



# CRISTO REY

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## PHILADELPHIA HIGH SCHOOL

### STUDENT HANDBOOK 2019-2020 School Year

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## **Cristo Rey Philadelphia High School At-A-Glance**

### **Cristo Rey Philadelphia High School Mission**

Cristo Rey Philadelphia High School is an independent, Catholic, college preparatory school for young men and women of all faiths. Cristo Rey Philadelphia High School nurtures and challenges young women and men to recognize and realize their full potential as they grow to love God, respect others, and serve their community.

Cristo Rey Philadelphia is endorsed by the Oblates of St. Francis de Sales and the Sisters, Servants of the Immaculate Heart of Mary

All students enrolled in the school participate in a unique Corporate Work-Study Program through which they develop important skills for college and career success and finance the majority of the cost of their education.

Cristo Rey Philadelphia High School is based on a proven model of success and joins a network of Cristo Rey schools around the country that empowers young students to achieve their full potential. Cristo Rey Schools offer a unique curriculum that combines academics, extracurricular programs, and corporate work experience to prepare students for success in college and beyond. This model works, with over 99% of graduates being accepted into college.

### **Cristo Rey Philadelphia High School 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.

### **Cristo Rey Philadelphia High School Family Contribution Policy**

During the Admission's process for your student, Cristo Rey Philadelphia High School worked with each family to determine a fair and reasonable monthly Family Contribution. This amount of family contribution is based on economic capability utilizing the guidelines of our national Cristo Rey Network. The same monthly payment will remain in place for all four years of your student's enrollment at Cristo Rey.

### **Monthly Billing**

The Family Contribution is billed monthly beginning in July of your student's freshman year. During the sophomore, junior and senior years a \$100.00 Re-enrollment Fee is added to the July invoice. It is important to let the business office know if there is a change to your address, so that you are able to receive your monthly statement.

### **Senior Family Contribution and Senior Dues**

Senior Family Contribution is paid over 11 months instead of 12 months as Graduation is the first weekend of June and 100% of your balance must be paid in full to attend prom, the senior trip or walk at graduation. The annual amount paid is the same – it is simply divided over a one-month shorter period. Payment in full is a graduation requirement. A one-time Senior Dues is added the July invoice. This helps to defer the cost of graduation, the year book and other senior activities.

### **Do Not Participate**

It is very important to remain current with your Family Contribution payments. When a family becomes delinquent in payments, the student will be placed on the Do Not Participate List. Until the outstanding balance is

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resolved, the student will not be allowed to attend school or participate in any sports or other extra-curricular activities, dances, proms etc. Your student will however, need to report to school for work study.

We understand that there are times when this is difficult and we encourage families to be in contact with our office in the event of a significant change in your financial situation. Please contact the Business Office to discuss these changes.

### Cristo Rey Philadelphia High School Academic Commitments

Cristo Rey Philadelphia High School has high expectations for behavior, character, and habits of study. Every student at Cristo Rey Philadelphia High School has the right to an excellent education. We are establishing an environment that will foster maximum learning and mutual respect while staying free of distractions and negative influences. Students are expected to be respectful of the educational process and to take responsibility for their own learning.

At Cristo Rey Philadelphia, we believe that consistently strong effort, professional demeanor, and distinguished academic performance lead to success in college and beyond.

Honor Roll (Per Trimester):

First Honors	3.67-4.0 GPA
Second Honors	3.33-3.66 GPA
Honorable Mention	3.0-3.32 GPA

### Course Requirements for Graduation

Students looking to graduate Cristo Rey Philadelphia must complete courses in the following subject areas:

<ul style="list-style-type: none"> <li>● English</li> <li>● Mathematics</li> <li>● Theology</li> <li>● Science</li> <li>● Health &amp; Fitness</li> </ul>	<ul style="list-style-type: none"> <li>● History</li> <li>● Latin</li> <li>● Financial Literacy</li> <li>● Business Literacy</li> <li>● Art</li> </ul>
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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

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## Academic Honesty

Cristo Rey Philadelphia High School is committed to every student understanding the values of honesty and integrity in their academic pursuits. No grade, test, or paper is worth compromising one's integrity. Each student has the responsibility to submit work that is uniquely his/her own. All work must be done in accordance with established principles of academic integrity.

## Infractions/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 a violation of academic honesty.

Some examples of these violations include:

- Leaving books or notebooks open during a test;
- Writing answers on desktops, hands, legs, arms or any part of the body;
- Looking at another student's test or quiz;
- Talking with another student during a test period;
- Copying answers from another student when tests are being handed in;
- Talking with students from previous class periods in order to give/receive test information;
- Copying answers verbatim when working on a project together;
- Copying another student's homework;
- Giving and/or receiving answers during examinations, tests or quizzes using unauthorized technology including cell phones and programmable calculators;
- Leaving the classroom during exams, tests, or quizzes to gain or provide answers.

There are clearly dishonest actions on written/creative assignments such as:

- Turning in a paper/project which has been composed/created by another student;
- Submitting a paper or assignment in Latin class that has been translated by another person or any electronic device (internet websites, pocket translators, etc.);
- Handing in a paper/project for credit that has already been graded in another class, without the approval of both teachers.

## Plagiarism

Plagiarism is a violation of academic honesty at Cristo Rey Philadelphia. It is intentional or unintentional appropriation of information, ideas, or the languages of other persons or writers as the submission of one's own. Such instances of plagiarism include:

- Papers or passages of papers that are copied verbatim from primary and/or secondary sources
- Papers that are copies of a fellow or former student's work

Both the complete documentation (a bibliography of sources) and the specific documentation (citation/footnote) are essential to avoid plagiarism.

If a student quotes a source word-for-word, he/she must attribute the quote to its source by identifying the author, work, publisher, date, and location of the quote through documentation (e.g. in-text citation, footnote).

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To clarify, Cristo Rey Philadelphia defines plagiarism as the use of words, ideas, or information of another without informing the reader/listener of the source of these words, ideas, or information. He/she must document all sources used in composing a paper, report, or presentation and within that paper, report or presentation acknowledge when a particular idea stems from another source.

Stealing a copy of a quiz, test, or exam without the teacher's knowledge of permission is a serious offense. It will automatically be considered a second infraction.

### **Consequences of Academic Dishonesty**

In cases of academic dishonesty, the student will be referred to the Assistant Principal. Cristo Rey Philadelphia wants to support the student and help him/her learn from the experience while still holding him/her accountable to the seriousness of cheating. The consequences of the infractions are:

#### **First Infraction**

**Academic:** The student will receive a zero for the assignment, quiz, test or examination.

**Disciplinary:** Depending on the severity of the situation determined by the Assistant Principal, the student's disciplinary consequence could include suspension from all extra-curricular activities, an in school or out of school suspension.

**Counseling:** The Assistant Principal will meet with the student and his parents/guardians and attempt to learn the cause of the dishonesty and set up a plan to try to ensure that the infraction does not happen again via tutoring, extra help from teacher, etc. The student will meet his/her counselor to continue the reflection on the experience.

#### **Second Infraction**

**Academic:** The student will receive a zero for the assignment, quiz, test or examination

**Disciplinary:** After consulting with the Assistant Principal, the Principal will decide, depending on the severity of the two infractions, whether or not the student should remain at Cristo Rey Philadelphia. If the student is allowed to remain as a member of the Cristo Rey Philadelphia community, he or she will face serious disciplinary consequences that may include an out-of-school suspension and additional suspension from all extra-curricular activities.

