



# **Student and Family Handbook**

**Updated January 2023**

## **Disclaimer**

*The policies outlined in this handbook represent a framework. This handbook is not exhaustive and should not be considered comprehensive of all Cristo Rey San Diego Catholic High School and Corporate Work Study Program (Cristo Rey San Diego Corporate Work Study Program, Inc.) (collectively, "Cristo Rey San Diego") policies. 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.*

## **TABLE OF CONTENTS**

<b>Overview</b>	<b>6</b>
<b>Student Code of Conduct</b>	<b>6</b>
<b>Who We Are</b>	<b>8</b>
<b>Mission Statement</b>	<b>8</b>
<b>Our Values</b>	<b>9</b>
<b>Academic Expectations</b>	<b>10</b>
<b>Course Credits</b>	<b>10</b>
<b>Grading Philosophy and Academic Infractions</b>	<b>11</b>
<b>Grading Scale</b>	<b>11</b>
<b>Mandatory Academic Support</b>	<b>12</b>
<b>Academic Honesty</b>	<b>13</b>
<b>Grading Periods</b>	<b>14</b>
<b>Technology Policy</b>	<b>15</b>
<b>Overview</b>	<b>15</b>
<b>Computer/Internet</b>	<b>15</b>
<b>The Opportunities and Risks of Technology Use</b>	<b>15</b>
<b>Privileges and Responsibilities</b>	<b>16</b>
<b>Disciplinary Action</b>	<b>16</b>
<b>Privacy</b>	<b>16</b>
<b>Safety</b>	<b>16</b>
<b>Personal Electronic Devices</b>	<b>17</b>
<b>Attendance Policy</b>	<b>18</b>
<b>Daily School Schedule</b>	<b>18</b>
<b>Daily Work Schedule</b>	<b>18</b>
<b>Tardiness Policy</b>	<b>18</b>

<b>Unforeseen Absences from School</b>	<b>19</b>
<b>Medical Absences from School</b>	<b>19</b>
<b>Foreseen Absences and Scheduling Outside Appointments</b>	<b>20</b>
<b>Returning to School</b>	<b>20</b>
<b>Absences from Work</b>	<b>21</b>
<b>Early Release from School or Work</b>	<b>21</b>
<b>Excessive Absences</b>	<b>22</b>
<b>Attendance for Credit</b>	<b>22</b>
<b>Extended Absence Due to Illness or Injury</b>	<b>23</b>
<b>Truancy</b>	<b>23</b>
<b>Illness at School or at Work</b>	<b>23</b>
<b>Holidays</b>	<b>23</b>
<b>Inclement Weather Policy</b>	<b>24</b>
<b>Dress Code and Appearance Guidelines</b>	<b>25</b>
<b>Dress Code and Appearance Guidelines for Young Men</b>	<b>26</b>
<b>Uniform</b>	<b>26</b>
<b>Jewelry and Tattoos</b>	<b>26</b>
<b>Boys may not wear any earrings.</b>	<b>26</b>
<b>Visible body piercings or tongue piercings or band-aids covering piercings are not permitted.</b>	<b>26</b>
<b>All necklaces must be tucked inside the shirt.</b>	<b>26</b>
<b>Make-up</b>	<b>26</b>
<b>Hair Color/Style</b>	<b>26</b>
<b>Facial Hair</b>	<b>26</b>
<b>Sweaters</b>	<b>27</b>
<b>Hygiene</b>	<b>27</b>
<b>Sunglasses / Hats</b>	<b>27</b>
<b>Examples of inappropriate attire</b>	<b>27</b>
<b>Dress Code and Appearance Guidelines for Young Women</b>	<b>28</b>
<b>Uniform</b>	<b>28</b>
<b>Jewelry and Tattoos</b>	<b>28</b>
<b>Make-up</b>	<b>28</b>
<b>Hair Color/Style</b>	<b>28</b>
<b>Sweaters</b>	<b>29</b>
<b>Hygiene</b>	<b>29</b>
<b>Sunglasses / Hats</b>	<b>29</b>

<b>Examples of inappropriate attire</b>	<b>29</b>
<b>General Policies</b>	<b>35</b>
<b>Campus</b>	<b>36</b>
<b>Identification</b>	<b>36</b>
<b>Restrooms</b>	<b>36</b>
<b>Student Records</b>	<b>36</b>
<b>Student Information System: PowerSchool</b>	<b>36</b>
<b>Student Transcripts</b>	<b>37</b>
<b>Transfer of Records</b>	<b>37</b>
<b>Changes in Contact Information</b>	<b>37</b>
<b>Child Abuse</b>	<b>37</b>
<b>Visitors</b>	<b>37</b>
<b>Medication Policy</b>	<b>38</b>
<b>Corporate Work Study Program</b>	<b>39</b>
<b>The Work Experience</b>	<b>39</b>
<b>Incoming Student Summer Training Institute (Success Training)</b>	<b>40</b>
<b>Success Training Attendance</b>	<b>40</b>
<b>Success Training Tardies</b>	<b>40</b>
<b>Success Training Dress Code</b>	<b>41</b>
<b>Transportation</b>	<b>41</b>
<b>Inclement Weather</b>	<b>41</b>
<b>Termination from Work</b>	<b>41</b>
<b>Taxes and Employability</b>	<b>42</b>
<b>Non-program Work Days</b>	<b>42</b>
<b>Timecards</b>	<b>42</b>
<b>Late Time Card Consequences</b>	<b>42</b>
<b>Delinquent Time Card Consequences</b>	<b>43</b>
<b>Faith</b>	<b>43</b>
<b>Creating a Culture</b>	<b>43</b>
<b>Prayers and Liturgies</b>	<b>43</b>
<b>Retreats</b>	<b>44</b>
<b>Freshman Year</b>	<b>44</b>
<b>Called to Service</b>	<b>44</b>
<b>Student Life</b>	<b>45</b>
<b>Student Activities</b>	<b>45</b>

