



Student and Family Handbook

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Overview and Disclaimer

The policies outlined in this handbook (the “Handbook”) represent a framework. This handbook is not exhaustive and should not be considered comprehensive of all Cristo Rey San Diego High School and Corporate Work Study Program (“Cristo Rey San Diego Corporate Work Study Program, Inc.”) (collectively, “Cristo Rey San Diego”) policies. By enrolling at Cristo Rey San Diego students and their parents or guardians agree to comply with all policies and rules as outlined in this Handbook. Statements in this handbook are subject to amendment at Cristo Rey San Diego’s discretion. Cristo Rey San Diego will notify parents/guardians of significant changes when practical. Cristo Rey San Diego reserves the right to make immediate changes to this handbook at its discretion.

The Handbook serves as a reference guide to the expectations and responsibilities you have as a Cristo Rey San Diego student and student worker. All policies, rules, and regulations contained in The Handbook and other relevant documents apply while students are on Cristo Rey San Diego’s campus, at a Cristo Rey San Diego program or event, on a Cristo Rey San Diego mode of transportation, at a Cristo Rey San Diego job partner worksite, at any time that student workers leave their worksite during an assigned workday, and at any time while students are under the supervision of Cristo Rey San Diego or a Cristo Rey San Diego job partner.

The Handbook is not intended to be comprehensive or to address all the possible applications of or exceptions to the general policies and procedures described. Some of the topics treated herein are explained in greater detail in other official school or work-study documents. If you have any questions concerning a policy or practice, you should address your specific questions to the principal.

The practices, policies, and benefits described here may be modified or discontinued by Cristo Rey San Diego at its discretion. When possible, Cristo Rey San Diego will attempt to notify students and parents/guardians in advance of a significant change.

Please take the time to read the Handbook and familiarize yourself with the contents. As students of Cristo Rey San Diego, you have the responsibility to follow school policies and procedures.

Thank you for contributing your skills and effort to making Cristo Rey San Diego a success for your peers and our community.

Student Code of Conduct - Overview

It is the responsibility of every member of this community to act in an honest and forthright manner regarding all school and workplace concerns; to treat co-workers, supervisors, students, families, board members, sponsors, volunteers and visitors with respect; and to conduct oneself in a moral and ethical manner consistent with Catholic principles.

In keeping with our mission, it is vital to consistently maintain the highest ethical standards. As a student, you should avoid situations that present actual, perceived, or potential conflict between your interests and the interests of Cristo Rey San Diego. Students must not engage in activities that may conflict with the interests of Cristo Rey San Diego, may create the appearance of impropriety, or may impede the student's job or school performance.

The Cristo Rey San Diego Code of Conduct is not intended to address the entire spectrum of student misbehavior; instead it outlines a range of appropriate responses for certain inappropriate behaviors. School officials retain the discretion to address student misconduct that is not specifically included in the disciplinary policy. This code applies to actions of students during school hours, while on school property, while traveling on school vehicles, while participating in any team or group representing Cristo Rey San Diego, at all school-sponsored events, and while using the school network or any computer or IT devices. This code also applies to actions of students before or after school hours and off Cristo Rey San Diego property, if those actions disrupt the learning environment in the school.

An official copy of the Cristo Rey San Diego Code of Conduct appears in the front of the Handbook. Students must sign and date this copy agreeing to the terms as stated. That copy remains in the Handbook and acts as an official agreement between the student and Cristo Rey San Diego.

The code applies to any student who is:

- On Cristo Rey San Diego property,
- At a worksite or in transit to/from a worksite,
- Engaged in any Cristo Rey San Diego activity,
- Under the supervision of any Cristo Rey San Diego employee or volunteer, or
- Engaged in conduct that affects the order and discipline of Cristo Rey San Diego, the safety and welfare of others, or the reputation of Cristo Rey San Diego.

Student Code of Conduct

Cristo Rey San Diego is a Catholic, college preparatory institution that has certain expectations of its student body. These expectations range from the school campus to the Corporate Work Study Program environment to the classroom. By signing this agreement, I am confirming that I have read this document and that I am committed to following this agreement on a daily basis.

_____ I understand that I must, at all times, respect the core values of Cristo Rey San Diego as put forth by the administration, faculty and staff. I understand these values can be found in the Handbook.

_____ I understand that I have a responsibility to cooperate with those around me and respect their individual differences, thoughts, feelings, faith and opinions.

_____ I understand that Cristo Rey San Diego is a community safe from physical, verbal, and emotional abuse. I must avoid vulgarity, bigotry, bullying, cyberbullying and harassment.

_____ I understand that there is a correct and proper way to resolve conflict at Cristo Rey San Diego. I realize that I should seek the assistance of an administrator, school counselor or faculty member to help resolve any problems that have occurred. I understand that all conflicts must be resolved without the use of violence.

_____ I understand that Cristo Rey San Diego is dedicated to restorative practices. I realize I will be invited to participate in conversations for reconciliation, restorative justice, and harm reduction when appropriate.

_____ I understand that Cristo Rey San Diego is part of a community, and I will respect that community and the people who live within it. I will treat this community with decency.

_____ I understand that, as a student of Cristo Rey San Diego, being present and on time for all class periods, including Homeroom and AP Advisory, and all mandatory Academic Interventions, is extremely important, impacts my ability to learn, and requires my full compliance.

_____ I understand that the school has a multi-step school-wide behavioral system, rooted in restorative practices and focused on repairing harm and learning from mistakes. Student consequences can include restorative conversations/conferences, behavior tracking forms detentions, reverse suspensions, in-school suspensions, out of school suspensions, or removal from the school.

_____ I understand that my individual teachers may also set the specific norms and standards of behavior within their individual classrooms in accordance with the mission of the school. I will respect all teachers regardless of differences of opinion. During class time, I will engage in behavior that supports the learning of myself and others.

_____ I understand that each job partner worksite is a place of business. I realize that I must follow their individual norms regarding timeliness, behavior, decency, and appearance. I understand that I must handle myself professionally at all times.

_____ I understand that I am to comply with and respect the uniform policy of Cristo Rey San Diego. I will wear the uniform correctly and with pride, at all times when present on campus and at work.

_____ I understand that I have a responsibility to take care of and respect the property of Cristo Rey San Diego, including the building and campus. I will not, in any way, vandalize, deface or destroy school-owned materials or the physical property of the campus.

_____ I understand that if I have a reasonable concern, I am required to report it to administration as immediately as possible.

_____ I understand that at no time is it acceptable for me to be in possession of weapons, drugs, alcohol, tobacco products, or other contraband while on the Cristo Rey San Diego campus or the area surrounding the campus.

_____ I understand that all of my schoolwork must be my original creation. I will avoid plagiarism. My classwork, homework, and projects are products of my original thought unless correctly documented to reflect otherwise. All work created to show my mastery of learning will adhere to the Academic Honesty and Responsible Use of AI policy of Cristo Rey San Diego.

_____ I confirm that I have access to the Handbook and that I will do my due diligence to read it and adopt all of the norms and policies of Cristo Rey San Diego. My failure to read the norms and policies contained in this handbook or to follow the norms and policies of this handbook do not excuse me from being held accountable for these norms and policies.

_____ I fully understand that if I violate any of these terms contained in the Handbook, Cristo Rey San Diego will hold me accountable for my actions. I realize that I may be asked to explain my actions and thoughts. I also realize that improper action may lead to me serving an out of school suspension, in-school suspension, or being asked to leave Cristo Rey San Diego.

Print Student Name: _____

Student Signature: _____

Date: _____

Who We Are

Mission Statement

Cristo Rey San Diego High School's mission is to educate young people of limited economic means to become men and women of faith, purpose, service, and prepared for life.

We provide a rigorous college preparatory curriculum, integrated with a relevant work study experience and community service. In the finest tradition of Catholic outreach, we welcome students of all denominations. Students graduate prepared for college and service to their communities.

Core Values

Cristo Rey San Diego is a Catholic, co-ed, college preparatory school and is part of the Cristo Rey Network. Guided by our **core values**, we challenge our students with a rigorous academic curriculum and a demanding work-study program. Our ultimate goal is that our students will graduate from college and become leaders who transform the world for the good of their families and society.

Each Cristo Rey San Diego student is responsible for furthering the school's mission. We seek to attract, develop and retain high-quality students who are committed to modeling the school's core values.

- **Core Value #1: Committed to Growth**
 - We have a growth mindset, learn from our mistakes and continually make adjustments in order to improve.
 - **Grad at grad quality:** Committed to Growth
- **Core Value #2: Faith-filled Leadership**
 - We strive in our words and actions to uphold the way Jesus teaches us to treat our neighbor, as explained in the parable of the good Samaritan.
 - **Grad at grad quality:** Faith-filled leader
- **Core Value #3: Community Centered**
 - We are stronger together and put the needs of the community over the needs of an individual. We are interested in helping the wider community; socially concerned.
 - **Grad at grad quality:** Community-minded
- **Core Value #4: Accountability to Ourselves and Others**
 - We each are committed to being the best person we can be and will work hard to realize our potential. We have the humility and courage to ask for help when we need it, and will own moments when we fall short as learning experiences and opportunities to recommit to realizing our full potential.
 - **Grad at grad quality:** Self-advocate

Academic Expectations

As a college preparatory high school, we are committed to academic rigor. Every student at Cristo Rey San Diego has the opportunity to receive a rigorous education. In order to provide this opportunity, all behavior at Cristo Rey San Diego should help to establish and maintain an environment that fosters maximum learning and mutual respect.

We expect **students** to take responsibility for their learning by practicing the following behaviors:

- Students should submit assignments that are reflections of their own individual learning, align to teachers' directions and expectations, and demonstrate efforts to continually grow
- Students are expected to engage in assigned practice of learning (homework, project, group activity, etc.) with the purpose of preparing them for engaging with in-class assessments to demonstrate learning.
- Students are expected to actively engage in a variety of assessments in order to demonstrate their current understanding of the content and learning. For summative assessments (unit tests, presentations, finals, etc.) students are expected to appropriately prepare by engaging with resources and supports provided or developed in class.
- Students should take advantage of all available resources, both at home and in the community, to enhance their education. These resources include teachers, tutors, academic support staff and public libraries.
- Students should be active, cooperative learners by bringing their expertise to the classroom as they actively participate in discussion to enhance the learning experience of the entire class.

We expect **families** to support students in taking responsibility for their learning by practicing the following behaviors:

- Frequently (at least once every other week) reviewing students' grades and progress in Powerschool
- Creating an environment at home to allow students to engage in the necessary practice and preparation to be successful in the classroom
- Supporting students that are provided additional supports (AP Advisory, Office Hours, Mandatory Tutoring, Academic Contracts, etc.) if their grades are below the expectation
- Encouraging students to communicate with teachers as needed

Course Credits

Cristo Rey San Diego aligns its course requirements with the expectations outlined for the state of California and the A-G requirements for the University of California Admissions.