#### **Counseling**

If the student remains at Cristo Rey Philadelphia, the Assistant Principal will work with the student and his parents and try again to learn the cause of the dishonesty and set up a plan to try to ensure that the infraction does not happen again via tutoring, extra help from the teacher, etc. The student will meet with his/her counselor to continue the reflection on the experience.

#### **Failure Policy/Summer School**

In order to matriculate at Cristo Rey Philadelphia High School, 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 may result in dismissal from Cristo Rey Philadelphia or a possible repeat of the current grade level.

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## Cristo Rey Philadelphia High School Student Commitments

Cristo Rey Philadelphia High School student commitments are used to bolster student accountability and highlight how student choices and actions positively influence our commitment to safety, integrity, hard work, responsibility empowerment, and thoughtfulness. Cristo Rey students will truly RISE with PRIDE if they stick to these commitments.

Cristo Rey School-Wide Student Commitments	Proactive Reminders
<b>On-time to school</b> (We BELIEVE) - Students are committed to coming to school on time every day. - Students are committed to being on time for work-study check-in.	- Students come to school prepared - Students come to school in full uniform - Students are ready to make positive contributions
<b>On-time to class</b> (COMMITMENT) - Students know their primary focus (i.e., <b>be on-time for class</b> ) comes first. - Students are prepared and ready to learn	- Students are intentional with their daily routine. - Students know what they need for each period.
<b>Professional Dress</b> (We LEAD) - Students respect their uniform. - Students take pride in how they present themselves at school and work-study. - Students proactively problem solve their uniform issues.	- Students wear their button up and polo shirts - Students wear blazers during special events - Students wear their plaid skirts - Students wear their gray dress pants - Students wear belts - Students wear their black dress shoes
<b>Student Competence</b> (We LEAD) - Students take the initiative and properly secure their belongings (i.e., <b>outerwear, gym materials, etc.</b> ).	- Students are intentional about their daily activities. - Students are intentional when it comes to the items they bring to school each day.
<b>Communicating with Respect and Dignity</b> (AFFIRM) - Students treat others how they want to be treated. - Students positively affirm their peer's identity and value their feelings.	- Students consistently build community through formal and informal gatherings. - Students support each other in House, class, and after-school functions. - Students utilize their voice to positively impact student formation.
<b>Student Ownership</b> (We LEAD) - Students adhere to the cell phone, electronic device, and electronic apparel policy because it's the right thing to do. - Students are responsible and don't need faculty to remind them to properly secure their cell phone, electronic device, and electronic apparel. - Students know when and where they can utilize their cell phone, electronic device, and electronic apparel.	- Students are intentional about their belongings ( <b>i.e., devices do not disrupt the learning environment</b> ). - Students utilize school resources to keep their devices properly secure during prohibited hours of use.
<b>Respect for Personal Space</b> (COMMUNITY) - Students are mindful of their verbal and physical interactions. - Students maintain a high level of respect for others and their personal space.	- Students practice problem-solving. - Students understand time and place. - Students treat each other, how they want to be treated.
<b>Environment of Safety and Integrity</b> (TRUST) - Students do their due diligences to retrieve a hall pass, return items that don't belong to them, and avoid off-limit spaces during and after-school.	- Students affirm that TRUST, SAFETY, AND INTEGRITY are PARAMOUNT.
<b>We Make Our School Shine</b> (We SERVE) - Students are committed to leaving each space better than they left it. - Students take pride in their school and the surrounding community.	- If it (i.e. <b>any type of trash or waste</b> ) doesn't belong in our space, we pick it up or remove it.

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## Procedures that Proactively Support Cristo Rey Philadelphia High School Daily Student Experience

### Arrival

Mornings at Cristo Rey Philadelphia High School are a joyful time where students and faculty are greeted by each other, welcomed and start learning from each other the minute they cross the threshold of the building. We aim to create a safe and warm environment that starts the day recognizing and valuing students.

#### Steps to Procedure

- The first floor of the building opens for students at 7:15am.
- From 7:15-7:45am, students report to the Social Hall for breakfast and uniform check.
- All Students will transition to the Social Hall where they can eat breakfast provided by CRPHS dining services. While in the Social Hall, students will correct all minor (i.e., **hats, untucked shirts, etc.**) and egregious uniforms violations (i.e., **purchase uniform item, borrow uniform item(s) with “valued” collateral item**).
- Students who can't correct their egregious uniform violations until the building opens up at 7:45 AM names will be documented in the uniform violation log book and will have until the beginning of House to correct their egregious uniform violations. If the egregious uniform violations aren't corrected the student names will be entered into PowerSchool noting a uniform violation and they will receive a consequence to be determined by the grade Dean of Students.
- The entire building opens to students at 7:45am. At that time, students should make their way to their lockers (by way of the main stairway or east stairway), fix any uniform violations, and proceed to House.
- All students are expected to be in House by 7:55am.
- Students are permitted to have their cell phone or electronic devices out; however, **ALL** students must remove their cell phone or electronic device apparel (i.e., **air pods, ear buds, and headphones**).
- Students with work-study who ate breakfast in the Social Hall will report to the gymnasium for check-in by 7:55 AM.

### Lockers

Lockers are used by our students to help prepare them for the responsibility required of them in college. Lockers will also be used to ensure that students are free from distractions in their classrooms and that classroom space remains clean and clutter free.

#### Steps to procedure

- Locker hallway space: All space around lockers, especially the floor, must remain clear and empty. Students are not permitted to store shoes or other items outside lockers. Items left in the hallway will be confiscated, and the student must go to the Student Formation Office to pick up the materials at the end of the day.
- Lockers: Students may go to their lockers at the beginning of the day, in between class, before and after lunch, and at the end of the day. Students may appropriately decorate the *inside* of their lockers with materials that can be removed at the end of the year (i.e., **no stickers or marking of the inside of the lockers**). Students who damage their lockers will be expected to clean the lockers.
- All student materials not used for class must be stored in lockers. That includes jackets, outerwear, extra shoes, jackets, gym materials, extra binders, etc. Any locker-related excuses for being late to class will not be accepted. If students need help with lockers, they will go first to their grade dean and the grade dean will

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help them resolve the issue. Students may carry their book bag to class to keep and store personal items needed for class.

- Student lockers must remain locked at times when the locker is not in use.

### Student Searches

Students may be subject to a search of the belongings on their person. School authorities at times may search places such as lockers, desks, and other school property, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants. Inappropriate items will be confiscated at the discretion of school officials and disciplinary consequences may be given.

All lockers and other school areas provided for student-use on school premises remain the property of the school and are subject to inspection, access for maintenance, and searches. School authorities are allowed to search any area of the school.

### Medication Policy

It is the policy of our school that students carry no drugs or medication. All medication and medical technology shall be brought to the nurse's office, or the counseling office if the nurse is not present, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container. The pharmacy label must contain the following information [1]:

- Name, address and telephone and federal DEA number of the pharmacy
- Patient's name
- Name of medication and amount dispensed
- Directions for use of the medication
- Name and registration number of the licensed prescriber
- Prescription serial number
- Date originally filled
- Controlled substance statement, if applicable.

Medications not accompanied by the proper medical form completed and signed by the parent/guardian will not be administered. Only medication approved by the parent/guardian on Cristo Rey Philadelphia's official medical release form will be given to the student.

