentation. As such, the school has the right to take appropriate action when inappropriate messages or postings on social media are brought to our attention. This can include conducting an investigation, directly intervening, disciplining, and educating all students involved.

Inappropriate Messages and Sexting

Inappropriate messages and postings can include, but are not limited to the following:

- Posting pictures or video of another student or community member without their permission;
- Posting inappropriate comments regarding another student or community member;
- Posting inappropriate comments about Cristo Rey De La Salle High School;
- Creating websites or social media related accounts using the Cristo Rey De La Salle High School name or logo;
- Sending texts, Instagrams, Snapchats, email, or any other form of electronic communication that constitutes harassment, bullying, intimidation, or misrepresentation;
- Any other digital activity that Cristo Rey De La Salle High School deems inappropriate.

Sexting is the sending of a sexually explicit nude or revealing photo of oneself or of another person to someone via cell phone text messaging or through social media platforms. According to California law (Penal Code §311.1, 311.2 and 311.3), students sending or receiving sexually explicit messages are engaging in criminal behavior. If this occurs while students are under the school's care, custody, or control, the school will contact local law enforcement.

Sexting includes but is not limited to the following:

- Asking or trying to obtain pictures of a sexual nature;
- Sending pictures of a sexual nature;
- Copying or photographing pictures of a sexual nature;
- Transmitting, forwarding, posting, or reposting pictures of a sexual nature;
- Saving or storing pictures of a sexual nature.

Parents are highly encouraged to monitor what their students are posting or placing on social media platforms.

Responsible Technology Use Policy

CRDLS offers Internet access, devices, and technology resources for educational purposes for student and staff use through the school's device network. This policy applies to all electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through personal electronic devices. Changes or modifications to this policy may be made at the discretion of the CRDLS Administration and will be announced to the User.

CRDLS will issue a device to students which they will be using for as long as they are enrolled at the school. This section serves to offer rules and guidelines on how to best use this device as a professional academic.

Possession

Possession relies on full and complete compliance with this Policy and the Student Handbook. Failure to comply may terminate your rights of possession to the device.

Students should provide reasonable care and maintenance of the device – do not sell, lease, or grant anyone else rights to the device. Do not loan or borrow devices from other students, and do not share passwords.

Students should charge the device to ensure it is fully charged for the school day.

Usage

Students should bring their charged device to class every day, and the device should be muted until instructions are given by the teacher.

In class, devices should only be used for educational purposes.

At work, devices should only be used for business purposes and students should expect that any communication sent from these devices or Internet activity can be tracked by company officials at any time.

Taking Devices Off Campus

Students taking their Chromebooks home must ensure that they are well maintained, clean, and fully charged for use the following day.

Students must respect the Responsible Technical Use Policy even off-campus.

Damaged Devices

Damage that occurs at school or home should be reported directly to the CRDLS IT Department.

Please do not attempt to contact an outside service company for repair questions; contact the school directly.

No "jailbreaking" or changing the operating system of the device; it can cause damage.

Please do not allow moisture in the device. Clean with a soft, lint-free cloth.

Please do not remove the Serial Numbers, Identification Numbers, or labels of the device.

Lost Devices and 'Loaners'

In case of theft, the student is responsible for immediate communication with CRDLS who will assist the student in contacting local authorities and filing a police report. In case of loss, the student should communicate with CRDLS IT as soon as possible.

Loaner devices may be issued to students when their devices are being repaired by the school.

If a student leaves their Chromebooks at home, they are asked to offer their cell phone as collateral in exchange for the use of a loaner device. The loaner Chromebook is then exchanged for the cell phone at the end of the school day.

Privacy

The device and the school-issued email account are the property of the school and as a result may be subject to inspection at any time.

CRDLS reserves the right to look at a student's web page history on issued devices. If there is any tampering of web page history, that is in direct violation of this agreement and the CRDLS Handbook.

Fees

Any damage caused by misuse or mishandling to the device will result in fees incurred.

The cost for damages will be determined on a case by case basis.

Families and students will incur the full cost of the device if they are lost devices or non-functional through willful neglect.

Unauthorized Software

For your privacy and safety, installation of unauthorized computer programs and software, including files downloaded and accessed on the Internet without authorization and permission from CRDLS is strictly prohibited.

