



CRISTO REY  
RICHMOND HIGH SCHOOL

# Student & Family Handbook

---

## Policies and Procedures 2022-2023

4th Edition, July 2022

304 N. Sheppard Street  
Richmond, Virginia, 23221

(804) 447-4704

[www.cristoreyrichmond.org](http://www.cristoreyrichmond.org)

*Transforming Richmond One Student at a Time*

**FAITH \* PURPOSE \* SERVICE**

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

## Welcome

Dear Students and Families:

Within these pages you will find the policies and procedures that we ask all Cristo Rey Richmond High School scholars/Corporate Work Study Program student-workers to adhere to. These have been carefully selected to ensure all students are in a safe, caring environment, and are able to receive the highest level of instruction. You will notice that we hold our students to very high standards, academically, socially, and in the workplace. In doing so, we are able to instill in them the skills and qualities necessary to become successful adults. It is our job as educators to work closely with students and families to ensure that all students are given the proper tools to achieve this goal.

Please take a moment to review this handbook together. Thank you for entrusting your children to us, and together, we will make a difference in our students' lives. We are looking forward to a wonderful school year at Cristo Rey Richmond High School and Corporate Work Study Program. Blessings!

Sincerely,

Mr. Corey Taylor, M.Ed.  
Principal & Chief Academic Officer

Mrs. Catherine McSorley  
Director of Corporate Work Study Program-Operations



Rev. Mr. Peter J. McCourt, M.A., M.T.S.  
President & Chief Executive Officer



## Table of Contents

School Overview	5
Academic Vision	6
School Culture & Expectations	7
Restorative Justice and Practices	8
Code of Conduct	8
Harassment	10
Suspension and Expulsion Policies and Appeal Procedures	11
Academic Policies	14
Assignments	14
Late Work	15
Four-year Academic Program and High School Graduation Plan	15
Grading Policy and Philosophy	16
Academic Supports	17
Student Success/College Success Course	18
Academic Integrity	18
Promotion to the Next Grade	19
Adjustments to Graduation Requirements	20
Student Transcripts	20
Campus Ministry/Student Life Vision	20
Participation in Campus Ministry and Community Service	21
Attendance Policy	21
Daily Class Schedule	22
Attendance Probation	23
School Calendar and Closings	23
Transportation Policy	24
Uniform Policy (Dress Code)	25
Athletics Program	27

Eligibility Rules	28
Technology and Internet Safety Policy	29
Student Email Accounts	30
Authorized and Permitted Activities	30
Prohibited Activities	30
Privacy	31
Safety	31
1:1 and Personal Electronic Devices	32
School Lunch Policy	33
Family Involvement	34
Parent Communication	35
Communications	35
School Visitor Policy	36
Closed Campus	36
Family Emergencies	37
Emergency and Evacuation Procedures	37
Wellness and Medication	37
Media Release Policy	38
Student Records Policy	38
Alcohol, Tobacco and Controlled Substances Policy	39
Sanctions for Policy Violation	41
Testing	42
Professional Evaluation and Treatment	42
Students Suspected of Alcohol and Other Drug Abuse	43
Family Concerns Resolution Process	43
Grievances Related to Discrimination	44
Corporate Work Study Program (CWSP) Policies & Procedures	47
General Information	47
Academic Information	48

<b>CWSP Transportation</b>	<b>49</b>
<b>Assignment of Earnings</b>	<b>49</b>
<b>CWSP Attendance</b>	<b>50</b>
<b>Safety</b>	<b>52</b>
<b>Disciplinary Action in the Corporate Work Study Program</b>	<b>52</b>
<b>CWSP Dismissal Process</b>	<b>53</b>

## **School Overview**

Cristo Rey Richmond High School (CRRHS) is a part of the largest network of high schools in the country that exclusively serve youth with limited economic means. As a part of the Cristo Rey Network, Cristo Rey schools adhere to a set of 10 *Mission Effectiveness Standards* to protect the integrity of the model and articulate the shared mission.

### **Our Mission**

*Cristo Rey Richmond High School is a Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose and service. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate ready to succeed in college and in life.*

The *Mission Effectiveness Standards* articulate the shared mission and identity of the Cristo Rey Network of schools. Taken as a whole, these Standards establish the intent to which schools agree to operate, and by which they can fulfill their mission and empower students to succeed in college and life as productive, faith-filled individuals.

**Standard One:** A Cristo Rey school is explicitly Catholic in mission and enjoys Church approval.

**Standard Two:** A Cristo Rey school serves only students with limited economic resources and is open to students of various faiths and cultures.

**Standard Three:** A Cristo Rey school is family centered and plays an active role in the local community.

**Standard Four:** A Cristo Rey school prepares all its students to enter and graduate from college.

**Standard Five:** A Cristo Rey school requires participation by all students in the Corporate Work Study program.

**Standard Six:** A Cristo Rey school integrates the learning present in its work program, classroom and extracurricular experiences.

**Standard Seven:** A Cristo Rey school has effective administrative and board structures and complies with applicable state and federal laws.

**Standard Eight:** A Cristo Rey school is financially sound.

**Standard Nine:** A Cristo Rey School supports all students in accessing and persisting through colleges that match their achievements, needs, and ambitions.

**Standard Ten:** A Cristo Rey school is an active participant in the Cristo Rey Network.

Cristo Rey Richmond aims to reach students in a holistic manner, catering to their academic, physical, and socio-emotional needs. This is made possible through offering a hands-on, faith-oriented education, and robust family support.

Cristo Rey Richmond students will undergo a challenging curriculum, coupled with participation in a unique 4-year Corporate Work Study Program, in which they will develop the skills and mindset necessary to be effective both in college and the workplace. Coursework is designed to address real-world situations and promote individual experiences and learning styles. The Corporate Work Study Program affords students the opportunity to work regularly in a corporate setting, to gain the experience and soft skills needed to be successful in the workplace. This opportunity also serves to finance over 50% of their education while at Cristo Rey.

In providing students with a faith-oriented education, Cristo Rey Richmond students will be active in the local community through various outreach and community engagement opportunities. In doing so, our students will understand their role in relation to social justice and becoming agents of change.

As a member of the nationwide Cristo Rey Network of schools, Cristo Rey Richmond employs all of our students in the Corporate Work Study Program, and offers a unique curriculum which delivers a 100% graduation rate. This model, in conjunction with support from family members, guarantees our graduates will be accepted into a college or four-year university.

## **Academic Vision**

Our Academic Vision is centered on the notion that God has a plan for His people. The Prophet Jeremiah states “For I know the plans I have for you...they are plans for good and not for disaster, to give you a hope and a future.” (Jer 29:11) In order to achieve this future, we are committed to work towards the following academic vision:

Students will demonstrate agency and self-advocacy to support their academic success (or their engagement and investment) in their learning as demonstrated by:

- Learning partnerships with teachers and peers.
- 100% participation in the process of thinking and learning.
- Implementation of academic systems that are effective and demonstrate successful executive functioning.

## **Academic Culture**

As Cristo Rey Richmond High School, we believe it is our responsibility to establish the academic and behavioral tone for all members within the community so that all are able to accomplish God’s plan for His people. As such, the following expectations are set for members of the Cristo Rey community. These are the characteristics that provide the foundation for our expectations and guidelines.

### ***Acceptance***

The school environment at CRRHS is one that is inviting and welcoming of all individuals who walk onto campus. Students and staff are in a place where they are not afraid to be themselves, but are completely aware of their surroundings, setting high expectations for themselves, and their peers. All members within the community greet each other cordially, and interact in a manner that is positive and supportive. We welcome diversity in all ways, and we are open to differences of any kind. As a community, we offer each other respect at all times.

### ***Accountability***

Academically, CRRHS will continually challenge students with the understanding that an in-depth knowledge of the material is the ultimate end-result. **Teachers** will prepare cognitively engaging lessons that foster academic growth. Both staff and **students** alike are expected to be prepared for the lesson each day, completing the required coursework in a timely manner each night as assigned, because here at Cristo Rey, **failure is not an option**. As a college preparatory school, students will be given an adequate, yet appropriate amount of work to be completed outside of class time, that will require their time and attention. Failure not being an option holds every member of the community accountable for another. We hold students to high expectations, and we offer high support. Students are accountable to seek and accept the help they need in order to be successful.

At home, **families** are expected to provide an appropriate time and space for students to complete assignments, ensure their uniforms are clean and neat, and reinforce the beliefs and core values implemented by the school. Families are expected to contact the teaching staff should they have any questions or concerns about the progress of their child(ren). In a similar fashion, teachers are expected to notify families periodically

regarding the academic progress of their students. While visiting campus or attending any Cristo Rey events, families are expected to set an example for their children to model that is indicative of someone walking with faith and purpose. We invite and strongly encourage Cristo Rey families to be as active in the Cristo Rey community as much as possible. The community includes all students, faculty, staff and corporate partners.

### ***Advancement***

In order for the Cristo Rey community to fulfill its mission of educating students and empowering them to develop their hearts and minds to become lifelong contributors to society, certain expectations and guidelines must be followed by all members of the Cristo Rey community. Additionally, all staff and students will participate in days of service throughout the school year that will serve to make an impact on our environment, and advance the gospel.

### ***Advocacy***

Throughout the course of our lives, we will undoubtedly come across individuals who have been marginalized, discriminated against and treated unfairly for a variety of reasons. At Cristo Rey, it is our responsibility to speak up for individuals within our community that may fall under these circumstances, or others that may potentially arise. It is our duty as children of God to ensure we are uplifting **ALL** members of our community, so that they may achieve the hope and the future that is promised to us. In order to accomplish this, students are encouraged to join or start clubs for the purpose of raising awareness to certain issues, becoming informed on various topics, or spreading the gospel. Different topics will be discussed throughout the year in core classes, as well as during the advisory and student success periods. These opportunities are intentionally provided so that students may voice concerns or ideas regarding a myriad topics that may not come up in normal everyday conversation.

## **Cristo Rey Richmond High School Creed**

To help students and staff learn and embody these ideas, we state our Creed together every morning. Students are expected to memorize the Creed and will be asked to lead it in assembly.

*"I am....*

***Accepting** of every individual for who they are and I value authenticity, honesty and diversity in others.*

***Accountable** to, and hold myself and others, to high standards of both effort and outcome.*

***Advancing** my community and my impact through service.*

*An **Advocate** for my own needs, and the needs of those whose voice may not be heard."*

## **School Culture & Expectations**

### **Schoolwide Expectations**

Cristo Rey Richmond High School seeks to prepare students for college and life beyond, including in the corporate work environment. In doing so, certain behavioral and cultural policies have been set forth to ensure the Catholic identity of the school, the development of our students, and advancement of the mission are kept intact.



## Management Philosophy

Many of our students come from underperforming schools where the environment is chaotic and sometimes even violent. In schools such as these, it is common to be a student in a room where distractions are constant and instructional time is fleeting. On the other hand, some have been attending private schools since kindergarten. We can't expect our students to come to us knowing our expectations for conduct. But rest assured, they are craving it! They want to be in classrooms with other ambitious kids like them, where learning is occurring because the teachers are able to teach, rather than spending the majority of their time redirecting student misbehaviors. They come to Cristo Rey to feel safe, to be challenged, and because they plan to go to college someday.

Some of our students are years behind grade level while others have been excelling academically and earning honors regularly. It is our duty to provide our students with a safe, effective, and enjoyable classroom environment. It is our obligation to set expectations for student behavior that are conducive to such an environment. We must be committed to teaching our students these expectations, and holding them, as well as ourselves, accountable to consistently maintaining such a space. We must approach student misbehaviors with compassion and as an opportunity to teach and shape more positive behavior. Finally, we must make every attempt to NOT take it personally.

As adults, it is imperative that we always take the "high road" by modeling the most appropriate response to conflict. Remaining cool and calm in the midst of chaos (controlled or not) is quite a challenge. In the spirit of reconciliation and restoration of relationships, we will utilize restorative practices. Don't assume that our students have learned to resolve conflict with peaceful discussion rather than physical retaliation. We should see every day as a chance to start fresh and try something new. We must strive to be caring and supportive, always practicing forgiveness along the way.

## Positive Behavior Intervention and Support (PBIS)

CRRHS uses PBIS to provide a comprehensive framework which integrates our core values with our internal behavior management systems. The primary focus of PBIS is to celebrate and acknowledge desirable behavior, developing a climate of unity, safety, and responsibility for all individuals on campus. As a reminder, the behavioral ideas embedded into the culture are **Acceptance, Accountability, Advancement** and **Advocacy**. By fully operating under the notion that these ideals drive where we are headed academically and behaviorally, students and faculty will become immersed in the culture for the greater good of all in attendance.

## Restorative Justice and Practices

Restorative practices, which evolved from restorative justice, have the potential to positively influence human behavior and strengthen our global society. Restorative practices build healthy communities, increase social capital, reduce the impacts of crime, decrease antisocial behavior, repair harm, and restore relationships. In order to implement restorative justice, the following practices will be held:

- *Restorative conferences*: structured meetings may include students, teachers, and the immediate family members of both parties in which they deal with the consequences of their actions or wrongdoing and decide how to best repair the harm. This is neither a counseling session, nor a mediation process, however it is a victim-sensitive, straightforward problem solving method that demonstrates how individuals can resolve their own conflict when provided with the resources.

- *Restorative circles*: this can be used to develop relationships or build community, proactively. Reactively, these are used as a response to wrongdoing, conflicts and problems on a larger scale. Circles give people an opportunity to speak and listen to one another in an atmosphere of safety, decorum and equality. Circles offer many purposes: conflict resolution, healing, support, decision-making, information exchange and relationship development.