### Uniforms

Uniforms simplify one aspect of student life for high school students, while also sending a message about professional and appropriate attire. It is always our goal to provide our students with a safe, engaging, and rigorous learning atmosphere. The student uniforms are an important aspect of our student formation. Uniforms help students to focus on what is most important: their learning. The overall dress code requires that all students look professional, neat, and appropriate in order to be a positive representative of Cristo Rey Philadelphia at all times.

Students **must** remain in full uniform at all times.

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**Proper Uniform Attire**

Top	Navy Polo shirt with the Cristo Rey Logo Short Sleeve Oxford Shirt (light blue and white) Long Sleeve Oxford Shirt (light blue and white) Navy solid tie Navy long sleeve V-neck cardigan with Cristo Rey Logo Navy Blazer with Cristo Rey Logo (must be worn on designated days)
Bottom	Black Belt Gray straight or relaxed leg pant with Cristo Rey Logo Charcoal straight leg all season pant with Cristo Rey Logo Plaid Skirt purchased from French Toast.
Shoes	Solid black (i.e., <b>hard or soft bottom</b> ) dress shoes
Religious Attire	Kufi and Khimar (Solid Navy, Black or Gray) Full or Half Hijab (Solid Navy, Black or Gray) Full or Half Jubba thobe (Solid Navy, Black or Gray) Other Religious attire must be solid navy, black, or gray
Gym	Cristo Rey t-shirt Navy or Gray basketball shorts Navy or Gray sweat pants Navy or Gray running tights

**Hats/Sunglasses:** Hats, caps, visors, sport headbands, hair scarves, scarves and sunglasses are not permitted.

**Hairstyle:** Hair is to be of modest and professional style and a natural color (hair should be a solid color). Bright hair colors, such as, red, pink, green, blue, orange, or yellow are not permitted.

**Jewelry:** Jewelry should be appropriate and professional. Guidelines for jewelry: tasteful earrings worn on the ear lobe (no larger than a quarter and no name earrings), appropriate necklace, watch and/or bracelet.

**Attendance**

One goal of Cristo Rey Philadelphia is to help our students have a successful educational experience. School attendance is an essential part of students’ educational experience and community building at Cristo Rey Philadelphia. Students should work to ensure that absences are nonexistent or rare. Every second, minute, or hour of class-time missed is detrimental to a student’s academic success. One of the most important ways that parents/guardians can help a Cristo Rey student succeed is by supporting this philosophy.

Steps to Procedure

- The Parent or guardian must report any absence to the school via phone call by 8:30 AM on the day of the absence. If a student is absent without explanation, the school will contact the parent/guardian by phone.
- Cristo Rey will monitor and intervene for student attendance according to the chart below:

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Instance	Action and Purpose
Third Absence	Letter home after third absence, detailing the student's attendance record, lost instructional time and missed work-study days. The grade Dean of Students (DOS) will schedule a meeting with the parent/guardian and the student.
Sixth Absence	Letter home and the grade DOS will schedule a meeting with the parent or guardian to discuss excessive absences and create an attendance agreement plan with the family.
Sixth consecutive undocumented Absence	After a sixth consecutive undocumented absence, if grade DOS is unable to contact the family after five days of undocumented absences, the grade DOS in conjunction with the Head School Counselor will schedule a collaborative problem-solving meeting with the parent/guardian and student and create a collaborative problem-solving agreement plan with the family.
Ninth absence	Parent/Guardian conference with administration. Review of the Collaborative Problem-Solving Agreement.
Fifteenth Absence	Administration will meet to evaluate the student readiness for promotion after the fifteenth absence. A meeting will be scheduled with the parent/guardian and student. In this meeting, the family will create their own comprehensive plan to support their child with the next steps of their academic and work-study experience.
Twentieth Absence	Disciplinary Conference to determine if the student will be invited back to Cristo Rey on an attendance contract or recommended for withdrawal from Cristo Rey.

### Tardy Students

Promptness is essential to succeed in all aspects of life. During the high school years, it is our responsibility to teach and reinforce this habit in students, focusing on their arrival to school. Students are charged to consistently arrive to school on time and to improve their habit of personal efficiency and responsibility.

#### Steps to Procedure

- Students arriving late will sign in at the front desk and receive a tardy pass. They will then proceed to the uniform check and correction station near the front desk with a Dean of Students. After the uniform check, tardy students will transition to their lockers and proceed to either House or 1<sup>st</sup> period. Students will correct all uniform violation (**if necessary**) and receive their after-school make-up time notice from the DOS. After-School Make-Up Time will be held in the Social Hall or a classroom designated by the DOS.
- All late students **must** put their cell phones, electronic devices, and electronic apparel away the moment they enter school. Tardy students will have 7-minutes from the time signed on their tardy pass to make it to House or 1<sup>st</sup> period.
- Consistent tardiness to school may lead to further consequences and a student and parent/guardian collaborative problem-solving meeting with the Dean of Students.

### Tardy to Class

Students have a responsibility to be on-time to class.

#### Step to Procedure

- Students must arrive to each class on time (**in seat at bell ready to start class**). If faculty and staff are the reason for a student(s) being late to class, students will be issued a green faculty pass.
- Students who are repeatedly tardy to class, the grade DOS will contact the student's parent to discuss improvement plan and consequence.

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### **Missing Academic Work Due to an Absence**

Students should be aware of class policies regarding absences for any missed work, including tests, quizzes, project/paper announcements or due dates, etc. The primary responsibility for work missed during an absence rests with the student. Teachers will be willing to provide reasonable assistance to students who request help after an absence.

### **Missed Trimester Exam(s) due to an Absence:**

Student must present a doctor's note to be able to receive full credit for that exam. Any student who returns to school without a doctor's note will not receive full credit for the exam.

### **Extracurricular Participation on Days of Absence:**

Students who are absent, excessively late for school, or go home sick on a given day are not allowed to attend or participate in any after-school or evening activity sponsored by the school on that day. Students failing to adhere to this policy may be suspended or jeopardize their participation in future activities.

### **Dismissal/Illness During the School Day:**

A student who becomes ill during the school day is to report to the Student Formation office with the permission of their teacher only. Students should not report to the Student Formation office without reporting to their scheduled class first.

The school will contact the parent or guardian who may then come to the school to sign the student out.

- Students may not contact parents from their cell phone to ask parents/guardians to pick them up early.
- No student will be released from school unless signed-out by a parent or guardian.
- If a student becomes ill at work, the students should inform both their direct supervisor as well as the staff from the Work-Study Program Office who will arrange pick up for the student. Students who leave work early may be responsible for the time missed.

### **Professional Appointments**

- Students must be signed-out by a parent/guardian at the time of release for the appointment;
- Students returning from an appointment must check-in at the front desk with a parent/guardian;
- Students arriving to school late due to professional appointments must present the school with an official doctor's note before going to class. Parents should also contact and inform the school about the appointment; and
- All efforts should be made to schedule appointments around school days and workdays.

### **Holidays/Vacations**

Cristo Rey does not support or encourage vacation outside of defined school breaks. Such absences will be considered unexcused. If a student misses' school beyond the allotted school vacation time, they will be subject to consequences as described in the attendance policy, including loss of credit. The student is responsible for any missed work and will be expected to make up missed workdays.

## Severe Weather-School Closing

In case of severe weather conditions, Cristo Rey Philadelphia will follow the plan of the Archdiocese of Philadelphia. Families should watch local news programming for school closing or delay updates.

