



CRISTO REY

PHILADELPHIA HIGH SCHOOL

PARENT-STUDENT HANDBOOK 2021-2022

1717 WEST ALLEGHENY AVENUE
PHILADELPHIA, PENNSYLVANIA, 19132

(215) 219-3943

www.cristoreyphiladelphia.org

WE BELIEVE · WE DREAM · WE LEAD · WE SERVE

Material may not be reproduced without written permission of Cristo Rey Philadelphia High School.

Table of Contents

Cristo Rey Philadelphia High School.....2

Academics.....2

Policies and Procedures.....4

Code of Conduct.....8

Work-Study Program.....11

Counseling.....12

Student Life.....13

Statement of Understanding.....13

Cristo Rey Philadelphia High School

Cristo Rey Philadelphia High School, a college preparatory, Catholic school for students of all faiths, nurtures and challenges young people to recognize and realize their full potential as they learn to love others, grow in their faiths, and serve the common good.

Non-Discrimination Statement

Cristo Rey Philadelphia does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, religion, or national or ethnic origin in its student admission process, faculty and staff hiring practices, educational policies, scholarships, athletics, or other school-administered programs.

Family Contribution Policy

During the admissions process, the school works with each family to determine a fair and reasonable monthly Family Contribution. This monthly payment will remain in place for all four years of a student's enrollment at Cristo Rey. Billing questions should be directed to FACTS Tuition Management at 1-866-441-4637.

We ask families to communicate with the school if your financial situation changes and you need assistance. Contact Sr. Eileen Gillespie in the Admissions Office at egillespie@crphs.org or call 215-219-3943, ext. 1905. Families who fall behind in payments without communicating with the school jeopardize their students' participation in school activities.

Academics

Students are expected to respect the educational process and to take responsibility for their own learning. We know that consistent effort, professional demeanor, and academic achievement lead to success in the classroom and beyond, and we expect nothing less from our students.

Course Requirements for Graduation

To graduate, students must successfully complete courses in the following subject areas:

<ul style="list-style-type: none"> ● English (4 years) ● Mathematics (4 years) ● Theology (4 years) ● Science (4 years) ● Health & Fitness (2 years) 	<ul style="list-style-type: none"> ● History (3 years) ● Latin (2 years) ● Financial Literacy (1 year) ● Business Literacy (3 years) ● Art (1 year)
---	--

Grading System

Grade	Grade Value	Grade	Grade Point Average
A	94 – 100	A	4.0
A-	90- 93	A-	3.67
B+	87-89	B+	3.33
B	83-86	B	3.0
B-	80-82	B-	2.67
C+	77-79	C+	2.33
C	73-76	C	2.0
D	70-72	D	1.5
F	0-69	F	0

Academic Integrity

Cristo Rey Philadelphia High School places special emphasis on honesty and integrity in academic pursuits. All students have the responsibility to submit work that is uniquely their own, and all work must be completed in good faith.

Violations: Cristo Rey Philadelphia considers cheating, copying, or the offering or receiving of unauthorized assistance or information in examinations, tests, quizzes, reports, papers or projects as violations of academic integrity.

Plagiarism: We define plagiarism as the submission of words, ideas, or information of another without informing the reader or listener of the source of these words, ideas, or information. Whether intentional or unintentional, plagiarism is a violation of academic integrity. Students must document all sources used in composing a paper, report, or presentation and acknowledge when a particular idea stems from another source.

Consequences: Students who violate the school’s expectations on academic integrity will receive a zero for the assignment, meet with the Principal, Assistant Principal, or Dean of Students, and participate in a parent meeting. Two academic integrity violations are grounds for dismissal from Cristo Rey.

Academic Promotion

To advance to the next grade level, students must pass all courses with a grade of 70% or better. Students that fail any subject during the course of the academic year must attend summer school for credit recovery. Failure of more than two courses during the academic year could result in dismissal from Cristo Rey Philadelphia.

PowerSchool

Parents and guardians can monitor their student's academic progress and attendance with PowerSchool. Contact technology@crphs.org to set up an account or to reset your login credentials.

Policies and Procedures

Arrival

The first floor of the building opens to students at 7:15 via the entrance on Allegheny Avenue. Breakfast is served in the Social Hall until 7:45.

The entire building opens to students at 7:40. At that time, students should make their way to House.