<b>Enrichment</b>	<b>45</b>
<b>Overview</b>	<b>45</b>
<b>Freshmen: Building Strong Foundations</b>	<b>45</b>
<b>Sophomores: Formulating Post-Secondary Education Plans</b>	<b>46</b>
<b>Athletics</b>	<b>47</b>
<b>Policies Regarding Participation in Team Sports</b>	<b>47</b>
<b>Parent Expectations</b>	<b>47</b>
<b>Athletic Discipline</b>	<b>47</b>
<b>Academic Eligibility &amp; No Pass-No Play Policy</b>	<b>47</b>
<b>Failing the Quarter</b>	<b>48</b>
<b>Team Dismissal</b>	<b>48</b>
<b>Tuition and Other Financial Information</b>	<b>49</b>
<b>Family Contribution</b>	<b>49</b>
<b>Payment Methods</b>	<b>49</b>
<b>Additional Financial Aid</b>	<b>49</b>
<b>Refund Policy</b>	<b>49</b>
<b>Acquired Charges</b>	<b>50</b>
<b>Failure to Make Payment</b>	<b>50</b>
<b>Returned Checks</b>	<b>50</b>
<b>Withdrawal</b>	<b>50</b>
<b>Emergency School Procedures</b>	<b>50</b>
<b>Students at Work</b>	<b>51</b>
<b>Students at School</b>	<b>51</b>
<b>Appendix A - Disclaimers</b>	<b>52</b>
<b>Non-Discrimination Statement</b>	<b>52</b>
<b>Notification of Designation of Directory Information</b>	<b>52</b>
<b>Designation of Directory Information</b>	<b>52</b>
<b>Parents' and Eligible Student's Right to Prevent Disclosure of Directory Information</b>	<b>52</b>
<b>Annual Notification of Rights under FERPA</b>	<b>52</b>
<b>Appendix B – Records Release Form</b>	<b>54</b>
<b>Records Release Form</b>	<b>54</b>
<b>Appendix C- COVID-19 Plan</b>	<b>55</b>

## **Overview**

This handbook serves as a reference guide to the expectations and responsibilities you have as a Cristo Rey San Diego Catholic High School and Corporate Work Study Program (“CWSP”) (collectively, “Cristo Rey San Diego”) student and student worker. All policies, rules, and regulations contained in this handbook (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 contains only general information and guidelines. It 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. If there is a discrepancy between the Handbook and an official Cristo Rey San Diego document, the official document will supersede the Handbook.

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.

## **CRISTO REY SAN DIEGO HIGH SCHOOL** 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 the school has a school-wide behavioral system which can lead to student consequences including detentions, 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. When a teacher is speaking, I will make eye contact and avoid private discussion and disobedience. I will also avoid disrupting those around me in class.

\_\_\_\_\_ 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 Cristo Rey San Diego is a community safe from physical and verbal abuse. I must avoid vulgarity, bigotry, bullying, cyberbullying and harassment.

\_\_\_\_\_ 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 on time to start my day and begin each class is extremely important, and it requires my full compliance.

\_\_\_\_\_ I understand that I am to comply with and respect the dress code of Cristo Rey San Diego. I will wear the uniform correctly and with pride.

\_\_\_\_\_ 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 the building or the campus.

\_\_\_\_\_ 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 if I have a reasonable concern, I am required to report it to the Heads of School as immediately as possible.

\_\_\_\_\_ I understand that at no time is it acceptable for me to be in possession of weapons, drugs, alcohol 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.

\_\_\_\_\_ I confirm that I have access to the Handbook [crsdhs.org/schoolhandbook](http://crsdhs.org/schoolhandbook) 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, and 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.

### **Our 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.

### **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

### **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

### **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

### **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

### **Academic Expectations**

One of our core values is that 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 timely, neat, clean, legible, and reflective of his/her best ability.
- Students should expect to study at least two hours every night to review the day's lessons and prepare for the next day.
- 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 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.

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

### **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 redo the assignment again to show mastery and growth**. Modified grades will depend upon the nature of the assignment and the teacher's discretion.

In order to be prepared and take ownership of their own education, Cristo Rey San Diego asks students to complete "prep work" in advance of a class.

**Summative assignments (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 a 0 on summative assessments**.

- If a student does not turn in a major assignment the classroom teacher school connect with the student support team (Assistant Principal and Counselor) and students parents 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.

- If a student does not turn in a major assignment or turns in a major assignment late, they will earn a **Level I Academic Infraction**; and the faculty member will establish an extended deadline.
- If the student misses the extended deadline, they will earn a **Level II Academic Infraction** and will meet with an administrator and the teacher involved to discuss extra means of support and will be assigned an after-school academic support session.
- If the student still does not turn in the assignment, they will earn a **Level III Academic Infraction**. The student and the student's parents will meet with the principal to discuss further consequences. The student will stay after school until the summative assessment is completed.

### **Incompletes**

To successfully attain credit students are required to show mastery of the Cristo Rey Network Standards and Benchmarks. At Cristo Rey San Diego, mastery of the Standards and Benchmarks are assessed through major assessments (semester exams, test, quizzes, projects, papers, labs, etc.). Students are required to complete all major assessments in each class. Students who do not complete all major assessments will receive an incomplete. Incompletes are not credit bearing, and must be remediated through credit recovery, summer school, or repeating a grade.

### **Credit Recovery**

Students who receive a grade of "D or F" (non passing grade) for a semester have the opportunity 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).

### **Summer School**

Summer school is available for students who do not attain a passing grade (C or higher) for either semester. A maximum of 2 credits can be recovered in summer school.

### **RANKING POLICY**

CRSD 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, CRSD does not rank.