## Building and Grounds

Students must demonstrate respect for any property/building where school activities are conducted, including off-site, athletic, and campus ministry activities. Proper care of the building as well as the furniture at these sites is a direct responsibility of each student.

Any student who defaces and/or damages property (such as computers, phones, machinery, walls, lockers, desks, chairs, tables, or windows) is required to **PAY** for the damage. The school may prosecute graffiti and vandalism offenders to the fullest extent of the law.

## Hallways & Stairways

Stairways are designated as follows:

Main stairway: students can use the main stairway throughout the school day

East stairway: students can use the east stairway throughout the school day

West stairway: students are prohibited from using the west stairway

Students are **not** permitted to travel beyond the main and east stairways on the 4<sup>th</sup> floor landing.

Steps to procedure

Expectations for students during transitions:

- Cell phone and electronic device usage during transitions are permitted.
- Electronic apparel use is prohibited during designated school hours.

Students must do the following when transitioning between classes or to lunch:

- Walk at a pace to arrive on-time to your destination.
- Actions and language must be Cristo Rey appropriate.

## Hallway passes

- There are three types of passes at Cristo Rey Philadelphia High School:
- **Bathroom/drink pass** - Pass with labeled room number. There is one bathroom/drink pass per classroom, which will be stored in the classroom when not in use. These are only used for bathroom or drink trips.
- **Nurses pass** - Nurse Passes are special passes and are located in the red folder in the folder basket inside of each classroom. Students are required to have a nurse pass when going to the nurse.
- **Green faculty pass** - These green passes are to be filled out and signed by a faculty when sending a student anywhere other than the bathroom/to get a drink or nurse.

## Important Reminder

- The counseling office has their own individual hall pass and that pass will only be distributed to a student when they are going and leaving the counseling office and returning to class.

## Elevator Protocol

There are no students allowed on the elevator. Elevators are for faculty use only. If a student requires the use of the elevator for medical reasons, they must have medical documentation and the school nurse or designee will issue

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the student an elevator pass. Students will be expected to carry the elevator pass on them at all times. If a faculty member is requiring a student to use the elevator to help with a faculty task (i.e., **laptop cart, supplies, etc.**) they must give the student a pass that indicates the date, time and reason for using the elevator. If a student chooses to use the elevator without permission from a faculty member or faculty escort, the student will receive an appropriate consequence.

**Lunch**

Meeting with students at lunch:

- ALL students must go down to the Social Hall.
- No students will be permitted to stay upstairs at lunch prior to going down to the Social Hall.
- Students are not permitted to bring their lunch to a classroom; they must eat their lunch in the Social Hall before they are escorted to a faculty’s member classroom.
- Students are permitted to eat lunch outside of the Social Hall in the courtyard, weather permitting.

Restroom use during lunch periods:

- Students will use only the 1<sup>st</sup> floor restroom located outside of the Social Hall near the east stairway.

All students are responsible for keeping the area clean (i.e., **waste on the table, chairs, and floor**).

Students are permitted to walk around in the courtyard, but they cannot go beyond the courtyard.

Students are permitted to do homework, play board games, and use their cell phone and electronic devices during lunch. 1 minute before lunch dismissal, all students will be reminded to put their electronic apparel away before they enter into the first-floor hallway corridor.

**Off-Limit Space/Student Accessible Space**

There are some spaces in 1717 that are specifically designed for adult use only. This is to ensure that adults have the space and resources they need and that students are supervised at all times.

**Off-limit spaces**

- Faculty restrooms, workrooms, and the 5<sup>th</sup> floor are designated as adult-only spaces. Students found in these off-limit spaces will be immediately connected to a Dean in the Student Formation office to receive consequences.

**Spaces Accessible to Students with Staff Accompaniment:**

- There are certain spaces within the building that students only enter with a pass that shows they have specific permission or accompanied by a faculty member. Students found in accessible spaces without faculty supervision or a pass will be immediately referred to a member of the Student Formation Team. Students will receive a consequence due to this behavior.

Student Accessible Spaces (with Staff Accompaniment):

<ul style="list-style-type: none"> <li>• Offices &amp; faculty desk</li> <li>• Classrooms</li> <li>• Hallways and stairways at non-transition times</li> <li>• Faculty Parking Lot</li> <li>• Designated floor common areas</li> </ul>	<ul style="list-style-type: none"> <li>• Chapel</li> <li>• Gymnasium/Fitness Room</li> <li>• Athletic Fields</li> <li>• Social Hall &amp; Family Room</li> </ul>
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Chapel Expectations

- Structured Use: Faculty and Staff can reserve chapel at any time through School Dude for classes, prayer services, reflections, and Mass. Small group meetings need approval from a Campus Minister.
- Unstructured Use: Students may visit the chapel for quiet prayer and reflection before school (7:40-7:55am), during their lunch period, and after school (3:30-4:30pm). At any other time, students must be accompanied by adult or have permission from a Campus Minister.
- Basic Conduct: Please respect the sacredness of this space. Cell phones, food, and drink are not permitted.

School-Wide Procedures

<p><b>Large group attention getters</b></p>	<p>In public settings, with large groups, the silent hand is used to get 100% of the students' attention. Students should raise their hands, become silent within 3 seconds, and track the speaker.</p>
<p><b>Email between students and teachers</b></p>	<p>At a minimum, emails must have a professional greeting (Dear Mr. /Ms. ____). Students must write in complete sentences (no text-speak). Finally, emails should be signed with the student's name and be sent from their Cristo Rey email account.</p>
<p><b>Cell Phone and Electronic Devices</b></p>	<p>Students may bring their cell phone, electronic device, and electronic apparel to school. However, they must not be seen or heard during class unless specifically told they may be used by a faculty for instructional purposes that is aligned to the objective of the lesson. If the phone is seen or heard, students are required to turn the phone over to the faculty who heard/saw the phone.</p> <p>The Cristo Rey faculty member must contact the Student Formation Office who will hold the phone. Please see the Cristo Rey cell-phone, electronic device, and electronic apparel confiscation policy. If a student chooses to not relinquish their phone to a Cristo Rey faculty member, the DOS will respond accordingly by following the confiscation policy.</p>
<p><b>Food/eating/drinks/gum</b></p>	<p>Food and drinks other than water can be a distractor in class during instructional time and may only be consumed in the Social Hall. Students are allowed to carry water only, in clear bottles, as they go through classes. Tinted bottles or additional drink types are not allowed to be visible at any point throughout the school day. These drinks must remain in lockers and sealed until dismissal. No outside food is allowed in the building. Food can only be consumed in the Social Hall or outside picnic area. Breakfast and Lunch is provided by the CRPHS Food Services Team. Students are expected to clean up after themselves.</p> <p><b><i>No gum is allowed.</i></b></p>
<p><b>Students using photocopiers and school phones</b></p>	<p>Students will have a prescribed allotment to print copies during appropriate times of the school day. If a student needs to use the phone, they need a pass to go to the front desk and make a phone call.</p>

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## Cristo Rey Philadelphia High School Work Study Program

Cristo Rey Philadelphia High School provides opportunities for students to work at top Philadelphia area businesses and offset the cost of a college preparatory education through this experience. In exchange for the student's work, the Philadelphia area businesses that partner with WSP pay for approximately 60% of the cost of each student's education at Cristo Rey. This translates into students making approximately 3 times the minimum wage at their work study job.

