

ARRUPE JESUIT HIGH SCHOOL

Student and Family Handbook

4343 Utica Street

Denver, CO 80212

303-455-7449 fax: 888-868-6548

CWSP Central Number: 303-710-7040

www.ArrupeJesuit.com

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Table of Contents

Mission Statement 3
 The Graduate at Graduation 3

Attendance Policy 5
 Reporting a Student Absence 5

Academic Programs 7
 Report Cards 7
 Seventh Period (Study Hall) 8
 Academic Integrity 8
 Eligibility for Athletics 9

Disciplinary Procedures 10
 Code of Conduct 10
 Suspension from School 11
 Dismissal from School 12
 Searches 13
 Harassment 14
 Drug and Alcohol Policy 15
 Dress Code 18

Cell Phones 21
 Electronic Devices 22
 Counseling Services 23
 Computer Code of Conduct 24

Corporate Work Study Program
 CWSP Staff 27
 CWSP Guidelines 28
 CWSP Attendance 30
 CWSP Discipline 32
 CWSP Emergency Plan 35

Asbestos Management Plan 34
 Non-Discrimination Statement 34

Arrupe Jesuit High School is accredited by
 the North Central Association: Commis-
 sion on Accreditation and School Im-
 provement (AdvancED)

Member of the Jesuit Secondary Education
 Association

Member of the National Catholic Educa-
 tional Association

MISSION STATEMENT

Arrupe Jesuit High School is a co-educational, college preparatory, Catholic Jesuit secondary school founded to serve the economically disadvantaged, racially and culturally diverse youth of Denver's central city neighborhoods and to enhance human, intellectual, and spiritual capacities of the families it serves while respecting and promoting cultural diversity. The school's goal is to maximize the opportunity of its students to participate more fully in the economic life of their communities, the United States, and an increasingly global community while also assuming their leadership role in the Church and public life of the United States.

HISTORY OF

FATHER PEDRO ARRUPE SJ

Fr. Pedro Arrupe, S.J. was born in 1907 in the Basque region of Spain and was ordained as a Jesuit priest in 1936. Father Arrupe worked in Japan and was serving as the vice-rector of the seminary when the city of Hiroshima was bombed at the end of World War II. Father Arrupe remained in Japan and was named the first provincial of Japan when it became a Jesuit province in October 1958.

On May 22, 1965, the thirty-first general congregation of the Jesuits elected Father Arrupe as the twenty-eighth superior general of the Society of Jesus. In his years as superior general, Father Arrupe promoted his belief that religious faith, as expounded in the gospel, must oppose oppression and injustice, alleviate poverty and eradicate racial discrimination. In his address to Jesuit Alumni in July, 1973 Father Arrupe called upon Jesuit schools to educate men and women to serve others, an ideal that now guides Jesuit schools across the world.

THE ARRUPE GRADUATE AT GRADUATION

Based on the work of the Jesuit Secondary Education Association (JSEA), this profile "...identifies those qualities which seem most desirable not only for this threshold period, but those which seem most desirable for adult life. These six general categories sum up the many aspects or areas of life most in accord with a full adult living of the Christian life."

Open to Growth

The graduate of Arrupe Jesuit is confident, inquisitive, reflective, motivated, and flexible. She/he views learning as a life-long pursuit, inside and outside the classroom. The graduate always strives for success but is aware that failure is an important part of learning and maturity. The graduate knows that an understanding of and deep appreciation for one's self and one's background are essential to a full life. Moreover, the graduate sees this self-awareness as the basis for further growth. This appreciation of one's background naturally compels the graduate to have constant respect for and openness to other people's cultures, religions, experiences, and socioeconomic backgrounds. Ultimately, the Arrupe Jesuit graduate learns to seek new challenges and opportunities to enrich her/his experience—religiously, socially, culturally, emotionally, and intellectually.

Religious

The Arrupe Jesuit graduate has a sincere and deep sense of God's presence and love in her/his life. The graduate understands that he/she was created for a unique purpose which awaits fulfillment in this life and the next. Such a realization compels the graduate to be an active participant in his/her own faith journey and to rely on prayer and reflection on Christ's example for guidance and development. The Arrupe Jesuit graduate maintains a deep understanding of the Church's teaching and the Gospel and relies on these as the basis for strong moral and ethical judgments. He/she participates in his/her parish and views the Church as a source of strength. The graduate of Arrupe Jesuit appreciates the rich religious gifts of his/her family, community, and culture and is eager to build on those gifts.

Intellectually Competent

The Arrupe Jesuit graduate has a firm foundation in the liberal arts, which is necessary for further study, as well as a mastery of critical thinking skills. The graduate constantly thinks across disciplines and cultures, always maintaining a deep respect for wisdom and truth. The graduate is able to express herself/himself effectively, and, as a young ambassador of culture, the graduate seeks the challenges and growth opportunities that diversity brings. The graduate of Arrupe Jesuit is capable of engaging with all types of work and pedagogy at the college level and is also prepared to educate herself/himself outside of the classroom. The graduate wonders about the world around her/him and is in the habit of analyzing the problems and questions one may encounter. The Arrupe Jesuit graduate is expected to assume enthusiastically her/his role as a life-long learner who savors the rich opportunities that the world provides, and who truly owns her/his education by helping others to learn as well.

Loving

The graduate of Arrupe Jesuit believes that he/she is truly loved by God. This love is made manifest in the beauty of creation and the love of the people around him/her. The graduate sees loving relationships with others as the foundation of a Christian life. He/she has a healthy love of self, rooted in deep self-respect and confidence in his/her own gifts and talents. This love of self enables the graduate to move towards true and meaningful love for others. The graduate is aware that a full life involves loving other human beings as much as one's self, and he/she values the uniqueness of each relationship. The graduate sees his/her own way of loving as a response to God's gifts and heeds the call to demonstrate that love through service and dedication to others. The graduate is generous with his/her time and talents, and strives to share his/her gifts with others. The graduate knows that respect, trust and fidelity are the basis of any loving relationship, and that love, for God or for another person, requires him/her to give without asking anything in return.

Committed to Justice

The Arrupe Jesuit graduate is keenly aware of injustice and prejudice and gives of herself/himself in service to others because she/he believes in the dignity and equality of all people. The graduate believes in herself/himself and in her/his cultural heritage. The graduate works for and with the impoverished, the unfairly treated, and those who are without representation, both locally and globally. As a leader and role model, she/he speaks out, and when necessary she/he takes action. Experienced in service, the Arrupe Jesuit graduate heeds the call of the Gospel to effect change and sees service as a gift to self, not only to others. The graduate is ready to lead, especially by example. The graduate understands that some of life's most worthwhile endeavors are neither easy nor comfortable. The graduate of Arrupe Jesuit also believes that justice is necessary for equality, respect, and love.

Work Experienced

Through the Arrupe Jesuit High School Corporate Work Study Program, the Arrupe Jesuit graduate has learned to be a dependable, responsible worker of integrity with high ethical standards. The Arrupe Jesuit graduate has participated in the professional culture of the workplace and has begun to explore his/her own potential. The Arrupe Jesuit graduate is a personable and effective team player who is a confident self-starter as well as respectful and respectable. The graduate has learned the value of work both in the rewards it produces and in the self-satisfaction it allows one to attain. The graduate of Arrupe Jesuit has learned to see work as an invitation to participate in the creative and saving work of our God "as One who labors" on our behalf. Work offers the opportunity to discover and demonstrate personal talent - both as stewards and as leaders - and encourages growth. This stewardship implies the responsibility to use all resources wisely for the good of others and the greater glory of God. As a future leader in the workplace, the Arrupe Jesuit graduate recognizes the dignity of work, its integral connection to justice, and the choices he/she has to create a better society.

ATTENDANCE POLICY

School Attendance

Academic success is closely connected with regular attendance. Students are expected to live with a parent or guardian. Students are expected to report on time each day and to remain in school for the entire day. Students who are frequently absent from school jeopardize their academic standing and their ability to integrate in the spiritual and social fabric of the school community.

A student who misses an excessive number of school days will have her/his attendance record reviewed by the Principal or his designee.