### **Mandatory Academic Support**

At multiple points during the year, the academic administration will run grade checks for all students. Students who have earned grades below 70% in two or more classes may be required to attend academic support sessions with an academic advisor ("Mandatory Academic Support"). Mandatory Academic Support may be held during college/career

readiness time and during After School Learning Support. Part of Mandatory Academic Support includes mandatory assigned office hours with teachers.

Mandatory Academic Support sessions strive to:

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

The School will notify parents/guardians if it places their student on Mandatory Academic Support.

### **Academic Honesty**

Consistent with our Catholic values and academic integrity, Cristo Rey San Diego expects students to act responsibly with regard to their learning.

Responsibility for maintaining academic honesty falls on all members of the Cristo Rey San Diego community including teachers, staff, students and parents. Cristo Rey San Diego believes that all academic work should be the product of the individual student. We stand firmly against academic dishonesty. Academic dishonesty includes, but is not limited to, copying another student's work; cheating in any form on a quiz, test or exam; and plagiarism (offering someone else's ideas or work as one's own).

Students should not lend their work to others. If one student seeks assistance on an assignment, the student providing assistance should do so in person. Written work should not pass from one student to another. Any student, who ignores this requirement and provides their answers or work to another student, will share equal responsibility and consequences.

1. If a student copies a homework/prep work assignment or allows someone else to copy their homework/prep work assignment, they will earn a **Academic Dishonesty Infraction**. The student is still responsible for re-doing the assignment. The student will earn a detention.
2. Multiple blatant academic dishonesty will result in further disciplinary action.

Cristo Rey San Diego reserves the right to pursue further discipline, including dismissal from the School, at the discretion of an administrator and the teacher if a student earns multiple Academic Dishonesty Infractions while at Cristo Rey San Diego.

### **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 grading period. Students must have a 70% or above in all classes to be considered “in good academic standing”. Students with two or more “D’s” OR one or more “F’s” will be ineligible for the quarter. Students will have the opportunity to regain eligibility status at the next progress report distribution if all grades are 70% or better. Eligibility status will change on the day report cards/progress reports are distributed. 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 and demonstrated academic progress will be considered in the decision. The discretion of the administration in each case will be binding.

### **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.

### **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 the 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. The Student Acceptable Use Policy (the “SAUP”) 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, or 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 or 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**

Cell phones and other personal electronic devices are only permitted in class with the stated permission of the teacher of that specific class and with a *defined academic purpose*.

Otherwise, cell phones and other personal electronic devices should be stored in the student's backpack out of the view of the teacher at all times. If a teacher requests that students cease using any electronic device, then the students must put the devices away and out of view. If the student refuses or fails to do so, then the teacher will inform the principal. At no point are cell phones or other electronic devices permitted while standardized testing is in progress.

Cristo Rey San Diego permits cell phones and other electronic devices in the public areas of the building, including hallways, bathrooms, cafeteria, or offices before school, during 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 or other electronic devices inside the church/chapel or at the workplace. Cristo Rey San Diego reserves the right to extend the area of prohibited cell phone and electronic device usage to any other section of its campus at its discretion. If a student is observed using any electronic devices in these designated areas without permission, they risk having that device confiscated by Cristo Rey San Diego.

If a student has been granted permission to use an electronic device and they "abuse" that privilege by engaging in any activity other than purpose for which permission was granted, that student risks suspension and confiscation of that device by Cristo Rey San Diego for a period of time at the discretion of 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 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 and file the appropriate paperwork. The principal, at their discretion, will decide the outcome of this situation. If another student took or destroyed another's property, then Cristo Rey San Diego may promptly dismiss that student; and the principal will pursue any legal action at their discretion.

Students may not access the camera or microphone to capture visual/audio or amplify sound without written permission from the principal. 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 our school resource officer with the SDPD. If an emergency phone call needs to be made during class time, students must receive permission from their teacher or an administrator. In an emergency where the student needs to be contacted by a parent, please call the Attendance Office. Audio, video



recording or photographing of others without their knowledge and permission is a serious offense and will be dealt with accordingly.

## **Attendance Policy**

### **Daily School Schedule**

Cristo Rey San Diego's doors open at 7:30 a.m. All students should be in school, seated in assembly by 7:45 a.m. School begins promptly at 7:45 a.m. Cristo Rey San Diego considers students tardy who are not in the Parish Hall by 7:45 a.m.

### **Daily Work Schedule**

Check-in for work begins at 7:30 a.m. All student workers must check in before 7:45 a.m. on their assigned workday. CWSP considers student workers that check in at 7:45 a.m. or later tardy. To be checked-in, student workers must be in full uniform. CWSP will ask student workers not ready to be checked-in to return to the back of the line. CWSP considers any student worker not in line at 7:45 a.m. tardy. Work transportation leaves promptly at 8:00 a.m. CWSP will not hold work transportation for tardy students.

### **Tardiness Policy**

Tardiness to school, class or work is not acceptable. Cristo Rey San Diego records each instance of tardiness in the student's attendance file and on their official transcript.

A parent/guardian must call Cristo Rey San Diego at (619) 432-1899 or email the school at [rflores@cristoreysandiego.org](mailto:rflores@cristoreysandiego.org), if they anticipate their student may be late to school. A parent/guardian must call CWSP at (619) 432-1899 or email CWSP at [sjohnston@cristoreysandiego.org](mailto:sjohnston@cristoreysandiego.org) if they anticipate their student may be late to CWSP check-in.

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

Cristo Rey San Diego will mark a student absent for any class for which they miss twenty or more minutes.

After the **first workday tardy**, CWSP will give the student worker a verbal warning. After a **second workday tardy**, CWSP will contact the student worker's parent/guardian. After a **third workday tardy**, CWSP will require the student worker to have a make-up day at Cristo Rey San Diego during the first week of summer. After a **fourth workday tardy**, CWSP will require the student worker to have an additional make-up day at Cristo Rey San Diego during the first week of summer. After a **fifth workday tardy**, the student worker will fail CWSP

Practicum for the semester. After a **sixth workday tardy**, the student worker will appear before the Student Accountability Council.