## **Code of Conduct**

*\*The Code of Conduct applies to all CRRHS students*

At CRRHS, academics are held in high regard. Additionally, students will concurrently participate in a work study program (CWSP), spending a portion of their time off campus in a corporate setting. The expectations and rules of the school extend to the CWSP and during times of transport to and from the work locations. CRRHS faculty and staff will hold students accountable for any opposing behaviors that occur while on campus (indoor or outdoor), during the CWSP or at any school-related event. This is to ensure that every student exhibits behavior that is becoming of a working professional. These practices should also extend to the home environment and when in public...students are always representative of the Cristo Rey community. Representing CRRHS in any capacity, individually or as part of a team, at any event being held off-campus includes CWSP, athletic competitions, community service activities and all other civic engagement participation. Prohibited behaviors include, but are not limited to:

<b>Level 1: Minor Misconduct</b>	<b>Level 2: More Serious Misconduct</b>	<b>Level 3: Severe Misconduct</b>
<ul style="list-style-type: none"> <li>● Actions unbecoming of a member of the CRRHS community</li> <li>● Amorous behavior such as kissing and inappropriate touching</li> <li>● Leaving class without permission</li> <li>● Not following directions</li> <li>● Eating/drinking in class</li> <li>● Talking at inappropriate times</li> <li>● Sleeping in class</li> <li>● Using profanity</li> <li>● Improper use of technology</li> <li>● Failure to comply with uniform/dress code</li> <li>● Classroom/campus disruptions (including disrespect towards other community members)</li> <li>● Tardiness to school, class or work</li> <li>● Lack of preparation for the day</li> </ul>	<ul style="list-style-type: none"> <li>● Abusing another member of the CRRHS community either physically, verbally, or in writing (whether on paper or digitally, including Social Media)</li> <li>● Harassment (sexual, physical or verbal)</li> <li>● Discriminating against another individual based on their ethnicity, nationality, gender, sexual orientation or other personal beliefs</li> <li>● Cheating and/or academic dishonesty, such as plagiarism, aiding in plagiarism, helping provide unauthorized access to assessment materials, providing unauthorized assistance to a peer, taking advantage of unauthorized access to assessment materials and/or</li> </ul>	<ul style="list-style-type: none"> <li>● Physical altercations</li> <li>● Theft (at school or school- related events including CWSP and in School vehicles) <ul style="list-style-type: none"> <li>• <sup>1</sup>Vandalism and/or destruction of School property including School vehicles and spaces leased for School activities</li> <li>• <sup>2</sup>Weapons</li> </ul> </li> <li>● Possession, use, or distribution of illegal drugs on campus (including lookalike powders, pills and substances intended to be distributed under false pretenses)</li> <li>● Possession, use, or distribution of tobacco products (including e-cigarettes) on campus (including cigarette rolling devices, smoking pipes, accessories and vaping supplies)</li> </ul>

	<p>unauthorized assistance from a peer, etc.</p> <ul style="list-style-type: none"> <li>● Improper use of technology (cyberbullying, stalking, porn)</li> <li>● Termination from the Corporate Work Study Program.</li> </ul>	<ul style="list-style-type: none"> <li>● Possession, distribution, distribution assistance, supply or sale of alcohol or drugs on or off School grounds during or outside of School hours</li> <li>● Gang membership and/or gang-related behavior, recruitment or personal presentation, including gang-related tattoos, hairstyles or other gang-related markings</li> </ul>
--	---	---

<sup>1</sup>Vandalism and/or destruction of property: this includes graffiti, defacing or other damage to property associated with CRRHS. This includes campus buildings, the furnishings and equipment, surrounding property, parking lots, and vehicles owned, leased, or contracted by CRRHS. Additionally, vandalism and/or destruction of off-campus private or public property of any kind while waiting for transportation to or from CRRHS or CWSP locations is a Level III violation. Vandalizing, defacing, damaging, or destroying any CRRHS vehicle or vehicle owned or operated by any other public or private entity used to transport CRRHS students at any time is a Level III violation.

<sup>2</sup>Weapons includes any device capable of launching a projectile of any size. This encompasses traditional guns as well as air guns/rifles, pellet guns, BB guns, and paintball guns. Fixed blade knives, pocket knives with folding blades, utility knives, and box cutters are also weapons. In addition, any item with sharp projections such as blades or nails which can be used to intimidate or injure another student will be considered a weapon. At the discretion of the CRRHS administration, the possession of a non-functioning weapon lookalike, may also be considered a Level III violation.

**Consequences:**

The response to Level 1 behaviors are based on the number of incidents: the first (3) incidents will be addressed by the classroom teacher. Upon the 3rd incident, the teacher will contact the family directly and refer the student to the Dean. Each infraction must warrant a conference with the student. Consequences for Level 1 misconduct may include:

- Personal or written apology
- Written reflection
- Family contact or meeting
- Silent lunch
- Saturday Detention
- Community service to the school
- Loss of after-school privileges
- Athletic ineligibility

Important Note: Repeated Level 1 behaviors may escalate into Level 2 misconduct and may receive more severe consequences.

**Level 2 offenses** will receive an automatic In-School Suspension, parent conference with School Administration and a Restorative Conference. Repeated Level 2 offenses may result in more severe consequences.

**Level 3 offenses** will receive an automatic Out- of- School Suspension, parent conference with School Administration and possible expulsion (at the discretion of School personnel).

Likewise, all staff, faculty, family and volunteer members in the CRRHS learning community will be held to the same expectations. It is the responsibility of the community as a whole, to represent CRRHS positively at all times.

When addressing opposing behaviors, staff and faculty will utilize restorative practices and language to ensure the students understand what the infraction was, how it affected the community as a whole, and steps to repairing the harm. All members of the community are expected to abide by the aforementioned core values and behaviors in accordance with the school norms.

## **Personal Electronics**

Cell phones and other electronic devices (e.g. "Smart Watches," iPads, digital music players, etc.) are **not to be seen, heard, or used during the school day** (8 AM - 4:20 PM). Any student seen using a cell phone or electronic device after the bell rings at 8:00am will be disciplined. The consequence for having personal electronics out during the school day are as follows:

1. First Offense: Phone gets taken for 1 school day.
2. Second Offense: Phone gets taken for 2 school days.
3. Third Offense: Phone gets taken for 3 school days.
4. Fourth Offense: Phone gets taken for 4 school days.
5. Five Offense: Phone gets taken for 5 school days.

Student worker use of personal cell phones, video games, iPods, CD players, headphones are prohibited at the worksite, unless specifically allowed by the Job Partner. Job Partners are asked to help to enforce this policy. The Job Partner will inform the CWSP Office if student workers use any of the aforementioned items. However, with their supervisor's prior approval, students may use personal cell phones during the workday for a job-related task or to contact the CWSP Office regarding transportation or concerning a problem or issue at the workplace (e.g., student illness, etc.). The CWS office has instructed student workers that the use of a Job Partner's telephone, Internet, office equipment, office services or office materials for purposes other than the completion of their specific job duties is strictly prohibited.

During school hours, cell phones and electronic devices (and accessory items) are to be kept in the student's locker or backpack at all times and silenced. Any student who fails to turn over his or her cell phone or electronic device when requested by an administrator or employee of Cristo Rey Richmond High School is subject to disciplinary action. Parents and guardians are required to help enforce this school rule by supporting all policies and procedures related to this rule. Parents and guardians are advised that any evidence indicating that the student has been using his or her cell phone during the school day will result in the cell phone being confiscated and held by the Dean.

There are NO EXCEPTIONS. In case of emergency and with permission, students always have access to calling a parent or guardian from the main office, Office of the Principal, the Dean, or the office of any other administrator. Parents and guardians who need to contact their son or daughter during the school day are to call our main office for emergency purposes only.

Note: Cristo Rey Richmond High School is not responsible for any lost or stolen phones and/or electronic

devices that are brought on campus or confiscated.

- **Personal Electronic Devices:** Electronic devices not utilized for classroom assignments must be turned off and stored out of sight during class time, passing periods, and CWSP Check-In. Headphones may be required for some classes if sound is playing from a school-issued electronic device, and sound should be audible only to the wearer. If headphones are not available, the sound must be muted. Personal electronic devices may not be used in the classroom, restrooms, locker rooms, hallways and stairwells, science labs, chapel, library, and computer labs during the school day. When entering these areas, devices must be turned off and stored out of sight.
- **Students MAY NOT USE PERSONAL ELECTRONIC DEVICES TO TAKE PHOTOS AND/OR VIDEOS** inside the school, on school property, and on school vehicles without written permission or consent. Privacy must be respected at all times--students are not allowed to film and/or take photos of others without their consent. Students are not allowed to view or share any inappropriate, vulgar, graphic, or illicit content on their personal electronic device during school hours.

## **Harassment**

Harassment on the basis of any protected characteristic is strictly prohibited and will be subject to disciplinary action including the possibility of suspension and/or expulsion. This includes and verbal or physical conduct that denigrates or shows hostility or aversion towards any individual or his/her relatives, friends or associates on the basis of attributes such as race, religion, ethnicity, sex, sexual orientation, gender identity, gender expression, pregnancy status, age, national origin, marital status, veteran status, citizenship or disability that:

- Has the purpose or effect of creating an intimidating, hostile or offensive school environment;
- Has the purpose or effect of unreasonably interfering with a student's or a group of students' performance in school;
- Otherwise adversely affects an individual's school experience.

Examples of harassing conduct include but are not limited to the following:

- Slurs, epithets or stereotyping;
- Threatening, intimidating or hostile acts;
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is posted, published or placed anywhere where it could be viewed by others and/or circulated by any means, including electronically.
- Bullying (seeking to harm, intimidate, or coerce someone seen as vulnerable)

Sexual harassment is strictly prohibited. Government regulations define sexual harassment as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature." Any instance of sexual harassment of this sort will be subject to disciplinary action including the possibility of expulsion.

Any student who believes that he/she has been the subject of sexual or any form of harassment by anyone at Cristo Rey Richmond or by anyone who is associated with Cristo Rey Richmond, including a Corporate Work Study Program sponsor, should immediately bring the matter to the attention of the President, Principal or a staff member of Cristo Rey Richmond. A prompt and thorough investigation of any alleged incident will be conducted and corrective action taken as appropriate. To the extent possible, harassment complaints will be kept confidential.

Cristo Rey Richmond will not retaliate in any way against a current, former or prospective student who, in good faith, reports harassment or participates in the investigation of such a complaint or report. Any attempt at retaliation will not be tolerated and will itself be subject to appropriate disciplinary action, including the possibility of suspension and/or expulsion.

## **Suspension and Expulsion Policies and Appeal Procedures**

### **In-school Suspension (ISS) Policy**

The Cristo Rey Richmond administration may temporarily remove a student from class or other scheduled School activities and assign the student to In-school Suspension. All Level 2 offenses will automatically result in an In-School Suspension, whereas some Level 1 offenses may trigger In-School Suspension at the discretion of the administration. This may arise in situations including, but not limited to, those when a student has been disruptive or disrespectful, is suspected of being involved in an incident or creating a situation that violates the Code of Conduct and/or contradicts the core values of the School, is preparing to return to the School community after an out-of-school suspension, is out-of-compliance with the School's minimal expectations for participating the full life of the School community. Including the complete School uniform, or is otherwise in need of time and a space to reflect on his or her actions in order to take responsibility and begin to restore his or her place in the community.

Students are responsible for completing all school work during an in-school suspension. Students who serve an in-school suspension will be recorded in the student's academic record and may not participate in any after-school activities on that day.

### **Out-of-school Suspension (OSS) Policy**

Students may be suspended from School at the discretion of the School administration: President, Principal, Assistant Principal or Dean of Student Life. All Level 3 offenses will automatically result in Out-of-School Suspension, whereas some Level 2 offenses may trigger Out-of-School Suspension. Out-of-school suspension is a serious consequence and should not be taken lightly by the student or family. Out-of-school suspension incident reports remain on the offending student's permanent record, and colleges and universities often require the reporting of suspensions as part of their admissions review process.

The Cristo Rey Richmond administration may issue an out-of-school suspension to a student in order to temporarily remove from the School a student who has placed himself or herself and/or other students and/or School staff and/or other School community members in danger, whether physical or emotional; who has contributed to creating a situation that has significantly detracted from the learning environment; whom the School administration determines must be separated from a situation that may re-occur before a resolution has been achieved; and/or who must be removed from the school environment to enable the School and/or law enforcement officers to conduct an investigation.

Students are fully responsible for completing all schoolwork during an out-of-school suspension. The School will make reasonable accommodations, such as an extended deadline, for assignments that require the student to be on-site. Following an out-of-school suspension, the student should anticipate staying after school for several days until he/she is caught up with all schoolwork. Students may not participate in any after-school activities on that day.

A maximum of five days of out-of-school suspension can be imposed without written notice that a disciplinary hearing has been scheduled. Notice of a disciplinary hearing for out-of-school suspensions of more than three days shall be given within a three-day period of the suspension.

The guidelines for out-of-school suspension are as follows:

1. Immediately following a serious disciplinary offense or repeated occurrence of a less serious offense, the President, Principal, Assistant Principal or Dean of Student Life may issue a suspension.
2. The student will be advised of the reason for the suspension.
3. The parent/guardian of the student will be given immediate notice of the suspension and the reasons for the suspension.
4. Before a student may return to School following an out-of-school suspension, the student and parents/guardians must attend a meeting with a School administrator to accomplish any/all of the following:
  - a. Review the offense,
  - b. Ensure the student's understanding of the offense and the rationale for the out- of-school suspension as well as the student's ownership of responsibility for the infraction(s) that resulted in out-of-school suspension,
  - c. Establish expectations and/or conditions for the student's re-entry to the School community,
  - d. Outline any supports that the School and/or family will provide to the student following re-entry to the School community,
  - e. Schedule subsequent communication between the School and the student/family.

## **Expulsion**

Expulsion is considered a termination of enrollment. Expulsion results from repeated refusal to obey School rules, or from conduct that endangers the health and safety of others and/or endangers or damages property, and is deemed to be in the best interest of the School.

An extremely serious single offense may also be cause for expulsion.