Students must successfully complete all of their courses in order to advance to the next grade level. The University of California and California State Universities do NOT accept a "D" grade for any of their required courses. Colleges and universities recognize completion of a required high school course with a grade of "C" or better. A spring semester grade of "C" or higher in a math or language course will validate a fall semester grade of "D", therefore nullifying the need to repeat the semester. Students are

required to repeat all other courses in which a "D" grade was earned to improve college admissions options.

Advanced Placement (AP) Courses

Cristo Rey San Diego is committed to providing an environment in which all students have access to a challenging academic curriculum, including Advanced Placement (AP) courses. Students enrolling in an AP course are demonstrating a willingness to meet the challenge of AP curriculum.

An AP course offers material that is intellectually stimulating and challenges students beyond the scope of regular classroom work; assumes a mastery of the basics required for further study in a given area; emphasizes the quality of work even though more work will be given; provides depth of knowledge through the study of ideas, themes, and problems; encourages use of higher order thinking skills including abstract reasoning, analysis, synthesis, and evaluation; requires flexibility in thinking; calls for proven student work ethic and full engagement in learning; and promotes the use of variety of in-depth performance tasks and assessments.

As a college-level course, students should expect 1 to 2 extra hours of home study for every hour spent in class. Successful completion of the course will prepare students for the AP exam in the corresponding subject that takes place in May. For most students, there is an adjustment period in the beginning of the course, however, most students adjust to the rigor and learn to perform at a satisfactory level or above.

Current AP Course offerings:

AP Precalculus	AP Calculus	AP Computer Science
AP U.S. History	AP U.S. Government	AP Art History
AP Seminar	AP Research	
AP Spanish Language	AP Spanish Literature	

All students taking an AP course are required to sign the [AP Student Expectations Agreement](#).

Grading Philosophy and Academic Infractions

Grades are the measure of a student's knowledge, skills, and growth in each class. At Cristo Rey San Diego, one of our core values is a commitment to growth.

If students are unable to show mastery of a concept on a major test, project or paper, we believe that students should have the opportunity to re-engage with the learning and redo the assessment (project, lab report, test, essay, etc.) again to show mastery and growth. Grades will be updated to reflect the student's current knowledge and understanding of the skills and content being assessed.

Retake Expectations and Process

- Students must complete a retake on a Summative Assessment if their demonstration of mastery earns them a grade below a 70%.
- Students may NOT complete a retake on a Summative Assessment if their demonstration of mastery earns them a grade at or above 94%.
- Students may choose to complete a retake if their demonstration of mastery earns them a grade between 71-93% (inclusive).

	9th and 10th Grade	11th Grade and 12th Grade
Formative Assessments	No Retakes	No Retakes
Summative Assessments (Formal Retake Process)	1 per assessment	1 per quarter

Formal Retake Process (Student Actions)

1. Get a  Retake Form from classroom teacher
2. Fill out Top Portion with your teacher during the re-engagement process
3. Get the form signed by a parent/guardian to share your relearning
4. Turn in completed and signed form to Vice Principal of Academics
5. Complete the re-take

Grading Breakdown

- Homework/Classwork Completion - this category is to help track completion of assignments and will help support teachers and students in the learning process. This communicates student behavior but not student understanding.
- Formative Assessments - are assignments or assessments **FOR** learning that provide feedback to students about their progress towards mastery of content. These are activities that are given during the learning process. They are graded for current understanding of content. Ultimately, they should provide individualized feedback to students on progress towards mastery to promote continued growth.
- Summative Assessments - are assignments or assessments **OF** learning. They evaluate student mastery of content after learning is complete. These should cover all standards planned into a unit.
 - Summative assessments (e.g., tests, projects, and papers) are the main sources for teachers to gauge a student's knowledge, skills and growth. Students cannot opt-out of course summative assessments and therefore cannot earn below a 50% grade, in alignment with the school's grading policy.

- If a student does not turn in a major assignment or engage in a summative assessment, the classroom teacher should connect with the Student Success Team and the student's parents/guardians to arrange a time to complete the assignment. Students should be assigned a classroom-based detention if they fail to complete the assessment in a timely manner.

Gradebook Categories:

Type of Assignment	Weight in Gradebook
Homework/Classwork	0%
Formative Assessments (Used for Reengagement - Not retaken) Assessing partial learning during the learning process	10%
Summative Assessments (Formal Retake Process)	90%

Grading Scale

90-100% (4.0 QP)	A
80-89% (3.0 QP)	B
70-79% (2.0 QP)	C
60-69% (1.0 QP)	D
50-59% (0.0 QP)	F

The University of California and California State Universities do NOT accept a "D" grade for any of their required courses. Colleges and universities recognize completion of a required high school course with a grade of "C" or better. A spring semester grade of "C" or higher in a math or language course will validate a fall semester grade of "D", therefore nullifying the need to repeat the semester. Students are encouraged to repeat all other courses in which a "D" grade was earned to improve college admissions options.

Credit Recovery

Students who receive a grade of "D or F" (non-passing grade) for a semester are required to participate in Cristo Rey's Credit Recovery Program. The Credit Recovery Program takes place after school and/or in the summer for a designated amount of time. Students complete major assessment tasks to display

mastery of the standards and benchmarks. Students may recover a maximum of 1 credit per semester (2 classes).

Any student who does not earn a passing grade by the end of Semester 2 Credit Recovery will not be invited to re-enroll for the following academic year.

Summer School

If a student cannot earn a passing grade during Semester 1 credit recovery, the student will need to enroll in an outside summer school program to successfully complete the grade level before moving on to the next grade level at Cristo Rey San Diego or they will not be invited to re-enroll for the following academic year.

Graduation Requirements

Cristo Rey San Diego students are promoted from one grade to the next based on their progress towards meeting Cristo Rey's graduation requirements ([CRSD 4 Year Plan](#)) that align with the A-G coursework for UC/CSU eligibility by the end of 12th grade. Students make adequate progress when they are passing a minimum number of courses by the end of the summer of each academic year. To pass a course and earn credit, a student must meet course content proficiency by earning 70% (C-) or higher. To promote to the next grade level, students must not have more than two cumulative deficiencies (Ds or Fs) by the end of the academic year. 11th grade students may not continue at CRSD if they are not on track to meet all A-G credits by the end of 12th Grade.

High school students will follow a credit-based guideline for tracking their progress towards on-time graduation. Students who are at or above these credits will be promoted unconditionally to the next grade level. Students will monitor their credit status and progress towards meeting their graduation requirements every grading period with the support of their teacher and/or College Advisor.

CRSD Graduation Requirements

- English-4 credits (1 credit per school year)
- Math-4 credits
- Science-3 credits
- Social Studies-3 credits
- World Languages-2 credits
- Visual and Performing Arts-1 credit
- Electives-2 credits
- Theology-4 credits
- Physical Education-2 credits
 - 1 season of CIF athletics fulfills 1 credit
- Corporate Work Study Program-4 credits
 - 1 per year of attendance

A-G Requirements

- English-4 credits
- Math-3 credits
- Science-2 credits
- Social Studies-2 credits
- World Languages-2 credits
- Visual and Performing Arts-1 credit
- Electives-1 credit

Additionally, students must complete a post-graduation plan with the College Advising Team prior to May 1st of their senior year in order to qualify for graduation. Cristo Rey's College Advising Team supports all students and families during their application process to ensure that they have all of the information and support they need to apply successfully to a 4-year university.

In order to graduate from Cristo Rey San Diego, students must pass all required classes, including passing their Corporate Work Study Program requirements (for the number of years the student has been enrolled at Cristo Rey). If students have any missed work study days, they may not graduate until all missed work study days are made up. Students must also not have any F's on their transcripts, their attendance must be in good standing (no truancy), and they must have attended their required retreats (junior and senior year).

Graduation Appeals Process

Students who do not meet Cristo Rey San Diego's graduation requirements but feel they have fulfilled Cristo Rey's mission may appeal to the Graduation Appeal Committee. Students who are in the truancy process or are not in good standing with attendance or behavior may not be granted an appeal if they have not met the minimum academic requirements.

Ranking Policy

Cristo Rey San Diego has a rigorous college preparatory program; therefore, a cumulative ranking system based on GPA does not fairly represent a student's relative achievement. For this reason, Cristo Rey San Diego does not rank.

Mandatory Academic Support (AP Advisory, Office Hours, Tutoring, Academic Check-Ins)

From 3:05 pm - 3:55 pm, students enrolled in an AP class will have one additional 50 minute period of instruction weekly during this time, per AP class.

Students without a designated and scheduled AP Advisory class should use the additional 50 minute period to schedule time to meet with teachers for re-engagement and retakes during Office Hours.

Every two weeks, the academic administration will run grade checks for all students to determine eligibility for sports and extracurricular activities. Additionally, the academic administration will notify all families of students that have a grade below an 80% during that grade check. Students with a grade below an 80% are expected to schedule time to meet with their teachers during Office Hours (3:05-3:55pm each day) in order to re-engage with material they are having difficulty with, complete missing or incomplete assignments, and work towards re-taking any failed Summative Assessments.

Students who have earned 1 F or 2+ Ds in the previous grading period will be placed in mandatory tutoring from 4:00 pm-4:30 pm daily.

Additionally, students in Mandatory Academic Support will have bi-weekly check-ins with the Vice Principal of Academics.

Mandatory Academic Support sessions strive to:

- Provide individualized and small group support
- Assist students in setting goals and reflecting on those goals regularly
- Assist students with academic skills (time management, prioritization, study skills)

The school will notify parents/guardians if their student is required to participate in Mandatory Tutoring.

Academic Honesty & Responsible Use of AI Policy

At Cristo Rey San Diego High School, academic honesty is rooted in our Catholic values of truth, integrity, and personal responsibility. As a college-preparatory institution committed to excellence and ethical development, we expect all students to act with honor and integrity in their academic pursuits.

Shared Responsibility

Maintaining a culture of academic honesty is a shared responsibility among all members of the Cristo Rey San Diego community—students, parents, teachers, and staff. Each student is accountable for submitting original work that reflects their personal understanding, effort, and integrity.

Definition of Academic Dishonesty

Academic dishonesty includes, but is not limited to:

- Copying another student's work or allowing someone to copy your work

- Cheating on quizzes, tests, exams, or assignments
- Using unauthorized notes, technology, or assistance during assessments
- Plagiarism: presenting someone else's words, ideas, or work as your own (whether from a classmate, published source, internet, or AI tool)
- Submitting work completed by someone else (including paid or AI-generated content)
- Fabricating or falsifying data, citations, or sources
- Sharing assessment content with others without permission

Collaboration vs. Cheating

While collaboration can be a healthy and productive part of the learning process, all submitted work must represent an individual student's original thinking unless explicitly stated otherwise by the teacher. Students must seek clarification if unsure whether collaboration is permitted on a specific assignment.

