

2023-2024 STUDENT HANDBOOK



Cristo Rey Dallas College Prep Student & Family Handbook 2023-2024

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Cristo Rey Dallas Campus Hours for Students:

Monday – Thursday: 7:00 AM – 6:00 PM

Friday: 7:00 AM – 5:00 PM

School Office Hours: 7:30 AM - 4:00 PM (Monday - Thursday) and 7:30 - 3:30 PM on Friday

Bell Schedules

Monday, Tuesday, Wednesday and Thursday		
Start	End	Period
7:45 AM	8:43 AM	Announcements/Period 1
8:47 AM	9:40 AM	Period 2
9:44 AM	10:37 AM	Period 3
10:41 AM	11:21 AM	Homeroom/Advisory
11:25 AM	12:00 AM	Lunch A
12:04 AM	12:57 PM	Period 4
11:25 AM	12:18 PM	Period 4
12:22 PM	12:57 PM	Lunch B
1:01 PM	1:54 PM	Period 5
1:58 PM	2:51 PM	Period 6
2:55 PM	3:48 PM	Period 7
3:52 PM	4:30 PM	8 After School
3:52 PM	6:00 PM	Sports, Clubs, Fine Arts

Friday		
Start	End	Period
7:45 AM	8:15 AM	Community Time
8:20 AM	9:10 AM	Period 1
9:14 AM	10:04 AM	Period 2
10:08 AM	10:58 AM	Period 3
11:01 AM	11:36 AM	Lunch A
11:40 AM	12:30 PM	Period 4
11:01 AM	11:51 AM	Period 4
11:55 AM	12:30 PM	Lunch B
12:34 PM	1:24 PM	Period 5
1:38 PM	2:28 PM	Period 6
2:32 PM	3:22 PM	Period 7
3:22 PM	4:00 PM	8 After School
3:30 PM		Teacher Dismissal
3:22 PM	5:00 PM	Sports, Clubs, Fine Arts

Mass Schedule		
Start	End	Period
7:45 AM	8:35 AM	Period 1
8:39 AM	9:29 AM	Mass
9:33 AM	10:23 AM	Period 2
10:27 AM	11:17 AM	Period 3
11:21 AM	11:56 AM	Lunch A
12:00 AM	12:50 PM	Period 4
11:21 AM	12:11 PM	Period 4
12:15 PM	12:50 PM	Lunch B
12:54 PM	1:40 PM	Period 5
1:44 PM	2:34 PM	Period 6
2:48 PM	3:38 PM	Period 7
3:38 PM	4:15	Student Dismissal
3:38 PM	6:00 PM	Sports, Clubs, Fine Arts

Early Dismissal Schedule (26 minute classes)		
Start	End	Period
7:45 AM	8:15 AM	Announcements Period 1
8:19 AM	8:45 AM	Period 2
8:49 AM	9:15 AM	Period 3
9:19 AM	9:45 AM	Period 4
9:49 AM	10:15 AM	Period 5
10:19 AM	10:45 AM	Period 6
10:49 AM	11:15 AM	Period 7
11:15 PM		Student Dismissal (lunch available from 11:15am-12:00pm)

Disclaimer

The policies outlined in this handbook represent a framework. This handbook is not exhaustive and should not be considered comprehensive of all Cristo Rey Dallas College Prep (Cristo Rey Dallas High School, Inc.) and Corporate Work Study Program (Cristo Rey Dallas Corporate Work Study Program, Inc.) (collectively, "Cristo Rey Dallas") policies. Statements in this handbook are subject to amendment at the discretion of Cristo Rey Dallas. Cristo Rey Dallas will notify parents/guardians of significant changes when practical. Cristo Rey Dallas reserves the right to make immediate changes to this handbook at its discretion.