Reporting a Student Absence

Parents or guardians are to call school 303.455.7449 by 7:45 a.m. to report the absence of their student. A phone call must be made for each day the child is absent. Extended absences for medical reasons require a doctor's note.

When a student returns to school after an absence, a note dated and signed by a parent or guardian explaining the reason for the absence is to be submitted to the Main Office. The Principal's assistant will give the student an admit slip for class.

If a Custodial Parent or Legal Guardian will be out of town or out of the country and will be leaving their child under the care of a non-custodial adult, please contact the Main Office to provide them with the appropriate information. Ar-rupe Jesuit High School will need to have the name and contact information of the person watching the student(s) so

that we know who will be responsible in case of an emergency.

Falsification of Notes and/or Misrepresentation by Phone:

Forging a parent's, guardian's, or relative's signature on a note or other communication, altering a note or communication in any way, making or having someone else make a phone call to the school in which the caller falsely claims to be a parent, guardian or other relative, is illegal and dishonest. Students may be suspended and/or subject to dismissal for such offenses.

Absentee Homework Assignments

Students will be allowed to make up work missed because of excused absences. Students who are absent are expected to use the website or contact a classmate for each day's assignments and to make arrangements for getting the required school materials. It is the responsibility of the student to request and complete the make-up work.

Excused Absences

An excused absence is one that is unavoidable and unexpected in nature. Illness of the student, serious illness or death of a family member, other family related emergencies, or the student's participation in a school-related function are all examples of acceptable reasons for missing school.

Unexcused Absences

An unexcused absence includes anything that can be attended to while the

school is out of session. Family vacations taken while classes are ongoing, unapproved college visits, and truancy are examples of unexcused absences.

Vacations and Travel

Arrupe understands the importance of family events, but we emphasize the importance of school attendance for students who are preparing for college. Vacations, college visits, family celebrations, quinceañeras, and other travel should be scheduled after reviewing the school calendar so as not to conflict with school attendance.

Students will receive a grade of zero for all missed school work and will be charged \$100 for each missed CWSP workday.

Truancy / Skipping School

Absence from school, class, or work without sufficient reason is considered truancy and will result in the student receiving an immediate Saturday detention. A second offense will be considered sufficient grounds for suspension or expulsion from Arrupe Jesuit High School.

Scheduling Medical Appointments

Parents are asked to schedule medical and dental appointments during non-school and non-CWSP hours.

Early Release

If a student is to be released early, a parent or guardian should send a note to the Principal explaining the circumstances. If an unforeseen circumstance requires that a student leave school early, a phone

call from a parent/guardian is acceptable; however, a note must be returned the next day explaining the reason for the early dismissal.

Illness at School

If a student becomes ill at school, the student should come to the Main Office. If it is determined that the student should not remain at school, the parent/guardian will be called in order to release the student to their care. If a parent/guardian or emergency contact cannot be reached, the student will remain at school until either the end of the day or until someone can be reached.

TARDY POLICY

Tardiness to school or class is not acceptable. A student who is not in his/her 1st Period class when the 8 a.m. bell rings is considered tardy. Students who are tardy must report to the Main Office to receive an admit slip for class and serve after-school detention that day.

Waking up late, missing the bus, and traffic are not acceptable excuses for being late to school. The only way a tardy will be excused is if a parent/guardian accompanies the student to school and the Principal considers the reason legitimate. Phone calls and notes from parents will not excuse a student who is late to school in the morning.

A student who is tardy to his/her classes during the school day will serve detention after school.

A student who accumulates excessive tardies will meet with his/her parents and a member of the administration to discuss his/her continued enrollment at Arrupe Jesuit High School.

Unless otherwise instructed by the administration, teachers will consider all tardies **unexcused** and will not be obligated to provide the student with make-up work for assignments or assessments (tests, quizzes, etc.) that the student missed.

ACADEMIC PROGRAMS

Grade Scale

A+	99 – 100	4.5 (GPA)
A	93 – 98	4.0
A-	90 – 92	3.75
B+	88 – 89	3.5
B	83 – 87	3.0
B-	80 – 82	2.75
C+	78 – 79	2.5
C	75 – 77	2.0
C-	73 – 74	1.75
D	69 – 72	1.5
F	0 – 68	0.0
P	Passing	N/A, CWSP only

First Honors: Semester GPA is 3.5 or above

Second Honors: Semester GPA is from 3.0 to 3.49

Report Cards

Students receive a weekly report of their academic progress, and grades will be sent home eight times during the school year.

The report cards at the end of the 1st and 3rd Quarter are distributed at Report Card Night so parents may meet with the teachers.

Grades report at the end of the Fall Semester and Spring Semester appear on the student's permanent transcript.

Academic Expectations

Students must actively engage in the learning process.

- Be on time for class and miss class only for illness or serious reason.
- Participate willingly in the lesson and refrain from disruptive conduct.
- Bring all necessary materials to class: textbooks, notebooks, pens & pencils, paper, materials required by the teacher, and homework.
- All homework assignments should be neat, clean, and legible. Homework should be submitted on time and completed to the best of the student's ability.
- Students who are absent are expected to contact a classmate for each day's assignments and to make arrangements for getting the required school materials.

Homework

Homework assignments reinforce content and skills introduced during class and prepare students to learn more content and skills in the next class. Students who fail to complete homework lose the opportunity to learn information in greater detail, and they are not as prepared to learn the next day's lesson.

Seventh Period (Mandatory Study Hall)

Any student who fails to submit a homework assignment will be required to attend the Seventh Period from 3:45 – 4:50 p.m. Since the Seventh Period meets as a regular class period, no student will be dismissed before 4:50p.m. – for any reason.

Students who have submitted all completed assignments for the day will be dismissed at 3:30 p.m.

Academic Integrity

Students are expected to pursue their own learning through *authentic* learning experiences. Furthermore, they are expected to develop their own ability to judge acceptable behaviors and accept personal responsibility for their own actions. In an academic setting students may accomplish these goals by:

- completing their own homework and not allowing this work to be copied by other students.
- completing assessments (tests, quizzes, etc.) without seeking help from or offering help to another student.
- completing assessments (tests, quizzes, etc.) without copying from notes or from a book.
- acknowledging another person's contributions to their own research projects (written or oral) by citing the source and the individual's name.
- submitting demonstrations of their own work and not misrepresenting someone else's work as their own.

Cheating

Students who violate these standards of academic integrity by providing answers on assessments (tests, quizzes, etc.), by seeking or passing on specific questions from a test or quiz, by lending or copying homework, by the possession or use of 'cheat sheets,' or by plagiarizing someone else's work will be seen as cheating.

For a first offense, a student cheating will receive a zero on the assignment or exam, will receive an immediate detention and the teacher will notify his/her parent/guardian of the incident.

For a second offense, a student cheating will receive a zero on the assignment or exam, will receive an immediate Saturday detention, and the teacher will notify his/her parent/guardian of the incident.

Any further offenses will require the student and his/her parents/guardians to meet with members of the administration to consider the student's suspension or expulsion from Arrupe Jesuit High School.

FAITH FORMATION

Throughout their high school career, Arrupe students participate in faith formation activities. In keeping with our Catholic and Jesuit tradition, students are expected to participate actively and reverently in the school retreat programs, liturgies, and daily prayer.

ACADEMIC ELIGIBILITY FOR ATHLETICS

Philosophy- The eligibility process *qualifies* students to participate in school athletics; it is not a process of punishment. Students passing all courses and successfully participating in the Corporate Work Study Program are *qualified* to represent the school in interscholastic contests.

Process- Grades will be collected electronically *every two weeks*. Students failing one or more courses will be notified in writing. These students will be restricted from playing in games for two weeks, whereupon their eligibility will be re-evaluated.

Cumulative Eligibility- If a student is reported as ineligible for two consecutive periods, he or she may forfeit his/her roster spot in the current sport. The student must return all uniforms and will be subject to the consequences listed under "Failure to Complete Season."