All CWSP and School tardies will be entered in the student's attendance file and on their official transcript.

### **Unforeseen Absences from School**

A parent/guardian must telephone the school at (619) 432-1899, or email the school at [rflores@cristoreysandiego.org](mailto:rflores@cristoreysandiego.org), by 8a.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 not possible, 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 appointments per year. Any additional dentist/orthodontist 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 [rflores@cristoreysandiego.org](mailto:rflores@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.

For college visits, 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 will 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.

### **Absences from Work**

Cristo Rey San Diego and our student workers promise the CWSP Job Partner that they will fulfill their work responsibilities for the entire school year. Partners pay CWSP for this work, and student workers automatically receive financial credit at Cristo Rey San Diego toward their education. As such, CWSP expects each student worker to attend work on his/her assigned workday and to make up any work absence regardless of the reason for the absence.

If a student worker will be absent from work on an assigned work day for any **foreseen reason**, a parent or legal guardian must notify CWSP three or more days in advance. If a student worker will be absent from work on an assigned work day for any **unforeseen reason**, a parent or legal guardian must notify CWSP of the absence before 7:30 a.m. that day. CWSP may be reached at (619) 432-1899 or [segge@cristoreysandiego.org](mailto:segge@cristoreysandiego.org).

Student workers must make up any missed workdays, whether excused or unexcused, before the end of the semester. Student workers must also pay a \$100 fine for any unplanned, unexcused absence from work. Unplanned, unexcused absences from work include but are not limited to skipping, missing work transportation, or sickness without a doctor's note. In the event that a student worker misses work transportation, CWSP will contact that student worker's parent/guardian to immediately retrieve the student worker. Student workers must pay \$250 for a planned, unapproved absence from work, including vacations or appointments. All fines will be added to the family contribution.

Student workers must schedule "make-up days" with their job partner supervisor on days when Cristo Rey San Diego is closed but the job partner is open. For example, on Easter Monday, Cristo Rey San Diego is closed, but most job partners will remain open. If a supervisor is unable to accommodate a make-up day, the student worker must arrange with CWSP to make up the day before the end of the semester. If a student worker fails to make up a missed workday by the end of the semester, the student may receive a \$100 fine for each missed work day that the student worker has not made up. If the student fails to make up a missed day of work, whether excused or unexcused, before the end of Cristo Rey's academic year, they will receive a failing grade from CWSP and may be terminated from CWSP and dismissed from Cristo Rey San Diego.

### **Early Release from School or Work**

In the event that it is necessary for a student to leave school early, the parent/guardian should call or email the school at least three hours prior to the anticipated student pick-up time. The phone call or email should state the reason for requesting an early dismissal and the time at which the student should be dismissed. When the parent/guardian arrives at Cristo Rey San Diego to pick up the student, the student will report to reception to be signed out by the parent/guardian and the student will be dismissed. The parent/guardian must come to Cristo Rey San Diego and sign out their student in person for the student to depart early from school. If the parent/guardian does not call in advance of the early dismissal, the parent/guardian will be required to wait to speak with a school administrator to approve the early dismissal. The school administration reserves the right to refuse the early dismissal.

A student worker 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.

### **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 grades. For each class missed, a student must complete makeup work as determined by each teacher. While available to students for office hours, teachers are not responsible for re-teaching material a student misses due to absence.

PowerSchool Parent Portal 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.

Absences from school in excess of four per quarter or ten in one year will result in a parent/guardian meeting. Additional absences may result in the student being dismissed from Cristo Rey San Diego or a request to appear before the Student Accountability Council. Absences from work are considered absences from school. Even if the total school absences are within the above parameters, a student may still face the possibility of dismissal due to three or more work absences.

### **Extended Absence Due to Illness or Injury**

Extended absence due to illness or injury will be treated on an individual basis. Parents must notify Cristo Rey San Diego 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 or at Work**

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. If a student calls a parent/guardian from their cell phone instead of calling from the main office, the parent/guardian will need to speak with a school administrator before taking the student home.

If a student worker becomes ill or injured at work, the student should have their supervisor contact CWSP. CWSP will arrange transportation for the student worker to return to Cristo Rey San Diego. The student worker's family should not contact CWSP if they are ill, only the student worker's supervisor or co-worker should contact CWSP regarding the illness or injury of the student worker. CWSP will call the student's parent/guardian to arrange for the student worker to be picked up from Cristo Rey San Diego. If CWSP cannot reach a parent/guardian or emergency contact, the student worker will remain in the CWSP office until the end of the school day or until CWSP can reach a parent/guardian. A student worker who is feeling seriously ill during morning check-in should not go to work, and CWSP will use its discretion to make the decision of whether to send the student worker to work.

### **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 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 Procedure.

## **Dress Code 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 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 dress code (professional business dress) and appearance 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. The following is merely a set of general guidelines, as Cristo Rey San Diego determines at its discretion whether a student meets the dress code and appearance guidelines.

## **Dress Code and Appearance Guidelines for Young Men**

### **Uniform**

- White, grey or blue collared, buttoned-down dress shirt or polo
  - *The shirt should be neatly tucked into pants.*
  - *Cristo Rey San Diego embroidered dress shirt must be worn on work days*
- Neatly pressed gray, blue, black or khaki-colored dress pants
- Belt
  - *Belt must be solid black or solid dark brown, in a leather or leather-like material that roughly matches students' shoes. Fabric or riveted belts are not allowed.*
- Dress Socks
  - *At work, students must wear 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.*
- Dress Shoes
  - *At work, Shoes must be dress shoes*
  - *At school, shoes must be white, black or grey closed-toe shoes/sneakers*

### **Jewelry and Tattoos**

- Boys may not wear any earrings.
- Visible body piercings or tongue piercings or band-aids covering piercings are not permitted.
- All necklaces must be tucked inside the shirt.
- No visible (permanent or non-permanent) tattoos or body markings of any kind are permitted.