Overview

This handbook serves as a reference guide to the expectations and responsibilities you have as a Cristo Rey Dallas College Prep and Corporate Work Study Program ("CWSP") (collectively, "Cristo Rey Dallas") student and student worker. All policies, rules, and regulations contained in this handbook (the "Handbook") and other relevant documents apply while students are *on Cristo Rey Dallas's campus, at a Cristo Rey Dallas program or event, on a Cristo Rey Dallas mode of transportation, at a Cristo Rey Dallas job partner worksite, at any time that student workers leave their worksite during an assigned work day, and at any time while students are under the supervision of Cristo Rey Dallas or a Cristo Rey Dallas job partner.*

The Handbook contains only general information and guidelines. *It is not intended to be comprehensive or to address all the possible applications of or exceptions to the general policies and procedures described.* Some of the topics treated herein are explained in greater detail in other official school or work study documents. If you have any questions concerning a policy or practice, you should address your specific questions to the Principal. If there is a discrepancy between the Handbook and an official Cristo Rey Dallas document, the official document will supersede the Handbook.

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

Please take the time to read the Handbook and familiarize yourself with the contents. As students of Cristo Rey Dallas, you have the responsibility to follow school policies and procedures. **Students and families will sign the Handbook Acknowledgment Form as a commitment to follow Cristo Rey Dallas' policies and procedures.** This form will be kept by the Academic Registrar for the school year. Families and students will be expected to sign a new form every year.

Mission Statement

Cristo Rey Dallas College Prep (Cristo Rey Dallas) is a Catholic, college preparatory school for students of all faiths who cannot otherwise afford a private education. Cristo Rey Dallas nurtures and challenges young men and women to recognize and realize their full potential as they grow

to love God, respect others and serve their community. Each student participates in the Corporate Work Study Program (CWSP) which offers a weekly work study experience for all four years.

Our Values

Cristo Rey Dallas is a Catholic, co-ed, college preparatory school and is part of the Cristo Rey Network. We serve students of all faiths who have demonstrated the potential and motivation to succeed and who do not have the educational background or financial means to attend a more traditional college prep school. Guided by our core values, we challenge our students with a rigorous academic curriculum and a demanding work-study program. Our ultimate goal is that our students will graduate from college and become leaders who transform the world for the good of their families and society.

Each Cristo Rey Dallas student is responsible for furthering the school's mission and core values:

We are United in Faith. Cristo Rey Dallas College Prep is a community of students, faculty, staff, parents, volunteers, and donors bound together by our shared mission. We are unified as one body in Christ in our belief that the combination of God's will, academic rigor, and professional experience will guide our students to and through college and into fruitful, fulfilling careers and lives.

We are Committed to Academic Rigor. Through academic rigor, we strive for excellence and professionalism. These high expectations result in a strong work ethic that will carry through to all facets of our lives. We are student-centered in curriculum, instruction and decision-making. What the students learn in the classroom will apply to their jobs, and what the students learn in their jobs will apply in the classroom.

We are Dependable. We empower the Cristo Rey Dallas community to be the best version of itself through trust, confidence, and accountability. We promise to support the needs of our community spiritually, emotionally, and physically. Students, faculty, and staff make the commitment to one another to arrive prepared for the coming day. We are honest with one another and express our needs for support, be it spiritual, emotional or academic. We show compassion towards our classmates, co-workers and families.

We are Called to Serve. God calls every member of the Cristo Rey Dallas community to give of their time, treasure, and love through their daily actions and interactions. We make the intentional decision to be involved with the mission of Cristo Rey Dallas. We ask our students to follow their passions and to better hear the voice of God directing them toward external acts of service in the community.

We are Gracious. In all aspects of life, we conduct ourselves with God’s grace in displaying a positive disposition. We walk the halls of Cristo Rey Dallas with confident smiles because we have a purpose. We forgive because we are forgiven. Without the weight of grudges and pettiness, the Cristo Rey Dallas community can devote ourselves to living our values and strengthening our faith.