Sports Practice- Students who are **failing one course** cannot play in games but are still required to attend practice. Students **failing more than one course** will be excused from practice also. In order to resume practice, the student must bring proof to his/her coach, demonstrating a current passing grade in ALL subjects.

Late Work- Late work turned in before an eligibility deadline *may* be counted towards a student's grade, depending on faculty policies. Eligibility status will not be reversed until the grade has been verified, and work turned in at the last minute may result in students missing games. Students must understand that a teacher may not have time to grade late work before a game.

Appeals- If a student is mistakenly reported as failing, it is the student's responsibility to speak with the teacher. The teacher may sign the eligibility letter and provide a progress report as evidence of a passing grade. Both sheets must be turned in to the Athletic Director prior to participating in a game.

Semester Eligibility- Any student who **fails more than one course in the Fall Semester** will be ineligible for the entire Spring Semester. Students may "regain" eligibility in the Spring by passing all current courses on the state established Regain Date. Any students who fail one or more courses during the previous school year (Fall and Spring semesters) and who do not make up credit during **summer school**, will be ineligible until coursework is completed.

A grade of I ("Incomplete") is considered failing until officially changed by the Assistant Principal.

DISCIPLINARY PROCEDURES

Jesuit education is value centered, and Arrupe Jesuit High School believes that personal development is aided by necessary and fair regulations in the school. Any student who fails to conduct him/herself in the manner described in the Code of Conduct will be subject to disciplinary procedures.

CODE OF CONDUCT

Students at Arrupe Jesuit High School have a strong desire to work hard and be responsible, thoughtful individuals. The following are expectations for the conduct of Arrupe students:

- respect for God, adults, other students, and themselves
- respect for safety, personal property, and school property
- adhering to classroom procedures
- completing their own homework and class work
- consistently doing one's best
- attention and respect during school assemblies
- respect for activities in other classrooms and offices

The Code of Conduct applies to any student:

- on school property and at a CWSP job site.
- engaged in a school activity
- whose conduct at any other time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or

damaging the reputation of Arrupe Jesuit High School.

Lapses in any of these areas will be dealt with through the discipline referral and detention system. Gross or repeated conduct unbecoming of an Arrupe Jesuit student is grounds for dismissal from the school.

Damage and Pranks

Willful damage and pranks done to school property by a student will be repaired by the school as authorities see fit, and a bill for such repairs or for replacement of damaged furniture or fixtures will be sent to the parents or to the guardian of the student who has done the damage. The penalty for vandalism is suspension with possibility of dismissal, and students can be barred from participating in school activities, sports, and ceremonies. The school reserves the right to contact police and to file charges against students who vandalize and pull pranks on the school.

Classroom Discipline

Students are expected to follow the behavior guidelines and directions stated by the teacher. For minor infractions of classroom policies, the teacher may warn the student to correct her/his behavior. The teacher may require the student to serve a brief classroom detention after school, if the teacher thinks it is warranted. If the student fails to correct her/his behavior, the matter will be referred to the Dean of Students.

Discipline Referrals

Discipline Referrals are the school's method of maintaining a conduct report for each student. Any student who commits a violation of the Code of Conduct will be given a discipline referral slip and may be sent to the Dean of Students office.

Any student who receives a discipline referral slip will serve a detention on a day and time to be determined by the Dean of Students.

Any student who receives excessive discipline referrals will have his/her discipline record reviewed by the Dean of Students.

Any student who exhibits a pattern of misbehavior will meet with his/her parents/guardians and members of the administration to consider the student's continued enrollment at Arrupe Jesuit High School.

An after-school detention takes priority over any other activity, including school activities, sports practice, jobs, carpools, etc. Students must serve their after-school detentions by the end of the month, or they will receive a Saturday Detention.

Any student who does not report to serve his/her detentions will receive additional detentions for disregarding school policy.

Disciplinary Probation

A student may be placed on disciplinary probation for a serious offense or for multiple minor offenses. A student who conducts him/herself in such a manner as to warrant disciplinary probation

must meet with his/her parents/guardians and members of the administration to establish a cooperative plan for improving the student's behavior and to set minimum standards of behavior that must be met if the student is to remain at Arrupe Jesuit.

Disciplinary probation is a specified period of time used to monitor a student's behavior. The restriction of the probation may vary to meet the needs of the student and offense.

While on disciplinary probation, a student remains in school and continues attending classes. During this time, the student should strive toward being a more positive member of the Arrupe Jesuit community, demonstrating a significant improvement in behavior.

The student's parents/guardians will be notified of the probation and its stipulations. Should violations occur following the probation, the fact that the student was once on disciplinary probation will be heavily considered. A student may also be put on disciplinary probation as a follow-up to a suspension. Any student who commits a serious violation while on probation will be subject to dismissal from Arrupe Jesuit High School.

Suspension from School

For serious disciplinary reasons, a student may be suspended from classes, from work, and from all sports and school-related activities. During the time of suspension the Dean of Students will review the student's record and make a recommendation to the admin-

istration regarding the student's continued enrollment at Arrupe Jesuit High School. A student suspended from work must make up that day of work during a holiday from school.

While suspended, a student is responsible for obtaining her/his assignments and submitting them appropriately. No makeup privileges are extended for work missed during a suspension.

Violations of the Code of Conduct may result in immediate suspension or dismissal, including but not limited to:

- disrespect of faculty or staff member or insubordination
- skipping class, skipping 7th Period, skipping detention
- disregard for school rules
- cheating, stealing, lying or forgery
- bullying, threats, hazing, racial or sexual harassment
- fighting or rough-housing
- vandalism or destruction of school property
- gang membership or gang related behavior
- dismissal for cause from a CWSP worksite
- chronic tardiness or absence
- intoxication
- lewd behavior
- gambling
- false alarms, tampering with fire equipment, or arson
- behavior which endangers the welfare or safety of that student, other students or school personnel.

- having, selling, or exchanging any controlled substance on school premises or at school functions on or off campus.
- conduct that seriously detracts from the reputation of the school.
- harassment, discriminatory, intimidating behavior or threats of violence to other students, faculty or staff.
- use of social networking sites which brings discredit upon or is in conflict with the values for which Arrupe Jesuit High School stands or is in violation of civil law or the reasonable rights of others is grounds for disciplinary probation, suspension, and/or dismissal.
- violating terms of Disciplinary Probation.
- carrying, bringing, using or possession of a weapon.
- falsification of notes and/or phone calls, or any other formal communication
- violations of the law

The above infractions carry suspensions that may range in length. The suspension may be an "In-School" or "Out of School" suspension, depending upon the severity of the infraction. A suspended student is excluded from school activities, sports and ceremonies. The school reserves the right to pursue all legal avenues when students have violated the civil law. The suspension ends on the school day a student is eligible to return to classes. For example, a two-day suspension which is in place for Thursday and Friday does not end until the following Monday. (This assumes Monday is a

regularly scheduled school day.) Thus, the suspended student is excluded from any Arrupe Jesuit High School activities, sports or ceremonies scheduled during that weekend.

Dismissal from School

A student may be dismissed from Arrupe Jesuit High School for repeated violations of school guidelines or for a single act of a serious nature. The list of such reasons includes, but is not limited to, the following actions:

- possession of weapons, firearms, or explosives
- possessing, supplying, buying, or using alcohol or other drugs anywhere or at any time
- lying to school officials

School officials shall report weapons violations to the police. The definition of weapons for which students can be dismissed includes, but is not limited to, knives, guns, brass knuckles, billy clubs, look-a-likes, or any other item (such as bats, pipes, sticks,) if used or intended to be used to cause bodily harm.

Appeal of Dismissal

A student who has been dismissed from Arrupe Jesuit High School by the Principal may appeal the decision directly to the President within five days of notification. Other faculty or staff members should not be contacted before, during or after the student's appeal is considered by the President.

Students dismissed/expelled from Arrupe Jesuit High School are not allowed to attend Arrupe High School events or be on campus for any reason.

SEARCHES

Locker/Desk/School Area Searches

All lockers and other school areas provided for student use on school premises remain the property of the school and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this policy. Unapproved locks shall be removed from school lockers.