A remarkable part of the Work-Study Program is that the educational experience for every Cristo Rey extends beyond the classroom and into the real world where the students:

- Develop technical and communication skills that will help them excel in college and future jobs.
- Develop a professional resume of experience that will set them apart from their peers and make them more competitive candidates when applying for future jobs
- Develop a professional network of business contacts in the Philadelphia area through the relationships they develop with their co-workers at their Work-Study job.

### **Expectations**

Students are expected to carry themselves in a professional manner at all times. Students will be graded on their work performance, which includes their commitment to their assigned job and job tasks, professionalism, as well as their productivity and quality of work. Students will be recognized for their exemplary work performance with "shout outs" and employee of the month honors. Students that fail to meet expectations at work will receive mentorship and guidance from the Work-Study team to help them achieve success in the workplace.

### **Morning Check In**

All Cristo Rey Philadelphia Students are required to work at their assigned job in order to continue enrollment at Cristo Rey. Daily, on time attendance is crucial for both student success at work and the success of the Work-Study Program (WSP). On his/her assigned work day each student should report to the **gym** with his /her school I.D. as well as any access cards or identification cards provided by the Job Partner. The first step to any successful employment relationship is showing up to work on time. Students may begin to check into the **gym** at 7:30 AM and must be in the gym in school uniform no later than 7:55 AM. If general dress or appearance is deemed inappropriate for work, the student will be kept at school and will have to make up the work day ( Make Up Day Policy). Students are only permitted to leave the gym if they receive permission from Work-Study staff. Students should be mindful of showing up in appropriate uniform prior to check-in. Any student who is not in the gym in proper uniform by 7:55 will be marked late and receive a detention.

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## Dress Code

Students are required to dress in school uniform for the entirety of work, unless given permission or directed otherwise by work-study staff. A work study staff member (not a jobsite supervisor) must always approve in advance any deviation from the Cristo Rey school uniform. Students should not change into casual clothes at work before departing from work. Students should report to their work study van or check-in site in the city in full uniform. In addition to the uniform policy, student appearance should be neat, clean and professional. Student worker hours are generally 9:00 AM to 3:30 AM unless otherwise clarified by work study staff.

## Transportation

Students will be dismissed from the gym and travel to work via subway or school van with chaperones. Students are expected to conduct themselves in a mature manner consistent with Cristo Rey Philadelphia High School Student Commitments while in transit. This includes treating the drivers, chaperones, vehicles and any and all passengers with respect. All subway riders must remain in the presence of their chaperones until dismissed by their chaperone downtown. Proper behavior while in transit is essential to the safety of our community and consequences including but not limited to detention, suspension from school or termination of employment will be administered for unprofessional behavior.

If a student arrives to school after students have been dismissed for work, that student shall work at Cristo Rey for the day and make up the work day with the Job Partner at a time designated by the Work Study office. **Students will not move on to the next grade level until all missed work days have been made up.** At the end of the workday, students will return to the appointed meeting place to join their transportation chaperone for the return trip to school. Students that do not follow protocol for check in with their chaperone will face disciplinary consequences up to and including suspension.

## Work-Site Performance & Behavior

While at work, students are expected to conduct themselves in a mature manner consistent with the expectations of the Job Partner as well as Cristo Rey Philadelphia High School Student Commitments. Supervisors will rate student performance on a daily basis. All students are required to submit their electronic time card at the end of their work day. Students will take lunch breaks according to the Job Partner's schedule. Cristo Rey will provide a bagged lunch to all students during morning check-in. Students are not permitted to leave the work site for lunch or any other reason unless that student has obtained permission from both a staff member from the work-study office and his/her supervisor. Unprofessional behavior at work will jeopardize the student's employment status and their enrollment at Cristo Rey. Below are examples of inappropriate behavior. **Please note the behaviors listed are only examples of possible misconduct. The Work-Study department Director and Dean have final say on the consequences for any and all behaviors that are deemed inappropriate.**

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**Level I Violations (Related to the Work Study Program)**

- Late for Check-In
- Abuse of lunch or bathroom break
- Out of Dress Code
- Falling asleep at work
- Failure to complete time card

**Level I Violations Corrective Actions (Related to the Work Study Program)**

- Email, letter or call home to parent
- Student Improvement Plan
- Saturday Detention
- Parent/Student meeting with Dean of Work Study
- Please note, excessive Level I offenses will result in additional consequences.

**For other school-wide level I violations please see Cristo Rey Philadelphia High School Violations.**

**Level II Violation (Related to the Work Study Program)**

- Leaving job site for lunch without permission of the Work Study office
- Leaving work early without permission
- Chronic absence from work
- Chronic lateness
- Going directly to work without the permission of Cristo Rey Work-Study staff
- Unacceptable internet usage
- Continuous dress code violations
- Continuous missed detentions
- Repeated interference with the progress, growth educational, development of other students

**Level II Violations Corrective Actions**

- Students may be subject to immediate suspension or dismissal from Work Study for the following actions

**For other school-wide level II violations please see Cristo Rey Philadelphia High School Violations.**

**Level III Violations**

- For school-wide level III violations please see Cristo Rey Philadelphia High School Violations.

**Level III Violations Corrective Actions**

- The student may be subject to immediate dismissal from Work Study and Cristo Rey Philadelphia for any level III violation.

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### Absence Policy (Related to the Work Study Program)

Students are required to attend work each and every workday they are assigned. ***There are no excused absences for work for any reason.*** However, the Work-Study Program understands that for emergencies, illness or unforeseen circumstances a student may need to miss work. If a student misses work they are required to make up the day at a later date designated by the Work-Study Program. Job Partners pay a fee in return for student work so an absence from work must be made up to fulfill the WSP's commitment to the Job Partners. This fee covers 60% of a Cristo Rey student's tuition costs, so attendance at work is of utmost importance to the continued success of our students and our school.

### Important Reminders

- Parents and guardians should avoid scheduling any doctor's appointments or other engagements on workdays.
- Students will not move on to the next grade level until all missed work days have been made up.
- Students are required to find their own transportation for any make up days.
- Patterns of lateness or absence can be cause for termination from a student's job and expulsion from school.

If a student worker will miss work, the student worker is required to:

- Prior to the start of the school day (7:55 AM), call school and notify the work-study staff that he/she will be absent.
- Prior to the start of the workday (9:00 AM) email his/her workplace and notify the supervisor that he/she will not be coming to work.
- Schedule a date with his/her supervisor and work- study staff to make up the day when they return to work. Students must bring the absence make-up form to their supervisor, fill it out and return it to a work -study staff member.

Patterns of absence are defined as: **(Related to the Work Study Program)**

- Missing more than 2 work days in one month
- Missing 3 or more work days in one trimester.

If a student accrues a missed work day ***before clearing the first missed work day***, the student will be called into a meeting with the Dean of Work Study and the Account Manager. Excessive absences will be cause for termination from employment.

- 2 missed work days in one calendar month will be cause for a meeting with the Dean of Work Study
- 3 or more missed work days in one trimester will be cause for a meeting with the Dean to determine if termination from employment is necessary- a parent/guardian must be present for the meeting with the Dean

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- The Work Study Director in conjunction with the Dean of Work Study reserve the right to consider extenuating circumstances when making decisions regarding termination of employment.

### **Time Cards**

Students are required to fill out their 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 report card 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.