This policy includes Apps from Google webstore and from any 3rd party developer. Google Chrome is the only authorized browser for Cristo Rey De La Salle High School. All other Internet browsers such as X-Browser and all incognito type browsers are not allowed.

The use of VPN (Virtual Private Networking) and applications used for bypassing Cristo Rey De La Salle High School firewall are not allowed.

Personal Devices

Students who bring personal devices to school do so at their own risk, just like any other personal items. No personal electronic devices such as Mobile Phones, Smart Watches, Music Players, video game devices and personal laptops should be used during the school day. These devices will be confiscated and returned in accordance with the Confiscated Items Return Policy.

Students are permitted to use technology only for educational purposes and subject to the individual instructor's discretion. The use of technology at CRDLS is a privilege. CRDLS may request to search student devices when a student may have violated the school's acceptable use policy, or the CRDLS Honour Code. We are working together to provide a positive and safe learning environment by respecting others, our work, property, and ourselves. Violation of this policy is subject to disciplinary action.

Inclusive Community

The Lasallian school is a united community where diversity is respected, where no one is left out, and where everyone finds a place. Individuals within the school community recognize and accept another's strengths and limitations. At Cristo Rey De La Salle, this core principle is reflected each day through this Lasallian maxim of "The Cristo Rey De La Salle Family."

As members of the Lasallian Catholic and Cristo Rey communities, we build and maintain peace in our community through restorative practices.

The physical and emotional well-being of our students is our number one priority. We believe that schools should be diverse communities that are rooted in care and affection. students build secure attachments with their teachers, mentor, and peers, and work proactively to build strong relationships and community structures and agreements to prevent harm.

All community members accept all individuals unconditionally even when not accepting actions and behaviors that harm the community. students take accountability for their actions. When harm has been done, our restorative practices establish accountability, repair that harm, and prevent future misconduct while promoting respect and restoring relationships among all community members impacted. While learning from their mistakes, students are thoughtfully reintegrated into the community.

As members of the Lasallian Catholic and Cristo Rey communities, we create a foundation of equity in our diverse community. We believe that we all learn more when we are active participants in a multicultural and diverse community that expects and supports the success of all.

Our learning environment purposefully reflects the full diversity of the community in which we are located. Students and teachers value multiple experiences, backgrounds, and perspectives and work to implement community norms and practices both in and outside of the classroom that promote respect, understanding, and inclusion of our diverse community members and perspectives at our schools.

Who Families Should Contact and How

We believe communication is facilitated by clarity and timeliness. We take your communications seriously, and we respond to concerns and questions as quickly as possible. We also expect that we will be able to reach out to families and receive a similarly quick and direct response.

If you have a question, concern, or feedback about ...	You should contact ...	By ...
General Inquiries Student attendance Parent communications	<i>Executive Assistant + School Registrar</i>	School Phone: 510.532.8947 Krystal Alvarez (kalvarez@cristoreydelasalle.org)
Performance in academic classes Student health, behavior, wellbeing	ASI Coordinator Michael Cody	mcody@cristoreydelasalle.org

Course content Grades	Your student's subject area teacher	Math: ttran@cristoreydelasalle.org English: sleong@cristoreydelasalle.org
The Corporate Work Study Program	Gayle Klein <i>Vice President of Corporate Work Study Program</i>	gklein@cristoreydelasalle.org
Overall student or parent experience Community Life	Michael Cody <i>ASI Coordinator</i>	mcody@cristoreydelasalle.org

Being On Time

CRDLS students plan for success! In addition to our school bells, clocks are posted in prominent locations throughout our building. Therefore, students are responsible for being on time for school, for class, or for work. In order to be counted on time and present, students must be in their assigned seats.

Attendance, Excused and Unexcused Absences, and Tardies

Students are expected to attend and to be on time for all classes at school and at their workplaces. If a student is absent, families must call the school's School Executive Assistant at 510.532.8947 by 8:30 AM on the day of the absence.

Absences

Students are expected to attend every day of ASI. If a student is absent for 2 or more days, they may not be granted full acceptance to CRDLS. Absences due to Covid-19 will be handled by the school on a case by case basis.

Tardies

Similarly, if a family knows that their student will be tardy to school, they must also call the school's Executive Assistant or provide a signed and dated note with the student. The student will then receive an admit slip which will allow the student to attend their first period. Failure to inform the school of the tardy will result in the student attending a session of Restorative Service Time.