We are Committed to Growth. Like the Aspen tree on our crest, Cristo Rey students, faculty, staff and families are committed to growing our roots deeper in faith and to reaching new heights of learning. Our students grow spiritually by strengthening their understanding of God’s mysteries through reflection and discussion on retreats and in theology class. Through a robust academic, work study, and counseling program we also encourage the exploration of new ideas. This freedom allows us to fail and then learn from these missteps. To enable growth in all facets of life, we are committed to a culture of feedback.

Rights and Responsibilities

As members of the Cristo Rey Dallas community, all of us have the following rights and responsibilities:

“We are committed to a policy of equal opportunity for all persons and do not discriminate on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, gender expression, disability, religion, height, or weight. I understand that I have a responsibility to cooperate and abide by the guidelines listed in this handbook. I understand that Cristo Rey Dallas is a community safe from physical and verbal abuse. I must avoid vulgarity, bigotry, bullying, cyberbullying, and harassment.”

We all have the right to be safe: physically, emotionally, intellectually, and spiritually.

We all have the right to be free from physical harm and from fear of physical harm while on school property. We have the responsibility to be aware of building security and to address all forms of intimidation and violence in positive ways.

We do not tolerate: threats, fights, intimidation, or corporal punishment.

We all have a right to our emotions. We have the responsibility to express our emotions in an appropriate and constructive manner.

We do not tolerate: verbal abuse, inappropriate public displays of affection, distasteful language, or shouting on the campus.

We all have the right to our opinions, ideas, and learning perspectives. We have the responsibility to be honest, express ourselves clearly, and listen actively to others.

We do not tolerate: verbal or written harassment or ridicule.

We all have the right to a school environment free of all forms of discrimination and harassment. We have the responsibility to monitor our own actions as well as to report instances of discrimination and harassment perpetrated against others.

We do not tolerate: conduct that belittles or shows hostility toward an individual.

We all have a right to our own spirituality. We are expected to participate in all religious activities of Cristo Rey Dallas while at the same time being tolerant of differing religious beliefs.

We do not tolerate: views or practices that compromise the human dignity of others.

We all have a right to a challenging learning environment that will allow us to realize our academic potential. We have the responsibility to come to each class on time with the proper materials and to be mentally prepared to learn each day with the appropriate attitude. We have the responsibility to protect each person's right to this learning climate.

We do not tolerate: tardiness, lack of preparation for class, unexcused absences, or unmet academic expectations.

We all have the right to a clean and aesthetic school environment. We have the personal responsibility to contribute to the cleanliness and beauty of our campus.

We do not tolerate: spitting, littering, or defacing school property.

Open Door Policy

Cristo Rey Dallas encourages the open discussion of ideas and concerns. If you have an issue or concern, your first step should be to discuss your thoughts with the members of the Cristo Rey Dallas faculty or staff involved in your concern. We encourage you to be as frank, open and specific as possible. If, after discussing a concern with a faculty/staff member, you feel that s/he is unresponsive or that your issue was not resolved appropriately, you should discuss your concern with the principal.

COVID-19 Policy & Protocols

Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination among all CRD community members can help us safely return to in-person learning as well as extracurricular activities and sports.

Vaccinations are the best defense against infection and serious illness. A fully vaccinated campus will help ensure in-person learning and help the campus avoid disruptions to school and work operations.

CRD recommends the COVID-19 shot for all community members.

General Guidelines:

Masks:

As of March 21st, 2022, masking will be optional for ALL CRD community members (vaccinated and unvaccinated). ALL CRD community members will be encouraged to self-screen for symptoms and communicate directly with the Nurse via email at atorres@cristoreydallas.org or by phone 469-844-7956 ext. 365

Prevention Strategies:

We will continue to practice safety measures throughout the school year. These measures include frequent hand washing, use of hand sanitizer, and disinfectant sprays or wipes.