**Cristo Rey Richmond High School reserves the right to terminate a student's enrollment (expel a student) at any time, for any action or behavior on or off School premises that is considered to be unethical or contrary to acceptable moral standards of behavior. This action to terminate a student's enrollment on the part of**



**the School is at the discretion of the Cristo Rey Richmond High School administration and supersedes any other disciplinary procedure or action as outlined in the student handbook.**

### **Expulsion Procedure**

1. During the proceedings outlined herein, the student shall be suspended from classes.
2. In addition to attempted immediate contact via phone, a written notice of the impending expulsion hearing will be sent through registered U.S. mail or secure email to the parents/guardians to the address on file with the School within one (1) working day after the decision to hold a hearing has been made.
3. The hearing notice will provide for a hearing date and time within five (5) school days after the decision to hold a hearing has been made.
4. The Principal, or expulsion committee appointed by the Principal, shall conduct a closed hearing. Both the student (including parent/legal guardian) and a School representative are allowed to present their respective positions through their own statements, statements of witnesses and any supporting documentation. The Principal has the right to question the parties and their witnesses and to call additional witnesses as needed.
5. The Assistant Principal or Dean of Student Life will act on behalf of the School to present the case for expulsion.
6. If the Principal has initiated the expulsion proceedings, then another member of the leadership team appointed by the President will serve as the hearing officer.
7. Each party has the right to present a closing statement of 5 minutes or fewer.
8. At the conclusion of the hearing, the Principal or expulsion committee will consider all of the evidence. The Principal or committee will make a decision regarding expulsion and issue its decision in writing to the student and parent by 5:00 PM on the day following the hearing, unless otherwise indicated.
9. Decisions may include:
  - a. Retain the student at Cristo Rey Richmond with disciplinary sanctions,
  - b. Retain the student at Cristo Rey Richmond without disciplinary sanctions,
  - c. Allow the student to voluntarily withdraw in lieu of expulsion,
  - d. Dismiss (Expel) the student from Cristo Rey Richmond.
10. The Principal or expulsion committee shall decide on the action taken.
11. The student and parent/legal guardian shall be informed verbally of the decision within one business day of the hearing's conclusion, followed by a letter detailing the decision. Said letter shall also be provided to the President of CRRHS.
12. If the decision is to expel the student, a date and time by which the expulsion becomes effective shall be indicated in the letter. A student may withdraw at any time prior to the effective date of the expulsion. If



the decision provides for a disciplinary action other than expulsion, a meeting will be scheduled with the student and her parent/guardian. At that time, a disciplinary contract between CRRHS, the student and her parent/guardian will be executed with the expectations and consequences clearly set forth. All parties to the contract shall sign it.

13. The decision of the Principal or committee may be appealed in writing to the President of the School. The appeal must include a specific grievance regarding the investigation, or hearing or a substantial disagreement of fact. *If the President of the School deems it necessary*, the President will review the decision, speak to the parties involved and make a decision. The decision of the President is final.

## **Academic Policies**

CRRHS provides a rigorous, college preparatory educational program and the faculty, staff and administration are committed to helping all students meet the promotional criteria for each grade and satisfy all requirements for graduation. Additionally, in order to ensure the integrity of the diploma graduates earn upon completion of the course of studies, the faculty, staff and administration are committed to upholding the promotional and graduation criteria.

## **Assignments**

All students are required to record all assignments given. Students will use Daily Planners, provided by the school, to record due dates. Instructors assign out of class assignments to accomplish three distinct purposes:

1. To allow students the opportunity to practice the skills needed to achieve success in learning a topic.
2. To afford students the opportunity to practice self-discipline, time management, and the ability to develop independent study habits that will be needed in a college environment.
3. To amply prepare students for the next day's lesson, allowing the maximum amount of class time to be utilized for discussions, guided practice of skills, and other learning experiences.

Out of class assignments are to be turned in at the time they are due. Failure to complete an assignment is not an option. If a student is absent on the day an assignment is due to be turned in, it is the **RESPONSIBILITY OF THE STUDENT** to ensure the assignment is turned in on their first day back in class. Students may make an appointment to meet with an instructor if further accommodations are needed.

## **Late Work**

Late work will be accepted in the event that a student has missed a deadline on an assignment for any reason other than being absent from school. A student's grade on the assignment will include any deductions for the number of days late the assignment was turned in:

- One day late = 5% deduction
- Two days late = 10% deduction
- Three days late = 15% deduction
- Four days late = 20% deduction
- Five days late = 30% deduction and mandatory office hours with the instructor.

## **Four-year Academic Program and High School Graduation Plan**

*Cristo Rey Richmond High School graduates must complete a minimum of 32 credit hours and meet the minimum requirements in each category.*

### **Minimum Graduation Requirements**

English	4 credits
Math	4 credits
Science	4 credits
Social Studies	4 credits
Foreign Language	3 credits
Health/PE	2 credits
Fine Arts	1 credit
Religion	4 credits
Elective	2 credits
CWSP	4 credits

\*All students must also complete 4 years of the Student/College Success Course.

\* All students are expected to take (1) Advanced Placement (AP) Course during their time at CRR. AP courses require a mandatory summer preparation program. AP courses may count as electives and they may satisfy the core requirement as needed.

<sup>1</sup>Fine Arts include: Music or Art. After the initial course is taken, any other may be taken as an elective

<sup>2</sup>Electives may include: All AP courses and any non-core courses.

### **Additional Graduation Requirements**

- Completion of 50 service hours (over the course of 4 years: 9th 10, 10th 10, 11th 15, 12th 15)
- 3 college visits
- 5 completed scholarship applications
- 5 completed college applications

\*The tracking of this documentation will be done by the Campus Minister and the College Counselor, respectively.

### **Course Offerings**

<p><b>Freshman Year</b>  English 9  Integrated Math 1  Biology  World Geography  Health/Physical Education  Religion 9  Spanish 1 or 2  Student Success 9  CWSP 9  <b>(8 credits)</b></p>	<p><b>Sophomore Year</b>  English 10  Geometry or Algebra 2  Chemistry  World History  Health/Physical Education  Religion 10  Spanish 2, 3, or 4  Student Success 10  CWSP 10  <b>(16 credits)</b></p>
<p><b>Junior Year</b>  English 11 or AP Language  Algebra 2 or Pre-Calc  Physics  US History or AP US History  Religion 11  Spanish 3 or AP Spanish or Elective  College Success 11  Elective  CWSP 11  <b>(24 credits)</b></p>	<p><b>Senior Year</b>  English 12  Statistics or AP Calc  Anatomy/Physiology or AP Environmental Science  Government/Econ  Religion 12  College Success 12  Elective  Elective  CWSP 12  <b>(32 credits)</b></p>

Students may earn credit for a course only once.

\*Students *will not* receive a credit for any high school courses taken in middle school although these courses may be used to place students in more advanced options.

**Full Course Load**

All students must maintain a full course load every year they are enrolled at CRRHS, regardless of their accumulation of credits. A full course load is defined as a class schedule in which the student is enrolled in credit-bearing courses, for which the student has not previously earned credit, for the full school day, with the exception of lunch. Any exception must be approved by the Principal.

**Grading Policy and Philosophy**

Grades at CRRHS are earned as a reflection of mastery of a course or a topic. As such, extra credit assignments will not be offered in lieu of regular academic coursework.

<u>Grade</u>	<u>Percentage</u>	<u>Grade Points awarded for regular courses</u>	<u>Grade Points awarded for honor courses</u>	<u>Grade Points awarded for AP courses</u>
A	94-100%	4	4.5	5

A-	90-93%	3.667	4.167	4.667
B+	87-89%	3.333	3.833	4.333
B	84-86%	3	3.5	4
B-	80-83%	2.667	3.1667	3.667
C+	77-79%	2.333	2.833	3.333
C	74-76%	2	2.5	3
C-	70-73%	1.667	2.1667	2.667
F	50-69%	0	.5	1.0

## Gradebook

In order to maximize the level of proficiency mastered by students, Cristo Rey Richmond will be on a modified Standards Based Grading Scale which will allow for different opportunities to demonstrate mastery. Teacher gradebooks will have categories for the following:

- **Formative/Summative Coursework = 80%** (including quizzes, tests, homework, classwork and projects)
- **Midterms + Finals = 20%**

## Academic Supports

While we hold high academic expectations for students, we offer the following academic support services:

- **Office Hours-** students have the opportunity to receive help from their teachers 3x week.
- **Student Success/College Success class-** students learn effective academic habits, test preparation, and study skills.
- **Retakes-** students are required to retake an assessment in which they earn less than 70%.
- **Advisory-** students have advisors to check on their academic progress and support them as necessary.
- **Academic Plans | Contracts-** for students who need extra support, they will have the opportunity to write academic plans and or academic contracts to hold them accountable for their success.
- **Family Conferences-** if a student is struggling with 3+ classes at the end of Semester 1, we will schedule a family conference.

With these supports, we expect that 90% or more of our students will pass every class. For students who fail 1 or 2 classes at the end of the year, we offer them the opportunity to recover credit for these classes over the summer. If a student fails 3 or more classes, they may not advance to the next grade and may be dismissed from the School or assigned to repeat the same course of studies.

## Office Hours

Any student who is in academic difficulty, having one or more Fs will be placed in mandatory Office Hours for two hours each week. This mandatory placement will begin after the first progress report and will be updated following each quarter. Students will have the opportunity to regain academic eligibility if all grades are 70% or higher on the next progress report. Mandatory Office Hours is just like any other class; students must be on time and in full uniform. All normal class rules apply and disciplinary action will be taken when mandatorily assigned students do not attend.

### **Retake Policy**

Students will be allowed to demonstrate mastery on an assessment of a particular set of standards multiple times. If a student fails to demonstrate mastery (at least a 70%) on a given assessment the first time, they are required to complete a set of predetermined proving activities (provided by the instructor) for an opportunity to re-assess on a scheduled date. A student may only attempt a re-assessment one time and the higher of the two grades will remain in the gradebook. The re-assessment must be completed in the same quarter from which the original assessment was given.

### **Progress Reports/Report Cards**

Parents and guardians can monitor their student's academic progress and attendance regularly by checking PowerSchool. Contact [registrar@cristoreyrichmond.org](mailto:registrar@cristoreyrichmond.org) to set up an account or reset your login credentials.

The academic year is divided into two semesters (Fall and Spring). Within each semester are quarterly grading periods (approximately every 10 weeks). Progress reports will be emailed twice each quarter, and report cards will be mailed at the end of each semester. The final grade in a course is the average of each semester's work.

### **Student Success/College Success Course**

During all four years academic years, all Cristo Rey Richmond students will be enrolled in a mandatory Student Success (9th & 10th) or College Success (11th & 12th) Course.

The transition from middle to high school can prove to be one that is challenging in its own right. Enrolling in a Cristo Rey school places an extra challenge of a 4-day school week while completing a corporate internship. The Student Success Course aims to aid in this transition and offer support in 4 core areas where students may tend to need assistance. Each of these topics will be addressed during the school year.

1. *Executive Functioning Skills*
2. *Study Skills and Test Preparation*
3. *College-going Process*
4. *Career Readiness*

### **Academic Integrity**

#### **The Academic Oath:**

*I have neither given nor received help on this work, nor am I aware of any infraction of the Cristo Rey Creed.*

The successful CRRHS graduate operates with integrity in all facets of life. In this spirit, students are expected to approach their schoolwork with integrity. Any cheating on homework, classwork or assessments or any other assignments, including using academic resources inappropriately and/or copying other people's work, is strictly prohibited. It provides a dishonest portrayal of the student's academic performance and achievement, it risks violating copyright laws and it means missing an opportunity for a student to master a standard. Moreover, cheating and plagiarism can compromise a student's application to college, as academic integrity is taken very seriously in higher education.

If a student is unsure about what type of help is or is not appropriate on an assessment or is unsure about a test question or testing procedure, they should ask their teacher or an administrator for direction.

The School will determine appropriate consequences in instances of academic dishonesty which may include in-school suspension, out-of-school suspension, reduced or eliminated credit for the assignment, loss of academic credit for the grading period or course and/or other consequences. Repeated offenses can become grounds for expulsion from the School.

### **Promotion to the Next Grade**

CRRHS's ultimate academic bar is college readiness. Promotion to the next grade is earned by demonstrating proficiency on rigorous standards, maintaining strong attendance at School, meeting grade-appropriate behavioral expectations and consistently completing assigned work to standard.

The School will consider a student who fails to meet ANY of the following criteria to be at risk of non-promotion. The Principal has final authority to make promotion decisions.

#### **Academic Criteria for Promotion**

The primary criterion for academic promotion to the next grade level is successful demonstration of course mastery with a minimum final passing percentage of 70% at the end of the course in each class. Students who fail to reach 70% cumulative proficiency in 1 or 2 courses by the end of the school year must attend Credit Recovery. If a student fails more than 2 classes, he or she is not eligible for promotion to the next grade.

Students who have not met standards in more than one course as of August 1 will face non-promotion and be required to withdraw from Cristo Rey Richmond or repeat the grade at the discretion of the administration.

When a CRRHS student repeats a grade, he/she will repeat all courses in that grade-level, even those for which he or she earned a passing grade during the school year. The grades from the most recent enrollment in the course will replace the grade earned in any previous enrollment.

### **Adjustments to Graduation Requirements**

Final decision-making authority regarding graduation requirements rests with the Principal of CRRHS with the approval of the President. The School reserves the right to adjust academic and co-curricular graduation requirements at any time and will update families and students in a timely fashion when an adjustment takes place.

Furthermore, CRRHS reserves the right to adjust graduation requirements for individual students who may transfer into the School from another high school or who have specific goals within an Individualized Education

Plan that warrant such an adjustment.

## **Student Transcripts**

The School is the guardian of a student's official transcript. Students or academic institutions in need of a copy of a transcript prior to that date will be provided with the most recent version of the official transcript and the most recent progress reports.

Official transcripts will be released only in specific circumstances, such as for inclusion with a college application, and when specific criteria are met, such as an official request from the student's legal guardian or another academic institution.

The School may take up to three (3) business days to process and prepare a transcript. This policy also applies to final transcripts for students who are preparing to matriculate to college.

## **Campus Ministry/Student Life Vision**

In complete alignment with the overall values of *Acceptance, Accountability, Advancement* and *Advocacy*, it is the intention of both the Campus Minister and Dean of Student Life, to create an atmosphere where students are able to come to an understanding of who they are in their faith, feel free to voice their concerns or opinions, actively serve others, and participate in activities that create a sense of unity and family both on and off campus.

To accomplish this, the Campus Ministry/Student Life departments have established three (3) main goals for this academic year:

- 1) Create an academically rigorous, professional, and accountable environment in which all students can lead and excel.
- 2) Provide the Cristo Rey Richmond community the opportunity to put faith into action by participating in activities such as daily prayer, worship, retreat and service which represent a diversity of cultures, gender, social groupings, religions, and ethnic background.
- 3) Develop well-rounded students who have the opportunity to participate in various extracurricular and enrichment activities in and out of the classroom.

## **Participation in Campus Ministry and Community Service**

A central tenet of a CRRHS education is religious and spiritual formation in the Catholic tradition of becoming men and women for others. In this vein, the School offers a variety of opportunities for students to nurture their faith life and their understanding of how to live in service to those around them.