### **Make-up**

Cristo Rey does not permit make-up or nail polish for male students.

### **Hair Color/Style**

- Hair can be colored or highlighted only in a natural human hair color.
- No designs of any kind are permitted to be in the hair or on the face.
- Hair should be clean and well groomed.

### **Facial Hair**

Students' facial hair should be neat and trimmed.

### **Sweaters**

Traditional sweaters and cardigans ("Sweaters") and sport coats may be worn over the uniform shirt. All must be solid in color (blue, grey, black). Cristo Rey San Diego does not permit sweatshirts, including "hoodies" to be worn at school or work.

### **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.

### **Sunglasses/Hats**

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

### **Examples of inappropriate attire**

- Sandals, flip flops
- Revealing or tight clothing
- Exposure of undergarments
- Sweatpants, hooded sweatshirts, t-shirts, jeans, shorts

### **Hair Color/Style**

Clean, neat, natural color hairstyles are required. Hair can be colored or highlighted only in a natural human hair color.

### **Sweaters**

Traditional sweaters and cardigans (“Sweaters”) may be worn over the uniform shirt and tie. All must be solid in color (blue, black, grey) Cristo Rey San Diego does not permit sweatshirts, including “hoodies.”

### **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.

### **Sunglasses/Hats**

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

### **Examples of inappropriate attire**

- Sandals, flip flops
- Revealing or tight clothing
- Exposure of undergarments
- Sweatpants, hooded sweatshirts, t-shirts, jeans, shorts

## **Dress Code and Appearance Guidelines for Young Women**

(Professional Business Dress)

### **Uniform**

- White or grey button down the front dress blouse or polo
  - *The blouse must be buttoned modestly.*
  - *The shirt should be neatly tucked into pants*
- Neatly pressed gray or navy dress pants or skirt
- Belt
  - a. *Belt must be solid black or solid dark brown, in a leather or leather-like material that roughly matches students’ shoes. Fabric or riveted belts are not allowed.*
- Dress Socks
  - b. *At work, students must wear neutral-colored (brown, black, navy blue) socks on workdays.*
  - c. *At school, students may wear any type of socks. Cristo Rey San Diego reserves the right to deem socks inappropriate at its discretion.*
- Dress shoes
  - *Closed-toe, professional shoes are required for work.*
  - *At school, shoes must be white, black or grey closed-toe shoes*

### **Jewelry and Tattoos**

Cristo Rey San Diego does not permit excessive jewelry. Jewelry must be conservatively-styled and an appropriate length. 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. No other piercings are allowed. Cartilage



earrings must be stud earrings. Hoop earrings should be of moderate length and size. Gauging of the ears is not allowed. No visible tattoos are permitted.

### **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. Perfume may only be worn in conservative quantities. Fingernails should be of moderate length and one, solid, conservative color.

### **Hair Color/Style**

Clean, neat, natural color hairstyles are required. Hair can be colored or highlighted only in a natural human hair color.

### **Sweaters**

Traditional sweaters and cardigans(“Sweaters”) may be worn over the uniform shirt and tie. All must be solid in color (navy-blue, black, grey) Cristo Rey San Diego does not permit sweatshirts, including “hoodies.”

### **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.

### **Sunglasses/Hats**

Students may not wear sunglasses at work or at school.

### **Examples of inappropriate attire**

- Sandals, flip flops
- Revealing or tight clothing
- Exposure of undergarments
- Sweatpants, hooded sweatshirts, t-shirts

### **Code of Conduct**

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, before and after school, 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 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.

## **Discipline Policy**

Our **vision for discipline** at Cristo Rey San Diego High School is that our 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. We need to be curious about the student's behavior and what is the underlying cause. We must give loving consequences that address that student's needs and will help them grow. We have to continually work with all students. We must follow through on our end of the discipline system.

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 behavior education plan is designed to accomplish the following:

- Outline the rights and responsibilities as related to students, parents and faculty/staff.
- 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.
- To identify a range of reasonable, proportional and consistently applied interventions and consequences to respond to behavior choices and support positive behavior change in students.
- To ensure students are treated fairly and without discrimination based on race, ethnicity, socioeconomic status, gender or sexual orientation.

**Student Rights and Responsibilities:**

<b>All students have the right to:</b>
<ul style="list-style-type: none"> <li>● Be treated with courtesy, respect and dignity</li> <li>● Learn in a safe environment that is free of bullying, harassment and discrimination</li> <li>● Consistent implementation of the behavior plan and school policies.</li> <li>● Tell their side of the story and/or report unfair treatment.</li> <li>● Participate in decision-making to determine which interventions and consequences will be used in response to disciplinary issues.</li> </ul>
<b>All students have the responsibility to:</b>
<ul style="list-style-type: none"> <li>● Show respect and courtesy to all students, staff and school visitors. This includes respecting individual differences, cultural diversity and the property of others.</li> <li>● Attend school daily, be prepared for class and work.</li> <li>● Contribute to a safe learning environment by managing their own behavior and reporting harmful or dangerous situations to an adult.</li> <li>● Understand and follow all school rules and instructions given by faculty/staff.</li> </ul>

**Parent/guardian Rights and Responsibilities:**

<b>All parents/guardians have the right to:</b>
<ul style="list-style-type: none"> <li>● Be treated with courtesy, respect and dignity</li> <li>● Feel welcomed, valued, and connected to school staff and the school community.</li> <li>● Engage in regular, two-way, meaningful communication with school staff regarding their child’s academic and behavioral progress.</li> <li>● Actively participate in problem solving with school staff related to their child’s behavior.</li> </ul>
<b>All parents/guardians have the responsibility to:</b>
<ul style="list-style-type: none"> <li>● Show respect and courtesy to all students, staff and school visitors.</li> <li>● Work with the school as a collaborative partner. This includes working with faculty/staff to maximize their child’s strengths and support the child to make changes in their behavior as needed.</li> <li>● Understand the school’s behavior expectations.</li> <li>● Support their child to resolve problems peacefully while at school in order to contribute to a safe and positive school climate. This includes helping their child express anger without verbal attacks or physical violence.</li> </ul>