Responsibilities Regarding Sharing Work

Students should never lend their completed assignments to others. If a classmate asks for help, it should be given in person through explanation or tutoring—not by sending them written answers or completed work.

If a student provides their work to another student to copy or receives work from another student, both students will be held accountable for academic dishonesty.

Responsible Use of Artificial Intelligence (AI)

Cristo Rey San Diego recognizes that AI tools, such as ChatGPT or other generative technologies, are increasingly accessible to students. These tools can enhance learning when used ethically, but they must never replace a student's own effort or critical thinking.

Acceptable Use of AI:

- Brainstorming ideas or outlines with teacher permission
- Practicing skills or reviewing content independently
- Checking grammar or phrasing on a draft (with transparency)

Unacceptable Use of AI:

- Submitting AI-generated work as your own
- Using AI to complete assignments, essays, or projects without explicit teacher permission
- Using AI to bypass learning or avoid personal engagement with the material

Students are required to disclose the use of AI tools when used in the development of an assignment, including how and where it was used. Teachers reserve the right to require drafts, outlines, or revisions to ensure the authenticity of student work.

Undisclosed or inappropriate use of AI will be treated as academic dishonesty.

Consequences for Academic Dishonesty

Consequences for academic dishonesty—including inappropriate AI use—may include:

- **First Offense:**
 - Automatic score of 50%; student must re-do the assignment or complete a new, similar assignment
 - Teacher communication with student and family
 - Completion of a reflection activity during a detention session
- **Repeated or Serious Offenses:**
 - Academic or behavioral contract
 - Family meeting with parent/guardian, teacher, and administrator
 - Potential ineligibility for awards or leadership roles
 - Suspension or dismissal, at the discretion of administration

Cristo Rey San Diego High School reserves the right to take further disciplinary action, including dismissal from the school, in cases of repeated or egregious academic dishonesty.

Commitment to Integrity

Cristo Rey San Diego seeks to cultivate students who are intellectually honest, ethically grounded, and prepared to meet the demands of college and career with integrity. We are committed to walking with our students in this journey, providing support, structure, and accountability rooted in respect and dignity for all.

Eligibility for Sports and Extracurricular Activities

Students are expected to prioritize academics and work-study commitments over those of athletics and clubs. To achieve this, students participating in either athletics or student activities are required to follow Cristo Rey's eligibility policy.

Eligibility will be determined according to the student's grades at each grade check. Students must have a 2.0 GPA to be considered "in good academic standing", according to CIF. Students with two or more "D's" OR one or more "F" will be ineligible to participate in sports and/or extracurricular activities. Students will have the opportunity to regain eligibility status at the next grade check if they have a 2.0 GPA along with no more than one "D" or no "Fs". Eligibility status will change on the day after grade checks.

For one-time events (i.e.: conferences, college visits, trips, retreats, etc.), students who are not in good academic standing, must petition the administration to participate. Factors such as the duration of the event, demonstrated academic progress, and the length of ineligibility will be considered in the decision. The discretion of the administration in each case will be binding.

Technology Policy

Overview

Cristo Rey San Diego enacted and administered a technology policy designed to protect the student body and secure the integrity of the school. The policy and procedures put in place ensure fair and ethical treatment of all members of the Cristo Rey San Diego community. The procedures also safeguard against the myriad of negative and unethical uses for technology that can deter students from the mission of the school. Cristo Rey San Diego does not intend for its technology policy to halt individuality, social interaction or academic enrichment.

Computer/Internet

Cristo Rey San Diego provides technology resources to its students solely for educational purposes. These technology resources include, but are not limited to, hardware, software, networks, the internet, personal electronic devices and Chromebooks (“Technology Resources”). Through technology, Cristo Rey San Diego provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence at Cristo Rey San Diego by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, faculty and staff. [Digital Learning & Chromebook Program Policy, Procedures, and Student Agreement](#) governs student use of Technology Resources.

The Opportunities and Risks of Technology Use

Access to technology brings with it the availability of material that may not be of educational value in the context of the school setting or may be harmful or disruptive. Because information on networks is transitory and diverse, Cristo Rey San Diego cannot completely predict or control what students may access. Cristo Rey San Diego believes that the educational value of the use of Technology Resources outweighs the potential of students encountering material that is not consistent with the educational goals or values of Cristo Rey San Diego.

Parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the internet to which Cristo Rey San Diego has not authorized for educational purposes and/or their parents/guardians may find inappropriate, offensive, objectionable and/or controversial. Parents/guardians assume this risk by consenting to allow the student to participate in the use of Technology Resources.

Privileges and Responsibilities

Cristo Rey San Diego’s electronic network is part of the curriculum and is not a public forum for general use. Students may access Technology Resources only for educational purposes. The actions of students accessing networks through Cristo Rey San Diego reflect on our school. Students, therefore, must conduct themselves accordingly by exercising good judgment and complying with this policy and

any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications while using Technology Resources.

Disciplinary Action

Violations of the SAUP, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action that may include loss of network access, loss of technology use, expulsion, or other appropriate disciplinary action. A student and their parent/guardian must pay for the cost of repairs if the student defaces, damages or alters Technology Resources. If a student intentionally transfers a virus-infected file and/or software program that infects Technology Resources and causes damage, the student and their parent or legal guardian is liable for any and all repair costs necessary to make the affected Technology Resources operational. A student's access to Technology Resources may also be suspended until the full repair costs are paid by the student or their parents or legal guardians. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

Privacy

Students should not expect that communications or files stored on Cristo Rey San Diego servers or utilizing Technology Resources will be private. Students must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside Cristo Rey San Diego. The school administration will report any communications relating to or in support of illegal activities to the appropriate authorities.

Although files stored on the Cristo Rey San Diego network are private, any computer files, web logs, internet site visits, and/or e-mails that originate or reside on Cristo Rey San Diego computers/servers and/or CWSP Job Partner servers may be monitored at any time, without prior notice to the student. Cristo Rey San Diego is not responsible for any damages the student may suffer, including the loss of data. Cristo Rey San Diego is not responsible for the accuracy or quality of any information obtained through any school internet connection.

Safety

Students should never agree to get together with someone they "meet" online without parent/guardian approval and participation. If someone offers to meet them, students should notify a Cristo Rey San Diego staff member and parent/guardian immediately. If a student receives an inappropriate message(s) or one that makes them uncomfortable, they should promptly notify a Cristo Rey San Diego staff member and parent/guardian. The student should not delete the message(s) until written permission has been given by the Director of Data and Technology. Students must secure prior written approval from a Cristo Rey San Diego staff member before joining bulletin boards or chat rooms.

We encourage parents/guardians to have a frank discussion with their students about Catholic values and how those beliefs should guide the students' activities while using Technology Resources. Every student and their parent or legal guardian must sign the SAUP, and every student must abide by its policies.

Personal Electronic Devices

Cristo Rey San Diego High School provides each student with a school-owned and managed Chromebook in order to facilitate and support their learning. Non-school provided laptops, tablets, etc. are not permitted on campus. Any non-school provided laptops, tablets, etc. will be confiscated.

Cell phones are not permitted in class. Cell phones should be stored in the student's backpack out of the view of the teacher at all times. If a student has a cell phone out of their backpack in class and the teacher requests that students cease using the cell phone, then the student must put the cell phone away and out of view. If the student refuses or fails to do so, then the teacher will inform the academic leadership team. A member of the academic leadership team will confiscate the cell phone and have it stored safely in the Main Office until a parent/guardian is able to pick it up. At no point are cell phones permitted while standardized testing is in progress. The administration withholds the right to make exceptions to this policy, based on the needs of students to access personal information.

Cristo Rey San Diego permits cell phones in the public areas of the building, including hallways, bathrooms, cafeteria, or offices before school, during passing periods and lunch, and after school. Students, however, may not make phone calls or use their phone outside of those times during the school day.

Cristo Rey San Diego does not permit the use of cell phones inside the church/chapel or at the workplace. Cristo Rey San Diego reserves the right to extend the area of prohibited cell phone usage to any other section of its campus at its discretion. If a student is observed using a cell phone in these designated areas without permission, they risk having that device confiscated by Cristo Rey San Diego.

If a student is asked to hand over a device by an administrator and they refuse, create an incident, or argue against the request, they risk further corrective action at the discretion of Cristo Rey San Diego.

Please be advised that any personal electronic devices are the sole responsibility of the owner of that device. At no point is Cristo Rey San Diego nor any Cristo Rey San Diego employee or volunteer responsible for that device unless Cristo Rey San Diego confiscates that device. If a device is missing or lost, that student must report it to an administrator immediately. The principal, at their discretion, will decide the outcome of this situation. If another student took or destroyed another's property, Cristo Rey San Diego will engage in an investigation and determine the appropriate next steps, which may include dismissal of that student and pursuit of legal action at the discretion of the principal.

Students may not access the camera or microphone of a cell phone or personal electronic device to capture visual/audio or amplify sound in the classroom without written permission from the principal. Audio, video recording or photographing of others without their knowledge and permission is a serious offense and will be dealt with accordingly. School authorities may confiscate cell phones at any time for failure to follow school policy. The administration reserves the right to search a student's phone when there is reasonable suspicion that it may contain evidence of policy infractions. Evidence of illegal activity may be turned over to the San Diego Police Department. In an emergency where the student needs to be contacted by a parent/guardian, please call the main office.

Tardiness Policy

Daily School Schedule

Cristo Rey San Diego's doors open at 7:15 a.m. All students should be in school, present in their Homeroom by 7:45 a.m. School begins promptly at 7:45 a.m. Students who arrive after 7:45 a.m. are considered tardy; students who arrive after 8:00 a.m. are considered significantly tardy.

Philosophy

At Cristo Rey San Diego High School, we believe that every student is capable of growth and accountability. Our approach to tardiness emphasizes relationship-building, reflection, and the development of lifelong habits like punctuality and professionalism—skills essential both for academic success and future work environments.

We understand that students come from diverse backgrounds and face varying challenges outside of school. Our tardy policy is rooted in restorative practices, aiming to support students in identifying barriers, repairing any disruption to the learning environment, and developing strategies for improvement.

Definition of a Tardy

A student is considered tardy if they are not in their assigned classroom when the bell rings.