All students are required to meet the minimum requirements for participation in the School's Community Service and Campus Ministry programs, including annual retreats and community service trips. While many students will exceed the minimum participation in these programs, **it is a graduation requirement for all CRRHS students to complete the service requirement every year at CRRHS.** The table below specifies the requirements for each Cristo Rey student. This, and any requirement may be subject to change at the discretion of the Principal.

Year	Number of Hours Required
Freshman	10
Sophomore	10
Junior	15
Senior	15

## **Attendance Policy**

### **Attendance Expectations**

A portion of the mission of CRRHS is to adequately prepare our students to be men and women of faith, purpose, and service. It is therefore the expectation that all Cristo Rey Richmond High School students are in attendance every day school is in session, including Holy Days and Service Days. Success at Cristo Rey Richmond demands exceptional attendance. There is a direct correlation between attendance and academic success, therefore it is vital that students attend classes and are prepared daily. Therefore, attendance at school is essential, *every day for the full day*, from 8:00 AM - 4:20 PM.

### **Reporting an Absence**

**A parent or guardian must phone the school at (804) 447-4704 or email at [attendance@crestoreyrichmond.org](mailto:attendance@crestoreyrichmond.org) before 7:30 a.m. on the day of absence.**

When a student is absent:

- A parent or guardian must phone the school at (804) 447-4704 or email at [attendance@crestoreyrichmond.org](mailto:attendance@crestoreyrichmond.org) before 7:30 a.m. on the day of absence.
- If no call or email is received, the Front Desk will attempt to call the student's home.
- If the school does not hear from a parent or guardian of the student who is absent, the absence will be considered unexcused.
- After (3) consecutive absent days, a referral to the Counseling Department and Dean of Students will be made.
- Actions will be taken by the school administration once a student exceeds 5 absences.

1 Full Day Absence = Student Missing 4+ Classes in a Day

### **Actions Taken Due to # of Absences**

# of Absences	Action Taken	Outcome
5+ Excused or	- Student meeting with Dean	- Attendance Improvement



Unexcused		Plan
8+ Excused or Unexcused	<ul style="list-style-type: none"> <li>- Mandatory referral to counseling</li> <li>- Review of Academic   Attendance data</li> </ul>	<ul style="list-style-type: none"> <li>- Academic + Attendance Goal Plan</li> </ul>
10+ Excused or Unexcused	<ul style="list-style-type: none"> <li>- Mandatory family meeting with Dean + AP/Principal</li> </ul>	<ul style="list-style-type: none"> <li>- Attendance Contract</li> </ul>
12+ Excused or Unexcused	<ul style="list-style-type: none"> <li>- Attendance Contract Review by Principal</li> </ul>	<ul style="list-style-type: none"> <li>- Possible loss of class credit and/or dismissal from CRRHS</li> </ul>

If a student exceeds 12+ absences (excused or unexcused) and/or violates their attendance contract that is grounds for student to lose credit for their courses or be dismissed from Cristo Rey Richmond. **If the absence falls on a CWSP day, students must make up that work day during a school break. Transportation by the school will not be provided.**

The following are considerations for excused absences:

- Illness lasting more than four (3) days if the family brings a doctor’s note indicating the need to be excused from school.
- Bereavement for the passing of an immediate or extended family member up to three (3) days.
- Visitation/hospitalization to a medical facility (hospital, psychological treatment, orthodontic, optometric or chiropractic) for services.
- Quarantine under the direction of city or county health officers.

### Appointments

All efforts should be made to schedule appointments around school days and workdays. Students may NOT schedule appointments on their assigned CWSP workday. If a student is removed from class for an appointment, they must be released by a parent or guardian listed in PowerSchool. Students must return to school within a reasonable amount of time (based on the timing of the appointment). Refer to the school calendar on the website to verify holiday/vacation times.

### Planned Absences

While Cristo Rey does not endorse a student missing school for non-health, non-family related or family emergency related reasons, situations may arise when a student will need to miss school. In that case, the family must submit a letter detailing the planned dates of absence and reason for the absence. This letter must be submitted before the date of the planned absence. Submitting the letter does not preclude the damage that may be done to the student’s grade and learning caused by the absence.

Cristo Rey Richmond High School does not support or encourage vacation outside of defined school breaks. Such absences will be considered unexcused. If a student misses school beyond the allotted school vacation time, he or she will be subject to consequences as described in the attendance policy, including loss of credit.

The student is responsible for any missed work and will be expected to make-up missed workdays. If a student is not present for a final exam at the end of the academic semester, and the absence is deemed unexcused,

then, the make-up exam will be scheduled at the discretion of the administration. If a final exam is scheduled as a "make up," the maximum possible score is 80%.

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

Teachers will provide daily class information and assignments on Google classroom. The primary responsibility for work missed during an absence rests with the students. When a student returns to school, he/she is responsible to collect and make-up the work from the days they were absent. That includes:

- (1) getting the notes
- (2) completing the assignments
- (3) turning in the homework due on the day of the absence
- (4) taking any tests or quizzes.

Students have 1-week to complete any make-up tests or quizzes, and they should use office hours (not class time to complete their make-up work).

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

Students who are absent, excessively late for school (after 9 a.m.) or who go home sick on a given day are not allowed to attend or participate in any afterschool or evening activity sponsored by the school on that day. Students failing to adhere to this policy may be suspended and may jeopardize their participation in future activities.

### **Dismissal for Illness during the School Day**

A student who becomes ill during the school day is to report to the clinic or to the main office with the permission of his or her teacher only. Students should not report to the clinic without reporting to his or her scheduled class first. The school will contact a parent or guardian who may then come to the school to sign the student out. Students may not contact parents from their cell phone to ask to be picked up early. No student will be released from school unless signed out by a parent or guardian.

If a student becomes ill at work, the student should inform both the direct supervisor as well as the staff from the Work Study Office who will arrange pick-up for the student. Students who leave work early may be responsible for the time missed. Students who may become ill during the school day may not attend or participate in any afterschool or evening activity sponsored by the school on that day. The well-being and health of each student is a priority.

### **Daily Hours/Tardy Policy**

It is imperative that students arrive on time to school, work, and class. Students will have exactly four minutes between classes to transition from one room to another. Tardiness of any kind is unprofessional and detracts from the professional learning environment and is therefore treated seriously.

Students are able to be on campus beginning at 7:30 AM. Students will have the opportunity to eat breakfast and prepare for the day until 7:55 AM and are considered tardy if they arrive after that time. Late arrivals must check in with the front office and will be automatically assigned to Silent Lunch on that day. Students who arrive late to class during the day will also be marked tardy, and they will also be assigned to Silent Lunch.

Further actions will be taken as follows:

# of Tardies	Action Taken	Outcome
Each Tardy	- Student serves Silent Lunch <b>(NO ELECTRONICS)</b>	
5+	- Student meeting with Dean - Review of Behavioral   Attendance data	- Tardy Improvement Plan
10+	- Referral to counseling - Review of Academic   Attendance data	- Academic + Tardy Goal Plan
15+	- Mandatory family meeting with Dean	- Tardy Contract
20+	- Tardy Contract Review	- Possible loss of class credit and/or dismissal from CRRHS

It is strongly recommended that students who arrive by private auto or public transportation do so by 7:30 AM. Students who ride CRRHS buses will be excused for tardies that are beyond their control.

### Daily Class Schedule

## Cristo Rey Richmond Bell Schedule 2022-2023

Academic Schedule			CWSP Work Day Schedule	
Time	Period Description	Mins	Time	Description
7:30 - 7:55am	Arrival/Breakfast	30	7:30 - 7:55am	Arrival/Breakfast
8:00 - 8:56am	Period 1	56	8:00 - 8:50am	CWSP Send Off
9:00 - 9:52am	Period 2	52	8:50am	CWSP Dismissal
9:56 - 10:16am	Assembly/Advisory/ Office Hours	20	8:50 - 9:30 am	Travel Time
10:20 - 11:12am	Period 3	52	9:30 - 4:00 pm	Work Day
11:16 - 12:08pm	Period 4	52		
12:08 - 12:34pm	Lunch A	26		
12:38 - 1:30pm	Period 5A	52		
12:12 - 1:04pm	Period 5B	52		
1:04 - 1:30pm	Lunch B	26		
1:34 - 2:26pm	Period 6	52		
2:30 - 3:22pm	Period 7	52	4:00-4:30pm	Return to School

3:26 - 4:20pm	Period 8	54	4:30 pm	Check In
4:30pm	Dismissal		4:30 pm	Dismissal
4:30-5:15pm	Clubs (T, Th)	45		
5:15pm	Activity Bus Dismissal			

Classes at CRRHS are 52 minutes long. Lunch is approximately 30 minutes long. Students have three (4) minutes to transition between classes.

If a student rides CRRHS transportation, buses will dismiss Mon-Fri at 4:30pm. We will run an activity bus with limited drop off locations on Tuesdays and Thursdays to accommodate students attending extracurricular clubs. Students participating in athletics are responsible for their own transportation at the end of practice or games.

### **Attendance Probation**

The School reviews student attendance on an ongoing basis and informs any student failing to meet the School’s attendance requirements and their parents if a student is being placed on attendance probation. At that point, a student and his/her parent/guardian will be presented with a contract that outlines an attendance goal for the student for the remainder of the year. Any student who fails to meet the goals outlined in the contract may face non-promotion or expulsion. Students who miss more than 10% of the academic school year (approximately 14 days) may be subject to non-promotion.

### **School Calendar and Closings**

Please see the School calendar for key dates throughout the school year. **Please note Cristo Rey Richmond does not follow the Richmond Public Schools calendar nor the Diocese of Richmond school calendar.**

### **School Closure Policy**

CRRHS will close school or delay the start of school only under extreme circumstances. In such circumstances, **CRRHS will alert local media outlets, issue a Remind text alert and post an announcement on the School’s Facebook and Instagram platforms so that the information is easily accessible to families.** Please refer to the “School closings” page on local media websites and/or listen to or watch the local media’s cancellation reports. As the situation allows, Cristo Rey Richmond will also communicate the delay, closure or cancellation of after school events through our auto-call and/or auto-text-message service.

### **School Closure Make-Up Plan**

CRRHS reserves the right to schedule additional instructional days to maintain compliance with state’s minimum requirements for instructional hours. Depending on the timing of the cancellations within the school year and the ability of the School to reasonably communicate changes to families and staff, CRRHS will repurpose vacation and/or professional development days as mandatory school days in the order described below:

- 11/11/22 (Professional Development Day)
- 01/02/23 (Professional Development Day)

- 03/17/23 (Professional Development Day)
- 05/26/23 (Professional Development Day)

**CRRHS families *should keep the days following the scheduled last day of school (6/20/23 - 6/23/23) free of obligations and travel* in case they need to become scheduled school days.**

## **Transportation Policy**

**The same standards of student behavior outlined elsewhere in this handbook apply while students are traveling to and from school.**

### **Clear Transportation Plan**

Cristo Rey Richmond students must create a transportation plan with their family so they arrive at school on time and remain until the end of the day or their required after-school activities. This plan should be in place *before* the school day begins. This plan may include school-provided transportation, public transportation, or transportation via private automobile.

### **Students who Walk or Take the City Bus**

Students who walk to and from school, including from nearby bus stops, will likely have to cross busy streets to get to CRRHS. Students should use caution and common sense, cross the street *only* at an intersection with a crosswalk, and obey traffic and crosswalk signals.

Students who walk to and from school represent themselves, their family, their community and CRRHS. As such, students should be respectful of CRRHS's neighbors, their homes and property and the condition of the streets and sidewalks. Before and after school, students should disperse quietly and quickly and avoid congregating in groups and/or loitering in the neighborhood.

### **Transportation between School and CWSP Placements**

Transportation between the School and CWSP job sites is provided by the CWSP. The details of the CWSP transportation plan are outlined in the CWSP portion of the Handbook.

### **Van and Bus Behavior**

As needed, the School will utilize owned vehicles or contract with an outside transportation provider to transport students to and from school-related events, such as athletic practices and games, field trips, etc. In these instances, all CRRHS Code of Conduct expectations apply. Certain additional rules will often apply as well: students might be assigned seats, for example. Violations of the Code of Conduct or other rules will trigger consequences including but not limited to suspension from or termination of CRRHS transportation services.

## **Uniform Policy (Dress Code)**

### **Uniforms**

One mark of distinction of a student who attends any school in the Cristo Rey Network is that he/she dresses in a professional, modest, conservative and safe manner. When our students attend classes or go to work, they enter professional environments. Their dress should reflect our high standard of professionalism. One (1) tie and one (1) blazer will be provided to each student. All other articles of the uniform must be purchased by the family. CRRHS uses French Toast as our official resource for uniforms. All uniforms should be purchased from this vendor. **Uniforms are required on school days. There are no exceptions to this rule unless designated by administration.**

- Gray dress slacks (skirts are not allowed)-hold a crease and have a hem
- White button down dress shirt - long or short sleeve
- Polo shirts purchased from French Toast with the CRR logo embroidered (not on work days)
- Dress shoes- leather, or leather-like material only, low or no heel, must hold a shine (no open toe shoes, Crocs, canvas or suede shoes, sandals or boots)
- Belts-leather or leather-like material (belts and shoes must match in color)
- Dress socks must be worn and may have a pattern (i.e. stripes, polka dots)

### Appearance

Students need to be mindful that technical compliance with the dress code while maintaining a sloppy appearance is not keeping with the expectation of professionalism at Cristo Rey Richmond High School.

- The uniform must be clean and pressed, with the shirt tucked in.
- The tie must be worn at all times (except during physical education).
- Students must be neat and presentable in clothing and appearance. Attention should be paid to showering, grooming, using deodorant, brushing teeth, combing hair, and laundering and ironing clothes.