Attendance

Success at Cristo Rey demands exceptional attendance. Ask any current or former student: missing a day of instruction is like missing a week.

Excused Absences: If a student cannot attend school because of an illness, appointment, or family emergency, a parent or guardian must notify the school as soon as possible via email (attendance@crphs.org) or phone (215-219-3943) with the reason for the absence. Written notes may be brought to a receptionist or Dean when the student returns to school. Per state guidelines, a doctor's note must be submitted if a student misses three consecutive school days or more.

Unexcused Absences: If a parent or guardian does not communicate with the school, the absence is unexcused. Five unexcused absences during a semester are grounds for dismissal from Cristo Rey.

Medical Appointments: When possible, medical appointments should be scheduled outside of school hours to avoid missing instruction.

Missed Schoolwork: It is the student's responsibility to communicate with teachers about missed assignments and assessments. Students must present a doctor's note or documentation of a family emergency to be excused from an exam. Without documentation, missed exams will be entered as a zero.

Severe Weather: Cristo Rey Philadelphia follows the plan of the Archdiocese of Philadelphia.

Extracurricular Participation: Students who are absent or go home sick may not attend or participate in any school activities on that day. Students who fail to adhere to this policy will jeopardize their participation in future activities.

Lateness Policy

Students must arrive at the school by 7:55 to be marked present and on time. In the event of a delay on SEPTA, students should communicate with the Dean's Office to be excused. If a student arrives after 7:55 without a valid reason, the lateness is considered unexcused. Ten unexcused latenesses during a semester are grounds for dismissal from Cristo Rey.

Early Dismissal

Early dismissals disrupt the learning process and should occur only when necessary. An early dismissal before 11:45 will be counted as an absence. To request an early dismissal, a parent or guardian should notify the school at least one day in advance via email (attendance@crphs.org) or phone (215-219-3943). On the day of the early dismissal, students must obtain a pass from the Dean's Office to be excused from class, and they must sign out at reception before leaving the building. A student who exceeds five early dismissals during the school year must meet with the Dean of Students. If a student becomes ill during the day, the school will contact home.

Uniform

The student uniform at Cristo Rey Philadelphia reflects and reinforces our values of community, purpose, and professionalism. All students are expected to wear a clean and neat uniform at all times during the school day. Uniform items may be purchased from the French Toast using the following website:

<https://www.frenchtoast.com/schoolbox/schools/Cristo-Rey-Philadelphia-High-School-QS5QTSQ>

	Uniform Items
Top	Cristo Rey Polo (tucked in) Short or Long Sleeve Dress Shirt (light blue or white) Solid Navy Tie (optional for women)
Bottom	Gray or Charcoal Pants with Cristo Rey Logo and a Black Belt Plaid Skirt (optional for women)
Shoes	Solid Black Dress Shoes
Socks	Solid Black or Navy Dress Socks Solid Black or Navy Knee-High Socks or Tights with the Plaid Skirt
Outerwear	Navy Long Sleeve Cardigan with Cristo Rey Logo Navy Blazer with Cristo Rey Logo
Religious Attire	Must be Solid Navy, Black, or Gray

Note: Sneakers, Converse, Vans, Uggs, and boots may be fashionable, but they are not dress shoes.

Exceptions during School Hours: Items not listed above such as Cristo Rey sweatshirts, jackets, hoodies, and athletic attire are permitted only on approved days.

Headgear: Hats, caps, visors, and headbands are not permitted.

Hairstyle: Hair must be modest and professional in appearance. Bright hair colors such as red, pink, green, blue, orange, or yellow are not permitted. Students are encouraged to check with the Dean of Students before paying for services.

Jewelry and Tattoos: Necklaces, rings, earrings, and other jewelry must be tasteful and professional. Facial piercings are not permitted. Tattoos should not be visible.

Uniform Corrections: The Dean's Office maintains a supply of uniform items for students who are experiencing difficulties. Students who are out of uniform without a valid reason may be sent home.

After School: Students are permitted to change out of their uniform after school but they must be dressed appropriately. The school has the final say on what constitutes appropriate dress.

Cell Phones, Earbuds, and Electronic Devices

Students may use cell phones, earbuds, and electronic devices in the Social Hall during lunch and during transitions but are prohibited from making calls during school hours unless given permission. Cell phones, earbuds, and electronic devices are not to be used or heard in the classroom without permission. The school is not responsible for lost, stolen, or damaged cell phones, earbuds, or electronic devices.