Confirmed Positive Case Protocols

If a student has tested positive for COVID-19 he/she must remain at home and email the nurse at atorres@cristoreydallas.org

Close Contact or Exhibiting Symptoms at Home or School

Close contact means you have been (within 3-6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19.

If you have been in close contact with a person with COVID-19 OR you are exhibiting **one** or more of the following symptoms: *cough, shortness of breath or difficulty breathing, congestion or runny nose, chills, muscle pain or body aches, fatigue, headache, sore throat, loss of taste or smell, diarrhea, nausea or vomiting*, you should:

- Remain at home and notify the school nurse at atorres@cristoreydallas.org.
- The nurse will add you to the virtual approved list in which you will continue your learning online. An email with instructions on how to connect virtually will be sent to you.
- You may not return to school until:
 - Five days have passed since symptoms first appeared AND no fever for at least 24 hours without fever-reducing medication AND other symptoms have improved ***with a negative test result prior to return date.***

If a student is fully vaccinated and they have been in close contact with someone who tested positive for COVID-19, the student *does not* need to quarantine but should get a PCR test 5-7

days after exposure (even if they don't have symptoms). If the fully vaccinated student is exhibiting symptoms or PCR test result is positive, the student should email the nurse at atorres@cristoreydallas.org and isolate for 5-10 days.

Positive Case in the Household:

If someone in the household tests positive, the student will need to be quarantined for 5-10 days and may be able to return after a negative test.

Students who have infectious illness symptoms, such as influenza (flu) or COVID-19, should stay home and be referred to their healthcare provider for testing and care. **Staying home when sick with COVID-19 is essential to prevent spread to others.**

Academic Expectations

One of our core values is our commitment to academic rigor. Every student at Cristo Rey Dallas has the opportunity to receive a rigorous education. In order to provide this opportunity, all behavior at Cristo Rey Dallas should help to establish and maintain an environment that fosters maximum learning and mutual respect.

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

- Students should submit assignments that are timely, neat, clean, legible, and reflective of his/her best ability and effort.
- Students should complete all assignments and assessments with integrity and without academic dishonesty of any kind.
- Students should expect to study at least two hours every night to review the day's lessons and prepare for the next day.
- Students should take advantage of all available resources - both at home and in the community - to enhance their education. These resources include teachers, staff, tutors, and libraries.
- Students should be active, cooperative learners by bringing their expertise to the classroom as they actively participate in discussion to enhance the learning experience of the entire class.

Course Credits

Cristo Rey Dallas aligns its course requirements with the criteria for educational quality established by Cognia Accreditation Organization and in keeping with the Texas Education Agency's Distinguished Level of Achievement Diploma requirements.

Students must successfully complete all of their courses in order to graduate from Cristo Rey Dallas or to advance to the next grade level. Course credit recovery is not available, so students must pass all of their courses by the end of the academic year in order to graduate or to return for the following school year. Cristo Rey Dallas will ask students who do not successfully complete any course at the end of the academic year to transfer to another school.

Grading Scale

Grade Point Average (GPA) is an average of course grades earned over time. GPA is used by colleges and scholarship organizations to determine a student’s academic preparedness. The School reports GPA using the equivalency scale below.

Numeric Grade	College Prep GPA Scale	AP GPA Scale
97-100	4	5
94-96	3.75	4.75
91-93	3.67	4.67
88-90	3.33	4.33
85-87	3.0	4.0
82-84	2.67	3.67
79-81	2.33	3.33
76-78	2.0	3.0
73-75	1.67	2.67
70-72	1.0	2.0
0-69	0.0	0.0

Academic Honors

Cristo Rey Dallas awards academic honors at the end of each academic year for the following grade point averages:

- *Highest Honors*: cumulative GPA of 3.67 and above.
- *Honors*: cumulative GPA between and including 3.0 and 3.66.

