



# CRISTO REY

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## PHILADELPHIA HIGH SCHOOL

### PARENT-STUDENT HANDBOOK 2022-2023

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# 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 Ms. Kelly Koerwer at [kkoerwer@crphs.org](mailto:kkoerwer@crphs.org) or call 215-219-3943, ext. 1470. 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. Consistent effort, communication, and professional demeanor will lead to success in the classroom and beyond.

## **Course Requirements for Graduation**

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

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

\*Advanced Placement (AP) classes have an added value of 1.0.

## Academic Integrity

Cristo Rey Philadelphia High School places special emphasis on honesty and integrity in all academic pursuits. Students must 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 Assistant Principal, and participate in a parent meeting. Two academic integrity violations are grounds for dismissal from Cristo Rey.

## Academic Probation

Students will be placed on academic probation if their GPA falls to a 1.65 or lower or if they are failing two or more classes at progress reports or the end of a semester. An individualized plan will be developed and implemented. Failure to adhere to this plan could result in dismissal from the school. Students placed on academic probation three times during their Cristo Rey career are subject to unenrollment from the school.

## **Academic Support**

When necessary, individualized academic support plans are developed and implemented. Attendance at all academic support sessions, office hours, and 9th period are mandatory. For more information, please contact our Director of Academic Resources and Support, Ms. Mary Grace Mangano, at [mmangano@crphs.org](mailto:mmangano@crphs.org).

## **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, if invited. 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](mailto: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 upstairs to prepare for House or Work-Study check-in.

## **Attendance**

For the 2022-2023 school year, Cristo Rey has devoted additional resources to support students and their families with attendance. The school has also developed new policies and procedures which are detailed below. For additional information, please contact our Attendance Coordinator, Ms. Kelly Koerwer, at [kkoerwer@crphs.org](mailto:kkoerwer@crphs.org).

**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](mailto:attendance@crphs.org)) or phone (215-219-3943) with the reason for the absence. Written notes may be brought to the front desk when the student returns to school. Students who have accumulated five total absences, whether excused or unexcused, must participate in a family meeting with the administration to determine the conditions of continued enrollment.

**Long-Term Absence:** If a student must be absent from school for more than five consecutive days due to unforeseen circumstances, the family must notify the school as soon as possible. In the case of a planned absence, the school must be notified at least three days in advance with supporting documentation to be considered excused.

**Unexcused Absences:** If a parent or guardian does not communicate with the school within three days of an absence, the absence is unexcused. After three unexcused absences, per state guidelines, the student and family will be required to meet with the administration to determine the conditions of continued enrollment. All absences are considered unexcused unless the school receives approved documentation within three days of the absence.

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

**Missed Schoolwork and Exams:** 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 after-school activities on that day. Students who fail to adhere to this policy will jeopardize their participation in future activities.

**Attendance Contracts:** The school will develop an improvement plan for any student who is struggling with attendance. This plan includes a contract with the student's family that outlines the resources and supports in place and the expectations of the school. Failure to adhere to this contract could result in dismissal from the school.

## **Lateness Policy**

Students must arrive at the school and scan in using our new Swipe system by 7:55am to be marked present and on time. In the event of a delay on SEPTA, students should communicate with the Attendance Coordinator or the Dean's Office to be excused. If a student arrives after 7:55 without a valid reason, the lateness is considered unexcused. Students will receive an after-school detention after their first and second unexcused latenesses. After a third unexcused lateness, students and their families must meet with administration. Students who have accumulated five total latenesses, whether excused or unexcused, will be required to participate in a family meeting with the administration. Students and families who do not adhere to the school's lateness and attendance policies will jeopardize their enrollment.

## **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 must notify the school at least one day in advance via email ([attendance@crphs.org](mailto:attendance@crphs.org)) or phone (215-219-3943). On the day of the early dismissal, students must obtain a pass from the front desk to be excused from class, and they must sign out before leaving the building. A student who exceeds five early dismissals during the school year will be required to participate in a family meeting with the administration. If a student becomes ill during the day, the school will contact home. No student is allowed to leave the building during the school day without communication from a parent or guardian who is listed in PowerSchool.