- The president, principal, his designee, or a teacher may authorize the search of a desk or any other area on school premises, other than a locker, when the person conducting the search has reasonable cause to suspect discovery of prohibited items.
- The administration may authorize the search of a locker and its contents when there is reasonable cause to suspect discovery of prohibited items.
- The administration may authorize a general search at any time, of all or a portion of the lockers, desks, or other school areas as a matter of course without notice to the student body.
- In cooperation with the Denver Police Department, scent dog and police searches may be conducted periodically without notice.

Personal Searches

At any time, the Principal or his designee may authorize the search of the person of a student if there is reasonable cause to suspect discovery of prohibited items.

Searches of the person of a student shall be limited to:

- a. Searches of the student's clothing.
- b. Any object of whatsoever kind or nature, in the possession of a student, including without limitation, purses, wallets, backpacks, gym bags, mobile phones, laptops, tablets, iPods, iPads, iPhones, music players, cameras, PDAs, and the like. The scope of the search shall be to determine whether the device itself violates school policy, and also to determine whether an object or information contained in/on the device, includes without limitation, files, images, documents, video files, music, text messages, call records, software programs, etc., in violation of school policy.

Motor Vehicle Searches

Students, by virtue of having the privilege of parking a motor vehicle at school are deemed to have given prior consent for a search of any motor vehicle that has been brought by the student or his/her companions onto school premises. The administration may authorize the search of a motor vehicle on school premises if there is a reasonable cause to suspect that prohibited items are contained within the motor vehicle. Upon request by a member of the administration, the student or the driver will immediately relinquish the keys to the motor vehicle subject to the search and will remain with a member of the administration until released by the appropriate school official.

HARASSMENT

Harassment occurs when an individual is subjected to treatment or to a school/work environment which is hostile or intimidating because of the individual's race, creed, color, national origin, disability, age, religion, gender, or sexual orientation. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any or all of the following:

- Verbal Harassment – inappropriate, derogatory comments and jokes; threatening words spoken to another person.
- Physical Harassment – unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual Harassment – derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures, clothing, etc.
- Sexual Harassment – unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Such behavior clearly has the purpose and/or effect of creating an intimidating, hostile, and offensive school/work environment. It can unreasonably interfere with an individual's performance in school and otherwise adversely affect an individual's school experience.

For these reasons and because Arrupe Jesuit High School believes that we are all created in God's image and are of an inestimable value, all students and employees of Arrupe Jesuit High School are forbidden from engaging in any behavior of this nature which is directed at any member of the Arrupe Jesuit community. This policy also extends to any visitor or guest to Arrupe Jesuit High School.

Students or employees who violate this policy against harassment will be subject to corrective action up to and including expulsion or termination.

Any student who believes that she/he has been the subject of sexual or any other form of harassment by anyone at Arrupe Jesuit High School or by any person who does business with Arrupe Jesuit High School, including a Corporate Sponsor or coworker, should bring the matter to the attention of the Dean of Students, a CWSP staff member, the Principal, or the President of Arrupe Jesuit High School.

To the extent possible, complaints of harassment will be treated as confidential. Arrupe Jesuit High School 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.

DRUG AND ALCOHOL POLICY

Arrupe Jesuit High School recognizes that alcohol and other drug abuse and dependency problems exist within the community. These serious individual, family, and community problems affect the students of Arrupe Jesuit and have a negative impact on both academic performance and personal growth.

Arrupe Jesuit forbids the possession, distribution or use of alcohol or controlled substances on school premises, in school vehicles, or in the surrounding neighborhood before, during, or after school-sponsored activities, functions, and events.

Possession, use or abuse of any controlled substance (including drug paraphernalia or any counterfeit substances) or distribution of any controlled substance is strictly prohibited.)

Pursuant to Colorado's Tobacco-Free Schools law (CRS 25-14-103.5), tobacco use is prohibited on all school property, including buildings, playgrounds, athletic fields, parking areas, in school vehicles, and at all school-sponsored events. Under this law, tobacco use by students, school staff, and visitors is prohibited.

Any student who possesses, uses, distributes or is under the influence of illegal drugs or alcohol or who misuses prescription medication during school hours, at a CWSP worksite, or at any

school-sponsored event may be dismissed from Arrupe Jesuit High School. The school reserves the right to contact the proper law enforcement agencies. Students shall be subject to expulsion for refusing to submit to a school-requested alcohol breath analyzing test or to a school-mandated laboratory substance screening. Failure to take either test in good faith will be deemed a refusal.

Drug Testing Procedures

Students may be drug tested at any time while attending Arrupe Jesuit. Parents will be notified upon receiving the test results.

At various times throughout the school year students will be chosen, some randomly and some intentionally, to be tested for drug use. Those students who are chosen will speak with a school administrator who will explain the drug testing process. At this time, the student has the opportunity to say if he/she is currently using drugs or has used drugs in the past. After talking with the administrator, the student will be tested for drug use. The school may use a variety of tests to determine if a student has used drugs.

Upon receiving the results of the drug test performed at Arrupe Jesuit, a school administrator will meet with the student to give him/her the results. The following scenarios will be handled accordingly.

1) If a student stated that he/she has not used drugs and the test comes back positive, this will be probable grounds for dismissal from his/her

job and expulsion from the school. Parents will be notified immediately. In addition, a counselor will meet with the student and family in order to recommend outside counseling programs.

- 2) If the student admits to having used drugs beforehand and the test confirms this, parents will be notified immediately and the student must agree to outside drug counseling at the family's expense. A decision regarding the student's employment will be made by the CWSP Director. In addition, the student will be required to participate in counseling at Arrupe Jesuit. Students who test positive will be subject to ongoing testing throughout their attendance at Arrupe Jesuit. Testing may be performed by both an outside agency and Arrupe Jesuit, and students will be charged for the cost of additional drug tests. A second positive drug test may result in dismissal from Arrupe Jesuit High School. When testing is performed by an outside agency, a copy of the results must be submitted to Arrupe Jesuit each time the student is tested. The policy conditions must be met and the student must remain off drugs in order to remain at Arrupe Jesuit.
- 3) If the student admits to using drugs, but the drug test comes back negative, parents will only be notified of the test results. The student, however, must agree to internal counseling and ongoing drug testing in order to remain enrolled at Arrupe Jesuit and employed by the CWSP.

All staff members will cooperate fully with appropriate law enforcement investigators and be in conjunction with school policy relative to students being under the influence of, using or possessing controlled substances.

Records of substantiated controlled substance offenses noting date, type of offense and disciplinary action taken will be maintained by the Dean's Office. These records will be confidential among the school's faculty and staff and will be disclosed to appropriate public officials only upon court order. Keeping records is not meant to be punitive, but rather to aid school authorities in tracking case histories and to be aware of situations that may need attention and correction.

WEAPONS

Carrying, bringing, using, or possessing a weapon without the prior approval of the Administration is prohibited. As used in this policy, a weapon is defined as:

- a firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm,
- any pellet, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air,
- any object, device, instrument, material, or substance, which could be used to inflict death or bodily injury, including, but not limited to, knives of any kind, slingshot, bludgeon, brass

knuckles or artificial knuckles of any kind.

When a student has violated this policy, expulsion policies may be initiated immediately. Expulsion shall not be mandatory if a student discovers that he/she has carried, brought, or is in possession of a weapon and the student notifies a teacher or administrator and delivers the weapon to that person immediately. The student's surrender of the weapon shall be considered when determining appropriate disciplinary action.

THREATS

Due to the serious nature of threats, any and all student threats to inflict harm to self or others must be taken seriously. The following procedures will be observed in dealing with a student who threatens to harm himself/herself, or others:

- The person who hears the threat must report it to the Dean of Students or Counseling department or a member of the administration immediately.
- The student will be kept in the Dean of Students office until the police arrive, if necessary.
- The parent or guardian of the student who made the threat will be notified immediately.
- The student will be suspended until the school has completed a thorough investigation of the matter.

DRESS CODE

All students are expected to be clean, neat, and professional in their clothing and personal grooming. During work days students must be in dress code before CWSP Check-In and must remain in dress code throughout the work day. Students must follow Arrupe dress code guidelines even if their employer's guidelines are more lenient. During school days students must be in dress code before entering homeroom and remain in dress code throughout the school day.