### **Technology** (Related to the Work Study Program)

As a rule, students are taught that it is inappropriate to use cell phones, personal electronic devices or the Internet for non-business purposes while at work. Internet usage at the workplace may be necessary for students to accomplish tasks given to them by their supervisors. **Social media websites are NOT allowed to be accessed during work, such as Instagram, Facebook, Twitter and MySpace. Only websites approved by the supervisor may be accessed at the workplace.**

## Student Opportunities at Cristo Rey Philadelphia High School

### CRPHS School Counseling Team

The School Counseling Team aids students in their success in realizing their full potential by: developing the skills necessary for success, helping to identify and remove barriers to success, and celebrating goals that are set and achieved knowing that those goals are aiding in the development of the full student.

### **Services Offered**

The School Counseling Team believes that counseling should be available to all students. The program aims to support the academic, career, and personal/social development of our students.

Some of the services we offer are:

- 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 the Counselor**

The School Counseling Team is always available to our students. Students, parents, faculty and staff may make counseling referrals for any student of concern. Please email [counseling@crphs.org](mailto:counseling@crphs.org) and the first available counselor will reach out to you as soon as possible.

### Cristo Rey Philadelphia High School Student Life

The Office of Student Life coordinates extracurricular activities for our students to recognize and realize their full potential outside of the classroom. For more information, please email Mr. Pugh - [rpugh@crphs.org](mailto:rpugh@crphs.org)

#### Student Government Association (SGA)

Cristo Rey Philadelphia's Student Government Association is guided by three pillars: servant leadership, fearless initiative, and teamwork. Consisting of elected representatives from each grade-level, including a senior President and Vice President, SGA serves the student body through planning various school wide events, maintaining a pulse on school culture, and being a voice for their peers. To learn more please contact [SGA@crphs.org](mailto:SGA@crphs.org).

#### Cristo Rey Philadelphia Honor Society

Students at Cristo Rey Philadelphia High School who qualify by their Grade Point Average are invited to complete an extensive candidate packet. The qualifications for a student to be eligible for Honor Society membership include a 3.5 G.P.A., leadership within the community and school, service to the community, the highest recommendations by faculty, and an unwavering character. Members excel in each area and are chosen, among many applicants, by a committee of faculty and staff. To learn more please contact [Honor.Society@crphs.org](mailto:Honor.Society@crphs.org)

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### **Other Student Life Activities**

Acapella, Ambassadors, Anime Club, Art Club, Black Student Union, Chess Club, Choir, Crochet Club, Drama Club, Future Business Leaders of America, Gaming Club, Latinx Student Organization, Love In Action, Music Club, Prom Committee, Sew What!, Slam Poetry, The Jawn Society, Yearbook

#### Cristo Rey Philadelphia Athletics

- Fall: Boys Soccer, Girls Soccer, Cross Country, Girls Volleyball
- Winter: Boys Basketball, Girls Basketball, Cheerleading, Dance Team, Spirit Team (Competition Cheer), Indoor Track
- Spring: Outdoor Track, Baseball, Softball

#### Cristo Rey Philadelphia Retreats

- Freshmen: Escape and ReVision
- Sophomore: CR Social Justice Conference
- Junior: Kairos
- Senior: Senior Insight and Senior Retreat

### **Cristo Rey Philadelphia High School Student Formation Programs**

At Cristo Rey Philadelphia High School, student agency and student voice are paramount and all students in grades 9<sup>th</sup> through 12<sup>th</sup> will have an opportunity to participate in student leadership position within the Student Formation Office. Student Leadership through the Student Formation office consists of Key Finders, Junior Deans and Lion's Elite. To learn more please contact Mr. Evans at [sevens@crphs.org](mailto:sevens@crphs.org).

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## Policies at Cristo Rey Philadelphia High School

### Philosophy of Discipline Policies

The school's disciplinary policies have been formulated to secure the good order of the school and prevent disruptive behavior. Central to the philosophy at Cristo Rey Philadelphia is character development. Any action taken in the process of the disciplinary life of Cristo Rey Philadelphia is not intended to be merely punitive, but seeks to correct and remind the student that he/she is always responsible for the decisions and choices he/she makes and these choices affect the relationships, goals, and mission of the school.

It is the understanding of Cristo Rey Philadelphia that parents, teachers and administrators mutually work together to help students develop personal responsibility and accountability. Disciplinary action is taken with the clear understanding that the student has committed an infraction deemed inappropriate by an administrator, faculty or staff member in light of the core values of our school community.

### Cell Phones, Electronic Devices, and Electronic Apparel Policy

We encourage students to properly secure their cell phone, electronic devices, and electronic apparel in their individual locker during prohibited hours of use. Students who choose not to properly secure their cell phone, electronic device, and electronic apparel are responsible for making sure these items do not disrupt the learning environment. CRPHS will allow **cell phones** to be used during class time, for instructional purposes only, and with the teacher's permission.

### Proactive Reminders

- Students should power-off their devices or put them on silent, if not being used for instructional purposes.
- Students should properly secure their devices in their book bag or individual locker, if not being used for instructional purposes.

STUDENTS WHO CHOOSE TO **NOT** FOLLOW THESE PROACTIVE REMINDERS WILL HAVE THEIR CELL PHONE, ELECTRONIC DEVICE, AND ELECTRONIC APPAREL CONFISCATED.

### Cell Phone, Electronic Device, & Electronic Apparel Procedures

- 1<sup>st</sup> Confiscations
  - Conduct Referral
  - Parent Phone Call (**Teacher**)
  - Phone returned at the end of the day from the Student Formation Office
- 2<sup>nd</sup> Confiscations
  - Conduct Referral
  - Parent Phone Call (**DOS**)
  - Parent Pick-up
- 3<sup>rd</sup> Confiscations
  - Conduct Referral
  - Parent Phone Call (**DOS**)
  - Cell Phone and electronic device held for the entire trimester (**returned in the next**)

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- **AFTER THE 3<sup>RD</sup> CONFISCATION, ALL CELL PHONES, ELECTRONIC DEVICES, AND ELECTRONIC APPAREL WILL BE CONFISCATED FOR THE REMAINDER OF THE SCHOOL YEAR.**

### **Lost, Stolen, or Damaged Devices**

Each user is responsible for his/her own cell phone and should use it responsibly and appropriately. **Cristo Rey Philadelphia High School takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices.**

While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their cell phones. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss damage.

**Usage Charges:** CRPHS is not responsible for any possible device charges (i.e. apps a student downloads during class) to your account that might be incurred during approved school-related use.

School administration may view the contents of any device believed to be used in an inappropriate manner that violates the school code of conduct. If the cell phone is locked or password protected, the student will be required to unlock the device at the request of a school administrator.

CRPHS is not responsible for maintaining or troubleshooting student electronic devices.

Any violation is unethical and may result in the loss of network and/or cell phone privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added or modified.

### **Technology/Internet Use Policy**

Cristo Rey Philadelphia provides Internet access to students as a research tool and means to communicate. Information gathered from the Internet is viewed as another reference material in school. School officials may monitor any use of the Internet.

All students are expected to conduct themselves via the Internet in a manner appropriate of Cristo Rey Philadelphia. Any student whose behavior on the Internet demonstrates either a serious disregard for the dignity of self and others or the reputation of Cristo Rey Philadelphia may be subjected to disciplinary action. Students will be held responsible for material posted on the Internet (blogs, webpages, Facebook, Twitter, etc.) regardless of whether the student used a school, work, home, or other outside computer or when the material was posted. The failure to follow the terms of this policy will result in the loss of privileges and further disciplinary action.