Graduating seniors will be awarded the following distinctions according to their cumulative grade point average:

- Summa cum laude – 4.0+
- Magna cum laude – 3.8 – 3.9
- Cum laude – 3.5 – 3.7

Academic Support

Cristo Rey Dallas provides a comprehensive academic support program to foster success for our students while in high school and ultimately in college. All students will have the option to attend office hours, work with a peer tutor, and attend After School Academy. *The administration*

reserves the right to require a student to attend office hours, Saturday Academy, After School Academy, or tutoring sessions. Students are consistently encouraged to seek assistance from their teachers and to participate in our academic support program if they are struggling academically. Parents and/or guardians are encouraged to communicate regularly with their student's teachers and the academic administration if they have concerns about their child's academic progress.

Accommodations and Special Learning Needs

Cristo Rey Dallas does not offer a Special Education program; however, we recognize that at times students may struggle academically or emotionally/behaviorally in our rigorous college preparatory program. If parents/guardians wish for the school to be aware of any pre-existing Individualized Education Plans (IEPs) or 504 Plans, investigate possible learning differences, or potentially implement a new plan, it is the responsibility of the family to provide such information to the Principal and Intervention Specialist. While Cristo Rey Dallas welcomes students with a variety of learning differences and challenges, we offer limited accommodations to support emotional and academic success. In order for an Accommodation/Modification Plan (AMP) to be developed for a CRD student, the Intervention Specialist must receive the student's current (within three years) psychoeducational diagnostic testing and accommodation plan from his/her previous school, a private evaluation, LSSP at School or a medical doctor. After receiving proper documentation, the Intervention Specialist will review the evaluation results and determine if an AMP plan will be implemented based on the previous evaluation or if the student will need an updated evaluation to develop a proper AMP.

Cristo Rey Dallas uses data to help us identify which students could benefit from additional support and what those supports should look like. We know that each of our students has a unique set of strengths and needs, and we tailor our approach to each student. The purpose of an AMP is to develop and implement a support plan based upon the student's unique and individualized strengths and needs. This collaboration among the student, family, and School will help give guidance to the Student Success Team as to how to provide the best services and support for the student in the school and home environment.

If a psychoeducational evaluation reveals that a student has a learning disability or special learning needs requiring accommodations, the Principal and/or Intervention Specialist will meet with the student and the student's parents/guardians to review the testing report and to discuss if Cristo Rey Dallas has sufficient resources to meet the needs of the student. If CRD can meet the needs of the student with accommodations, an Accommodation/Modification Plan (AMP) will be written and implemented for the student. If the school does not have sufficient resources to meet the needs of a student requiring accommodations, the academic administration will assist parents in finding a more appropriate educational placement for the student. *Cristo Rey Dallas does not provide Special Education services but attempts to accommodate a student's developmental, academic, social, emotional, and behavioral needs in the classroom and at work.* All students with an Accommodation/Modification Plan are expected to abide by the Cristo Rey Dallas student handbook.

Peer Tutoring

Cristo Rey Dallas encourages students to become peer tutors. Peer Tutors must have displayed mastery and academic success in the particular class for which they would like to be a peer tutor. Peer tutors will undergo training with a staff member on the academic support team. The School expects peer tutors to attend occasional follow-up training throughout the year to receive guidance on effective peer tutoring. The School expects peer tutors to be open to growth and feedback as they hone their skills of teaching others.

Grading Periods

Cristo Rey Dallas splits the academic year into two academic sessions called semesters. For a class that only meets during one semester, that semester counts as 100% of the final grade. For a class that takes place both semesters, each semester counts for 50% of the final grade. At the end of each semester, students earn 0.50 credits for each course that is successfully completed.

Each semester is divided into two Quarters. Students will receive a *Progress Report* at the end of each Quarter to gauge progress and necessary student success supports. They will receive a Report Card grade at the end of each semester that is used to calculate student GPA.