- Excused Tardy: A tardy resulting from circumstances such as uncontrollable transportation delays, illness, or family emergencies.
- Unexcused Tardy: A tardy without a valid reason or documentation.
- Tardy: Late for any class period, including Homeroom and AP Advisory, between 1-14 minutes
- Significant Tardy: Late for any class period, including Homeroom and AP Advisory, beyond 15 minutes

Tardy Monitoring and Support

A parent/guardian must call Cristo Rey San Diego at (619) 432-1899 or email the school at gguerrero@crstoreysandiego.org, if they anticipate their student may be late to school.

All students tardy for school must report to the main office to receive a late pass. In some cases, the office administrator may contact the parent/guardian and ask the student to explain their tardiness.

Tardies are tracked schoolwide to help identify patterns, provide interventions early, and offer support before consequences escalate.

Number of Unexcused Tardies	Action(s) Taken
4 tardies / 2 significant tardies per quarter	• Verbal reminder and informal check-in with the Vice Principal of Student Life. • Encouragement to reflect and reset.
8 tardies / 4 significant tardies per quarter	• The student formally meets with the Vice Principal of Student Life for a reflection conversation. • Parent/guardian notified and provided summary of conversation.
12 tardies / 6 significant tardies per quarter	• Restorative meeting involving student, family member, and staff to discuss causes and create a Punctuality Plan (goal-setting, identifying barriers, and accountability strategies) ○ May include community service or restorative action, which will occur after school hours.
16 tardies / 8 significant tardies per quarter	• Student enters a Restorative Accountability Process with ongoing monitoring. May involve: ○ School-based service (e.g., helping in the office or classroom setup) ○ Apology letters or reflective journaling, ○ Behavior support check-ins with a trusted adult ○ Attendance Contract ○ Family Meeting ○ Reverse Suspension Continued unexcused tardiness may affect leadership roles or participation in extracurriculars, in accordance with broader school expectations and support systems. Additional excessive tardiness may result in the student being dismissed from Cristo Rey San Diego.

We don't believe in punishment for punishment's sake. Our goal is to support students in showing up—literally and figuratively—for their education, their community, and their future. Accountability is important, but so is grace. Our job is to help students get better, not just "get through" consequences.

Absences Policy

Unforeseen Absences from School

A parent/guardian must telephone the school at (619) 432-1899 or email the school at gguerrero@cristoreysandiego.org, by 8 a.m. and briefly state the nature of the unforeseen absence. The parent/guardian must make this phone call for each day the student is absent from school.

Medical Absences from School

Absences due to medical conditions must be certified by a physician's note to the main office upon return to Cristo Rey San Diego. Without a physician's note, an absence due to a medical condition is unexcused. Students with a medical emergency requiring a hospital visit must have a physician's note authorizing the student to return to school.

Foreseen Absences and Scheduling Outside Appointments

Cristo Rey San Diego requests that parents schedule medical and dental appointments during non-school and non-CWSP hours. If a student must attend a medical appointment during school hours, the student must provide a verifiable doctor's note immediately upon their return to school. Appointments cannot be made during workdays. Students are only allowed three excused dentist/orthodontist/doctor appointments per year. Any additional dentist/orthodontist/doctor appointments, even if accompanied by a doctor's note, are not excused. In the event of a routine medical appointment, students are expected to attend school before and/or after the appointment. An entire-day absence will not be excused for a partial-day medical appointment. For example, if a doctor's note indicates that a student was only at the appointment in the morning, the student's absence in the afternoon will not be excused.

Parents/guardians are expected to inform the school of any medical or dental appointments in advance by calling (619) 432-1899 or emailing gguerrero@cristoreysandiego.org. "In advance" is defined as follows:

- For an appointment that will require a student to arrive at school late, a parent/guardian must contact the school before 8:00 a.m.
- For an appointment that will require a student to leave school during the day, a parent/guardian must contact the school three hours prior to the student's expected departure from school.
- For an appointment notification that was not made in advance, the parent/guardian must wait at school until a school administrator approves the student's early release.

Parents/guardians must schedule vacations, college visits and other such activities after reviewing the Cristo Rey San Diego calendar to avoid conflicts with school or work attendance. Any absence due to personal reasons, such as a quinceañera, family vacations or transportation issue, is unexcused and not supported by the school.

Juniors may be excused for up to two school days for college visits. The absence will be considered excused if the junior returns the required, signed form to the College Guidance department. Any absences beyond two days will not be excused. Absences for college visits on workdays will not be excused.

In the event of a funeral, students may be excused for up to two days for the death of an immediate family member. Any absences beyond two days will not be excused.

Students may not miss workdays or leave work early to attend extracurricular activities or events, including sporting events, conferences, and trips.

Number of Unexcused Absences	Action(s) Taken
2 days / 14 class periods per quarter	- The student formally meets with the Vice Principal of Student Life for a reflection conversation. - Parent/guardian notified and provided summary of conversation.
3 days/ 21 class periods per quarter	Family communication check in with Vice Principal of Student Life
4 days per quarter/ 28 class periods per quarter	Restorative meeting involving student, family member, and staff to discuss causes and create a Punctuality Plan (goal-setting, identifying barriers, and accountability strategies)
9 days per semester/ 63 class periods per semester	Will result in an attendance contract
18 days per year / 126 class periods per year	Will result in an attendance contract

Excessive Absences

For any absence or tardy, the student is expected to make up any work that was missed. Excessive absences can have a negative effect on student learning. For each class missed, a student must complete makeup work as determined by each teacher. While teachers are available to students during office hours, teachers are not responsible for re-teaching material a student misses due to absence.

PowerSchool should be used to regularly check a student's absence/tardy record. It is the responsibility of the student and their parents/guardians to be aware of the student's total absence/tardy record.

Unexcused absences from school in excess of four per quarter or eighteen in one year will result in a parent/guardian meeting and formal attendance contract. Additional absences may result in the student being dismissed from Cristo Rey San Diego.

Extended Absence Due to Illness or Injury

Extended absence due to illness or injury will be addressed on an individual basis. Parents must notify Cristo Rey San Diego of any extended absence due to illness or injury as soon as possible.

Truancy

Absence from school, class or work without sufficient reason is considered truancy and will involve corrective disciplinary action. Additional offenses may result in additional and increasingly severe disciplinary action up to and including expulsion.

Illness at School

If a student becomes ill at school, the student should ask permission to go to the main office. If Cristo Rey San Diego determines that the student should not remain at school, Cristo Rey San Diego will call the parent/guardian in order to release the student to their care. If Cristo Rey San Diego cannot reach a parent/guardian or emergency contact, the student will remain in the main office until either the end of the day or until Cristo Rey San Diego can reach a parent/guardian. Students are not permitted to use their cell phone/personal electronic device to contact a parent/guardian, unless permitted by the school staff in the case of an emergency.

Holidays

Cristo Rey San Diego does not permit vacation outside of defined school breaks. Cristo Rey San Diego considers such absences unexcused. For example, if a family chooses to take a vacation that goes beyond the allotted Christmas break, the student will be subject to appropriate consequences as described in the attendance policy. This could lead to loss of credit. The student is responsible for any work missed.

Often schools have holidays that businesses do not share. Student workers may be required to attend work even if there are no classes scheduled for a particular day. It is the student worker's responsibility to verify with CWSP if they do not have to work on a particular school holiday. Student workers should assume that they have work every designated weekday of the year unless CWSP notifies them otherwise.

In extremely rare circumstances, a job partner may have a business holiday or special meeting day for which a student worker's services are not required. In this event, the student worker should report to Cristo Rey San Diego that day, and CWSP will assign the student worker a special work task.

Inclement Weather Policy

In the event of inclement weather conditions while school is in session, Cristo Rey San Diego will assess and determine a proper course for dismissal.

If you have any questions, please call the office. For information about the closing of Cristo Rey San Diego because of an emergency, please see the section titled, Emergency School Procedures.

Uniform and Appearance Guidelines

The professional appearance and conduct of the students of Cristo Rey San Diego has a powerful impact on relationships with members of our community and co-workers in the workplace. As such, it is important to model professionalism and respect for others with a neat, well-groomed appearance, formal business attire, and a consistently courteous, positive, and proactive attitude. In addition, the safety of our students is paramount. Most jobs require some interaction with office machinery, such as copiers, fax machines, and shredders. A neat appearance and properly fitting clothes help avoid potential mishaps.

Students must be in full uniform at all times while at Cristo Rey San Diego, while on the San Diego campus, to/from/at work, at special events, and during all field trips unless otherwise specified by Cristo Rey San Diego. On occasion, students will have the opportunity to dress casually. Cristo Rey San Diego will announce these events in advance.

For your reference, the uniform guidelines are outlined below, including examples of inappropriate attire. If in doubt regarding an item of clothing, it is best to exercise an abundance of caution and err on the side of conservative attire. Cristo Rey San Diego reserves the right to determine what constitutes appropriate dress.

Uniform

- Navy/Gray/Black polo or Light Blue/White button up Oxford shirt
 - *All polos or Oxfords must have the Cristo Rey San Diego logo*
 - *The shirt should be neatly tucked into pants on work days*
 - *Blank shirts/polos or shirts/polos with other logos will **not be allowed***
- Neatly pressed, navy or khaki-colored dress pants (Chino-style)
 - *Black pants or pants other than chino style pants will **not be allowed***
 - *Skirts for female students will **not be allowed***
- Belt (required on Work Days)
 - *Belt must be solid black or solid dark brown, in a leather or leather-like material.*
 - *Fabric or riveted belts are **not allowed**.*
- Socks
 - *At work, students must wear non-white neutral-colored (brown, black, navy blue) socks on workdays.*
 - *At school, students may wear any type of socks. Cristo Rey San Diego reserves the right to deem socks inappropriate at its discretion.*
- Shoes
 - *At work, shoes must be single color, closed-toe dress shoes (no sneakers)*
 - *At school, shoes must be single color white, black or gray closed-toe shoes/sneakers*
- Sweaters/Outerwear
 - *Only Cristo Rey branded sweaters/hoodies/outerwear may be worn over the uniform shirt.*
 - *Hoodies may **not be worn** on work days*

- *Cristo Rey San Diego does not permit any outerwear while present on campus, including during the rainy and cold season, except for Cristo Rey San Diego branded outerwear.*

Jewelry and Tattoos

- Cristo Rey San Diego does not permit excessive jewelry. Jewelry must be conservatively-styled and of an appropriate length.
- All necklaces must be tucked inside the shirt.
- The number of bracelets may be limited at Cristo Rey San Diego's discretion.
- Cristo Rey San Diego permits up to two earrings on each earlobe and up to one total ear cartilage piercing. Cartilage earrings must be stud earrings.
- Hoop earrings should be of moderate length and size.
- Gauging of the ears is not allowed.
- No other piercings, including visible body piercings or tongue piercings are permitted.
- No visible (permanent or non-permanent) tattoos or body markings of any kind are permitted.