A student who arrives at school improperly attired will be required to change into school-issued clothing and may be subject to additional disciplinary consequences including, but not limited to, after school detention, Saturday detentions, and disciplinary probation.

A student whose hair does not conform to the dress code will not be allowed to attend class or CWSP until the situation is remedied.

Hygiene for Men and Women

Students are expected to maintain a neat and clean appearance. Students should pay attention to showering, shaving, using deodorant, brushing teeth, combing hair, washing and ironing clothes, etc.

Acceptable Attire for Men

Shirt

Long-sleeved dress shirt with collar and buttons

Shirts must be buttoned all the way up and down

Shirt must be neatly tucked into pants at all times – belt must be visible

Tie

Must be tied and worn at all times

Pants

Pants must be professional dress pants

Pants must have a crease and hemmed legs

Belt & Socks

Belt and dress socks are to be worn at all times

Belt must be a solid color—black or brown preferred

Shoes

Should be leather or leather-like and hold a shine

Should be black, brown, or gray

Sweater, Business Jacket, Winter Coats

Shirt & tie are required under sweater or business jacket

Shirt collar and knot of tie must be visible

Coats appropriate for the weather, but outdoor coats may not be worn inside.

Hair Color/Style

Hair must be the student's natural color, not dyed or bleached

Hair must be kept neat

Hair must be above the collar and kept out of the eyes

Conservative appearance/style

Not Acceptable Attire For Men

Shirt

No inappropriate lettering or logos

No denim shirts, no golf/polo shirts

Pants

No baggy pants. Pants may not be worn below the hips

Pants should not drag on the floor, no bell-bottoms

No denim, no patch pockets on the sides or back

Dickies and other work pants are not acceptable

Tie

No inappropriate logos or pictures

Shoes

No sandals or work boots

No tennis shoes or gym shoes

No Jordans (even if leather-like)

Sweater, Business Jacket, Winter Coats

No sweatshirts, no hoodies

No sports logos

Winter coats may not be worn inside

Jewelry / Tattoos

No earrings, facial piercing, visible tattoos, or make-up

Sunglasses may not be worn inside

Hair Color/Style

No extreme lengths

No hair coloring or highlights

No spikes, mohawks or faux hawks

No shaved areas shorter than a #2 clipper; no shaved patterns

No beards, goatees or sideburns

(Students will be required to shave at school, if necessary.)

Hats/Caps

No hats may be worn in the school building or worn at work

Acceptable Attire For Women

Blouse

Must be modest, conservative, professional
Blouse must have buttons and a collar
Blouse must be below waist length with buttons buttoned to the collar bone
Blouse must not be excessively tight

Slacks

Pants should be dress slacks and relatively loose fitting
Pants may not be Lycra/Spandex
Pants must have a crease and hemmed legs
Socks or hose can be worn with slacks

Skirt/Dress

Knee-length or longer and must be modest
Skirts must have a hem
Skirts worn with boots must be of appropriate length, skirts must cover the boot.

Shoes

Close-toed and should have a back
Must be leather or leather-like and hold a shine
Heels of moderate height

Sweater, Business Jacket, Winter Coats

Must be a professional cut and style
Coats appropriate for the weather, but outdoor coats may not be worn inside.

Make-up

Less is better... Conservative colors and styles
Perfume, if used at all, in moderation
Fingernails of moderate length, color, style

Hair Color/Style

Hair must be the student's natural color, not dyed or bleached
Hair style must be conservative
Hair must be worn off the face

Jewelry

1 pair of earrings and 1 necklace are permitted

Not Acceptable Attire For Women

Blouse

No sleeveless tops, no sheer material or lace or see-through blouses
No inappropriate lettering or logos
No denim shirts, low cut tops, midriffs
No tight fitting sweaters, spandex-type tops or other tight fitting material

Slacks

No baggy pants. Pants cannot be tight-fitting. No skinny pants.
No corduroys, stretch pants, or leggings
Pants must not drag on floor
Pants may not tuck into boots
No denim, no patch pockets on the outside of pants
No shorts and no frayed or slacks with slit-leg bottoms
No fishnet stockings

Skirt/Dress

No tight skirts or short skirts

Shoes

No sandals, flip-flops, clogs, or platform shoes
No ballet slippers, gym/tennis shoes or work boots
No Jordans (even if leather-like)

Sweater/Business Jacket/Winter Coats

No sports logos
No sweatshirts, no hoodies

Make-up

No black lipstick or heavy make-up
No black nail polish, no extreme colors or decorations

Hair Color/Style

No hair coloring or highlights
No two-tone hair

Jewelry / Tattoos

No excessive jewelry
No facial piercing
No visible tattoos
Sunglasses may not be worn inside

GENERAL STUDENT GUIDELINES

School Hours

The doors open each morning at 6:30 a.m. and are locked at 6:30 p.m. Student should not expect to enter the building until 6:30 a.m. Students will be supervised until 6:30 p.m. each evening. Students attending a school sponsored extra-curricular activity will be supervised until the activity ends.

School Closings and Delays

In the event that Arrupe needs to announce the closing of school or a delay in the starting time of school for any reason, the announcement will be communicated over the local radio and television stations.

Campus

No student is allowed to leave the building during the school day without the permission of the Principal or his designee. The parking lot is off-limits during the school day.

Student Parking

Because of space limitations, Arrupe Jesuit can offer only a limited number of parking spaces to students. Students who wish to receive a parking space on school premises must receive a parking permit for their cars from the Dean of Students. If more students apply for permits than there are spaces available, a lottery will be held to determine who may purchase a permit.

When a student registers her/his vehicle, she/he will register her/his license plate

number with the Dean of Students and will receive a parking sticker that must be displayed in the motor vehicle. Motor vehicles are to be parked only in the areas designated at the time of vehicle registration. Failure to adhere to these regulations will result in loss of parking privileges.

Additionally, students who drive to school must remember that we are members of the local neighborhood community and have a responsibility to conduct ourselves as good neighbors. Students who fail to adhere to traffic regulations and/or demonstrate a pattern of dangerous driving will be subject to the disciplinary process described in this handbook and are subject to all applicable laws and penalties.

Students who arrive late to school may lose their parking permit.

Cell Phones

Arrupe understands that many families use cell phones as a safety measure to maintain contact with their children. During the school day, however, cell phones are a nuisance and a distraction. Therefore, cell phones must be powered OFF at the beginning of the day and remain OFF until the end of classes.

In case of emergency, parents may call the Main Office, and students may use the telephone in the Main Office during the school day. For ordinary messages, parents are encouraged to leave messages on their child's cell phone, and students can check their messages at the end of the school day.

Electronic Devices

Students are not allowed to use cell phones, iPods, headphones, smart watches, or other electronic devices during school. Items heard or used will be confiscated and stored by the Dean of Students.

Since cell phones and electronic devices are the student's responsibility, the school assumes no responsibility for lost or stolen items.

INAPPROPRIATE ELECTRONIC DEVICE USAGE

A student who chooses not to follow the policy for cell phones or electronic devices will be subject to the following:

- 1st Offense: Device confiscated and the student will serve an after-school detention. The student will be given a contract. The phone/device will be held for at least **one day** and will be returned to the student's parent/guardian when the signed contract is submitted to the Dean of Students.
- 2nd Offense: Device confiscated and the student will serve an after-school detention. The phone/device will be held for at least **two days** and will be returned to the student's parent/guardian.
- 3rd Offense: Device confiscated and the student will serve a Saturday detention. The phone/device will be held for at least **three days** and will be returned to the student's parent/guardian.

- 4th Offense: Device confiscated and a meeting will be scheduled with a parent/guardian. The Principal will determine further consequences.

If a student does not turn in a device when directed to do so by an Arrupe teacher or staff member, the student will not be admitted to class or to work until the device is turned in.

Food and Drink in School

Food and drink are allowed only in the cafeteria unless a student is directly supervised by a member of the faculty. Food and drink are never permitted in the gymnasium or the computer labs. Chewing gum is not permitted in the school.