	Additional Guidelines
Hair (style and color)	<ul style="list-style-type: none"> <li>● Hair should be clean and neatly styled</li> <li>● Hair must be of a natural color. Multi-color hair is not allowed.</li> <li>● No hats, bonnets, beanies, or wraps</li> <li>● Hair accessories for cultural or religious purposes are allowed (with permission by the administration)</li> </ul>
Jewelry	<ul style="list-style-type: none"> <li>● Single, small, stud nose rings are permitted.</li> <li>● No hoops, rings, bars or multiple nose or facial piercing nor ear gouging allowed.</li> <li>● All jewelry must be appropriate for a Cristo Rey school.</li> <li>● Earrings must be professional in size and shape.</li> <li>● Watches may be worn.</li> <li>● No more than two pairs of earrings in each earlobe is allowed.</li> </ul>
Nails	<ul style="list-style-type: none"> <li>● Fingernails may be of any color or design, but length and shape should be modest/natural and must not impede functionality.</li> </ul>
Makeup	<ul style="list-style-type: none"> <li>● Makeup must be used in moderation</li> <li>● Excessive eye makeup is not allowed</li> </ul>

	<ul style="list-style-type: none"> <li>● Eye shadow and lipstick must be a soft, neutral color</li> <li>● Black lipstick is not allowed</li> </ul>
Facial Hair	<ul style="list-style-type: none"> <li>● Facial hair must be neatly shaven</li> </ul>
Tattoos	<ul style="list-style-type: none"> <li>● No visible tattoos are allowed</li> </ul>
Jackets/Outerwear	<ul style="list-style-type: none"> <li>● Jackets and outerwear may not be worn inside the school and must be kept in the students locker while on campus.</li> </ul>

When questions arise, the administration will have sole discretion in determining the appropriateness of dress code policies, and that discretion extends to matters of dress and appearance that are not explicitly stated in the Handbook.

### Uniform Violations

Students will get into full uniform first thing in the morning. The Dean of Students will check uniforms before first period, and each classroom teacher will recheck uniform at the classroom door at the beginning of each class. **If a student is out of uniform, the student will receive Silent Lunch on the first available day after they are out of uniform and those consequences will increase with frequency of violation.**

If the uniform violation can be easily corrected, the student will be sent to the main office to correct the uniform violation immediately. Students will be returned to class/CWSP with a pass listing their silent lunch assignment day.

- **Ties-** can be bought for \$5 or “rented” for the day by trading a tie for collateral (phone, keys, airpods, or wallet).
- **Blazers-** If a student arrives to school on her/his workday without a blazer, they will “rent” a blazer for collateral.

If the uniform violation cannot be corrected at school, the student will call home from the main office :

Option #1- The family will bring the necessary uniform pieces.

Option #2- The student will be sent home for the day, if necessary, and/or receive appropriate school consequences.

### Free Dress/ Non- Uniform Days

Although most days will be spent in uniform, we will be offering some (non-work) days where students will be allowed to show school spirit or personal expression. During those times, a dress code policy will be in effect to ensure the safety and appropriateness of the students on campus is maintained. The following is a list of items not allowed on those days:

- Tank tops
- Crop or sheer tops, shirts or blouses; cleavage may not be exposed
- Shirts that expose the midriff or stomach
- Torn or overly distressed garments
- Clothing with inappropriate logos, messages or labeling
- Bonnets
- Open-toed shoes or Crocs, slides, flip flops, etc...

- Skirts or shorts that are more than 3 inches above the knee
- Exercise Apparel (yoga pants)

Failure to adhere to the above policies will result in the revocation of non-uniform days.

### **School-Related Activities**

Students are ambassadors of the school and of the corporate partners during their enrollment at Cristo Rey. While in attendance at a school or work-related event or during times when the school uniform is not required, student clothing should be in good repair and of appropriate size. Clothing should not be excessively large or tight, or contain any design or logo that is disruptive or inappropriate, vulgar, violent, or discriminatory. Students should be dressed in a manner that is appropriate for the learning and work environment.

### **Athletics Program**

During the 2022-2023 school year, Cristo Rey Richmond High School will offer the following high school level and club level sports, as dictated by student interest:

- Boys/Girls Cross Country - Fall
- Boys Varsity Soccer - Fall
- Girls Varsity Volleyball - Fall
- Girls Tennis - Fall
- Boys Varsity Basketball - Winter
- Boys Junior Varsity Basketball - Winter
- Girls Varsity Basketball - Winter
- Cheerleading - Winter
- Girls Varsity Soccer - Spring

### **Eligibility Rules**

Participation in extracurricular activities is not a right, but a privilege. Cristo Rey Richmond Student-Athletes will be required to meet all eligibility standards to try-out and compete in extracurricular activities.

If all academic and behavioral eligibility standards are not met, students will not be allowed to participate in practices, competitions, or games until their eligibility is restored.

### **Academic Eligibility**

- Every student who wishes to compete in sports must have (and maintain) at least a **2.0 weighted GPA** with no Failing grades.
- Cristo Rey Richmond scholar-athletes are required to meet eligibility standards for the opportunity to compete on athletic teams. If all academic and behavioral eligibility standards are not met, students will forfeit the opportunity to participate in practices, competitions, and/or games until their eligibility is restored.
- Eligibility will be determined on a week-to-week basis.



- On Friday at 4:00 p.m., beginning with the third week of each quarter, the Director of Athletics will review the grades for the “quarter-in-session” of all students participating in co-curricular activities.
- If the student has less than 69% in two or more classes, the student is ineligible to participate in co-curricular activities during the upcoming week (the following Monday through Saturday). If on the following Friday at 4:00 p.m., the student becomes eligible once again (i.e., one or no classes with a less than 70% average), the student may then participate in co-curricular activities during the upcoming week.
- If a student has less than 60% (F) average in 1 or more classes, the student is ineligible to participate in co-curricular activities during the upcoming week. If on the following Friday at 4:00 p.m., the student becomes eligible once again (i.e., no classes with less than a 60% and one or no classes with a less than 69% average), the student may then participate in co-curricular activities during the upcoming week.
- Note that the students with less than a 69% (NY) average are expected to practice even when ineligible and to attend any contests or performances that do not require early dismissals from school unless the athletic administration decides otherwise. Students with less than 60% (F) average are not allowed to practice or attend contests or performances. The penalty for ineligibility is that the student may not participate in any contests or performances.
- Final eligibility decisions will be made at the discretion of the Athletic Director and/or the Principal.
- Students who are ineligible during the tryout period may try out but are subject to the ineligibility rules should they make the team.
- The eligibility policy applies to transfer students entering the school at any time. To determine athletic eligibility, the grades from the previous school will be considered.
- Students may only participate in one sport at a time during any given season.

### **Behavioral Eligibility**

- All student-athletes are expected to abide by Cristo Rey Richmond’s Code of Conduct as outlined in this Student/Family Handbook while representing the school both on and off campus.
- An athlete who receives detention/mandatory after school support that forces them to miss practice must serve that detention on the day it is assigned.
- Coaches may implement additional disciplinary measures on players who are late or miss practice for disciplinary reasons.
- Athletes serving an In-School Suspension may participate in tryouts for a team, but may not participate in practices and games until he/she has served that suspension.
- The use of profanity, vulgarity in any form, or other inappropriate remarks will not be tolerated. Disciplinary action, determined by the Coach, Athletic Director and/or Principal may result from the use of profanity.
- Fighting during athletic events will result in a suspension and/or other disciplinary action that will be determined by the Athletic Director and Principal, up to dismissal from the school.

### **Physical Eligibility**

The following forms must be completed and on file before athletic participation:

- Academic transcript showing a GPA of 2.3 or better.
- A completed current Virginia Sports Physical Examination Form.
- Application for Athletic Participation.
- Acknowledgement of Assumption of Risk (one for each sport played).
- Transportation Form

## **Game Eligibility**

Students must participate in all practices (when not working in the CWSP) in order to be eligible for games.

## **Technology and Internet Safety Policy**

### **Student Acceptable Use Policy**

#### **Introduction**

The computing resources at Cristo Rey Richmond High School are provided for the purpose of supporting the academic and administrative activities of the school. Consequently, it is imperative that all computer users act responsibly, ethically, and legally. This means respecting the rights of other users of the computing resources, maintaining the integrity of the physical facilities and individual devices, as well as compliance with all license and contractual agreements. The following policy applies to all student users of Cristo Rey computer resources (hardware, software, networks, internet and electronic devices) owned or managed by Cristo Rey Richmond High School.

Computers and networks provide access to resources on and off school, as well as the ability to communicate with others worldwide. Such access is a privilege and requires that individual users act responsibly. The school has filters and firewalls in place to limit student access to inappropriate content. Since electronic information is volatile and easily reproduced, users must acknowledge and respect the work of others through strict adherence to software licensing agreements and copyright laws. Unauthorized reproduction of software and/or other intellectual property protected by U.S. copyright and intellectual property law is subject to civil and criminal penalties, including fines and imprisonment, and is expressly forbidden under this policy. Cristo Rey Richmond High School does not intend for its technology policy to halt individuality, social interaction or academic enrichment.

#### **Computer/Internet**

Cristo Rey Richmond High School provides technology 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 desktop computers. Through technology, Cristo Rey Richmond 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 Richmond 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.

#### **Student Email Accounts**

Every student is assigned a Cristo Rey email account to be used for School purposes. Students are expected to check their email at least daily and to use it to communicate with School staff, CWSP staff and supervisors, college admissions personnel and other people associated with the School and the student's educational and

career pursuits. Student email accounts should not be used for socializing or conducting personal business unassociated with the School or CWSP.

## **Authorized and Permitted Activities**

The following are activities that are encouraged and permitted by the school:

- 1) Search the network for information you may need or want for academic purposes.
- 2) Communicate with other people from across the network as long as you comply with current policies.  
\*Please be aware that email is not a private form of communication. It is similar to a postcard or bulletin board notice, and no communication should be considered confidential and/or private. All email received or sent on the schools network is property of Cristo Rey Richmond High School.\*
- 3) Use network time efficiently. During heavy usage times, please refrain from unnecessary activities.

## **Prohibited Activities**

The following are activities that are not permitted by the school and will result in disciplinary actions:

- 1) Engaging in false, misleading, anonymous, or offensive communications with others on the network.
- 2) Displaying, accessing, downloading or uploading obscene, lewd, sexually harassing or pornographic materials or content.
- 3) Use of "chat" or "talk" rooms excessively.
- 4) Knowingly or carelessly running, or installing on any computer system, or network, or giving to another user, a program intended to damage, or place excessive load on a computer or network. This includes programs with viruses.
- 5) Participating in or involvement with software piracy.
- 6) Using someone else's computer account or allowing others to use your account. (You are responsible for all activity performed on your computer)
- 7) Using Cristo Rey computer resources to gain unauthorized access to other computer systems.
- 8) Connecting unauthorized equipment to the Cristo Rey network.
- 9) Attempting to bypass data protection schemes or uncover security loopholes
- 10) Knowingly or carelessly performing an act that will interfere with the normal operation of the computers, terminals, peripherals, or other network equipment.
- 11) Deliberately waste computer resources by printing unnecessary copies of documents.
- 12) Use email or social media to harass or threaten others. This includes sending multiple unwanted emails to another user.
- 13) Initiating or advancing electronic chain letters.
- 14) Sending inappropriate mass mailings (i.e. spam).
- 15) Transmitting or reproducing materials that are slanderous or defamatory in nature, or that otherwise violate existing laws or regulations.
- 16) Monitoring or tampering with another user's communications (i.e. readings, copying, changing, or deleting other user's files or software without explicit written agreement by the owner.
- 17) Disclosing personal information about others.
- 18) Engaging in cyberbullying or cyberthreats.
- 19) Engaging in unauthorized online access to other computers by means of hacking into other computers, downloading hacker tools such as port scanners and password crackers designed for use with operating

systems, or web browsing tools to evade restrictions on what programs students may run on school computers.

## **Disciplinary Action**

Violation of the SAUP or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action, that may result in the loss of network access, loss of technology use, dismissal, or other appropriate disciplinary action. A student and his/her parent/guardian must pay for the cost of repairs if a student defaces, damages, or alters Technology Resources. A student's access to Technology Resources may also be suspended until the full repair costs are made by the student or his/her parents or legal guardians. Violations of local, state, or federal law may subject students to prosecution by appropriate law enforcement agencies.

## **Privacy**

Students should not expect that information, communications or files stored on Cristo Rey Richmond 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 inside or outside Cristo Rey. The school administration will report any communications relating to or in support of illegal activities to the appropriate authorities.

Although files stored on the Cristo Rey Richmond network are private, any computer files, web logs, internet site visits, and/or e-mails that originate or reside on Cristo Rey Richmond computers/servers and/or CWSP Job Partner servers may be monitored at any time, without prior notice to the student. Cristo Rey Richmond is not responsible for any damages the student may suffer, including the loss of data. Cristo Rey Richmond 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 Richmond staff member and parent/guardian immediately. If a student receives an inappropriate message(s) or one that makes him or her uncomfortable, s/he should promptly notify a Cristo Rey Richmond staff member and parent/guardian. The student should not delete the message(s) until written permission has been given by the Director of Technology. Students must secure prior written approval from a Cristo Rey staff member before joining bulletin boards or chat rooms. We encourage parent(s)/guardian(s) to have a frank discussion with their students about Christian values and how those beliefs should guide the students' activities while using Technology Resources. Every student and his/her parent or legal guardian must sign the SAUP, and every student must abide by its policies.

## **1:1 and Personal Electronic Devices**

Cristo Rey Richmond is a 1:1 school, so each student will receive a computing device (Chromebook or similar device) to be leased from the school as a portion of the tuition payments. These devices are expected to be brought to school daily and are the sole responsibility of the student to which it is assigned. Normal maintenance may be done locally by the Director of Technology, however if damages outside of normal wear and tear, including loss of device occur, that fee is the responsibility of the student or family.

Students may bring personal electronic devices to school as a safety precaution for before and after school purposes. Personal devices that students do bring to School or Work should be put away (in lockers) and turned off (invisible and silent) during all School and Work hours. This includes during class, transitions, bathroom breaks, and any other unsupervised times. All communication to students from families should be routed through the front office. Personal electronic devices are not allowed during any instructional time, or as indicated by administration, unless explicitly permitted by a staff member for a valid educational purpose (per the approval of the administration). **The School is not responsible for the loss or damage to any personal electronic device.**

In the rare instances when CRRHS or CWSP staff permits the use of personal devices, the CRRHS Technology and Internet Safety Policy immediately and fully governs students' use of their devices. Failure to comply with the policy may result in CRRHS confiscating the device until a parent or guardian can come to meet with an administrator or taking further and appropriate disciplinary action, depending on the nature of the non-compliance.

In the event that you violate the School policy around personal devices, honor immediately the consequences of that violation, including releasing the device temporarily to School staff.

### **Chromebook and Hotspot Policy and Program**

Students are provided with the use of a Chromebook as part of the School's educational program. Students may also request a Hotspot for internet connectivity concerns. Chromebooks, Hotspots and their attendant software provide immensely valuable opportunities for students to prepare for college and career.