Students are required to follow the clothing/jewelry/tattoo expectations of their CWSP job placement, regardless of whether that policy is different from the school's policy.

Make-up

Make-up must be in conservative colors and styles. Black lipstick or excessive eye makeup is not permitted. Eye shadow must be soft, neutral colors. Fingernails, including acrylic nails, should be of moderate length.

Hair Color/Style

- Hair can be colored or highlighted only in a natural human hair color.
- Designs of any kind to the hair or the face, must be pre-approved by administration.
 - Non-approved designs will be expected to be removed within a reasonable period of time, determined by the administration.
- Hair should be clean and well groomed.

Facial Hair

Students' facial hair should be neat and trimmed.

Hygiene

Students should maintain a neat and clean appearance and should regularly shower, shave, use deodorant, brush their teeth, comb their hair, and iron their clothes. Perfume/cologne may only be worn in conservative quantities.

Sunglasses/Hats

Students may not wear sunglasses or hats at work or at school.

Dress Down Attire

On designated days, students may dress down and are not required to wear the school uniform. On those occasions, students are expected to wear appropriate, comfortable clothing, including jeans, t-shirts, and shorts that are as long or longer than your fingertips. Skirts are not to be worn on dress down days.

Clothing that is never permitted:

- Skirts
- Sandals, flip flops
- Revealing or tight clothing, including leggings
- Exposure of undergarments
- Clothing with writing and/or images not in accordance with Christian values
- Clothing that includes political content
- Low cut tops, tops without sleeves (tank tops), crop tops
- Short shorts (shorter than the length of fingertips)
- Pants/jeans with holes above the location of the bottom of fingertips

Discipline Policy

Introduction

Our vision for discipline at Cristo Rey San Diego High School is that our core values of accountability, community, faith, and growth come through to our students. We need to trust in God and look to the scripture to inform the way we respond to students. In the spirit of the Gospel and Catholic Social Teaching, we understand discipline as a loving formation of the whole person—mind, body, and spirit. Rooted in Restorative Practices, our approach prioritizes accountability, healing, and reconciliation. We are called to be curious, compassionate, and empowering, treating every student with dignity as a child of God.

“Love does no harm to a neighbor. Therefore love is the fulfillment of the law.” — Romans 13:10

Foundations of Our Approach

- Catholic Social Teaching
 - Dignity of the human person
 - Community & participation
 - Preferential option for the vulnerable
- Restorative Practices
 - Focus on repairing harm and restoring relationships
 - Create accountability through inclusive dialogue
 - Reflect the belief that every student is capable of transformation

Core Principles

- Restorative First
 - Instead of traditional punishments, we focus on *restorative actions*—steps that help make things right, repair relationships, and rebuild trust
- Proportionality & Respect
 - Responses are always reasonable, respectful, and directly related to the behavior
- Collaborative Accountability
 - Students are invited to help design how they will repair harm
- Community-Centered
 - Our approach fosters belonging, trust, and shared responsibility
- Formative Mindset
 - Every incident is an opportunity for spiritual, moral, and character development.

We see the purpose of discipline as opportunities to support students in their growth as individuals. While discussing consequences for an action with a student, the student may suggest alternate consequences they believe will support them in improving their behavior. All consequences should be reasonable, respectful, and related to the behavior. We should never take a student's reaction to discipline personally. If we know that we are loving and supporting our students to the best of our ability, we can discipline with confidence and without personal investment. This discipline policy is designed to accomplish the following:

- Establish an expectation for adults to teach, model, and reinforce the skills necessary for students to meet the behavior expectations of Cristo Rey San Diego.
- Identify a range of reasonable, proportional, and consistently applied interventions and consequences to respond to behavior choices and support positive behavior change in students.
- Ensure students are treated fairly and without discrimination based on race, ethnicity, socioeconomic status, gender, or sexual orientation.

Restorative Actions (Potential Responses)

Instead of punitive measures, the following are implemented to encourage reflection, repair, and community rebuilding:

- Community service within the school setting
- Restorative circles
- Mediated conversations between affected parties
- Written reflections, such as apology letters or commitment statements/agreements
- Direct repair of harm (cleaning, fixing, replacing)
- Co-created accountability or reparation plans

Student Voice & Participation

- Students are engaged in restorative conversations, sharing their perspective and emotions.
- They are encouraged to suggest meaningful repair actions.
- Their ideas are genuinely considered and often integrated into the final plan.

Levels of Infractions & Restorative Steps

Level 1	Level 2	Level 3
• Not cooperating with school rules or instruction of school faculty/staff • Behavior that disrupts instruction • Lying/dishonesty • Cell phone policy violation • Swearing, cursing or making obscene gestures • Written or verbal put downs • Non-dangerous misuse of classroom items • Misuse of technology • Uniform violation	• Refusal to correct level 1 behaviors following restorative interventions • Refusal to engage in level 1 restorative interventions • Abusive/disrespectful language towards others • Swearing, cursing or making obscene gestures or written or verbal put downs directed toward another person • Leaving the classroom without permission • Wandering the campus without permission	• Taunting, baiting, inciting, encouraging, or participating in a fight, with or without intent to harm • Violent or threatening conduct, including threats made on social media platforms • Leaving the classroom with intent to cause school-wide disruption or flee building • Assault • Bullying • Sexual harassment • Engaging in sexual conduct on campus or during any school-related activity • Audio, video recording or photographing of others without their knowledge and permission • Gang activity • Pornography possession or access on school computers • Possession or use of illegal substance • Vandalism or destruction of school property • Weapons possession or use • Theft • Any serious misconduct not otherwise addressed that indirectly or directly jeopardizes the health, safety or property of the school, school personnel, other students, one's self, or other individuals who are present or acting within the school's jurisdiction

Behavior Response Chart

Level of Infraction	Restorative & Catholic-Aligned Response Strategies	Restorative Interventions	Resolution/Consequence
Level 1 Minor misbehaviors disrupting school / classroom norms	• Redirection with respect • Private conversation rooted in dignity • Restorative questioning ("What happened?" "Who was affected?" "How can it be made right?") • Encourage reflection and prayer	• Teach and model replacement behavior • Provide regulation breaks (with intention and reflection) • Brief restorative conversation • Assign a student check-in with a caring adult • Guided journaling or prayer time • Collaborative problem-solving with teacher • Assign to check in/check out • Communication with family	• Loss of privilege (connected and proportional) • Quick restorative conference • Restorative or instructional action (e.g., writing an apology, service to classroom) • Classroom reflection time (before or after school)
Level 2 Repeated or more serious disruptions impacting learning or community	• Increased frequency/intensity of Level 1 responses • Circle process with peers or teacher • Involve another trusted adult for co-regulation • Family meeting rooted in partnership	• Implement a behavior support plan - to include interventions in level 1 with increased intensity or frequency - while emphasizing student gifts and needs • Small group support (coping skills, SEL, faith-based reflection) • Referral to student support team • Peer mediation or restorative circles	• In-school reflection time with structured restorative work • Restorative conference with student and parent • Temporary alternate setting (in-school suspension) for regulation with reintegration plan • Reverse suspension (student completes school-day with parent and reflection)
Level 3 Major infractions involving safety, severe disruption, or harm to community	• Immediate safety response with dignity • Circle of care planning with school leaders, counselor, and family • Student and family involved in a healing/repair process • Prioritize reentry planning with support	• Intensive individualized behavior contract with student voice • Referral to outside counseling services • Trauma-informed supports and follow-up • Faith-based mentoring or pastoral counseling, as appropriate	• Out-of-school suspension only when necessary for safety, paired with reentry circle and reflection plan • Community service or repair agreements • Expulsion considered only after all restorative avenues are exhausted

General Policies

Campus

Cristo Rey San Diego is a closed campus. Students must receive permission to leave campus from 7:15 a.m. until the last period of the day ("School Hours"). Once a student leaves campus, they cannot return to campus unless they are signed in by a parent/guardian following an appointment.

Restrooms

Students may use the restroom before and after school, during breakfast and lunch, and during class transitions. Though discouraged, students may also use the restroom during class, if necessary, with the teacher's permission. Students should not expect to access the restrooms during the first or last 10 minutes of a period.

Birthdays/Personal Milestones

Due to the inability to include all students in any form of a celebration, students are expected to celebrate their birthdays and/or personal milestones outside of school hours.

Student Records

All student records, which include the student's application, immunization records, and academic and discipline records accrued during the student's tenure at Cristo Rey San Diego, will be securely stored.

In the event that a parent/guardian needs student academic or attendance records outside of the typical report card or progress report mailings, the parent/guardian or student must submit a request to the main office. Requests must be made via phone call to (619) 432-1899. Parents/guardians or students must allow at least one business day turnaround for records. This includes Verification of Enrollment forms required for student learner permits or driver's licenses.

Notification of Designation of Directory Information

Notice is hereby given of Cristo Rey San Diego's FERPA (Family Educational Rights and Privacy Act) ("FERPA") policy and parents' and eligible students' (students over 18 years of age) rights under the ActFERPA.

Designation of Directory Information

Parents and eligible students are advised that Cristo Rey San Diego has designated the following information contained in the education records of its students as "Directory Information" for purposes of FERPA: the student's name, addresses (including email addresses), telephone number, date of birth, year of school, dates of attendance, participation in officially-recognized activities and sports, weight and height of members of athletic teams, photographs (including identification pictures), videos depicting and/or concerning life at the Cristo Rey Network school, degrees and awards received, and previous educational institution(s) attended. Directory Information may be disclosed without consent.

Parents' and Eligible Student's Right to Prevent Disclosure of Directory Information

Any parent or eligible student wishing to prevent disclosure of directory information must file a written notification to this effect with the principal of Cristo Rey San Diego.

Annual Notification of Rights under FERPA

FERPA affords parents and eligible students certain rights with respect to students' education records. These rights include:

- The right to inspect and review the student's educational records within 45 days of a written request to the Principal of Cristo Rey San Diego High School,
- The right to request in writing an amendment of the student's education records that the parent or eligible student believes is inaccurate and to a hearing if the requested amendment is denied,
- The right to file a complaint with the U.S Department of Education concerning alleged failures by Cristo Rey San Diego High School to comply with the requirements of FERPA, and
- The right to consent to disclosures of personally-identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Cristo Rey San Diego or CWSP as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School's Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or company providing degree verification services to the school); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

The name and address of the Office that administers FERPA is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

Work Permits

Students who have the opportunity to work off campus will need a work permit if they are under 18. Students must be in good academic standing to be given a work permit. Students who are not in academic good standing will need to have a family meeting with the Vice Principal of Academics to request a work permit.

Student Information System: PowerSchool

Parents/guardians may view their student's grades online via PowerSchool. This enables parents/guardians to access their student's schedule, grades, assignments, test scores and attendance information, and to update basic contact information.