## **Uniform**

The student uniform at Cristo Rey Philadelphia reflects and reinforces our values of community, purpose, and professionalism. By 8:00 every morning, students are expected to be in uniform. Uniform items may be purchased from French Toast using the following website:

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

	<b>Uniform Items</b>
<b>Top</b>	Cristo Rey Polo (tucked in) Short or Long Sleeve Dress Shirt (light blue or white) Solid Navy Tie (optional for women)
<b>Bottom</b>	Gray or Charcoal Pants with Cristo Rey Logo and a Black Belt Plaid Skirt (optional for women)
<b>Shoes</b>	Solid Black Dress Shoes
<b>Socks</b>	Solid Black or Navy Dress Socks Solid Black or Navy Knee-High Socks or Tights with the Plaid Skirt
<b>Outerwear</b>	Navy Long Sleeve Cardigan with Cristo Rey Logo Navy Blazer with Cristo Rey Logo White, Gray, or Navy Quarter-zip from the Cristo Rey Pro Shop
<b>Religious Attire</b>	Must be Solid Navy, Black, or Gray
<b>Fitness Class</b>	Cristo Rey Top Athletic Shorts or Pants Athletic Shoes Religious Athletic Attire as appropriate

**Note:** Crocs, Converse, Vans, Uggs, and sneakers 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 should be professional in appearance. Bright hair colors such as red, pink, green, blue, or orange are not permitted. Students in violation of this policy will not be permitted to return to school until they are in compliance. Please speak with a dean before paying for any 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 need a replacement item during the day, or for students who are experiencing difficulties. Students have until 7:55 to communicate a uniform need to their House teacher, Work Study point of contact, or the Dean's Office. After one formal warning from the Dean's Office, a student who is out of uniform at the start of the day will not be permitted to return to class until the student's family can correct the issue.

**After School:** Students are permitted to change out of their uniform after school.

**Approved Dressdown Attire:** On approved dressdown days, students can wear attire that contains no suggestive or degrading words, slogans, or symbols. Tops that expose the midsection, chest, or shoulders are not permitted. Shorts and pants cannot be ripped above the knees. Leggings and tights are not permitted. Depending on the day's activities, the school will specify any footwear or additional clothing guidelines. The school has the final say on what constitutes appropriate attire.

### **Cell Phones, Earbuds, and Electronic Devices**

Students may use cell phones, earbuds, and electronic devices in the Social Hall during lunch but are prohibited from making calls during school hours unless given permission. Cell phones, earbuds, and electronic devices are not to be used, seen, 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 are stored in the nurse's office.

## **Common Areas and Restricted Spaces**

**Hallways and Stairways:** Students may use the main stairway and the stairway by the gym during the school day. At no time are students permitted to use the east or west stairways. These stairways are only to be used in emergency situations or during safety drills. For fire 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 may not use the athletic field, gym, or 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.

**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 when the bell rings at 4:00 to make their way home. Students staying for after-school activities must be supervised by an adult at all times.

## **Code of Conduct**

Students represent Cristo Rey Philadelphia at all times and are expected to comply with all of the school's policies and procedures. These policies and procedures ensure the safety and good order of the school. Faculty and staff

will make every effort to encourage good behavior and guide students as they learn from their mistakes. Students who disregard this guidance will be held accountable. Refer to the following table of violations and consequences:

<b>Code of Conduct Violations</b>		
<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
<p>- Repeated Behavior after Receiving Redirection:</p> <ul style="list-style-type: none"> <li>● Cell Phone or Ear Buds</li> <li>● Out of Uniform</li> <li>● Late to Class</li> <li>● Unprepared for Class</li> <li>● Misuse of Technology</li> <li>● Disruptive Behavior</li> </ul> <p>- Single Violation:</p> <ul style="list-style-type: none"> <li>● Foul Language</li> <li>● Unauthorized Food or Drink</li> <li>● Misconduct</li> </ul>	<p>- Repeated Level 1 Violations</p> <p>- Single violation:</p> <ul style="list-style-type: none"> <li>● Cutting Class</li> <li>● Foul Language Directed at a Person</li> <li>● Verbal Altercation (pre-fight)</li> <li>● Damaging School Property</li> <li>● Restricted Spaces</li> <li>● Unexcused Absence from Detention</li> <li>● Academic Integrity</li> </ul>	<p>- Repeated Level 2 Violations</p> <p>- Single Violation:</p> <ul style="list-style-type: none"> <li>● Fighting</li> <li>● Drugs</li> <li>● Weapons</li> <li>● Stealing</li> <li>● Sexual Act</li> <li>● Bullying</li> <li>● Gang Behavior</li> </ul>
<b>Consequences</b>	<b>Consequences</b>	<b>Consequences</b>
<ul style="list-style-type: none"> <li>● Parent/Guardian Contact</li> <li>● Log Entry in PowerSchool</li> </ul> <p>If requested or necessary:</p> <ul style="list-style-type: none"> <li>● Meeting with Student and Family</li> </ul>	<ul style="list-style-type: none"> <li>● Automatic Referral to Deans*</li> <li>● Parent/Guardian Contact</li> <li>● Log Entry in PowerSchool</li> </ul> <p>As determined by the Dean's Office:</p> <ul style="list-style-type: none"> <li>● Meeting with Student and Family</li> <li>● Detention</li> <li>● Loss of Privileges</li> <li>● Behavior Contract</li> <li>● In-school Suspension</li> <li>● Out-of-school Suspension</li> <li>● Principal Hearing</li> </ul> <p>*All academic integrity violations are referred to the Assistant Principal of Academics.</p>	<ul style="list-style-type: none"> <li>● Automatic Referral to Deans</li> <li>● Parent/Guardian Contact</li> <li>● Out-of-school Suspension</li> </ul> <p>As determined by the Head Dean of Students:</p> <ul style="list-style-type: none"> <li>● Dismissal Meeting</li> </ul>

**Log Entries in PowerSchool:** All members of the faculty and staff can submit log entries to hold students accountable and document interventions when redirection fails. Log entries become part of a student's school record.

**In-School Suspension (ISS):** In-school suspensions are served in the Dean's Office and become part of a student's permanent 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):** A student who receives an out-of-school suspension may not participate in any school activities for the duration of the suspension. Depending on the severity of the infraction, a parent or guardian may be required to meet with the Head Dean of Students before the student is permitted to return to school. Out-of-school suspensions become part of a student's permanent school record. Repeated suspensions could lead to dismissal from Cristo Rey.

**Dismissal Meetings:** A student may be put up for dismissal for a single Level 3 offense or for repeated Level 2 violations. In these instances, the Principal and Head 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 at the latest. If a student is dismissed, the parent or guardian may appeal to the President of Cristo Rey Philadelphia within two business days of the dismissal.

## **Internet Use**

Students are responsible for their on-line activities at all times. Cristo Rey Philadelphia provides a Chromebook and internet access to students as a research tool, learning aid, and means to communicate professionally with peers and adults. Students must abide by the technology contract and the responsible use policy that accompanies each school-issued device. Email [technology@crphs.org](mailto:technology@crphs.org) with any questions or to inform the school of a lost, damaged, or malfunctioning device. The following uses of the internet are never authorized under any circumstances:

- Using the school network for non-school related activities
- Tampering with a teacher's learning resources
- Violating the privacy of others
- Using abusive or threatening language
- Sending, retrieving, or posting inappropriate material
- Taking, posting, or sharing pictures of faculty, staff, or students 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.

## **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.

## **Stealing**

Any student who deliberately takes and keeps someone else's property will be dismissed from Cristo Rey. Students should check with the front desk or speak with a Dean regarding lost 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 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 all forms of violence. Any student who is involved in a fight or commits a violent act on or off campus 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.

## **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. If you have any questions or concerns about the Code of Conduct, please contact our Head Dean of Students, Dr. David Blome, at [dblome@crphs.org](mailto:dblome@crphs.org), or call the school at extension 1611.

## **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 must arrive at the school and scan in by 7:55 then report to the gym in uniform by 8:00 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 the students' 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.

## **Missed Work Days**

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, a parent or guardian must 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](mailto: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, the Grad@Grad experience, retreats, and athletics for students to recognize and realize their full potential outside of the classroom. The Code of Conduct applies to these activities at all times.

### **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 they must keep up with the demands of the Academic and Work-Study Programs. For more information, email our Athletic Director, Mr. Kyle Sample, at [ksample@crphs.org](mailto: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, Mr. Shalom Stewart, at [sstewart@crphs.org](mailto:ssewart@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 Director of Student Life, Mr. Rich Pugh, at [rpugh@crphs.org](mailto: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. Students are expected to represent the school in a positive manner at all times.

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

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