Immunizations

Immunization records are required for a student to attend Arrupe Jesuit High School. The records **MUST** be updated on a yearly basis and failure to supply immunization documentation may result in the student not being allowed to attend school. Immunization records will be maintained in the nurse's clinic until a student graduates and then will be made available in May of the student's graduating year to be picked up. Arrupe Jesuit will **NOT** be mailing home these records; it is graduating student and/or their parents' responsibility to pick up the immunization record so that they may have it available for the college that their student will be attending.

Illness

A student who is injured or ill is to report immediately to the Nurse's Office. If a nurse is not on duty, the student should report to the Dean's Office.

Any student who has vomited or has a fever of 100 degrees Fahrenheit or higher and is present at school (or at a school event) will be required to go home. The student may return to school once he/she is 24 hours fever free without the use of any medications. If the student has been vomiting the student may return to school once he/she has not vomited for 24 hours.

It is the parent/guardian's responsibility to report a student's long-term illness or injury to the Main Office.

Medications

Appropriate Over-the-Counter (OTC) and Prescription (Rx) Permission Forms MUST be filled out for students to be given medication during the school day. All medications (other than Tylenol or Ibuprofen) must be supplied by the student and stored in the Nurse's Office. Medication (OTC or Rx) will not be given unless appropriate documentation is on file.

The parent/guardian of a student who requires medication during the school day must notify the school in writing of that need so a proper system of administering the medication can be arranged.

On days when the Nurse is in the building, students who have returned their *Permission to Treat* form may receive

medication according to the terms stated in the release form.

Counseling Services

Arrupe Jesuit High School's Counseling Services are available at no-cost to students or their families. Arrupe Jesuit High School Counselors are concerned with the development of Arrupe Jesuit's students physically, cognitively, psychosocially, mentally and ethically.

All Arrupe Jesuit High School students are permitted to seek "drop-in" counseling services without the need to provide prior permission from their parents/guardians. Pursuant to C.R.S. § 27-65-103(2), students fifteen years of age or older may consent, whether with or without the consent of their parent or legal guardian, to receive on-going counseling services. For students under fifteen years of age who seek on-going counseling services, the Arrupe Jesuit Counselor's Office will request that the student provide a signed permission form from their parent/guardian.

Because counseling is based on a trusting relationship between the Counselor and student, Arrupe Jesuit High School Counselor's will keep information shared with them by students confidential except in certain situations in which an ethical responsibility limits confidentiality. Parents will be notified should the student reveal information about hurting himself/herself or another person and/or if the student or another person may be in physical danger, including without limitation as a result of bullying, child abuse or neglect.

All records regarding a student's counseling will be kept confidential, except in the above-mentioned cases or as otherwise required by law, and these records not be included with other student records.

Arrupe Jesuit High School Counselors may share information about a student, as necessary, with Arrupe Jesuit Administration, Staff, or other professionals at Arrupe Jesuit High School for the sole purpose of supporting the counseling needs and educational goals of the student.

Contacting a Student During the School Day

If a parent/guardian finds it essential to contact a student during the school day, please leave a message with the Main Office. The student will be given the message as soon as possible. Such calls should be made only in extraordinary circumstances.

Lockers

The student lockers are school property loaned to the student during the school year. The school reserves the right to inspect any locker unannounced. At the end of the year, students must clean their lockers and return their locks. Fines will be charged for students who fail to do so.

Posting Signs

No signs or notices of any kind may be posted or distributed around the school without the permission of the Dean, the Athletic Director, or the Principal.

COMPUTER CODE OF CONDUCT

School and work computers are intended for the appropriate use of the Internet, the school or work network, and academic or business software. Each student shall be held accountable for his/her actions while using the school's or the CWSP employer's computer system. Unacceptable uses of computers will result in the suspension of computer privileges, discipline referrals, and dismissal from work.

Examples of unacceptable use are:

- visiting inappropriate websites
- using computers for illegal activity, including the violation of copyright or other contracts
- damaging computer equipment or degrading system performance
- vandalizing the data of another student, staff member, or co-worker
- invading the privacy of others
- gaining access to objectionable material or websites that do not promote legitimate academic inquiry
- using the school's or employer's computer system to harass others by sending obscene and/or unwelcome messages

Valuable Items

Arrupe discourages students from bringing valuable items to school. The school assumes no responsibility for valuable items that are lost or stolen. Each student will be assigned a locker. Locks are available upon request.

Visitors

Students may invite guests to visit Arrupe Jesuit High School only after receiving permission from the Principal. This permission must be granted before a visitor arrives at Arrupe.

Public Display of Affection

Arrupe understands that dating is a healthy, natural part of the high school experience. Student behavior must align with Church teachings and good manners. While on campus, students may hold hands and hug one another briefly. Students may not kiss, engage in prolonged hugs, sit on another student's lap, sit or stand between another student's legs.

Corporate Work Study Program (CWSP)

CWSP policies apply to students during their work experience. Policies not specifically addressed in this section default to the school/academic policy.

Introduction

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. Students are assigned to work at a partner organization five full days each month without missing any instructional time. CWSP is an integral part of their Arrupe experience.

Students gain valuable exposure to a variety of office environments and learn to work and interact with adults in a professional atmosphere. At the same time, students earn income which is paid directly to the school in order to offset the cost of their education.

A positive attitude and a commitment to high standards of responsibility and behavior are required. Ultimately, a student's success in CWSP is the student's responsibility – not the parent/guardian's. We expect a student to behave in a mature manner and act like an adult while participating in the program.

Students will be held to high standards of honesty, integrity and all other school standards of conduct. In addition, students must comply with the rules and

policies of the corporate partner where they work.

Use of a Sponsor's telephone, office equipment, office services (i.e., Internet access, etc.), or office materials without a supervisor's approval is the same as 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 their job. If students are caught using office equipment inappropriately, this could be cause for dismissal from work and Arrupe.

On their workday, Arrupe Jesuit students should always be aware of their surroundings. If an Arrupe student experiences a situation that makes him/her uncomfortable while walking to and from work, he/she should notify both the Corporate Work Study office and his/her supervisor at work. It is important for students to remember not to draw attention to themselves in any manner.

All transportation to and from work is provided by the Arrupe Corporate Work Study Program. After their work day, students will not be allowed to leave work to go directly home, without authorization by the CWSP staff. Students are never to drive themselves to work during the school year.

CWSP STAFF

CWSP Central Number 303-710-7040

Mrs. Sonia Adame
Business Recruitment Associate
720-726-3407
720-339-7323 (cell)
sadame@ArrupeJesuit.com

Mrs. Beth Brin
Training & Education Coordinator
720-726-3397
720-641-4620 (cell)
bbrin@ArrupeJesuit.com

Mr. Tom Mallary
Director
720-726-3420
303-961-8909 (cell)
tmallary@ArrupeJesuit.com

Ms. Vianney Rodriguez
Program Associate
720-726-3396
720-614-4621 (cell)
vrodiguez@ArrupeJesuit.com

Mrs. Eve Vaccaro
Program Manager
720-726-3439
720-641-4620 (cell)
evaccaro@ArrupeJesuit.com

Taxes and Employability

Students are employees of the Corporate Work Study Program and not employees of the corporate partner, therefore students are expected to follow CWSP policy. Since the Arrupe Corporate Work Study Program is the legal employer of the students, parents/guardians who have questions regarding the CWSP should contact the CWSP office and not the corporate partner.

Students earn real income through the Corporate Work Study Program. In their contracts, students and parents agree to assign this income to Arrupe Jesuit High School to help offset the cost of their education. Because of the tax responsibility created by the program, every student is required to complete an IRS Form W-4 and an INS Form I-9. Students who work for pay over holiday break periods through the CWSP office will receive a W-2 form in January for Tax purposes. Parents/guardians who have questions regarding the tax issues described here should contact the CWSP office for more information.

General CWSP Student Guidelines

CWSP Hours

The CWSP office will be open each morning at 7:00 a.m. and the office will close after the return of all student workers.