**Faculty/Staff Rights and Responsibilities:**

**All faculty/staff have the right to:**

- Be treated with courtesy, respect and dignity
- Work in a safe environment that maximizes staff performance and student learning
- Participate in professional development and training to assist in creating/maintaining a thriving classroom environment that is respectful, engaging, vibrant and culturally relevant.
- Assess support for addressing student behavior when such conduct cannot be handled within the classroom environment (level 2 infractions and above).

**All faculty/staff have the responsibility to:**

- Show respect and courtesy to all students, staff and school visitors.
- Foster on-going, positive, professional relationships with all students and families.
- Create a positive classroom and school climate for all students, using effective classroom management strategies that extend to all school environments.
- Explicitly teach, model and practice behavior expectations.
- Intervene promptly when inappropriate behavior occurs.
- Work with students, parents/guardians to develop, implement and monitor behavior interventions that support students in changing their behavior, using a progressive system of support.
- Apply the behavior plan in a consistent manner and accurately record inappropriate student behavior.
- Follow up promptly on student reports of bullying/harassment

**Behavior Response Chart**

Level of infraction	Response Strategies	Interventions	Possible Resolution/Consequence
<b>Level 1</b>	<ul style="list-style-type: none"> <li>• Redirect</li> <li>• Logical consequence (move seat, etc.)</li> <li>• Parent phone call</li> </ul>	<ul style="list-style-type: none"> <li>• Teach a replacement behavior</li> <li>• Provide regulation breaks</li> <li>• Collaborative problem solving</li> <li>• Assign to check in/check out</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of privilege</li> <li>• Quick conference</li> <li>• Restorative or instructional action/conversation</li> <li>• Classroom detention (afterschool)</li> </ul>
<b>Level 2</b>	<ul style="list-style-type: none"> <li>• Strategies in level 1 with increased intensity or frequency</li> <li>• Regulate student in classroom</li> <li>• Regulate student in alternate environment</li> </ul>	<ul style="list-style-type: none"> <li>• Interventions in level 1 with increased intensity or frequency</li> <li>• Create a behavior plan</li> <li>• Enroll student in group intervention for coping/emotional regulation</li> <li>• Referral to student</li> </ul>	<ul style="list-style-type: none"> <li>• Resolutions outlined in level 1</li> <li>• Conference with student/parent</li> <li>• In-school suspension (reverse suspension)</li> </ul>

		support team	
<b>Level 3</b>	<ul style="list-style-type: none"> <li>Strategies in level 1 &amp; 2</li> <li>Use of restraint / seclusion for the purpose of maintaining safety</li> </ul>	<ul style="list-style-type: none"> <li>Interventions in level 1 &amp; 2 with increased intensity or frequency</li> <li>Refer to community resources for mental health, etc.</li> <li>30 day intensive behavior contract</li> </ul>	<ul style="list-style-type: none"> <li>Out of school suspension followed by a readmission conference with parent and student</li> <li>Expulsion/dismissal</li> </ul>

<p>Tier 1</p> <ul style="list-style-type: none"> <li>Not cooperating with school rules or instruction of school faculty/staff</li> <li>Behavior that disrupts instruction</li> <li>Cell phone</li> <li>Off-task, refusal to do work</li> <li>Sleeping in class</li> <li>Swearing, cursing or making obscene gestures</li> <li>Written or verbal put downs</li> <li>Non-dangerous misuse of classroom items</li> <li>Slamming classroom doors</li> <li>withdrawn/unresponsive</li> <li>Misuse of technology</li> <li>Fixable dress code violation (untucked shirt, etc.)</li> </ul>
<p>Tier 2</p> <ul style="list-style-type: none"> <li>Ongoing refusal to give sufficient effort, complete assignments and participate in class (over multiple days)</li> <li>Ongoing refusal to follow directions</li> <li>Arguing/defiance - inappropriate response to teacher request</li> <li>Talking back/disrespect towards faculty/staff</li> <li>Ongoing disruption of instruction</li> <li>Refusal to correct tier 1 behaviors</li> <li>Excessive sleeping in class (ongoing or refusal to correct)</li> <li>Non-fixable dress code violation (out of uniform)</li> <li>withdrawn/unresponsive-ongoing</li> <li>abusive/disrespectful language towards others</li> <li>Swearing, cursing or making obscene gestures or written or verbal put downs directed toward another person</li> <li>Play fighting</li> <li>Leaving the classroom without permission</li> <li>Wandering the campus without permission</li> </ul>

- Lying/dishonesty
- Cell-phone refusal to forfeit

Tier 3

- Taunting, baiting, inciting and/or encouraging a fight, a disruption or other violation of school rules, including failure to disperse from a fight or disruption when directed by adults.
- Volatile acts- disorderly, violent or threatening conduct of a serious nature
- Throwing items towards others
- Leaving the classroom without permission with intent to cause school-wide disruption or flee building
- Profanity toward another student or teacher-ongoing
- Assault
- Habitual attendance absence
- Habitual tardies
- Bullying (ongoing)
- Cell-phone refusal to forfeit- ongoing
- Refusal to follow uniform policy
- Touching another student's bottom, breasts or private areas
- Consensual sexual activity- participation in sexual conduct
- Physically displaying one's private parts
- Removing or attempting to remove the clothing of another person in a manner that causes, or attempts to cause the exposure of another person
- Making, transmitting or distributing any recording that has not been approved by the school or the voice or image of any other staff member without the consent of the person so recorded
- Fighting
- Gang activity
- Loitering of suspended students-refusal to leave the classroom when asked
- Pornography possession or access on school computers
- Sexual harassment
- Threatening school employee or another student, including threats made on social media platforms
- Tobacco possession or use
- Truancy
- Possession or use of illegal substance
- Vandalism or destruction of school property (item cannot be fixed/cleaned, can no longer be used).
- Weapons possession or use
- Theft
- Circumventing school safety protocols, including opening secured exterior doors to permit entry
- Any serious misconduct not otherwise addressed within the plan 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