All Chromebooks, Hotspots and associated devices are owned by CRRHS and are provided for the use of the student under the following terms and conditions:

- The Chromebook and Hotspot remains the property of the School at all times and the student's use of the Chromebook and Hotspot while attending CRRHS does not in any way change ownership of the Chromebook or Hotspot.
- The Chromebooks and Hotspots are provided solely for the use of the student for academic purposes. The laptop or Hotspot may not be loaned to anyone else. The student's password and username are not to be shared with anyone.
- The Chromebook and Hotspot may be removed from the premises of the School by the student only in accordance with the policies and procedures established by the School.
- If the Chromebook or Hotspot is returned to the School inoperable and/or damaged beyond normal use, the student and family are responsible for the reasonable cost of repair or its fair market replacement value, as determined by the School. If the Chromebook is lost or stolen, replacement costs will be the family's responsibility. Replacement cost is \$300.00. In the event of loss or damage, a student will not receive a

new Chromebook until the replacement cost is paid. If the Hotspot is lost or stolen, replacement costs will be the family's responsibility. Replacement cost is \$150.00. In the event of loss or damage, a student will not receive a new Hotspot until the replacement cost is paid.

- The Cristo Rey Richmond High School Acceptable Use Policy governs students' use of the Chromebook and Hotspot. Failure to comply with Acceptable Use policy may result in the immediate repossession of the Chromebook or Hotspot by CRRHS.
- The student's use of the Chromebook and Hotspot is subject to all relevant copyright laws. No software may be loaded, modified or removed without the express prior approval of CRRHS.

Failure to return the Chromebook or Hotspot to CRRHS at the end of this agreement or when required to do so by the School may result in the School taking legal action for the return of its property. Should the School have to initiate any such proceedings, the student and his or her family will be responsible for legal fees incurred by the School in obtaining the return of its property.

### **Student Liability for School Materials**

As part of the educational process, students at CRRHS have access to novels, textbooks, calculators, Chromebooks and other educational tools. Students will be held responsible for the replacement cost if they lose or damage items belonging to the School. Parents will receive a notice from the School detailing items lost or damaged and their respective replacement values. Students with outstanding accounts and no reasonable repayment plan in place may face loss of privileges.

### **School Lunch Policy**

Both breakfast and lunch will be available at CRRHS. As part of its participation in the National School Lunch Program (a federal program that subsidizes student meals), the School may collect completed lunch application forms for all students. The lunch application form is used to determine the level of assistance that a child will receive. It is the CRRHS policy to require all parents, regardless of whether the parent believes the child will qualify for free or reduced lunch, to fill out and turn in a free/reduced lunch form. This policy helps the School ensure that we maximize the reimbursements we receive from the federal government.

Students may bring lunch to School from home, as long as the food is nutritious. Unhealthy foods and drinks (e.g., junk food, sugary snacks, potato chips, candy, sodas, juices that are heavy in sugar, etc.) are discouraged. The School reserves the right to prohibit students from consuming unhealthy food and drinks at School.

Students **may not** have food delivered to the school. If a student or family member wishes to bring treats in for a special occasion, they should obtain prior approval from a school administrator at least 24 hours in advance.

### **Food and Drink During Designated Times Only**

Students may not eat food or consume drinks (other than water or beverages provided by the school) except during breakfast, lunch and, when applicable, School-approved snack times. All food must be consumed during the designated time in the designated place, typically the cafeteria. Students may carry a clear, covered water bottle with them to classes throughout the school day. If there is a medical reason for special accommodation, parents/guardians are to communicate that reason in writing for school administration.

## **Food Sales**

Students may not sell food during the school day. Food sales for a charitable cause, club or sport, or organization, must receive the approval of an administrator in writing. Students found in violation will have those items confiscated, and all earnings donated to a charitable cause at the discretion of the administration.

## **Family Involvement**

Cristo Rey Richmond High School values parent and family involvement. Without the families supporting our students, we would have minimal academic success. More importantly, research shows that the number one predictor of a student's learning success is parent involvement. We view parent engagement on a continuum of activities that happen at home, within the community, and at school and school-related events.

## **Leadership Role**

A parent or guardian should take the initiative to be a leader. Families can demonstrate leadership abilities through the following:

- Serving as a Family Ambassador
- Helping plan special events
- Planning Teacher Appreciation Week

## **Accesses Resources Provided by the School**

Families should take full advantage of the various resources the school community offers, including:

- Understanding resources and staff roles
- Attending school parent engagement events
- Keeping up with home-school communication
- Reaching out to staff through email or phone
- Reviewing grades through PowerSchool or report cards
- Participation in extracurricular activities and events

## **Supports the Student in the Home**

The home environment is where the learning from the classroom and the policies set forth by the school are reinforced. Ways that the family can support students at home are as follows:

- Make sure students are on time to school.
- Make sure that students are dressed appropriately for school (tie and white dress shirt or approved polo).
- Check emails, PowerSchool, BehaviorFlip regularly and respond accordingly.
- Check schoolwork and homework completion.
- Relate school learning to real life experiences.
- Create and maintain an adequate academic space for schoolwork and project completion (neat and orderly).
- Assist students with time management and study skills.



- Meet the basic needs for school supplies (computer charged, paper, pencils, etc.).
- Be supportive and give affirming dialogue.
- Actively support the college going process.

## **Parent Communication**

Navigating high school is often a test of trial and error. Many high school students have begun the process of becoming more autonomous, requiring minimal help and support from parents/guardians. CRRHS is aware that becoming more independent is a desirable goal for our students and their peers. Many of their more affluent peers have resources that CRRHS students might not have access to, therefore placing them at a disadvantage when applying to colleges or beginning life post-high school.

The following are events in which parent/guardian attendance is mandatory:

- Family orientation/Student registration
- Back to School Night
- Student-led parent conferences
- Events to support the college-going process

## **Communications**

### **Remind Text Alert System**

It is essential that each family keep CRRHS up-to-date on the most reliable phone number for contacting parents. If the phone number changes, the family is responsible for informing the School immediately. CRRHS may utilize an automated texting system called Remind when we need to communicate with large numbers of our families. Typical uses include alerts about upcoming events, such as parent-teacher conferences, open house, parent meetings, calendar changes, etc.

### **Parent Email Accounts**

CRRHS utilizes email frequently to communicate students' academic performance, their weekly schedule for Academic Support, and other key information. Parents should ensure their most up-to-date email address is on file with the School.

### **Phone Calls**

Throughout the year, parents may receive a phone call or email from a teacher or School administrator. If the message requires a response, please contact the School either by phone or email within 24 hours.

### **Meetings**

The School may request a meeting with parents to discuss matters regarding their child's performance. Parents who would like to schedule a meeting with a teacher or administrator should feel free to contact the school directly at (804) 447 - 4704 or at the individual employee's email address.



## **School Visitor Policy**

All visitors are required to come first to the Main Office. Parents/guardians/family members are generally welcome to visit the School. Visitors to the building must do the following:

- Upon arriving, sign-in with the Main Office with a photo ID and obtain a visitor badge, undergo any health screening process, as required.
- When in a classroom, respect the focus of teachers and students on the learning.
- Silence your cell phone during the visit to campus.

All visitors must be escorted around the building and wear a guest pass during their visit to campus. Visitors, including parents, may be denied the opportunity to visit the School if the administration determines that the guest's presence may be disruptive to the learning environment.

## **Closed Campus**

CRRHS is a closed campus. Once students enter the building in the morning, they may not leave the school building without the expressed permission of a parent or administrator and only under the supervision of an authorized adult, such as a parent or emergency contact.

After the school day ends at the designated times (or earlier on special-schedule days), the School cannot take responsibility for students if they leave campus. As is stated above, after 5:30 PM, when the School building closes, students cannot remain in the building unless they are participating in a School-sponsored activity and the School cannot take responsibility for students after this time.

## **Family Emergencies**

In case of a family emergency, a parent or guardian should contact the School either by phone at (804) 447-4704 or by coming to the School in person. **Under no circumstance should parents or guardians contact students directly during school hours or attempt to withdraw students from the building without notifying School office personnel.**

## **Emergency and Evacuation Procedures**

There are a range of possible emergency situations that can occur on campus, and the School takes precautionary measures to ensure students and staff are trained to respond safely and efficiently. Possible emergency situations include fire, medical emergency, flooding, tornado, intruder, bomb, active shooter, nearby police activity, and so on. CRRHS students and staff participate in regular emergency preparedness drills, in full accordance with VA law and local requirements, to ensure that the School community is familiar with the appropriate response in the event of an emergency. In addition, the school provides clear communication to parents and families regarding these procedures.

While each emergency presents unique challenges that require flexibility and adaptability, in all emergencies students must use common sense, communicate effectively, and apply emergency preparedness guidelines practiced in emergency drills.

In the event of a building evacuation, staff and students will follow the School's evacuation plan and the School

will communicate with families through email, text message, and phone. **Parents should avoid the School's campus during an evacuation to allow law enforcement and first responders to work efficiently and effectively.**

As soon as conditions permit, all staff and students will return promptly to school or parents will be directed to pick up their child at a safe, off-site location.

## **Wellness and Medication**

CRRHS will provide general first aid and hygiene services. The School recommends that parents have a doctor or health center look into any recurring health problem a child is having.

The School is responsible for checking all health records to be certain that each student is properly immunized. The School is required by law to have a completed health form on file for every student within 14 days of a child attending our School. The health form documents the vaccinations that a child has received to date. If you have any questions about this form, please contact the school Clinic staff at (804) 447 - 4704.

If a student requires prescription medication during School hours, parents must submit a completed Medical Administration Form (or MAF). At least one staff member will have the training and resources to store and administer medication; however, medication cannot be administered to a student until the student's physician has completed the form. This is a requirement of the Virginia Department of Health (VDH) and pertains to all prescription medications. Students may not carry any medications on them, nor may they keep them in their locker. Any over the counter (OTC) medications may be given by a staff member that is MAT certified to administer medications and authorized to do so by school administration.

## **Media Release Policy**

CRRHS often takes pictures and videos of students during regular school activities to use for internal purposes, including to observe teaching and learning, to identify students and learn their names, to publicize students within the building who have earned recognition, to internally publicize events at the school and for other purposes. If a parent does not want his or her child's photo or video clip to be used for such internal purposes, he or she should let the School's Director of Finance and Administration know in writing.

CRRHS also allows pictures and videos to be used for print and broadcast media purposes and includes pictures and videos of students and staff on our website, on social media, general media and in promotional materials used to recruit students and staff and explain CRRHS to external audiences such as researchers, funders, prospective students and parents and the community-at-large. By signing the Cristo Rey Richmond Corporate Work Study Parent Student Agreement, parents are consenting to allow their child's photo or image to be used for external promotional purposes for CRRHS and Cristo Rey Richmond Corporate Work Study Program Inc. If the parent does not want his or her child's photo to be used for such purposes, he or she should let the Corporate Work Study Director know in writing.

## **Student Records Policy**

The School administration is responsible for all student records. They will discuss, explain and/or make available to an eligible student (18 years or older) or parents/guardians any records on file. If a parent would like to examine a child's record, the parent should submit a request in writing to the Principal or the Director of

Finance and Administration. Within ten (10) days, the eligible student or parent will be allowed to inspect the file in the presence of the Principal, the Director of Finance and Administration or their designee and may request a copy of some or all of the information contained in the record.

### *Family Education Rights and Privacy Act (FERPA)*

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal Title I funding. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Current students to whom the rights have transferred are "eligible students."

In accordance with FERPA law:

- Parents or students over 18 years of age have the right to inspect and review the student's education records.
- Parents or students over 18 years of age have the right to request that the School correct records that they believe to be inaccurate or misleading. If the School decides not to amend the record, the parent or eligible student then has the right to a formal hearing. The Principal of CRRHS or the Principal's designee will first hear the issue. If the parent or eligible student is still not satisfied with the decision of the Principal or the Principal's designee, a hearing with the President or the President's designee may be requested. The decision of the President or his or her designee is final.
- The School may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. Any parent who does not want such directory information included should contact the Director of Finance and Administration.
- This listing in this Handbook serves as the School's annual notification to parents and eligible students of their rights under FERPA.
- Generally, the School must have written permission from the parent or eligible student in order to release any information from a student's education record. However, the School may disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the School;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and State and local authorities, within the juvenile justice system, pursuant to specific State law.

## **Alcohol, Tobacco and Controlled Substances Policy**

Cristo Rey Richmond seeks to provide a drug-free environment for students. Any involvement with tobacco, alcohol and controlled substances is harmful to a young person's physical, emotional, spiritual and intellectual development. CRRHS believes that all students should be drug and alcohol-free. Use of these substances by a student can simply reveal poor decision-making, or in some cases, it might indicate a need for intervention and professional assistance.

Consistent with the School's philosophy emphasizing prevention of and intervention with drug and alcohol abuse among its student body, CRRHS encourages parents to report to the School any incidents of drug or alcohol use by their son or daughter. Following such parental notification, the School's response will be that of assistance rather than disciplinary action; however, athletic or club sanctions will apply.

In keeping with the philosophy of education, prevention and intervention, CRRHS has adopted the following policy:

1. The use or possession of tobacco, tobacco products, alcohol, controlled substances or drug paraphernalia on School property or at any School function or activity is prohibited. If a student uses these substances at any time, the student is subject to School response, sanctions, disciplinary action, including the possibility of suspension and/or expulsion.
2. CRRHS students are expected to remain free of tobacco, alcohol and controlled substances at all times - inside and outside of School hours for the duration of their enrolment at CRRHS, on school days as well as non-school days, including weekends and vacations. Violations of this standard will result in parental notification and will put the student at risk of disciplinary action, including the possibility of suspension and/or expulsion. In addition, students can be required to participate in therapeutic activities ranging from educational seminars to formal professional treatment.
3. After a student has violated the CRRHS AODA policy (see below), and if the student will remain a CRRHS student, the student will undergo a professional evaluation by a certified professional outside of CRRHS. The evaluation session must include a review of substance use history, a review of current substance use pattern and a psychosocial evaluation. As a stipulation for remaining a part of the School community, the student's parents may be required to pay for this evaluation.