CWSP Closing

Under very extreme circumstances the CWSP office may close.

If this is the case a message will be communicated over the local radio and televisions stations and/or on a recorded phone message at school. Please note that if the school closes, that does not automatically mean that the CWSP office is also closed. If you are unsure about the closings on your workday please contact the CWSP central line, 303-710-7040

Workday Procedures

On CWSP workdays, parents/guardians are responsible for transporting students from home to Arrupe in the morning and from Arrupe to home in the afternoon. Students must check-in for work at Arrupe between 7:00 and 7:30 a.m. on their assigned workday. Students arriving late are subject to applicable disciplinary procedures. It is **essential** that students arrive on time, are in dress code and are ready for work. After morning announcements, students will board their assigned vehicle and depart for work not later than 7:40. At the end of the workday, students will return to school via an Arrupe vehicle. Arrival times will be in the 5:00 to 6:00 p.m. timeframe; arrival

time depends upon the specific job site location.

The only exceptions to the procedures described above are a select number of students who are authorized through an independent travel request process to travel directly to/from work. These students do not check-in at Arrupe; they travel from home directly to their workplace. Students authorized for independent travel must comply with all timecard and check-in/check-out policies.

Student Activities

Given the nature of Arrupe's work program, conflicts will arise between work schedules and practices, games, and activities. Work always takes precedence over extracurricular activities. A student may not miss any work, nor leave work earlier than his/her scheduled departure time in order to participate in activities. Students should not ask their supervisors for an exception under any circumstances.

Visitors at Work

Students should not have visitors at their work site. If on a rare occasion a parent is to visit the work site, they must notify the CWSP office prior to the visit, and the student must make their supervisors aware of the visitor.

Timesheets

On workdays, students will be given a daily timesheet that they will take to their supervisor. Work and lunchtime

check-in and check-out times and reflection question must be completed daily, with the form signed by the supervisor. Students are responsible for returning the timesheet to their bus driver or to the CWSP office no later than 9:00 a.m. the next school day.

Work Evaluations

All students will receive evaluations on their job performance from the supervisors at their work site. These evaluations will be sent home with the students' semester report cards. If you have questions regarding these evaluations please contact the CWSP office. **Do not call the supervisors directly.** Students receive a pass/fail CWSP grade each semester. Students who receive an "Unsatisfactory" rating will receive a "Fail" grade. The grade will be adjusted to "Pass" upon the receipt of a "Good" or better evaluation during the following evaluation period.

Supplemental CWSP Training and Related Assignments

Students are expected to meet high work performance standards. Should the need arise for additional training to meet those standards, students will be required to attend training sessions during the summer break and/or in the afternoon of early dismissal school days.

Freshmen, Sophomores, Juniors, and Seniors will participate in supplemental training on designated early dismissal days as indicated on the school Calendar.

In addition, CWSP staff may assign homework or other tasks as part of

CWSP learning. Completion of assignments and attendance at training sessions is mandatory. Failure to complete assignments by deadlines may result in an “F” or “Incomplete” grade for CWSP and may require the student to stay with CWSP after school to complete assignments. Failure to attend training sessions will be treated as a CWSP absence.

Vacation/Holiday Work

If a student is an outstanding employee, he/she may be asked to work for the corporate partners during holiday breaks or vacation time. If the student works during these periods as an employee of Arrupe CWSP, he/she will be paid a flat per diem rate that aligns with Colorado minimum wage requirements. The student will receive his/her paychecks from the CWSP office within timeframes specified for a given vacation/holiday period. Moneys earned during these periods are subject to federal and state taxation. Students will receive a W-2 form in January for all money earned during these periods.

Students must have a grade of C- or better in all of their classes for the current grading period in order to be eligible for employment opportunities over Christmas and Spring Break. Students who are required to attend summer school are not eligible to work over the Summer Break. Students are responsible for their own transportation.

USE OF ELECTRONIC DEVICES AT WORK

Cell phones and iPods have become a common part of everyday personal and work environments. Therefore, it is important that students learn how to use them responsibly in accordance with proper etiquette, and that students be held accountable if they do not follow established policies. All students will receive a presentation at the start of the school year on the CWSP electronic device policy. The following are general CWSP guidelines that govern appropriate use of electronic devices on work-days:

1. Devices must be turned OFF during morning check-in.
2. Devices will not be used when loading or unloading an Arrupe vehicle.
3. Students may carry and use electronic devices while riding to and from work.
4. Student use of electronic devices in the work place will be in accordance with the employer’s policies. If the employer policy prohibits cell phone and/or iPod usage, then student devices must remain OFF while on the job site. If the employer policy allows electronic device usage, students may use devices only if it does not distract from or disrupt work performance
5. Students’ supervisors and Arrupe vehicle drivers will be asked to report any instances of inappropriate or unauthorized electronic device usage to the CWSP staff. Strict and consistent disciplinary action as de-

scribed earlier in the student handbook will be taken should a student choose to use devices in an irresponsible manner. This may include confiscation of the device at check-in.

ATTENDANCE POLICY

Absence from Work

Students are expected to attend work every assigned day. Each student works only 5 days per month, so unnecessarily missing a day of work is **very serious**. CWSP and the student have a contractual obligation to the corporate partner to fulfill their work responsibilities for the entire school year. Corporate partners pay CWSP for this work, and students automatically receive financial credit toward their tuition.

If a student misses a day of work:

- Missing work for any reason, including those described as Excused Absences, will result in a **\$100 fine**. Fines are added to the student's tuition balance.
- A student must make up any absence as soon as possible. The student is responsible for making arrangements with his/her supervisor and coordinating the make-up day with the CWSP Office.
- Students are responsible for arranging transportation to and from work for any day they must make-up.
- If an employer schedule offers no opportunity for the student to make up an absence, the student will complete the make-up day in the Arrupe CWSP office.

- Once a student's **first absence** in a semester has been made up, the student is eligible to receive a full \$100 credit from the original fine.
- If a student misses **additional days** in a semester of work, he/she must make up the days but will only receive credit for a portion of the \$100 fine, prorated at \$25 per absence.
- A mandatory meeting with parents/guardians and the CWSP Director will be scheduled if a student misses more than two days in a semester. Additional absences could be cause for dismissal from work and Arrupe.
- A student must make-up absences by the end of the semester (unless another date has been approved by the CWSP staff), or it will result in a failing grade in CWSP. A student who fails to make up an absence may be dismissed from work and from Arrupe.

Procedures for Reporting Absence(s) and Late Check-in

1. Parents or guardians are to telephone the Corporate Work Study Office by 7:00 a.m. to report the absence of their student. The CWSP staff will contact the student's supervisor.
2. A phone call **must** be made to the CWSP Central Number: **303-710-7040**. This number is monitored by the CWSP staff member responsible for check-in. If there is no answer, please leave a clear message and the telephone number where a parent or guardian can be reached. If the CWSP office has not been notified

prior to or on the morning of the absence, disciplinary action will be taken.

3. If traffic or other extenuating circumstances prevent a student's arrival by their designated check-in time, a parent or guardian should call the CWSP Central Number: **303-710-7040** to inform a staff member of the estimated arrival time.
4. **ON WORKDAYS, PLEASE DO NOT CALL THE ARRUE MAIN OFFICE OR LEAVE A MESSAGE WITH THE FRONT DESK RECEPTIONIST. USE THE CWSP CENTRAL NUMBER: 303-710-7040.**

Scheduling Outside Appointments

Parents are expected to schedule medical and dental appointments during non-CWSP hours. Vacations, college visits, and other such activities should be scheduled after reviewing the school calendar so as not to conflict with CWSP work days. It is very important that a student not miss a work day for pre-scheduled appointments.

Illness While at Work

Please use sound judgment in determining whether your student is well enough to go to work. If you truly believe that your child is ill, please DO NOT send her/him to work. Companies do not want sick workers because they will have difficulty performing their jobs and they also may infect co-workers. Please call the CWSP office to report any absence due to illness. The

same policies regarding a missed day of work described earlier will apply to an absence due to illness.