### **Unacceptable Internet Use**

The following are considered unacceptable uses of the internet/computer:

- Using the network for non-school related activities (gambling, inappropriate violent games, etc.);
- Destroying or vandalizing computer equipment;
- Deleting resources intentionally;
- Violating the privacy of others;
- Using someone else's account;

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- Using abusive language or profanity;
- Spreading computer viruses;
- Posting other's material;
- Sending or retrieving inappropriate material;
- Accessing areas that would be offensive to students, teachers or parents/guardians because of pornographic content; racial, ethical or minority disparagement; advocacy of violence or illicit/illegal content;
- Posting personal information that would jeopardize a student's own safety or the safety of another member of the Cristo Rey Community;
- Illegal use of software, freeware, or shareware or use of any software without the approval of the school; and,
- Filming or taking pictures of faculty and staff without proper permission.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies.

### **Cristo Rey Philadelphia High School Drug and Alcohol Policy**

Cristo Rey Philadelphia High School recognizes the hardship created by drugs and alcohol at the individual and community levels. In so doing we unite to provide a drug free environment, safe for student growth and learning. While we recognize the need for compassionate treatment of those addicted and seeking help, we also uphold the policy of not using or being under the influence of drugs or alcohol any time while at school or at any off-campus Cristo Rey events. Cristo Rey Philadelphia High School believes that the misuse of drugs or alcohol, by any student, seriously impedes that student's education and threatens the welfare of the entire school community. Cristo Rey will take the necessary and appropriate steps to protect the school community from exposure to drugs and alcohol.

### **Cristo Rey Philadelphia High School Bullying Policy**

Cristo Rey Philadelphia High School prohibits acts of harassment, intimidation or bullying. At Cristo Rey WE believe that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Any form of bullying, harassment, hazing, and intimidation is prohibited in Cristo Rey Philadelphia. Finding that a student is in violation of this rule may result in immediate suspension or expulsion from Cristo Rey Philadelphia.

For the purposes of this code of conduct, bullying is the intentional use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target (person) that:

- Causes physical or emotional harm to the target or damage to the target's property;
- Places the target in reasonable fear or perceived fear of harm to himself or herself or of damage to his or her property;
- Creates a hostile environment at school for the target;
- Infringes on the rights of the target at school; or
- Materially and substantially disrupts the education process or the orderly operation of a school.

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These acts include, but are not limited to:

### **Direct Bullying**

**Physical:** hitting, kicking, punching, shoving, and spitting.

**Verbal:** using a racial or sexual comment, name-calling, teasing, taunting, threatening.

**Non-verbal:** obscene gestures, stalking.

### **Indirect Bullying**

**Physical:** getting another person to assault someone.

**Verbal:** spreading rumors, gossip.

**Non-verbal:** cyber-bullying

### **Cyber Bullying**

This happens when a student(s) sends or post text and/or images intended to hurt or embarrass another student(s) by use of electronic devices through means of email, instant messaging, text messages, blogs, mobile phones, telephones, pagers, social websites (ie., Facebook, Twitter, Instagram, etc.), two-way pagers, or through use of YouTube video, or any other electronic means.

### **Reporting Bullying**

All administrators, faculty, parents/guardians, staff, and students should report any information received or witnessed pertaining to bullying, harassment, hazing or intimidation during or after school involving Cristo Rey Philadelphia students to the Student Formation Office.

### **Policy on Gang Membership:**

We strongly believe that gang membership is dangerous for students, harmful to the safe learning environment of the school, and destructive to the community and families we serve. Therefore, students may be subject to immediate expulsion for gang membership, affiliation, or behavior, which can be defined in many ways, including, but not limited to:

- Gang graffiti and/or tagging;
- Representation of gang affiliation by way of colors, symbols, signs, clothing, etc. at any time or place, including online;
- Recruitment of students for participation;
- Violence of any kind, including verbal threats or physical harassment;
- Membership in gang-like crews;
- Tattoos of affiliation; and,
- Shaved brows.

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## Cristo Rey Philadelphia High School Violations

**Level I Violations:** involve student choices and actions that negatively impact the learning atmosphere in the classroom.

### **Disruptive Behavior (includes, but is not limited to the following list)**

- Excessive talking;
- Walking out of class/assigned area without permission;
- Making sounds or noise not connected to learning;
- Sleeping in class;
- Making inappropriate comments/gestures during class lesson
- Refusing to cooperate in any manner with faculty/staff/guest.
- Unreceptive to teacher redirection

### **Misuse of Cell Phone/Technology**

- Refer to cell phone/electronic policy
- Using cell phone in class when use is not approved by teacher.

**Level II Violations:** involve student choices and actions that negatively impacts Cristo Rey's Student Formation and community of safety, integrity, excellence, and curiosity. Repeated Level I violations will lead to a Level II violation.

- Gross defiance of classroom teacher, expectations and procedures
- Inappropriate Behavior to Faculty/Staff/Adult/Guest
- Inappropriate Behavior to Students (i.e., Horseplay, name calling, disrespectful language/gestures);
- Persistent Disruption of learning environment
- Leaving assigned area/activity without permission (on campus or off campus)
- Unacceptable Use of Technology/Internet (see technology/internet use policy)
- Refusal to surrender your cell phone or electronic device to multiple faculty/Staff
- Cutting Class/Cutting School
- Gambling
- Vandalism and destruction of school property;
- Possessing, supplying, or using tobacco or paraphernalia (lighters, matches);
- Cheating/Plagiarism/Forgery (Academic Dishonesty);
- Chronically Late for class/Tardy or Absent from school (Attendance Policy)
- Continuous dress code violations
- Dying hair (Unnatural color);
- Bullying, intimidating, hazing or harassing another student;
- False alarms, tampering with fire equipment or lab equipment and
- Intoxication (drugs or alcohol).

**Level III Violations:** involve actions that are very serious violations of Cristo Rey's Focus on Character and Core Values.

- Possession of weapons, firearms, or dangerous instrument.
- Arson and/or possession of Fireworks and other explosive devices

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- Possessing, supplying, or buying alcohol or other drugs;
- Violent/Terrorist threats/acts
- Fighting
- Theft or Robbery
- Repeated bullying, intimidating, hazing or harassing another student;
- Indecent exposures and inappropriate touching;
- Assault on student or school personnel;
- Sexual Harassment/Intimidation or Assault; and,
- Voluntary sexual acts.

School officials shall report weapon violations to the Cristo Rey administration team immediately. The local police will be contacted. The definition of weapons for which students can be expelled may include, but not limited to: knives, firearms, brass knuckles, box cutters, clubs or any other item (such as bats, pipes, sticks, etc.)

**Cristo Rey Philadelphia High School Disciplinary Consequences:**

<b>Level I Violations</b>
<p>Level I Violations will be handled by the faculty/staff member and recorded in PowerSchool.            Level 1 Violation corrective actions can (but are not limited to) include:</p> <ul style="list-style-type: none"> <li>● Email, letter or call home to parent;</li> <li>● Meeting with Parent;</li> <li>● Referral to School Counselor;</li> <li>● Meeting with Grade Level Dean of Students</li> </ul>

<b>Level II Violations</b>
<p>Level II Violations will be handled by School Administration (Principal/Principal Designee and Student Formation Office).            The student may be subject to immediate suspension (ISS or OSS) or expulsion for Level II violations.</p>

<b>Level III Violations</b>
<p>Level III Violations will be handled by School Administration (Principal or Principal Designee and Assistant Principal of Student Formation) through a Dismissal Meeting.            The student may be subject to immediate expulsion for Level III violations.</p>

**IN-SCHOOL SUSPENSION (ISS)**

The Student Formation office will inform students whether they must serve an ISS of one to three days. Students are then required to do the following:

- Schedule a meeting with the Dean of Students to discuss the incident, why it was inappropriate, and the choice(s) that could have been made leading to a better outcome.
- A written apology is to be written when appropriate.