### **Alcohol and Other Drug Abuse (AODA)**

Cristo Rey Richmond students are forbidden from using illegal drugs and alcohol while enrolled at Cristo Rey Richmond. Students who violate this policy may be subject to immediate expulsion.

Any use of alcohol or controlled substances constitutes abuse of that substance. "Controlled substance" includes, but is not limited to marijuana, speed, cocaine, crack, LSD, psilocybin (mushrooms), club drugs (MDMA/Ecstasy, Methamphetamine, GHB, Ketamine) and unauthorized prescription drugs, including, but not limited to any opioids, Adderall, Oxycontin, Valium and Ritalin. Information indicating that a student has possessed, used or distributed these substances should be referred to the Assistant Principal, who will notify other School personnel as necessary.

## **Alcohol | Controlled Substances**

With respect to alcohol and controlled substances, this policy prohibits 1) the possession; 2) use; or 3) distribution of alcohol on School grounds and/or during School-sponsored activities. For the purposes of this policy, a student under the influence of alcohol or controlled substances is deemed to have “used” alcohol or controlled substances. If a student has engaged in any of these three activities while on School grounds or during a School-sponsored activity, the student may be suspended from School and may be subject to further disciplinary action including expulsion from CRRHS. CRRHS reserves the right to require a student to submit to a breath alcohol test or take a drug test to determine whether students are under the influence.

A student does not violate this policy if he or she is in possession of a legally prescribed controlled substance and he/she has followed CRRHS’s policy concerning storage and taking of prescribed medication at School.

### **Sanctions for Policy Violation**

When the CRRHS administration determines that a student has violated the ADOA policy, the School shall determine the appropriate sanctions, as outlined below. These sanctions will be based on the totality of the circumstances involved in the violation including, but not limited to, the student’s cooperation in the investigation into the alleged incident, the nature of the offense (e.g., possession, use or sale of illegal drugs) and any other aggravating or mitigating factors.

1. Expulsion from CRRHS will extend through the remaining semester or school year with the option of making the expulsion permanent. A student who is expelled from CRRHS because of intent to distribute or distribution of controlled substances will not be considered for readmission to CRRHS. The Principal shall determine the initial length of the expulsion. When the expulsion is not permanent, the student must fully meet all stipulations outlined by the School before re-applying for re-admission.
2. A sanction less than expulsion can be imposed by the School for offenses involving either alcohol or controlled substances occurring on School grounds or during School-sponsored activities. In instances where the student will remain at CRRHS, the student must undergo an evaluation by a certified alcohol and drug counselor. Additional consequences may include the following or a combination of the following:
  - a. Administrative discipline, such as out-of-school suspension, in-school suspension, after-school detention, weekend detention, educational presentation to other students on abuse of alcohol and controlled substances, restorative conversations, service to CRRHS or a partner organization, testing, disciplinary probation or suspension from sports or other co- curricular activities;
  - b. Successful completion of all expulsion stipulations;
  - c. Referral to the police for criminal prosecution.

Students who are not immediately dismissed from CRRHS following an AODA offense and then fail to abide by any or all of the consequences imposed as a result of the offense will face expulsion from the School.

3. In those cases in which the expulsion is not permanent, the student may petition for reinstatement in the following semester or school year. The Principal may convene an ad hoc Committee to review the student’s request for readmission and make a recommendation to the Principal, who will have the authority to accept, reject or modify this recommendation. The Committee may make a recommendation to the

Principal whether reinstatement is appropriate based on the circumstances leading to the expulsion and the student's entire record of performance during both the period he/she was enrolled at CRRHS and during the period of his/her expulsion. The Principal reserves the right to make the final decision concerning readmission.

4. Any student found to have engaged in a second or subsequent offense at School will be dismissed from CRRHS.
5. Offenses involving the possession or use of alcohol or controlled substances off School property and outside of school-sponsored activities may constitute grounds for expulsion from CRRHS or other disciplinary action or consequences depending upon the nature of the offense and its disposition by parents or legal authorities.

## **Testing**

Testing for alcohol or controlled substances is the prerogative of the CRRHS administration under three circumstances. First, testing will occur when a student is suspected to have violated the School's AODA policy. Second, testing will occur when a student is on probation from a previous AODA violation. When tests are performed, students are responsible for the costs of the tests. The administration will decide upon the best test method, and students are required to immediately, without prior notification, provide an adequate sample for testing, including, but not limited to, a hair sample, a saliva sample, a breath sample, a sweat sample, a urine sample or a combination of these samples. CRRHS will determine where and when the test(s) are performed.

A third occasion when testing may occur is at social events such as dances or athletic contests. The inherent risks increase under these circumstances and CRRHS considers these events possible AODA safety concerns. On these occasions, testing could occur randomly and without suspicion. The test method will be determined by administration. Results of the test will be shared with parents after the test.

If a student refuses a test for alcohol and/or controlled substances, this will be considered conclusive proof of being under the influence of alcohol or controlled substances, and/or for having violated the terms of probation or expulsion. This includes instances when a parent refuses to allow their child to be tested. The student will be liable for all appropriate School sanctions, including possible expulsion.

## **Professional Evaluation and Treatment**

In those situations in which a student who has violated the School's policy regarding alcohol or controlled substance use remains at CRRHS, the student will be referred to the School administration, which will oversee an evaluation process. The evaluation must include a review of substance use history, a review of current use pattern and a psychosocial evaluation.

1. The student will be professionally evaluated by a Certified Alcohol and Drug Counselor. Parents must select the treatment center of their choice and are responsible for the costs of the evaluation. CRRHS must be notified of the time and location of this evaluation, which should take place within 48 hours of parental notification. In addition, parents must sign a waiver to release evaluation information to authorized CRRHS personnel.
2. The Certified Alcohol and Drug Counselor will make a written recommendation regarding an appropriate

course of action to parents and authorized CRRHS personnel. Depending on the individual recommendation, any or all of the following may be required: periodic drug screening including urinalysis; successful completion of an 8-week AODA education program sponsored at CRRHS; participation in CRRHS educational seminars; in-school support groups; in-school individual counseling; and outpatient or inpatient treatment at an AODA facility. In addition, the student remains subject to a range of disciplinary actions by the School, as detailed above.

3. The student will be subject to any additional co-curricular consequences deemed appropriate by the athletic director and School administration.

4. If the student and/or student's legal guardian refuses the evaluation, refuses to follow evaluation

recommendations or fails to participate actively in the recommended intervention program, the student, at the recommendation of the Principal, may face further disciplinary action including expulsion from CRRHS.

### **Students Suspected of Alcohol and Other Drug Abuse**

A parent, teacher, peer or responsible outside agency may refer a student to the School administration for suspicion of alcohol or other drug abuse. Upon referral, parents will be notified and information will be gathered from as many sources as possible regarding the student's academic, social and behavioral performance. Possible sources of information will include teachers, family members, coaches, peers, social media and School records. The in-school screening will help determine the nature and severity of the problem. The problem may not be substance abuse; family, academic, emotional and developmental issues may produce the same symptoms.

If this screen indicates that a formal AODA evaluation is appropriate, the student will be required to participate in an evaluation with a Certified Alcohol and Drug Counselor, who will provide written results to authorized CRRHS personnel. Failure to comply with this evaluation by students or their legal guardians constitutes grounds for expulsion from CRRHS. The School will consider seriously the recommendations of the Certified Counselor but reserves final authority on appropriate disciplinary action.

If the student or the student's legal guardians refuse to follow the recommendations provided, the School administration will determine an appropriate course of action. Possible actions include parental conferences, disciplinary actions or a recommendation that the student be dismissed from CRRHS.

If the screening by the School indicates no need for a formal evaluation, CRRHS may explore other avenues of providing assistance to the student.

### **Student-initiated Consultations**

Students may wish to consult with a School Counselor on their own initiative; and indeed, students are strongly encouraged to do so if they feel they have a substance abuse problem or feel they are at risk of developing a substance abuse problem. Except in situations involving threat of serious and imminent danger to the student's well-being, this initial interview will remain confidential.

### **Students and AODA Treatment**

CRRHS wishes to cooperate fully with professional treatment personnel to provide support for the student



facing the challenge of recovery. Parents or guardians of students in inpatient or outpatient treatment should sign a release of information waiver to facilitate this process. The School will help provide special structures of support for students participating in outpatient programs, including regular consultation with the student's outpatient counselor. In addition, the CRRHS School Counselor will participate in pre-release staff debriefing to facilitate a smooth and safe return to school for the student. Recovering students will meet regularly with the School Counselor.

## **Family Concerns Resolution Process**

*This process will be followed by CRRHS when a parent or student has concerns about school policy or decisions made by CRRHS teachers or other personnel.*

### **Informal Resolution of Family Concerns**

Families or students who have a concern about a School policy, a grade, a discipline decision or another School matter are encouraged to contact the appropriate staff member at the School. The process described below is designed so that parents/guardians can speak with the staff members who are most directly involved with the situation. Usually, this is the best way to resolve a concern or complaint. Parents do have the right, however, to submit concerns to the Principal and/or the President after first seeking to resolve the concern with the appropriate staff member.

### **Formal Resolution of Family Concerns**

**Step 1: Contact Staff Member Involved:** The parent should call the School's front desk to obtain phone and/or email contact information and contact the appropriate staff member. The staff member and the parent will then set up a meeting to discuss the issue and work to reach a resolution.

**Step 2: Contact the Principal:** If the issue is not resolved, the parent should contact the Principal. The Principal will reply within one (1) business day and may take up to five (5) additional business days following the meeting about the issue to investigate and reach a decision.

**Step 3: Written Complaint sent to President:** If the parent is dissatisfied with the Principal's decision, the parent should contact the President. If the original issue involves the Principal directly, the parent is encouraged to address the issue with the Principal first before contacting the President.

The President will reply within one (1) business day and may take up to five (5) business days to investigate and reach a decision. The School will retain a copy of the complaint form and the President's response in the student's file and a summary of the complaint and resolution will be logged in the School's student information system.

## **Grievances Related to Discrimination**

CRRHS does not condone or tolerate discrimination on the basis of race, religion, color, national origin, sex, gender identity or expression, sexual orientation, gender identity or disability in admission or access to, treatment, or employment in its programs or activities. Families have the right, therefore, to file a formal grievance if they believe that CRRHS has violated a discrimination law (including Section 504, Title IX and Title VI). The purpose of this formal grievance procedure is to provide a simple and accessible process to address



problems and claims of discrimination based on race, color, national origin, sex, sexual orientation or disability.

The School prohibits any form of retaliation against any complainant in the complaint process, including, but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Participation in the complaint process shall not, in any way, affect the status, grades, or work assignments of the complainant.

## **Procedures**

The following procedures shall be used to address all complaints which allege the School has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

**Step 1: Filing of Complaint:** Any individual, public agency or organization may file a written complaint of alleged noncompliance to the School.

A complaint alleging unlawful discrimination, harassment, intimidation or bullying may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying. The complaint shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. The complaint shall be presented to the designated Compliance Officer who shall maintain a log of complaints received, providing each with a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or a disability, the School staff shall assist him/her to file the complaint.

## **Step 2: Mediation:**

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with all the complainants the possibility of using mediation. If the complainants agree to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of a complaint alleging unlawful discrimination, harassment, intimidation or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation does not extend the School's timeline for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

## **Step 3: Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the School's investigator with documents or other evidence related to the allegations of the complaint, failure, or refusal to cooperate in the investigation or engaging in any other obstruction of the investigation may result in the dismissal of the complaint because of lack of evidence to support the allegation.

The School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

#### **Step 4: Response:**

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the School's investigation and decision, as described in **Step 5** below, within sixty (60) days of the School's receipt of the complaint.

#### **Step 5: Written Decision:**

The School's decision shall be in writing and sent to the complainant. The School's decision shall be written in English and in the language of the complainant whenever feasible or required by law.

For all complaints, the decision shall include:

1. The findings of fact based on the evidence gathered;
2. The conclusion(s) of law;
3. Disposition of the complaint;
4. Rationale for such disposition;
5. Corrective actions, if any are warranted; and
6. Notice of the complainant's right to appeal the School's decision within fifteen (15) days to the Cristo Rey Richmond School Board or to the Virginia Department of Education (VDOE), and procedures to be followed initiating such an appeal.



**CRISTO REY**  
RICHMOND HIGH SCHOOL

CORPORATE  
WORK STUDY  
PROGRAM

## **Corporate Work Study Program (CWSP) Policies & Procedures**

### **General Information**

CWSP Operations Mailing Address - 304 N Sheppard Street, Richmond, VA 23221

### **Staff Contact Information:**

Catherine McSorley, CWSP Director, Operations  
Kris Caplinger, CWSP Director, Sales & Business Development  
Tonya Scott-Hickman, CWSP Education & Training Manager  
Willnette Pegram, CWS Relationship Manager  
Kathryn Rhoden, CWS Relationship Manager  
Michele McGarry, CWS Program Assistant

[cmcsorley@cristoreyrichmond.org](mailto:cmcsorley@cristoreyrichmond.org)  
[kcaplinger@cristoreyrichmond.org](mailto:kcaplinger@cristoreyrichmond.org)  
[tscott-hickman@cristoreyrichmond.org](mailto:tscott-hickman@cristoreyrichmond.org)  
[wpegam@cristoreyrichmond.org](mailto:wpegam@cristoreyrichmond.org)  
[krhoden@cristoreyrichmond.org](mailto:krhoden@cristoreyrichmond.org)  
[mmcgarry@cristoreyrichmond.org](mailto:mmcgarry@cristoreyrichmond.org)

**THE CORPORATE WORK STUDY LINE IS (804) 382-3259  
AND MONITORED BETWEEN THE HOURS OF 8 A.M. AND 4:30 P.M. ON SCHOOL DAYS.  
IF YOU ARE UNABLE TO REACH ANYONE ON THIS LINE  
PLEASE CALL THE SCHOOL OFFICE AT (804) 447-4704.**

Cristo Rey Richmond's CWSP experience empowers and enables college-bound students to succeed in the professional workplace all four years of high school.

We believe:

1. That skill building creates opportunities
2. Every student can be successful by becoming lifelong learners and fully participating in CWSP
3. That a cohesive program of academic and professional training cultivates diverse and talented young leaders
4. Exposure to the professional workplace broadens perspective and goals
5. Work study engages our community in transforming lives of limited income students and their families

### **Overview**

The Corporate Work Study Program (CWSP) provides students with real world job experiences and allows them to earn a portion of the cost of their education. It is an integral part of their educational experience at Cristo Rey Richmond High School. A positive attitude and a commitment to high standards of responsibility and behavior are required.