Lockers

Every student will be assigned a locker, which must remain locked when not in use. The school is not responsible for unsecured items. To avoid being marked late to class, students should limit trips to their lockers during the day.

Only the inside of lockers may be decorated with appropriate materials that can be removed at the end of the year. Contact the Dean's Office with any questions or issues.

Searches

To ensure the safety of our community, faculty and staff may search lockers and any other area of the school, as well as personal effects left in those areas, without notice to or consent of students. Students may also be subjected to a search of their personal belongings. Inappropriate items will be confiscated and may result in disciplinary consequences.

Medication Policy

All medication must be brought to the school by a parent or guardian and must include appropriate documentation such as a prescription or a doctor's instructions. Medications will be stored in the nurse's office.

Common Areas

Hallways and Stairways: Students may use the main stairway and the east stairway by the Social Hall throughout the school day. Students are not permitted to use the west stairway without permission. For safety reasons, students are not permitted on the fifth floor without permission.

Elevator: Students must provide the school with medical documentation to use the elevator unless they are working with a member of the faculty or staff.

Sanctuary: The Sanctuary is available for quiet reflection, prayer, gatherings, and Mass. Contact Campus Ministry for permission and scheduling. Students must respect the sacredness of this space at all times.

Athletic Field, Gym, and Fitness Rooms: During the school day, students should not be on the athletic field, gym, or in the fitness rooms without permission as these spaces are used for learning. Contact the Athletics Department for availability after school. The Code of Conduct applies to these spaces at all times.

Hubs: The second- and third-floor hubs are designed to support learning activities. Students must be mindful of their volume when using these spaces and they must keep the furniture orderly. Food and drink are never permitted in the hubs. Hub privileges can be revoked at the Dean's discretion.

Lunch

All students must report to the Social Hall for lunch. During the Fall and Spring, students may eat lunch in the courtyard area. Otherwise, food and drink must stay in the Social Hall. Outside food and drink may be confiscated.

Behavior: All students are responsible for clearing their tables and cleaning up after themselves. Behavior during lunch must reflect the high expectations of the school.

Restrooms: Students may only use the first floor restrooms located outside of the Social Hall. Restrooms are off limits for the last five minutes of lunch to ensure an orderly clean-up and dismissal.

Passes: Aside from using the restroom, students must have a pass to be excused from the Social Hall.

After School

Students who are not participating in after-school activities must be on the first floor of the building by 4:00. After 4:30, students must be in the Family Room unless they are accompanied by a faculty or staff member.

Code of Conduct

Students represent Cristo Rey Philadelphia at all times and are expected to act with decency and respect toward each other, even when settling differences. Disciplinary actions will be taken to preserve the integrity of our school community. Contact our Dean of Students, Dr. David Blome, with any questions (dblome@crphs.org, 215-219-3943, ext. 1611).

Referral to the Deans

The Dean's Office uses a Google Form to document, track, and follow up on behavioral referrals. Faculty and staff can refer a student for the following reasons:

- 1. Out of Uniform:** Repeatedly missing a uniform item, wearing unauthorized clothing or accessories, or improperly wearing the school uniform,
- 2. Misuse of Technology:** Any inappropriate or unauthorized use of an electronic device such as texting in class, wearing headphones or earbuds without permission, or improper use of the internet,
- 3. Unauthorized Food and Drink:** Eating or drinking anything aside from water outside of the Social Hall without permission, or chewing gum in the building,
- 4. Damaging School Property:** Any mistreatment of school property such as writing on a table, jumping on furniture, or abusing athletic equipment,
- 5. Repeated Tardiness to Class:** Frequently arriving to class after the late bell without a pass or valid excuse,
- 6. Foul Language:** Any inappropriate remark or outburst,
- 7. Inappropriate or Disruptive Behavior:** Any behavior that is unbecoming of a young professional such as roughhousing in common areas, public displays of affection, or sleeping in class, along with any behavior that disrupts the learning process such as excessive talking or disregarding a teacher's redirection,
- 8. Disrespect:** Any language or behavior that displays a lack of respect such as leaving class without permission or walking away from an adult in the middle of a conversation,
- 9. Verbal Altercation:** Involvement in an angry or heated argument that requires immediate mediation,
- 10. Other:** Any other concerning behavior.