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- Student must come to school.
- Student must complete all assignments given during the ISS.
- Students may NOT attend any school activities, extra-curricular activities (including sport events) while serving an ISS.
- Students are required to sign a *Student Disciplinary Contract* when needed. The student, his/her parent/guardian, and Dean of Students must sign the contract.
- ISS will go in a student's record.

### **OUT OF SCHOOL SUSPENSION (OSS)**

Out of School Suspension is reserved for severe infractions. The Student Formation office will inform students that they are required to serve an Out of School Suspension (OSS) as well as the number of days that they will be suspended. Once informed, the following actions are required:

- The student (with DOS or AP of Student Formation) calls his/her parent/guardian to notify them of the suspension in the presence of the school Dean of Students.
- The suspended student will need to be picked up by his/her parent or guardian immediately. The student must leave the school property as directed by the Student Formation office.
- He/she is not allowed to participate in any school functions, nor is he/she allowed on the school grounds without prior permission from the school administration.
- A conference must be held with the DOS/AP of Student Formation, the Principal, the student, and his/her parent before the student is permitted to return to school.
- Students are required to sign a "Student Disciplinary Contract" stating the mutually agreed upon steps that will be put in place to support the student's growth and character formation. The student, his/her parent/guardian, and DOS/AP of Student Formation must sign the contract.
- Repeated OSS will lead to his/her expulsion.
- An OSS becomes part of the student's permanent record.

### **EXPULSION**

Expulsion is the loss of one's privilege to attend Cristo Rey Philadelphia. A student may be expelled for repeated violations of Cristo Rey Philadelphia expectations. The Assistant Principal of Student Formation and the Principal will hold a dismissal meeting with the student and his/her family/guardian. The Principal will render the decision. The student or his/her parents/guardian has the right to appeal this decision to the President of Cristo Rey Philadelphia. The appeal must be made directly to the President within (2) days of dismissal. The Work Study Director, Work Study Dean and Principal will hold dismissal meetings related to Work Study Program violations. The Work Study Director will render the decision. The student or his/her parents/guardian has the right to appeal this decision to the President.

**Student Parent Handbook Conclusion and Statement of Agreement**

It should be understood that some situations take place that go beyond those immediately covered in this handbook. Cristo Rey Philadelphia, reserves the right, therefore, to respond appropriately to those situations, especially to any that contradict the philosophy and values held sacred by the school. Cristo Rey Philadelphia reserves the right to dismiss at any time any student whose effort or conduct (**even off of school property**) is considered being inconsistent with the ideals and goals of Cristo Rey Philadelphia. Our students are to represent Cristo Rey Philadelphia in a positive manner twenty-four hours a day/seven days a week. Parents are expected to cooperate with the school in teaching those human and moral values which lie at the basis of the school’s guidelines.

**STATEMENT OF AGREEMENT**

Failure to read the material contained in this fact does not excuse the student from observing the information and/or regulations stated. The Principal and/or Dean of Students retain the right to amend the Handbook if necessary. If this occurs, Parents/Guardians will receive written notice. **Student Acknowledgment:** I have read the Student/Parent Handbook for the school year of 2019-2020. I understand the rules and will cooperate with the school in this regard. Additionally, I hereby consent to the use of my image, likeness, name, schoolwork, and/or work product, in whole or in part, in any and all media worldwide at any time now or in the future for purposes of advertising and promoting Cristo Rey Philadelphia High School and/or the Cristo Rey Work-Study Program without additional compensation. I release Cristo Rey Philadelphia from any liability or claims arising out of the use of my image, likeness, name, schoolwork, and/or work product, and I hereby waive any right that I may have to review or approve the form and use of any such materials.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: (Please Print) \_\_\_\_\_

**Parent/Guardian Acknowledgment:**

I am the legal parent or guardian of the student signed. I have received a copy of the Student Handbook to use as a reference at home. I understand the rules and will work with the school to support these policies. Additionally, I hereby give my permission and grant all rights necessary on behalf of my daughter/son to Cristo Rey Philadelphia High School, Cristo Rey Work-Study Program, their respective agents and anyone authorized by them for the following.

**Please initial each:**

- \_\_\_\_\_ Take my daughter/son to and from work on their scheduled days on school-provided transportation.
- \_\_\_\_\_ Allow my daughter/son to be interviewed or participate in surveys or written/verbal tests generally related to either work or school.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: (Please Print) \_\_\_\_\_

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# STUDENT PLEDGE

TO BE 100% VIOLENT FREE

- ✓ Strong enough to not videotape or record any acts of violence in my community, but instead find an adult to help.
- ✓ Awesome and confident enough to not participate in any acts of violence and find an adult to help.
- ✓ Friendly and caring enough to impede all my peers from participating in any acts of violence in my community
- ✓ Encouraging and loving enough to make everyone feel safe and welcomed in my school community.

*By signing on the line below, I am confirming and committing to my Cristo Rey Philadelphia High School Student Pledge.*

Student Signature: \_\_\_\_\_

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All-Inclusive Student Permission Slip

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_
Parent(s) or Guardian(s) Name: \_\_\_\_\_
Home Address: \_\_\_\_\_
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I the parent certify that my child can take the following mode(s) of Transportation: \_\_\_ District Bus \_\_\_ Charter Bus \_\_\_
Walking \_\_\_ Public Transit \_\_\_ Airplane \_\_\_ Rental Transit \_\_\_ Other \_\_\_\_\_

In the event of illness or injury, I do hereby authorize the activity supervisor to consent to whatever emergency
medical, surgical or dental care is considered necessary in the best judgment of the attending physician, surgeon, or
dentist. I agree to pay for such medical care whether or not the costs are insured by my health insurance. I
understand that an attempt will be made to contact me, by phone if possible before such care is administered.

Emergency Medical Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

My child \_\_\_ does \_\_\_ does not have medication on file with school office.

- Insurance Provider: \_\_\_\_\_ Insurance Policy #: \_\_\_\_\_

My child \_\_\_ does \_\_\_ does not require a specialized health care procedure at school (G-Tube, diabetic, etc.). Describe:
\_\_\_\_\_

I understand that participants in All-Inclusive trips are to abide by all rules and regulations governing conduct during
the All-Inclusive trips and that any violation of these rules and regulations result in my child being sent home at his
or her and/or my expense.

Pursuant to PA State Law, I here by hold harmless and waive all claims and liability against Cristo Rey Philadelphia
High School, it officers, agents, employees, and volunteers, for injury, accident, illness, or death occurring during or
by reason of All-Inclusive trips.

I have read, understand, and agree to all the provisions stated above. I grant permission for my child to participate
in all of Cristo Rey Philadelphia High School’s trips, events, retreats and other outings.

\_\_\_ I am available to chaperone Cristo Rey Philadelphia High School trips, events and outings.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please print): \_\_\_\_\_

Relation to student: \_\_\_\_\_

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