### **Potential Consequences**

- *Restorative Practices:* As part of our disciplinary measures, teachers or administrators may require a student to complete an agreed upon task during the student's non-school hours that will help the student to learn from their behavior, make amends, and help restore their good standing within the school community.
- *Loss of Free Time/privilege:* Teachers may restrict a student's free time for minor infractions. The student will typically be working on a restorative practice during that time.
- *Detention:* Certain acts of misconduct may lead to a student being required to serve a Detention. Detentions will look different depending on the degree of misconduct.
- *Out of school suspension:* For acts of misconduct that are of a greater severity, parents may be required to come to school in order to shadow their child throughout the school day.
- *At-home suspension/Dismissal:* As an absolute last resort, students guilty of major infractions that endanger or disrespect any member of the Cristo Rey San Diego community may be subject to serving an at-home suspension or dismissal from the school.

### **General Policies**

#### **Campus**

Cristo Rey San Diego is a closed campus. Students must receive permission to leave campus from 7:45 a.m. until the last period of the day ("School Hours").

#### **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.

#### **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 for 5 years after the student's last date of enrollment. After this date, all records will be destroyed.

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 Registrar. 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. *Family contributions must be current in order to receive student records.*

### **Student Information System: PowerSchool**

Parents/guardians may view their student's grades online via the PowerSchool Parent Portal. The Parent Portal enables parents/guardians to access their student's schedule, grades, assignments, test scores and absences 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 may request a copy of a student's transcript in the PowerSchool Parent Portal. Parents may also request a transcript by contacting the Registrar. In most circumstances, transcripts will be provided within two business days. Requests must be made via email [rflores@cristoreysandiego.org](mailto:rflores@cristoreysandiego.org) to phone call to (619) 432-1899. *Family contributions must be current in order to receive student records.*

### **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 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 should always make sure that the school has correct contact information. Parents can update contact information in the PowerSchool Parent Portal or by contacting the receptionist with any change in address, phone number, email address, or emergency phone number. Parents 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 for 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 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, to inform the California State Department of Health of any allegation/suspicion of child abuse/maltreatment, 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 must notify the main office of any serious student health issues, concerns or allergies.

### **Corporate Work Study Program**

#### The Work Experience

In its corporate work study program, the Corporate Work Study Program (CWSP) allows students to earn a portion of the cost of their education and provides them with real-world professional experience. In the program, student workers learn to work and interact with adults and are exposed to a variety of professional environments. As such, the program is an integral part of their educational experience at Cristo Rey San Diego.

All student workers and parents/guardians are expected to read and follow the norms set forth in this handbook, as the handbook constitutes part of their agreement with CWSP.

While CWSP strives to create an environment that encourages student worker success, each student worker must take personal responsibility to ensure his/her success. Student workers embrace this responsibility by (1) projecting a positive attitude, (2) behaving in a mature manner, (3) showing initiative, (4) acting like a professional, and (5) committing to CWSP's high standards for performance, responsibility and behavior.

CWSP assigns student workers to work at a Job Partner based on the student workers' observed qualities and strengths and the Partner's job description. In most circumstances, student workers perform entry-level administrative work (e.g., filing, photocopying, reception, mailroom, data-entry, etc.) for their assigned Partner. CWSP typically fills work-study positions with a team of four student workers from Cristo Rey San Diego. All student work will be conducted between the hours of approximately 8:00 a.m. and 5:00 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.

CWSP expects the highest levels of honesty and integrity from student workers. CWSP does not allow the use of Partners' telephones, office equipment, services (e.g., Internet access, etc.), or materials without a supervisor's approval, not directly related to the performance of the job, or outside the specified and approved work hours. Such unauthorized use is tantamount to stealing from the Partner.

Student workers are employees of CWSP; they are not employees of the Partners. Student workers are not eligible for a Partner's benefits unless the Partner offers the benefits, and CWSP approves the benefits. Student workers should never request these benefits from their Partner.

Since CWSP is the legal employer of the students, parents/guardians are not to contact Partners directly under any circumstances. Our Partners have agreed to partner with CWSP with the understanding that their only point of contact will be CWSP employees or agents. Any communication with the student worker or the student worker's employer must go through the CWSP office. Parents/guardians may not visit their student worker's job site. Student workers may not contact their supervisor unless it is their workday or they have received special permission from a member of the CWSP staff.

### **Incoming Student Summer Success Academy (Success Training)**

Summer Success Academy is a three-week summer training for incoming students that takes place every summer before the academic year begins. All incoming students, whether incoming freshmen or transferring sophomores, must participate in the Summer Success Academy.

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 those related to attendance and the dress code, remain in effect during Summer Success Academy. Adherence to these policies is mandatory.

### **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.

### **Summer Success Academy Tardies**

During Summer Success Academy, student check-in begins at 7:30 a.m. Cristo Rey San Diego and CWSP consider students that check-in at or after 7:45 a.m. tardy. 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. 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.

### **Transportation**

CWSP will coordinate the transportation of student workers to/from work using a variety of modes of transportation, including contracted vehicles, leased vehicles, owned vehicles, ride-share services and public transportation.