Parents/guardians can also access this information on a mobile device via the PowerSchool Mobile Portal mobile app. Parents/guardians are strongly encouraged to download the free PowerSchool Mobile Portal mobile app.

Student Transcripts

Students or parents/guardians may request a transcript by contacting the main office. In most circumstances, transcripts will be provided within two business days. Requests must be made to the registrar via email hrobison@crstoreysandiego.org to phone call to (619) 432-1899.

Transfer of Records

Parents/guardians of students who transfer to another high school must provide written authorization for Cristo Rey San Diego to release the student's records to the student's new high school. The Cristo Rey San Diego Records Release Form can be found in Appendix B.

Changes in Contact Information

It is essential for Cristo Rey San Diego to have a student's current address and phone number at all times. Our emergency contact system allows us to communicate with all parents/guardians by telephone and email to provide timely information about emergencies, school closings, absences and school events. Because the system uses contact information from our student information system, parents/guardians should always make sure that the school has correct contact information. Parents/guardians can update contact information in PowerSchool or by contacting the receptionist with any change in address, phone number, email address, or emergency phone number. Parents/guardians are expected to notify the main office promptly if there is a change in address, telephone number, email address, parent/guardian occupation, or any other pertinent information.

Child Abuse

It is important that all persons responsible for the care of minors protect the rights of minors and be alert to the possibility of abuse. It is the policy of Cristo Rey San Diego not only to fulfill the reporting law but also to cooperate fully with investigating civil and law enforcement authorities. Child abuse means any form of infliction of injury to the detriment of a child's well-being, physical, mental, moral or emotional well-being. By law, the State of California requires all mandated reporters, including Cristo Rey San Diego and CWSP personnel, employees, administrators, and others identified by the California Penal Code, Section 11165.7, to inform the California State Department of Health of any known or suspected instances of child abuse or neglect, including truancy.

Visitors

All visitors must report to the main office and follow the proper sign-in procedures. Cristo Rey San Diego will immediately escort out any visitors present in the building without permission.

Medication Policy

Cristo Rey San Diego will only give medications to students who have a medication form on file signed by a parent/guardian. Students may bring prescription medication in pharmacy-labeled containers that they register in the main office. Parents/guardians must notify the main office of any serious student health issues, concerns or allergies. Any medication, whether prescription or over the counter, found in the possession of a student, will be confiscated and left in the Main Office to be picked up by a parent/guardian.

Corporate Work Study Program (CWSP)

The Work Experience

The Corporate Work Study Program ("CWSP") allows students to earn a portion of the cost of their education while gaining meaningful professional experience. Through the program, student workers learn to interact with adults, develop workplace skills, and experience a variety of professional environments. As such, CWSP is an integral component of the Cristo Rey San Diego educational experience.

All student workers and parents/guardians are expected to read and follow the policies contained in this handbook, as these policies constitute part of their agreement with CWSP.

CWSP strives to create an environment that promotes student success; however, each student worker is responsible for their own success by demonstrating a positive attitude, maturity, initiative, professionalism, and personal responsibility.

Student workers are assigned to a Job Partner based on their strengths, observed qualities, and the needs of the Partner. In most cases, students perform entry-level professional work such as filing, reception, data entry, mail distribution, scanning, and other administrative duties.

Student workers are employees of CWSP, not employees of their Job Partners. Students are not paid by the Job Partner or eligible for Job Partner benefits. Student earnings are assigned to CWSP and applied toward the cost of student education at Cristo Rey San Diego High School. For additional information regarding compensation, please refer to the CWSP Student-Worker Family Agreement.

CWSP expects the highest levels of honesty and integrity from student workers. Unauthorized use of a Partner's equipment, services, supplies, or resources for personal purposes is prohibited and may be treated as theft.

Parent Communication

Parents and guardians may not contact Job Partners or supervisors directly under any circumstances. Partners participate in the program with the understanding that their primary point of contact is CWSP. Students and families should not contact supervisors directly regarding absences, makeup days, or other employment-related matters. All communication must be coordinated through the students assigned Associate Director of Partner Relations. Parents and guardians may not visit their student's worksite without prior approval from CWSP.

Work Schedule & Transportation

Per Department of Labor agreement with the Cristo Rey Network schools, all student work will be conducted between the hours of approximately 8:00 a.m. and 6:00 p.m. Each student worker works a maximum of: (1) eight hours per day, (2) two days per work week, (3) eighteen hours of work per work week, and (4) five days per four-week cycle. Student workers do not miss any classroom instruction while working and receive the required number of hours of classroom instruction as required by the state of California. In addition, students must be 14 years of age.

Cristo Rey San Diego opens at 7:15 a.m. Students assigned to work should report to the Parish Hall by 7:45 a.m. and be in complete work uniform prior to check-in. CWSP transportation departs at approximately 8:00 a.m. Transportation will not be held for tardy students.

Students typically return to campus between 3:30 p.m. and 4:30 p.m., depending on worksite locations and traffic conditions. Students who return before the conclusion of the school day will remain on campus until dismissal. Students who return after the conclusion of the school day will be dismissed upon arrival.

For the safety and accountability of all student workers, transportation is provided exclusively by authorized CWSP personnel. Students will not be released directly from a worksite to parents, family members, friends, rideshare services, or other individuals without prior authorization from the CWSP Office. Likewise, supervisors and Job Partners are not authorized to release students to parents or other individuals without approval from CWSP.

Attendance and Tardiness

Regular attendance and punctuality are essential components of professionalism. Students arriving late must report to the Main Office to receive a late pass.

Students who miss transportation due to tardiness create additional operational costs and disruption to worksite schedules. A student who misses transportation because of tardiness has incurred a **Significant Tardy**. A \$25 Late Transportation Fee will be assessed when a driver must extend their shift or make a separate trip.

Tardiness Consequences

Number of Unexcused Tardies Per Semester	Action(s) Taken
1-2 Tardies	Verbal reminder and informal check-in with Associate Director of Partner Relations.
3-4 Tardies	Formal meeting with Associate Director of Partner Relations. Parent/guardian notified.
5 Tardies OR 1 Significant Tardy	Restorative meeting with student, family, and CWSP staff. Retraining curriculum will be assigned. Improvement Plan developed and signed.
6+ Tardies OR 2+ Significant Tardies	Student enters a Behavioral Contract and may be assigned school-based service, reflection assignments, attendance support, or additional interventions. Continued concerns may result in removal from job placement, failure of CWSP and possible removal from the program.

Illness and Early Release

If a student becomes ill or injured at work, the student should discuss with their supervisor and the supervisor will contact CWSP. CWSP will coordinate transportation back to campus and notify the parent or guardian. Students should not contact CWSP directly for pickup while at work. Supervisors should initiate communication with the CWSP office. Students leaving work early due to illness are expected to return home and will be required to complete a makeup workday.

Student workers will not be released early from work under any circumstances. Students are expected to complete a full day of work regardless of any special school day scheduling. Early release will only occur for illness or emergency situations coordinated through CWSP.

Absences and Makeup Days

Cristo Rey San Diego and its students commit to fulfilling all work responsibilities promised to Job Partners. Students are expected to attend work on their assigned workdays and complete all missed workdays. Missed workdays not only impact our commitment to Job Partners, but also affect a student's CWSP grade.

Sick Days

Each student is allotted one excused sick day per semester. For the absence to be excused, one of the following must occur:

- A parent or guardian contacts the CWSP Office, or
- A physician's note is submitted.

Unused sick days do not carry over between semesters.

Notification of Absences

Foreseen absences require notification at least three days in advance.

Unforeseen absences require notification before 7:30 a.m. on the day of the absence.

CWSP may be contacted at:

- (619) 432-1899
- workstudy@cristoreysandiego.org

Makeup Days

All missed workdays, whether excused or unexcused, must be made up before the end of the semester in which the workday was missed.

Students must:

1. Meet with their Associate Director of Partner Relations within two school days of returning to school from absence.
2. Review available makeup options.
3. Coordinate all makeup day scheduling through the Associate Director of Partner Relations.

Students and families should not schedule makeup days directly with supervisors.

Once approved, attendance on a makeup day is mandatory. Students who fail to report for an approved makeup day forfeit the opportunity to complete that makeup day and will be assessed the \$100 missed workday fee. Requests to reschedule a makeup day must be communicated to CWSP at least 48 hours in advance. Transportation is not provided for makeup days.

Failure to complete makeup days by the end of the semester:

- Will result in a \$100 fee per missed day.
- Possible failure of CWSP Semester.
- Possible removal from the Corporate Work Study Program.

Professional Appearance and Uniform Policy

Student workers represent Cristo Rey San Diego, CWSP, and their Job Partners. Professional appearance is an essential component of workplace success. Students must report to CWSP homeroom check-in in complete uniform and remain in dress code throughout the workday, regardless of whether their Job Partner's dress code is more lenient. Uniform compliance is an expectation of CWSP and contributes to a student's overall course grade.

Uniform Violation Progression

Number of Uniform Violations	Action(s) Taken
1-3 Violations	Student receives a loaner uniform. Verbal reminder provided.
4th Violation	Parent/guardian notified.
5th Violation	Restorative meeting with student, family, and CWSP staff. Retraining curriculum will be assigned. Improvement Plan developed and signed.
6th Violation	Student enters a Behavioral Contract and may be assigned school-based service, reflection assignments, attendance support, or additional interventions. Continued concerns may result in removal from job placement, failure of CWSP and possible removal from the program.

A student who is significantly out of uniform and unable to correct the violation prior to transportation departure, may be withheld from deployment to their worksite and sent home. Such absences will be treated as a missed workday and the student will be required to complete a makeup day in accordance with CWSP attendance policies. CWSP reserves the right to determine whether a uniform violation constitutes a significant violation that prevents deployment to the worksite.

Timecards and Performance

Student workers must complete a timecard for every workday in accordance with Department of Labor regulations. Timecards provide an official record of hours worked and serve as an important component of workplace accountability and performance evaluation.

Timecards must be completed before leaving school on the day worked. Failure to submit a complete and accurate timecard results in missing work records and prevents CWSP from maintaining compliance with Department of Labor requirements.

Repeated late or missing timecards demonstrates a lack of professional responsibility and may negatively impact a student's CWSP grade and overall standing in the program.

Late or Missing Timecards

Number of Late/Missing Time Cards	Action(s) Taken
1-2 Violations	Verbal & email warning
3rd Violation	Parent/guardian notified.
4th Violation	Restorative meeting with student, family, and CWSP staff. Retraining curriculum will be assigned. Improvement Plan developed and signed.
5th Violation	Student enters a Behavioral Contract and may be assigned school-based service, reflection assignments, attendance support, or additional interventions. Continued concerns may result in removal from job placement, failure of CWSP and possible removal from the program.