Note: The Deans review the referral list daily and track behavior by semester. Refer to the following chart:

Referrals to the Dean's Office during a Semester	
1st	Documented in the Dean's Office*
2nd	Documented in the Dean's Office*
3rd	Student Meeting with Dean; Review of School Policies and Expectations; Parent/Guardian Contact
4th	Documented in the Dean's Office*
5th	Parent/Guardian Meeting with Dean; Review of School Policies and Expectations; Log Entry
6th	Documented in the Dean's Office*
7th	Suspension or Other Disciplinary Consequence; Review of School Policies and Expectations; Log Entry
8th	Documented in the Dean's Office*
9th	Documented in the Dean's Office*
10th	Administrative Meeting to determine if the student can remain at Cristo Rey

*Additional consequences may be administered by the Dean of Students

Consequences

The Dean's Office makes every effort to support students as they learn from their mistakes. When referred to the Deans, possible consequences include the following:

- Parent/Guardian contact or meeting
- Personal or written apology
- Written reflection
- Detention
- Community service to the school
- Loss of after-school privileges
- Athletic ineligibility

In-School Suspension (ISS): A student may receive an in-school suspension for a more serious offense or for repeatedly failing to meet the school's expectations. In-school suspensions are served in the Dean's Office and become part of a student's school record. Students who serve an in-school suspension may not participate in any after-school school activities that day.

Out-of-School Suspension (OSS): For the most serious offenses, a student may receive an out-of-school suspension. While suspended, a student may not participate in any school activities. A parent or guardian must meet with the Dean of Students before the student is permitted to return to school. Out-of-school suspensions become part of a student's school record. Multiple suspensions could lead to dismissal from Cristo Rey.

Internet Use

Cristo Rey Philadelphia provides Internet access to students as a research tool, learning aid, and means to communicate professionally with peers and adults. Students are responsible for their on-line activities at all times. The school is not responsible for any usage charges. The following uses of the Internet are unauthorized:

- Using the school network for non-school related activities
- Tampering with a teacher's learning resources
- Violating the privacy of others
- Using abusive language or profanity
- Sending, retrieving, or posting inappropriate material
- Posting pictures of faculty and staff without permission
- Spreading or attempting to spread computer viruses
- Hacking or attempting to bypass network security policies.

Note: The school may view the contents of any device believed to be used in an inappropriate manner.

Cutting Class

Students found to have cut class will receive either an in-school or out-of-school suspension at the Dean's discretion.

Bullying

Cristo Rey Philadelphia High School prohibits all forms of harassment, hazing, intimidation, and aggression. Such demeaning behavior harms others, disrupts the learning process, and compromises the mission of the school. Students involved in verbal, physical, or cyber bullying will be subject to immediate suspension and possible dismissal from Cristo Rey. Students should report any concerns to a Dean.

Gang Membership

Gang membership threatens the safety of our school and destroys the families and communities we serve. Students will be subject to dismissal from Cristo Rey for gang membership or for exhibiting gang behavior.

Theft

Any student who deliberately takes and keeps someone else's property will be dismissed from Cristo Rey. Students should speak with a Dean regarding lost and found items.

Drugs and Alcohol

Any student who possesses, uses, sells, buys, gives, or is under the influence of drugs, alcohol, tobacco, or any other controlled substance will be subject to immediate suspension and possible dismissal from Cristo Rey. The

police may be notified at the school's discretion. This policy also applies to students who possess drug or alcohol paraphernalia, including electronic nicotine devices.

Weapons and Violence

Cristo Rey Philadelphia prohibits weapons and violence in any form. Any student who commits a violent act will be dismissed from the school and the police may be notified. This policy also applies to students in possession of a weapon. Students should speak with a Dean regarding any safety concerns.

Dismissal Meetings

A student may be put up for dismissal for a single offence or for repeated violations. In these instances, the Principal and Dean of Students will meet with the student and his or her parent or guardian. The Principal will render the decision within a week of the meeting. If a student is dismissed, the parent or guardian may appeal to the President of Cristo Rey Philadelphia within two days of the dismissal.

Work-Study Program

The Work-Study Program at Cristo Rey Philadelphia High School allows students to work at top businesses in the Philadelphia area. In exchange for this work, the businesses that partner with the school pay for approximately 60% of each student's education at Cristo Rey. In addition, students develop technical and professional skills that will help them excel in college and future jobs. Students also build a resume of experience and develop a network of business contacts in the Philadelphia area.