If a student becomes ill at work:

1. The student or supervisor should call the CWSP office, and the CSWP office will arrange for transportation from work.
2. The office will call the student's parent/guardian to coordinate transportation. If a parent/guardian or emergency contact cannot be reached, the student will be transported to school and remain at school until either the end of the school day or until someone can be reached.

Early Release

There is no early release or early dismissal from CWSP. Any incident of a student leaving work early will be treated as an absence.

CWSP DISCIPLINARY PROCEDURES

The following detention policy refers to situations that occur during a student's work in the CWSP. These policies may differ slightly from the policies that apply during a student's academic day at Arrupe.

LATE CHECK-IN (LATE)

The CWSP check-in process is from 7:00 a.m. to 7:30 a.m. Students must report to the check-in room during this time. Students reporting after their designated check-in time will be considered late. Students must be aware of the

consequences of being tardy on their work day. Bus route departure times depend upon every student being on time.

If a student is running late for any reason, it is essential that a parent/guardian call the CWSP central number – 303-710-7040.

A student will be allotted five excused “Late Check-Ins” per semester provided that a call is made to CWSP prior to check-in t. In these cases a late penalty will not be earned. For the sixth and subsequent late arrivals, regardless if a call is made, appropriate penalties will be applied. In all cases in which CWSP is not notified of a potential late arrival, an appropriate penalty will be applied for each instance.

The detention policy for Late students is as follows:

1st Unexcused Late = After school detention

2nd Unexcused Late = After school detention

3rd Unexcused Late = After school detention

4th Unexcused Late = Saturday detention

5th Unexcused Late = Contract

6th and subsequent unexcused lates will be treated as missed work days. See the Absence From Work policy.

Missing Check-in (MCI)

Any student who arrives after the other students have been dismissed to the buses will be considered to have missed check-in and will serve the penalties stated below. Missing check-in also applies to students who travel independently and who fail to call the CWSP

office upon arrival at work in the morning and prior to departure in the afternoon.

The detention policy for students who miss check-in (MCI) will be:

1st MCI = After-school detention

2nd MCI = Saturday detention

3rd MCI = Contract

4th and subsequent missed check-ins will be treated as missed work days. See the Absence From Work policy.

Contract with CWSP

Student contracts are used to address serious and/or repeated failures to follow CWSP policy. Contracts are created on an individual basis and will be discussed in a meeting between CWSP staff, a parent or guardian and the student. Failure to comply with conditions outlined in a contract may be grounds for dismissal from Arrupe Jesuit High School.

A student who misses the bus

If a student arrives after the buses have left in the morning, she/he must call a parent/guardian to pick them up from Arrupe and will be considered absent from work that day. No student will be driven to work after the buses have departed.

Miscellaneous Disciplinary Issues

Arrupe students are expected to conduct themselves in a way that positively represents themselves and the Corporate Work Study Program. Failure to do so will result in disciplinary measures. Actions that could result in disciplinary action include, but are not limited to: cursing, littering on the bus, not being in dress code at the bus stop, lack of respect shown to peers, staff or community (e.g. yelling out the bus window, name calling or making fun of another student, not following directions given by staff, etc.), insufficient communication with CWSP office (e.g. failure to report a work absence to CWSP staff or work site supervisor).

Dress Code Violations

High standards of appearance and dress code compliance are essential in the work place. While many office settings have a more casual dress standard, students must comply with the AJHS dress code standards. Deviations from this policy (e.g. scrubs in a clinical setting or professional logo polo shirt) are only authorized with CWSP approval. Students must stay in dress code from morning check-in until arrival back at school in the afternoon. Failure to comply with Arrupe dress code standards will result in the following consequences:

- 1st offense = ½ hour detention
- 2nd offense = 1 hour detention
- 3rd offense = Saturday detention
- 4th offense = Contract

Inappropriate Electronic Device

Usage

A student who decides not to follow the CWSP electronic device policy for either a cell phones or an iPod will be subject to the consequences outlined earlier in the handbook under “Inappropriate Electronic Device Usage.”

Work Computer Usage

Work computers are intended only for work related activities. Access to a computer at work is a privilege. Computers are not to be used for personal use. Each student shall be held accountable for his/her actions while using the employer’s computers.

See the “Computer Code of Conduct” (in this Handbook) for examples of unacceptable computer use.

Dismissal from Work

Students who exhibit a pattern of poor work performance will be subject to the following range of actions:

1. Verbal warning
2. Written warning (Contract)
3. Dismissal from work assignment

Students dismissed from their work assignment must complete a retraining program and prove their employability and readiness to earn and maintain a CWSP job. Students **MUST** be employed to remain at Arrupe Jesuit High School.

Serious violations of the Arrupe Code of Conduct, as outlined previously in the

Student Handbook may subject the student to immediate suspension or dismissal from her/his job.

A student may be dismissed from Arrupe Jesuit CWSP for repeated violations of guidelines or for a single act of a serious nature as outlined previously in the Student Handbook.

Appeal of Dismissal

A student who has been dismissed from Arrupe by the CWSP Director may appeal the decision to the President.

Transportation Disciplinary Procedures

Students are expected to follow all behavioral guidelines and directions stated by their vehicle driver. For minor infractions of transportation policies, the driver may warn or counsel the student to correct her/his behavior. The driver will report behavioral issues to CWSP Director if he/she feels that it is warranted. Appropriate disciplinary actions will be taken.

CWSP DRUG AND ALCOHOL POLICY

Any student who possesses, uses, distributes or is under the influence of illegal drugs or alcohol or who misuses prescription medication during school hours, at a CWSP worksite, or at any school-sponsored event may be dismissed from Arrupe Jesuit High School.

Drug Testing Procedures

Students may be drug tested by CWSP or their employer prior to starting work.

NOTIFICATION OF ASBESTOS-CONTAINING BUILDING MATERIALS MANAGEMENT PLAN

This is to notify you that Arrupe Jesuit High School has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHEARA, 40 CFR 763) for the high school facilities. Copies of the Management Plan are available in the President's Office. These plans are available for your inspection during normal business hours Monday through Friday, 8:00 a.m. to 4:00 p.m. and during other times by special arrangement. We request that appointments be made with us to review these plans. To make an appointment, please contact:

Rev. Timothy McMahon, SJ
President
Arrupe Jesuit High School
303.455.7449

NONDISCRIMINATION POLICY

Arrupe Jesuit High School and Arrupe Corporate Work Study Program do not unlawfully discriminate on the basis of race, color, gender, sexual orientation, religion, or national or ethnic origin in the student admissions process, faculty and staff hiring practices, educational policies, scholarships, athletics or other school-administered programs.

EMERGENCY PLAN FOR ARRUPE JESUIT CWSP

Arrupe Jesuit is sensitive to the need for an emergency plan that our students will follow in the case of any type of unexpected activity in Denver that would prevent normal pickup from job sites. Although Arrupe Jesuit sends students to jobs throughout the metro area, a majority of jobs are concentrated downtown.

Students working downtown, including students who are dropped off at 16th/Glenarm and at Union Station are most affected by this emergency plan. We will review the following plan with all students at the start of the school year. Please contact the Work Study office if you have any questions.

FOR STUDENTS WORKING OUTSIDE DOWNTOWN

For those students who work outside downtown (Tech Center, Cherry Creek, Aurora and other areas), it is assumed that they will be less affected by any crisis. For this reason, in the event of an emergency, these students are expected to remain at their worksites until a school vehicle picks them up unless other arrangements have been made.

FOR STUDENTS WORKING DOWNTOWN

Students working in the downtown area will be assigned one Emergency Gathering Site within a “walk-able” distance (approximately one mile or less) from their job sites. The site will be outdoors, easy to find, and away from the center of the city.

In the event of an emergency, CWSP staff will contact employers and ask them to instruct students to walk to their assigned site. CWSP staff will be dispatched to the same location. Students will congregate at the site and wait to be chaperoned by a CWSP staff member. Once they arrive at school, students will be held until a parent or guardian arrives.

The gathering site is located in Commons Park at 16th St. and Little Raven Street. There is a small plaza adjacent to the park off of Little Raven Street. All students are expected to meet there.