### **Termination from Work**

If a student worker is terminated from work by a Partner, CWSP, in its discretion, may require the student worker to undergo retraining or immediately terminate the student worker. (If CWSP terminates a student worker, Cristo Rey San Diego must dismiss the student, as participation in the corporate work study program is a condition of enrollment at Cristo Rey San Diego.) Should CWSP elect to retrain the student worker, they may return to work after satisfactorily completing the retraining curriculum. If a student worker is terminated twice over the course of their time at Cristo Rey San Diego, CWSP will immediately terminate the student worker at its discretion.

Whether a student worker will be terminated by CWSP and dismissed from Cristo Rey San Diego under any circumstance is at the sole discretion of CWSP and Cristo Rey San Diego.

### **Taxes and Employability**

Student workers earn real income through the corporate work study program. CWSP pays any student earnings from the corporate work study program directly to Cristo Rey San Diego

under CWSP's Qualified Educational Assistance Plan (QEAP). Any CWSP contributions are limited to the maximum amount permitted by the QEAP for a given calendar year.

Student workers, who work on non-school days that are not make-up days, are eligible to retain a portion of their earnings and will receive a W-2 form for tax purposes in January of the following calendar year.

Students must be at least fourteen years old to participate in the corporate work study program.

### **Non-program Work Days**

Partners may ask student workers to work on a day(s) when CWSP is not in operation. Student workers may choose in their discretion whether to work on the day(s) requested by the Partner; they are not required to work on these days as a condition of participating in the corporate work study program. Student worker earnings for these days of work, whether paid by the Partner directly or through a payroll processing mechanism of the CWSP, are the student worker's earnings and not subject to CWSP's QEAP. The student worker and their parent/guardian will be responsible for any income tax or other personal or tax-related expenses incurred as a result of compensation for these additional days of work rendered by student workers. The student worker will receive a W-2 for this compensation in January of the following calendar year.

Student workers working additional days for a Partner must first receive permission from CWSP. CWSP will not provide student workers transportation for these days; they must find their own transportation to work on these days. Student workers are responsible for communicating with their supervisor and CWSP regarding lateness or absence from work by or before 8:00 a.m.

### **Timecards**

Student workers must complete a time card for each workday, as per Department of Labor regulations. Time cards detail the time a student worker arrived at work, took a lunch break, and left for the day and provide a brief summary of the student worker's activities during the workday. Failure to complete a time card leaves CWSP with no record of a student worker's workday, as required by the Department of Labor. Student workers must complete time cards by 11:59 p.m. on their assigned workday.

### **Late Time Card Consequences**

1st – CWSP will send a warning email to the student worker.

2nd – CWSP will contact the parents or legal guardians regarding the missed time cards and the consequences that result from additional late time cards.

3rd – CWSP will assess a fine of \$60.

4th – CWSP will assess a fine of \$60.

5th – The student worker will automatically receive a failing grade in CWSP Practicum that quarter.

6th – The student worker will appear before the Student Accountability Council.

### **Delinquent Time Card Consequences**

A time card is delinquent if a student worker fails to submit a time card for one week after the time card's original due date.

1st – CWSP will assess a fine of \$60.

2nd – The student worker will automatically receive a failing grade in CWSP Practicum that quarter.

3rd - The student worker will appear before the Student Accountability Council.

## **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 assisting 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.

### **Retreats**

All students will have the opportunity to participate in our retreat program. 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.

## **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.

## **College Counseling**

### **Overview**

College Counseling at Cristo Rey San Diego is an integral part of the school's overall counseling program and 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, faculty, staff and the college guidance 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 his team in a way designated by his 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.

### **Parent Expectations**

At Cristo Rey San Diego we value creating a culture of community and support. As such, parents 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 who become verbally abusive to officials, coaches, players or other fans may be asked to leave the event. Parents 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 grade in any class below 60% academically ineligible. Ineligible student-athletes may practice but cannot participate in any competition.

The School checks grades for eligibility purposes every three weeks and publicizes these dates to the School community. Typically, grade reports will be issued every third week of an athletic season. If they have corrected the failing grade, a student-athlete may appeal their ineligibility during the week after the initial grade check.

The appeal process is as follows:

1. The student-athlete must verify that they are passing all of their classes in the student information system (i.e. PowerSchool).
2. The student-athlete must submit the Athletic Ineligibility Appeal Form to the athletic director.
3. The athletic director and director of academics will review the appeal.
4. By the end of the week, the School will notify the student athlete of the appeal.

A successful appeal immediately restores the student-athlete's eligibility. If an appeal is unsuccessful or the student-athlete is unable to satisfy the eligibility requirements during the week following the initial ineligibility, the student-athlete must attend mandatory study halls during practice until the next grade check.

### **Failing the Quarter**

In-season student-athletes who fail a course for the quarter must meet with the director of academics and the athletic director 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 two 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. The family contribution will remain at the same level through that student’s graduation barring a significant (negative) change in family situation.

- A non-refundable, non-transferable \$100 registration deposit is due at the time of registration. Cristo Rey San Diego applies \$75 of that deposit against the total family contribution.
- 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

<b>Actual Cost to educate student</b>	<b>\$21,762</b>
Family Contribution	\$600 - \$1,800
CWSP Contribution	\$7,500
Scholarship	\$11,800 – 13,800

#### Additional Financial Aid

Cristo Rey San Diego has limited resources to help students whose financial situation prohibits them from making the tuition payments of up to \$2,500 per school year. The Financial Aid Committee makes all decisions regarding additional financial aid based on economic need as determined by the committee. In the event of a major family event or life change impacting income (job loss, birth, or death), please contact the business office 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 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 the following actions to provide for the safety of our students.

### **Students at Work**

Each job 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 work day. 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.

**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 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, national and ethnic origin in the administration of our employment practices, educational policies, admissions policies, scholarship programs and athletic and other school-administered programs.

### **Notification of Designation of Directory Information**

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

### **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 Catholic 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 Catholic 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)



**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: \_\_\_\_\_