Supervisor Ratings & Performance Reviews

Supervisors evaluate student performance using a 1–5 rating scale after each workday:

- 5 – Exceptional:** Consistently exceeds expectations.
- 4 – Exceeds Expectations:** Frequently performs above expectations.
- 3 – Meets Expectations:** Successfully fulfills responsibilities and workplace expectations.
- 2 – Needs Improvement:** Requires coaching and additional support.
- 1 – Unsatisfactory:** Significant concerns regarding workplace readiness and performance.

Students receiving repeated ratings of 1 or 2 may be required to participate in retraining, performance improvement plans, reassignment, or removal from the program.

A consistent pattern of ratings at 3, 4, and 5 indicates satisfactory standing within CWSP.

At the conclusion of each semester, supervisors complete a **Student Associate Performance Review (SAPR)** for each student worker. The SAPR provides students with formal feedback regarding their workplace readiness, strengths, and opportunities for growth.

Students are evaluated in the following areas:

- **Workplace Basics**
- **Communication**
- **Personal Growth and Development**
- **Technical Skills**
- **Overall Performance**

The SAPR serves as an important component of a student's professional development and provides valuable feedback for setting goals and identifying areas for continued growth. Semester performance

reviews are considered when reviewing student recognition programs, worksite placement decisions, and overall standing within the Corporate Work Study Program.

Workplace Confidentiality Policy

Overview and Purpose

Participating in workplace learning experiences grants students access to professional environments, real-world projects, and sensitive information. Maintaining confidentiality is a fundamental professional responsibility and a legal requirement in many industries.

This policy outlines the expectation that all students respect and protect private information encountered during their workplace placements.

What Is Confidential Information?

Confidential information includes any non-public data, records, or conversations related to the host organization, its employees, clients, or business practices. Examples include:

- Client and Customer Data: Names, phone numbers, contact details, financial records, medical histories, or personal circumstances.
- Proprietary Business Information: Financial reports, trade secrets, internal emails, marketing strategies, software code, and operational procedures.
- Personnel & Peer Information: Salaries, employee records, disciplinary matters, or private conversations between staff members or fellow students.
- Intellectual Property: Unreleased products, draft documents, design files, or creative work developed by or for the organization.

Expectations for Students

1. Protect Information at All Times: Keep all work-related discussions strictly within the professional setting. Do not discuss clients, projects, or sensitive workplace details with friends, family members, or peers.
2. Observe Digital Boundaries:
 - Never take photos, audio, or video at the workplace unless explicitly authorized by a workplace supervisor for an approved school presentation.
 - Do not post, tag, or share any internal workplace matters, documents, client details, or photographs on social media platforms.
3. Secure Work Assets and Materials: Always log out of work devices, lock workstations when stepping away, and store paper files in designated secure locations. Never remove physical documents or proprietary digital files from the workplace without express written authorization.
4. Ask When Uncertain: If you are unsure whether a piece of information is sensitive or public, treat it as strictly confidential until you verify with your workplace mentor or school program coordinator.

Exceptions to Confidentiality

Student safety and well-being always come first. The obligation to maintain workplace confidentiality does not prevent a student from reporting:

- Unsafe, illegal, or unethical working conditions.
- Workplace harassment, discrimination, or abusive behavior.
- Concerns regarding personal safety or the safety of others.

Students should immediately report these issues directly to their Supervisor AND Associate Director of Partner Relations.

Consequences of Non-Compliance

Violating workplace confidentiality disrupts professional trust and can cause significant legal or financial harm to partner organizations. Failure to adhere to these standards may result in:

- Immediate removal from the job placement.
- Disciplinary action according to the High School Student Code of Conduct.

Family Role and Support

We ask parents and guardians to reinforce this policy at home by encouraging students to discuss their general learning experiences without disclosing sensitive client names, private details, or proprietary business practices.

CWSP Grading Policies

Final grades are based upon:

- Timecard completion and timeliness
- Required projects
- Uniform compliance
- Mid-year and end-of-year student surveys

Failure to satisfy CWSP requirements may impact academic standing and participation in the Corporate Work Study Program.

Discipline and Employment Status

Students terminated by a Job Partner may be required to complete retraining or be removed from the program at the discretion of CWSP. Should CWSP elect to retrain the student worker, they may return to work after satisfactorily completing the retraining curriculum (if a work position is available). If a student worker is terminated twice over the course of their time at Cristo Rey San Diego, CWSP may immediately terminate the student worker at its discretion. Participation in the Corporate Work Study Program is a condition of enrollment at Cristo Rey San Diego High School. Removal from CWSP may result in dismissal from Cristo Rey San Diego.

Summer Non-Program Workday Requests

CWSP does not operate student work placements during the summer months. Partners may independently request student employment during the summer. Participation is voluntary. Students working during the summer must obtain a work permit from the Academic Department. CWSP does not provide transportation for summer employment.

CWSP Awards and Recognitions

The Corporate Work Study Program seeks to recognize students who exemplify professionalism, initiative, growth, leadership, and commitment to the values of Cristo Rey San Diego. Awards and recognitions are intended to encourage continuous growth and acknowledge students who model the habits and behaviors expected of successful young professionals.

- Student Employee of the Month
- Work Study Performance Yearly Awards
- Attendance Recognition (each semester)
- Average Timecard Ratings of 4+ (each semester)

Students on Improvement Plans, Behavioral Contracts, or with unresolved attendance, performance, or conduct concerns may be deemed ineligible for certain awards and recognitions.

Four-Year Student Development Benchmarks

The Corporate Work Study Program is designed to develop students over four years through progressive workplace experiences, increasing responsibility, and intentional skill development. Students are not expected to master professional skills immediately. Rather, each year builds upon the previous one as students grow in professionalism, communication, technical skills, and leadership.

CWSP is not designed to produce perfect student workers, but rather to develop young professionals through experience, coaching, accountability, and growth over four years. As students mature, expectations increase, responsibilities expand, and opportunities for leadership emerge.

Detailed grade-level benchmarks and competencies are outlined in the CWSP Student Benchmarks, which describe the expected growth and readiness standards for each grade level. The complete CWSP Student Benchmarks can be reviewed here:

 [CWSP Student Benchmarks - Family Handbook - CWS Benchmarks 9.23.pdf](#)

Student Development and Support Programs

CWSP and CRSD is committed to supporting students in meeting the expectations outlined in the CWSP Student Benchmarks. Workplace readiness is intentionally developed through a combination of classroom instruction, coaching, and experiential learning.

College and Career Readiness (CCR)

Ninth and tenth grade students participate in College and Career Readiness (CCR), a workplace readiness course designed to provide foundational professional skills and prepare students for success in the Corporate Work Study Program.

CWSP Homeroom

Morning CWSP Homeroom provides ongoing coaching and support throughout the school year. Students participate in regular check-ins, announcements, workplace reminders, and professional development activities designed to reinforce expectations and promote accountability. CWSP Homeroom allows staff to address common workplace themes, celebrate student successes, and provide students with timely support and guidance throughout the year.

Young Professionals Institute (YPI)

The Young Professionals Institute (YPI) provides additional support and professional development opportunities for students who are not currently placed at a worksite. YPI is designed to ensure that students continue developing workplace readiness skills while preparing for future placement opportunities.

Through YPI, students participate in:

- Career exploration activities
- Professional skills development
- Public speaking and presentation opportunities
- Guest speakers and company field trips
- Service and leadership opportunities

YPI exists to ensure that every student continues to grow professionally and personally, regardless of placement status. Students in YPI remain active participants in the Corporate Work Study Program. Students are expected to follow the same handbook policies and continue progressing toward the four-year benchmarks established by CWSP.

Incoming Student Summer Success Academy

Summer Success Academy is a mandatory three-week training program for all incoming freshmen and transfer sophomores. Summer Success Academy prepares incoming students for working in a professional work environment and a challenging academic environment. Summer Success Academy is graded like other classes, with prep work and various assessments, and students are expected to engage with the coursework. Students must successfully complete the Summer Success Academy to matriculate at Cristo Rey San Diego for the academic year.

All handbook policies, including attendance and dress code requirements, remain in effect during Summer Success Academy.

Summer Success Academy Attendance

Incoming students must attend every day of Summer Success Academy. CWSP will not approve or excuse absences during Summer Success Academy. If an emergency arises that may prevent a student from attending a day of Summer Success Academy, a parent/guardian must contact the CWSP staff immediately. After a student absence during Summer Success Academy, Cristo Rey San Diego and CWSP will meet with the student's parent/guardian. In its discretion, CWSP may consider an absence or absences sufficient grounds to terminate the student's relationship with CWSP and Cristo Rey San Diego.

- (619) 432-1899
- workstudy@cristoreysandiego.org

Summer Success Academy Tardiness

During Summer Success Academy, student check-in begins at 8:15 a.m. Cristo Rey San Diego and CWSP consider students that check-in at or after 8:15 a.m. tardy. Breakfast will be provided from 7:45 am - 8:15 am. If a student earns two tardies during Summer Success Academy, Cristo Rey San Diego and CWSP will schedule an in-person meeting with the student's parents/guardians. CWSP and Cristo Rey consider tardies when determining whether a student has successfully completed Summer Success Academy. CWSP may consider two or more tardies sufficient grounds to terminate the student's relationship with CWSP and Cristo Rey San Diego.

Summer Success Academy Dress Code

Students are required to be in full uniform, as defined by this handbook, at all times during Summer Success Academy. If, during Summer Success Academy, a student is out of the dress code twice, CWSP will meet with that student's parent/guardian. CWSP may consider two or more dress code violations sufficient grounds to terminate the student's relationship with CWSP and Cristo Rey San Diego.