If a student arrives late to class, they are marked "tardy" in the attendance record.

- The first time a student receives a tardy, the student will engage in a restorative conversation with the classroom teacher and will receive a warning.
- The second time a student receives a tardy, the student will engage in a restorative conversation with the Vice Principal or a designated administrator, will write a reflective explanation on the reason for the tardiness, and will be assigned Restorative Service Time. The reflective explanation becomes part of the student's file.
- The third time a student receives a tardy, the Vice Principal or a designated administrator will contact the family to engage in an in-person conversation to figure out a solution to the problem.

Medical Appointments

We highly encourage all medical appointments be made during non-school and non-work hours to the extent possible. If appointments are made during the school day, the student must supply a note from a parent before departure which includes the reason and the time at which the student needs to be dismissed. Upon return, the school also requires the student to provide a doctor's note. Please, see also the Corporate Work Study Program section for more information regarding medical appointments during workdays.

The Wholeness Center

The Wholeness Center is a comprehensive student and family support program that is focused on student success in school, college, and life. We support students' social, emotional, behavioral, and academic progress as well as the mental, spiritual, physical, and leadership growth of students in a trauma informed and restorative school environment.

Services

The Wholeness Center provides the following services:

- Individual counseling or informal check ins - anxiety, depression, trauma, stress, peer issues/conflicts, family issues/conflicts, substance use, etc;
- Group counseling - social skills, self-esteem, anger management, stress management, grief/loss, family transitions, coping skill building, self-regulation, etc;
- Family support - family meetings, home visits, parent workshops, linking to community resources;
- Crisis intervention and safety planning;
- Conflict resolution/mediation;
- Social emotional learning curriculum;
- Circles for community building and restoration from harm;
- Classroom presentations/discussions - i.e drug education/prevention, mindfulness, self-image,

etc;

- Socialization opportunities before school and at lunch– games, music, fun!

Imminent Risk of Harm

If a student makes any statements (written or verbal) or gestures related to harming oneself or harming others, he/she will meet with the Director of Wholeness and/or a counselor in the Wholeness Department. A safety assessment will be completed and if it is determined that this student is in imminent risk of harm to self or others, we are legally required to take steps to ensure safety of all which would include contacting local authorities. After authorities have been contacted, parents will be contacted.

If we have any suspicion of child abuse or neglect, as professionals working with young people, we are all mandated reporters and are legally required to report this to the relevant authorities. We may not inform parents of this report to ensure an appropriate investigation is able to occur.

In some situations, we may recommend and/or mandate academic and/or psychological assessments and mental health services to ensure a student receives all supports available and needed to support their social, emotional, and academic success. Referrals for services and community resources will be provided to families.

Diversity, Equity, Inclusion, and Belonging

The diversity, equity, inclusion, and belonging team of Cristo Rey De La Salle understands our work as an enduring commitment towards wellness and wholeness of our entire community.

Students are the “why” of CRDLS and every one of them and our staff holds their own identity and experiences. Uplifting and educating our community on how to hold space for their own lived experiences and that of others, creates an environment where everyone can thrive.

This team reports directly to the Senior Management Team and will actively work on developing a strategic plan focused on faculty and staff professional development, and student and family programming and outreach

Student Handbook Acknowledgement Form

After reading the Parent/Student Handbook, please discuss all of the information that is appropriate with your student(s). Please sign the acknowledgement below (both parents/legal guardian and student(s) and return this page to the school office on the first day of ASI.

Parent Acknowledgement

As a parent or guardian of a Cristo Rey De La Salle, I acknowledge I have reviewed the Student/Parent Handbook with my student in an effort to promote a better understanding of CRDLS rules and expectations.

I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook policies may be amended during the year and that such changes will be communicated upon revision.

I understand that my failure to return this acknowledgement will not relieve myself or my student from being responsible for knowing and complying with the School rules, policies, and procedures.

Parent Guardian name (Printed) _____

Signature of Parent Guardian _____

Date _____

Student Acknowledgement

As a Cristo Rey De La Salle student, I acknowledge the Student Handbook and the policies contained within.

I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and policies may be amended during the year and that such changes will be communicated upon revision.

I understand that my failure to return this acknowledgement will not relieve me from being responsible for knowing or complying with rules, policies, and procedures.

Student Name (Printed) _____

Signature of Student _____

Date _____