Expectations

The Code of Conduct also applies to the Work-Study Program. Students are required to dress in school uniform for the entirety of the work day unless given permission or directed otherwise by a member of the Work-Study Department. Unprofessional behavior at work will jeopardize a student's employment status and could lead to dismissal from Cristo Rey.

Arrival and Transportation

On assigned work days, students should report to the gym in uniform no later than 7:55 with any access or identification cards provided by the job partner. At check-in, the school will provide each student with a bagged lunch.

Students will be dismissed from the gym and travel to work via school vehicles or public transportation with chaperones. Students traveling via public transportation must remain in the presence of their chaperones until dismissed by their chaperone. At the end of the workday, students will return to an appointed meeting place to meet their chaperone and return to school.

Students who are out of uniform or late to school will work at Cristo Rey for the day and will have to make up the work day with the Job Partner as designated by the Work Study office.

Work-Site Performance and Behavior

Supervisors evaluate students each work day. This evaluation takes into account a student's professionalism, productivity, and quality of work. Students are not permitted to leave the work site for lunch or any other reason unless they have obtained permission from the Work-Study Department and a supervisor at work.

Time Cards

Students are required to fill out a time card at the close of every work day. All time cards should be completed in full no later than 3:30pm. Students that do not complete their time cards by 3:30pm will not receive credit towards their work-study grade. If a student is unable to complete their time card at work, they are expected to return to Cristo Rey's Work-Study office where they will have the ability to complete the time card for that day's work.

Absence Policy

There are no excused absences from work for any reason. However, the Work-Study Program understands that unforeseen circumstances may require a student to miss work. In these instances, we ask parents and guardians to provide the Work-Study Department with as much notice as possible. Students who miss work are required to make up the day at a later date as designated by the Work-Study Program. These make-up days ensure that the school fulfills its commitment to job partners.

Note: Students must make up all missed work days to advance to the next grade level. Furthermore, missing multiple work days could be cause for termination and dismissal from the school. On make-up days, students may have to provide their own transportation.

Counseling

The Counseling Department at Cristo Rey Philadelphia assists students in developing life skills, identifying and removing barriers to success, setting goals, and celebrating achievements. Some of the services offered include the following:

- Individual counseling
- Peer mediation
- Student and teacher mediation
- Advisory: counseling classes and small groups
- Parent support
- Referrals to outside agencies and resources
- Educational assessment referrals (as needed)

Referrals to Counseling

Students, parents, faculty, and staff may make referrals to counseling at any time for any student of concern. Please email counseling@crphs.org and the first available counselor will reach out to you as soon as possible.

Student Life

The Office of Student Life coordinates all extracurricular activities for students to recognize and realize their full potential outside of the classroom.

Athletics

Cristo Rey Philadelphia is a member of the Penn Jersey League and offers a variety of varsity level sports. Athletes are required to have a sports physical and keep up with the demands of the Academic and Work-Study Programs. For more information, please email our Athletic Director, Mr. Kyle Sample: ksample@crphs.org

Campus Ministry

As a Catholic School for Students of All Faiths, Cristo Rey Philadelphia's Campus Ministry program holds mandatory retreats and prayer services for all grade levels, as well as a Campus Ministry Student Leader program for upperclassmen. For more information, please email our Director of Campus Ministry, Ms. Ana Macaspac: amacaspac@crphs.org

Clubs and Organizations

Cristo Rey Philadelphia offers a range of after-school clubs and activities open to students in all grade-levels. Each club has an adult moderator and meets weekly or bi-weekly after school. For more information, please email our Assistant Principal for Student Life, Mr. Rich Pugh: rpugh@crphs.org

Statement of Understanding

Cristo Rey Philadelphia reserves the right to respond appropriately to situations that go beyond those covered in this handbook. Cristo Rey Philadelphia also reserves the right to dismiss at any time any student whose conduct on or off of school property conflicts with the mission and values of the school. Our students are expected to represent the school in a positive manner at all times.

Parents are also expected to cooperate with the school's efforts to guide and educate students. Failure to read the material contained in this handbook does not excuse anyone from observing the information and regulations stated. The Principal and Dean of Students retain the right to amend the handbook if necessary. If this occurs, parents and guardians will receive notice.

This page intentionally left blank.