2026 - 2027 CWSP CALENDAR

 CORPORATE
 WORK STUDY
 PROGRAM

Friday Rotation & Calendar Key:

	Monday: Juniors		Holiday/Exams/No CWSP
	Tuesday: Sophomores		CWSP Start/End
	Wednesday: Seniors		
	Thursday: Freshmen		
	School Mass Days, students will arrive to work after 9:30am		

AUGUST				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

 17 CRSD Kick-Off Day
 18 CWSP Work Begins

SEPTEMBER				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

 7 No CWSP / Labor Day
 14 No CWSP / CRSD Golf Tournament
 25 No CWSP

OCTOBER				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

 22-23 No CWSP / Student Conferences
 26 No CWSP

NOVEMBER				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

 11 No CWSP / Veterans Day
 23-27 No CWSP / Thanksgiving Break

DECEMBER				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

 14-18 No CWSP / Finals Week
 21-31 No CWSP / Christmas Break

JANUARY				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

 1-4 No CWSP
 5 School & CWSP Resumes
 18 No CWSP / MLK Holiday
 20 No CWSP / Senior Retreat

FEBRUARY				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

15 No CWSP / Presidents' Day

MARCH				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

 12 No CWSP
 18-19 No CWSP / Student Conferences
 26-31 No CWSP/Easter Break

APRIL				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-5 No CWSP / Easter Break

** MAY ** Tentative				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

 *TBA May schedule adjustments for AP Exams
 17-21 Final CWSP Workdays

TIME	ACTIVITY
Before 7:45AM	Students arrive at school on their scheduled work day.
7:45-8AM	Students prep for workday: morning announcements, attendance, uniform checks are conducted.
8AM-8:15AM	Van commute groups load. CWSP Staff check vans for final attendance and seatbelts.
8:15AM-8:20AM	Van commute groups depart CRSD.
8:45AM-9:30AM	Students are dropped off at work. Drop off times vary according to their work site, traffic, and transportation routes as determined by the school.
2:45-3:30PM	Students are picked up from work by vans. Pickup times vary according to their work site, traffic, and transportation routes as determined by the school. Students should wait in a supervised location.
3:30-4:00PM	Students arrive back to CRSD campus. Arrival times vary according to their work site, traffic, and transportation routes as determined by the school.

Faith and Ministry

Faith

At Cristo Rey San Diego, we are a community grounded in the Catholic tradition. A Catholic education empowers students to “reach the fullness of their potential as individuals created in God’s image and assist them to direct their gifts toward building the earth.” Active participation in the faith life of Cristo Rey San Diego plays a key role in students reaching their potential. As such, we hope and expect our students will actively participate in the faith life of our school.

Creating a Culture

Campus Ministry gears all of the following programs and events towards one specific goal: creating a culture that challenges all students, faculty, staff, parents and families to become the best version of themselves. Within the whole school community, Campus Ministry promises to provide the tools to achieve this goal. Campus Ministry merely asks that students, faculty, staff and friends of Cristo Rey San Diego respond by bringing their whole selves to the school community.

Prayers and Liturgies

Cristo Rey San Diego is a Catholic school, which, in the finest of Catholic traditions, accepts students of all faiths and no faith. Students have opportunities to pray throughout the day and attend all-school liturgy once a month. The school’s faith-life is enhanced through our Campus Ministry program. Opportunities for reception of the Sacrament of Reconciliation for Catholic students are formally provided during the liturgical seasons of Advent and Lent.

Retreats

All students are required to participate in our retreat program as part of the graduation expectations. The retreat program is designed to help students along their school and faith journeys as they discover more about themselves and the world around them.

Called to Service

Students will be offered opportunities to serve the community throughout their experience at Cristo Rey San Diego.

Student Life

Student Activities

In order to remain eligible to participate in extracurricular activities, a student must be in good standing regarding academics, character and CWSP. Students with two or more “D’s” OR one or more “F” will be ineligible to participate in extracurricular activities.

College Advising Team

Overview

The College Advising Team at Cristo Rey San Diego is designed to lead our young men and women and their families to a deeper understanding of their individual talents, academic interests, and career goals. Parents/guardians, faculty, staff and the college counseling department encourage each student's aspirations while supporting them in taking personal responsibility and initiative for the college process. The college admissions process at Cristo Rey San Diego is, therefore, viewed as a four-year developmental process that is reflected in the college-readiness curriculum. Its purpose is to engage each student in a process of self-assessment that will assist them and their family in selecting a college or university that meets their needs and matches their academic strengths and interests.

Athletics

Policies Regarding Participation in Team Sports

A decision to participate in a team sport is a commitment that must not be taken lightly. A team cannot function properly with an ever-changing roster, as it would be unfair to both coaches and participants. As such, the following policies are in effect:

- If a student develops a medical issue during a particular athletic season, they will still remain a member of the team for the duration of the season. They will follow a rehabilitation program assigned by their physician. If the injury is not of a serious nature, the student will help their team in a way designated by their coach. As long as the student is a member of the team, they are expected to be at all practices and games.
- If a student is removed from a sport for any reason, they will not receive credit towards PE fulfillment.
- If a student misses multiple games or practices, without a valid reason, they can be dismissed from the team and prevented from joining future teams, regardless of the sport.

Parent/Guardian Expectations

At Cristo Rey San Diego, we value creating a culture of community and support. As such, parents and guardians are encouraged to support their children and their children's teams in a vocal and positive manner that does not reflect negatively on the school or our Catholic affiliation. The most valuable fan in the stands is the parent who is supportive during the event and at home.

Parents or guardians who become verbally abusive to officials, coaches, players or other fans may be asked to leave the event. Parents and guardians should also refrain from talking to their children or coaching them from the sidelines or stands during the course of the game. Athletes need to hear one voice during athletic competitions, and that voice should be the voice of the coach of their team.

Athletic Discipline

Student-athletes' disciplinary obligations supersede their obligations to athletic teams. The athletic director or coach may also assign extra disciplinary measures or may remove any player from practices or games for the purpose of discipline or behavioral issues.

Academic Eligibility & No Pass-No Play Policy

Cristo Rey San Diego considers any student-athlete with a GPA below 2.0 as academically ineligible. Ineligible student-athletes may practice but cannot participate in any competition. The administration maintains the right and ability to withhold a student, particularly an 11th or 12th grader, from practice for any period of time if a student's grades impact his/her ability to stay on track toward college acceptance/enrollment. Students with two or more "D's" OR one or more "F" will be ineligible to participate in sports and/or extracurricular activities.

The school checks grades for eligibility purposes every two weeks and publicizes these dates to the school community.

Failing the Quarter

In-season student-athletes who fail a course for the quarter must meet with the Vice Principal of Academics to create an "Academic Improvement Plan." Student-athletes must meet all requirements in the Academic Improvement Plan before returning to practices and competitions.

Team Dismissal

The school will dismiss any student-athlete from their team if they are academically ineligible for three consecutive grade checks.

Tuition and Other Financial Information

Family Contribution

Cristo Rey San Diego determines each family contribution using an income-based sliding scale at the time of admission. Each year, families will submit an Income Verification Form, along with tax documentation to verify income levels and determine Family Contribution rates.

- A non-refundable, non-transferable \$100 registration deposit is due at the time of registration. The deposit is applied toward the family contribution amount for the upcoming school year.
- If a family selects a payment plan, the remaining family contribution is divided into one of the four payment options:
 - **Option 1:** Payment in full, August
 - **Option 2:** Two equal payments, August and February
 - **Option 3:** Four equal payments, August, October, January, and March.
 - **Option 4:** Monthly equal payments, August - May

Actual Cost to educate student	\$23,400
Family Contribution	\$500 - \$4,410 (\$1,320 avg.)
CWSP Internship Contribution	\$9,150
Scholarship	\$9,840 - \$13,750 (\$12,930 avg.)

Additional Financial Aid

Cristo Rey San Diego has limited resources to help students whose financial situation prohibits them from making tuition payments aligned with the predetermined Family Contribution rates. The administration makes all decisions regarding additional financial aid based on economic need. In the event of a major family event or life change impacting income (job loss, birth, or death), please contact the Tuition Manager to reassess family contribution.

Refund Policy

There are no refunds on tuition and any acquired charges, such as work study fines or lost Chromebook fees. Registration fees are non-refundable unless, prior to the start of school, Cristo Rey San Diego determines that a student will not return to Cristo Rey San Diego the following school year.

Acquired Charges

Any additional charges/fees (aside from tuition) must be paid by the due date (some examples include work study program fines, finance charges, or Chromebook fee). Cristo Rey San Diego treats all acquired charges unpaid on or after their due date in the same manner as late tuition.

Failure to Make Payment

Accounts are considered delinquent if payment is not received on the due date each month. If there are exceptional circumstances that prohibit making a timely payment, a family must make an appointment with the business office.

Withdrawal

Families of withdrawing students must pay all of the tuition due and other balances through the end of the month in which the student officially withdraws from Cristo Rey San Diego. Cristo Rey San Diego will not release any official records until all money owed to Cristo Rey San Diego is paid in full.

Emergency School Procedures

The School Emergency and Crisis Response Plan, which can be obtained through request from the school administration, is the official policy of Cristo Rey San Diego. It is a result of a comprehensive review and update of school policies in the context of our location in San Diego, California. We support its recommendations and commit the school's resources to ongoing training, exercises and

maintenance required to keep it current. This plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the school community. Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential to the Plan. In the event of an emergency, Cristo Rey San Diego will take all necessary actions to provide for the safety of our students.

Emergency while Students at Work

Each Partner has provided Cristo Rey San Diego with the name of a direct supervisor who has the responsibility of knowing the whereabouts of the Cristo Rey San Diego student worker at all times during their assigned workday. In any emergency situation, the direct supervisor will communicate to CWSP what has happened, what steps the company has taken, and the student worker's location. Once the nature of the emergency and the paramount objective of maintaining student worker safety permits, CWSP will retrieve the student worker or find some other option as may be appropriate to the circumstances, keeping in mind the safety of the student workers and logistical considerations. CWSP will contact parents and guardians of student workers, who are working at the time of an emergency, and they should feel free to contact CWSP. While at a work site, students are expected to follow the Job Partner's emergency plans and operations.

Emergency while Students at School

Should an emergency or disaster situation ever arise in our area while school is in session, Cristo Rey San Diego has made preparations to respond effectively to such situations. Our school has a detailed emergency operations plan which has been formulated to respond to a major catastrophe. In the event of an emergency, Cristo Rey San Diego will, to the best of its ability, contact all families to advise them of arrangements being made for the safety of the students. Cristo Rey San Diego will only release students to parents/guardians and persons identified on the school emergency card. In case of an extreme emergency, Cristo Rey San Diego will release students from designated evacuation areas.

Appendix A - Disclaimers

Non-Discrimination Statement

Cristo Rey San Diego hires employees and admits students of any race, color, national and ethnic origin and provides them with all the rights, privileges, programs and activities generally accorded or made available to all employees and students at the school. Cristo Rey San Diego does not discriminate on the basis of race, color, sex, national and ethnic origin in the administration of our employment practices, educational policies, admissions policies, scholarship programs and athletic and other school-administered programs.

Appendix B – Records Release Form

Records Release Form

AUTHORIZATION FOR TRANSFER OF STUDENT RECORDS

I, the undersigned, authorize _____ to transfer all school
(student's previous school)

records of: _____, DOB _____
(student's legal name) (date of birth)

to the following school: **Cristo Rey San Diego High School**

located at **1228 S. 38th St San Diego CA, 92113**

Parent signature: _____ Date: _____

Parent printed name: _____

Student and Family Handbook Acknowledgment and Agreement

By signing below, we acknowledge that we have received, read, and understood the Cristo Rey San Diego High School Handbook. We agree to support and adhere to the policies, procedures, and expectations outlined in the handbook.

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____