Students are assigned to work at a CWSP partner company or organization five full days each month without missing any instructional time. Students gain valuable exposure to a variety of office environments and learn to work and interact with adults in a professional atmosphere.

Students will be held to high standards of honesty and integrity. Remember that use of a partner organization's telephone, office equipment, office services (e.g., Internet access, etc.), or office materials without a supervisor's approval is tantamount to stealing and will not be tolerated. Students may not use the Internet or office equipment at work for any reason unless it is directly related to the performance of their job. Students are employees of the Corporate Work Study Program and not employees of the student's assigned company. Students are not eligible for the assigned company's employee benefits. Students are not to ask for or accept rides home or money from assigned company or personnel at the assigned company.

Since the employment of the students is through Cristo Rey Richmond, students, parents or guardians should not directly contact the supervisors or other staff of the student's assigned company.

All students and parents or guardians are expected to read and follow the rules set forth in this Handbook as part of their agreement with the Cristo Rey Richmond Corporate Work Study Program.

### **Contact Information**

Parents/Guardians should direct concerns about the Program to the CWSP staff. Students and parents should contact the designated CWSP staff via email and phone. For attendance issues or other emergencies occurring on a student's work day, students, parents and guardians can reach a member of the CWSP staff through the **CWSP Line at 804.382-3259**. General concerns may be sent to **CWSP@cristoreyrichmond.org**.

### **Schedule**

On the day a student is assigned to work, he or she will be required to arrive at school at the regularly scheduled time before reporting to work. Students should arrive at school in appropriate dress code and with all necessary materials. Students who arrive late to check-in will be deemed unprepared for work and considered tardy after 8 am. Consequences will match the Academic policy on page 25. Exact work times will depend on student transportation routes, but should not vary widely. Students must stay their entire scheduled workday. If a student gets sick or has an emergency at work, he or she must contact the CWSP line to make arrangements.

### **Disruption of Work**

It is important to note that there may be a disruption of work due to a change in the school schedule or extended workplace closures (as in the case of closures due to COVID-19). During a time when students are not deployed to offsite workplaces, CWSP classes and curriculum are still offered and students are required to attend as they would any other class. During disruption of work, students will be provided professional and technical training to prepare them to transition to the workplace as soon as safely possible.

### **Academic Information**

Students are provided with several weeks of intensive training prior to the start of the school year to prepare them for the technical and interpersonal skills needed for success in the professional workplace. Students must successfully complete this summer program, called LEAP, in full to be considered a Cristo Rey Richmond

student. If a student fails to meet requirements for attendance, job skill proficiency, or behavioral expectations during the required LEAP program, the student will be asked to withdraw from the program.

The Corporate Work Study Program Grade (Work Study Grade) is designed to guide and encourage learning in the work study side of the Cristo Rey Richmond experience. Just as student-workers take classes to improve math or English skills, students' performance on their work day is assessed through this grade to ensure continuous learning and skill development. The CWSP grade measures student workers' performance in the following areas:

- Attendance
- Dress Code
- Daily performance & Timesheets
- Student Success & Client Satisfaction Surveys completed by their supervisor (once/semester)
- Corporate Work Study Program Expectations and Assignments

These areas will be measured every work day to help students achieve mastery in each. Termination from the assigned CWSP job could result in a failure for that quarter or dismissal from the CWSP and the school.

### **CWSP Transportation**

All students will begin their workday by arriving at Cristo Rey Richmond High School for check-in at 8 am. The Corporate Work Study Program provides transportation for students to get to and from work typically in two different ways: public transportation (e.g. bus), and school vehicles. The transportation methods are determined based on the location of the job site – its proximity to public transportation and the safety of the student. The CWSP staff will determine the appropriate method and ensure that the students know their morning check-in location and time. Supervisors will be notified of how student workers are getting to and from work. This means that if students are expected to ride back to school in the school van or bus they **MUST** return to the school in the van or bus. **STUDENTS MAY NOT DRIVE THEMSELVES** to work in a personal vehicle on a workday.

The transportation plan cannot be changed on the workday. Any changes must be done in advance.

### **Assignment of Earnings**

When a student enrolls at Cristo Rey Richmond High School, he or she becomes an employee of the Corporate Work Study Program company and is assigned to a CWSP partner company. By working five full days a month throughout the school year, each student earns approximately \$9,000 towards her or his high school education. This educational credit is not considered taxable income. Students and parents must agree to assign this income to Cristo Rey Richmond High School to help offset the cost of their private school high school education. Every student is required to complete an INS Form I-9. Students must be at least 14 years-old to participate in the CWSP. Students under 16 years of age must complete the State of Virginia work permit forms in addition to other employment forms. Students are required to abide by the federal and applicable state child labor laws. These restrictions may affect a student's ability to work at a job outside of CWSP. Students must remain in compliance with all Department of Labor regulations. The *Corporate Work Study Program Parent/Student Agreement* must be signed and returned prior to the first day of work. The Department of

Labor also requires partnering companies to keep these agreements on file for as long as the student is placed at their company. Students will not be permitted to go to work until the required forms are signed.

## **CWSP Attendance**

Students should assume that they have work each and every week of the year unless they are notified otherwise. On extremely rare occasions, a CWSP partnering company may have a business holiday or special meeting day when a student’s services are not required. In this event, the student is responsible for communicating that to his or her CWSP Staff and alternate arrangements will be made.

Since each student works only four to five days per month, **missing a day of work is a very serious event. Missing work for any reason will result in a \$180.00 fine.** A student must make up any absence as soon as possible on a non-school day. Students are to coordinate directly with the supervisor and complete the necessary CWSP Make Up Forms in order to get credit for the missed work day. Students will be fined for any outstanding make up days at the end of each semester. Students are responsible for arranging transportation to and from work for any day they must make up. Make-up days can only be waived by a member of the Corporate Work Study Program Staff. Days excused by supervisors may still need to be paid or made up.

A foreseen absence from work requires that a parent or guardian write a note to the CWSP staff at least one week in advance in order to notify the supervisors. As stated above, it is the student’s responsibility to meet with his or her supervisor to schedule a makeup day within the semester.

In the event of an unforeseen absence from Work, a parent or guardian **must telephone the CWSP line 804-382-3259 before 8:15 a.m.** and briefly state the nature of the absence. Upon returning to school after each absence, the student must report to the attendance office.

The following chart provides the action plan for missed work days based on the number of absences:

<b>Number of Work Absences</b>	<b>Follow-up Action from CWSP</b>
1	<b>Parent call</b>
2	<b>Warning email/letter</b> for student and call home to parent/guardian
3	Student and parent/guardian <b>meeting</b> with a signed and agreed upon written <b>Performance Improvement Plan</b>
4	<b>Attendance Termination on record at school:</b> Student and parent/guardian meeting and <b>retraining</b> for student
5	Student and parent/guardian <b>meeting</b> with <b>warning letter for school dismissal</b>
6	<b>Final Attendance Termination and dismissal from Cristo Rey Richmond High School</b>

Seniors who are graduating will not be allowed to make up work days after Friday, June 2nd. Seniors must pay all fees associated with missed work days in order to graduate.

### **Breaks, including lunch break**

Students leaving the work place on an unrelated work matter during work hours without permission from the Corporate Work Study office are subject to immediate disciplinary action. Students are not to travel off of company grounds during any breaks. **Breaks are not to be used before or after lunch to make the break longer.** Breaks cannot be used at the start or end of a workday to arrive late or leave early.

### **Early Dismissal**

Parents cannot call to have their sons or daughters dismissed from work. Cristo Rey Richmond CWSP Staff will transport a student worker back to school should the parent need to dismiss the student early. Only in extreme circumstances will a student be released early from work. If a parent requests that a student be released from Work early, a parent or guardian must receive permission from the CWSP office by telephone. Students will be required to make up the missed time.

### **Tardiness**

Tardiness to work is not acceptable. If a student is tardy to morning check-in, the student must call the CWSP Line at (804) 382-3259 to report. Consequences will align with the Academic policy on page 25.

### **Illness at Work**

If a student becomes ill at work, the student should call the CWSP Line at (804) 382-3259. The CWSP staff will notify the parent/guardian and the supervisor and will arrange for the student's transportation back to the school. A student is not to leave work without authorization from the CWSP Staff.

A student who is feeling really ill in the morning should not go to work. Such circumstances should be reported to the CWSP staff immediately.

### **Co- and Extracurricular Activities**

Given the nature of Cristo Rey Richmond High School's CWSP program, conflicts will arise between work schedules and practices, games, meetings, and activities. **Work always takes precedence** over co-/extracurricular activities. Students are not allowed to miss any work in order to participate, nor should students ask their supervisors for an exception under any circumstance. On the rare occasion that students will participate in a school sponsored trip or activity on an assigned work day, CWSP staff will notify company partners/supervisors. In addition, if a student has missed work days which have not been scheduled for make up, he or she will not be allowed to participate in any extracurricular activities until the missed work days are properly scheduled with the necessary forms or rectified.

### **Inclement Weather**

In the event of inclement weather, the CWSP follows the announcements made for CRRHS. Normally these days are not made up unless there are excessive weather interruptions.



## **Safety**

### 1. Health and Medication

Supervisors and co-workers are not to administer medication to student workers for any reason. If a student gets sick while at work, the CWSP line should be called to determine next steps. In case of emergency, the worksite has the right to contact 9-1-1 and follow through with their recommendations.

### 2. Emergency Procedures

Cristo Rey Richmond Corporate Work Study has two primary objectives in the event of an evacuation emergency:

- a) CWSP needs to know who the student worker is with and where he/she is going
- b) Ultimately, the student worker needs to be transported (by CWSP) back to school or safely returned to the parents' care.

**If you experience an Evacuation Emergency at your workplace, call or text CWSP line at (804) 382-3259 as the student worker leaves the building.**

**While in the CWSP vehicle**, the student should follow the driver and or/ emergency personnel's instructions.

**While at work**, each Company has its own procedures for building evacuations due to fire, terrorism, etc. These procedures include exit, staging, and check-in procedures. Student workers should follow the evacuation procedures of the company.

### 3. Threats

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Cristo Rey Richmond High School and CWSP reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary.

### 4. Harassment

CWSP expects that all students will be treated with respect and will in turn treat others with respect. For the safety and well-being of its student workers, and in accordance with federal, state, and local laws, the program is sensitive to matters involving sexual harassment, discrimination or other inequitable treatment of student workers. If a student worker reports any incident, CWSP will remove the student workers from his or her workplace, and he or she will not be allowed to return until the matter is resolved. CWSP will contact the Partner to evaluate and discuss the situation, and a prompt and thorough investigation of any alleged incident will be conducted.

## **Disciplinary Action in the Corporate Work Study Program**

1. The Disciplinary Action of a student for work concerns (i.e., being fired) is a serious matter. Recommendations for disciplinary action up to but not limited to termination from the position and/or dismissal from the Corporate Work Study Program are made by the employing agency or a CWSP employee to the CWSP Director of the Corporate Work Study Program. In some cases the CWSP may deem an action by a student so severe that it results in immediate suspension from Work which may lead to immediate dismissal



from the CWSP. Students may be dismissed from the CWSP (and subsequently the School) due to a major behavioral violation, a violation of disciplinary probation, or a lack of employability.

2. The following is a list of serious violations that will typically result in Disciplinary action, which may involve dismissal, from the Corporate Work Study Program:

- Serious disrespect toward any supervisor, adult, or co-worker on the job site
- Inability to effectively perform the assigned job functions, especially after corrective steps have been prescribed by the direct supervisor and/or CWSP Staff, including but not limited to lack of successful completion of re-training or repeated termination.
- Habitual infraction of any violation, including tardiness and/or dress code violations.
- Not reporting to work as assigned or departing from work without permission or leaving the job site before being properly dismissed.
- Forgery, plagiarism or any other form of professional dishonesty.
- Stealing or engaging in unsafe activities.
- Any defacement or damage of the assigned company's work site – *The parent or guardian is responsible for any damage caused by the student-worker to any work site.*
- Improper use of technology including computers, the internet, phone, or any social media.
- Deliberately misleading any supervisor/employee on the job or a member of the CWSP Staff in any manner.
- Engaging in any solicitation activities on the grounds of the work.
- Previous termination from a job.
- Disregard for the Corporate Work Study Program in any manner.
- Any other serious behavior that the Director determines warrants disciplinary action.

### **CWSP Dismissal Process**

1. Once a student has been recommended for termination from his/her position, the designated CWSP Staff will gather information from the student, parent/guardian, and the student's supervisor.
2. The CWSP Relationship Manager will then make a recommendation to the Director that the student either enter a retraining program or be dismissed from the Corporate Work Study Program.
3. If the recommendation is for dismissal, the Director will review the case with the Principal in order to make a final decision about the student's status.
4. The Director will inform the student's parent or legal guardian of the decision. If the parent/ legal guardian wishes to appeal the decision, he or she has 10 school days to submit a written appeal to the President & CEO.
5. The Director's decision or, in the case of an appeal, the President & CEO's decision, will be final.

Cristo Rey Richmond Corporate Work Study Program, Inc. relies on our Corporate Partners and Sponsors, supervisors, and our students' initiative to operate our unique educational model. We welcome questions and feedback at all times. CWSP staff can be reached at [cwsp@cristoreyrichmond.org](mailto:cwsp@cristoreyrichmond.org).

*"The Lord blesses our work so that we may share its fruits with others."*  
Deuteronomy 14:29

*"Work is a good thing for mankind--a good thing for his humanity--because through work, man not only transforms nature, adapting it to his own needs, but he also achieves fulfillment as a human being and indeed, in a sense, becomes 'more a human being' by work."*

On Human Work (*Laborem Exercens*), Pope St. John Paul II



## Acknowledgement Form

This page is to be signed by the student and parent after receiving (digitally) and reading the **Cristo Rey Richmond Student and Family Handbook**. This page will be kept in the student file.

*I realize it is my responsibility to read the **Cristo Rey Richmond Student and Family Handbook** and clarify any questions or concerns with the school administration.*

*My signature indicates that I have read, understand and agree to adhere to the requirements as stated in the policies and procedures published in the Cristo Rey Richmond Student and Family Handbook.*

\_\_\_\_\_  
Student Name (printed)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