For each grading period, students in 9th, 10th, and 11th grades have a minimum grading scale on grades. Freshmen cannot earn a grade below 60% at the end of each grading period. Sophomores cannot earn a grade below 50% at the end of each grading period. Juniors cannot earn a grade below 40% at the end of each grading period. This policy is designed to support students as they work to recover from missed assignments or poor grades. Please note that a student may still fail a course despite the minimum grading scale policy.

In preparation for the rigors of college grading policies, seniors do not have a minimum grading scale on their grades.

Semester and End-of-Course Exams

Exams are administered at the end of the Fall Semester and Spring Semester to measure student mastery and to prepare students for college exam conditions. Teachers may elect to measure mastery with a non-traditional, project-based exam. All exams are cumulative, including content from previous Quarters.

Students are not allowed to opt-out of exams. If a student misses an exam, he/she will be given a zero unless the student brings a doctor's note. An academic administrator will inform the student if he/she is excused and will determine a new date for the exam to be taken.

Senior End-of Course Exam Exemptions

Seniors who meet the following qualifications may enjoy the privilege of being exempt from final exams (each class is determined separately) in the Spring Semester:

- A Senior must have at least a 91 average for second semester in that class.
- A Senior must have fewer than 3 absences for that class for the entire second semester.

Course Catalog

Cristo Rey Dallas' rigorous academic and corporate work study program offers a variety of courses that help students to receive the Arts & Humanities Endorsement and Distinguished Level of Achievement Diploma. Depending on their graduation year, students may earn up to 33 credits in the following courses.

Cristo Rey Dallas Curriculum (33 Possible Credits)

Subject Area	Freshmen Year	Sophomore Year	Junior Year	Senior Year
Literature (4 Credits)	Introduction to Literature	World Literature	American Literature	AP English Literature and Composition
Composition (1 Credit)		Creative Writing		
Science (4 Credits)	Physics	Chemistry Engineer Your World	AP Biology Biology Physics for Transfer Students	AP Physics AP Environmental Science Advanced Issues in Environmental Science
Math (4 Credits)	Math I Math II	Math I Math II Math III Pre-Calculus	AP Calculus AB Math II Math III Pre-Calculus	AP Calculus AB AP Statistics Pre-Calculus
Humanities (4 Credits)	Human Geography & Composition	AP World History World History	AP U.S. History U.S. History	Government Integrated with Economics
Fine Arts (3 Credits)	Aesthetic Literacy	Music Appreciation & Performance	Theater Arts	
Theology (4 Credits)	Theology I	Theology II	AP Seminar Theology III	Theology IV World Religions
Second Language (2 Credits)			AP Spanish Language and Culture French I	AP Spanish Literature and Culture French II Modern Spanish Literature
Corporate Work Study Program (4 Credits)	Preparedness for the Modern Workplace (2022) CWSP Practicum I	CWSP Practicum II	CWSP Practicum III	CWSP Practicum IV
Physical Education (1 Credit)	PE (1)			
College Guidance (1 Credit)	Seminar (.5)	Seminar (.5)	Seminar (.5)	Seminar (.5)

Graduation Requirements

A student may be considered for graduation when he/she is in good standing with all required academic courses, CWSP Practicum, School and CWSP fees, and College Guidance expectations.

Graduation and Baccalaureate Mass Attendance

In order for a student to attend the Baccalaureate Mass and participate in the Cristo Rey Dallas graduation, he/she must have successfully:

- completed all the required courses for graduation as assigned by CRD,
- completed all assigned work days
- completed all requirements assigned by the College Guidance department – including but not limited to being accepted to college, and
- paid all assigned tuition payments and fees

Grading Philosophy and Academic Infractions

Grades are the measure of a student's knowledge, skills and growth in each class. At CRD, one of our core values is a commitment to growth. If students are unable to show mastery of a concept on a major test, project or paper, we believe that students should have the opportunity to do the assignment again to show mastery and growth. Students should take the initiative to coordinate this with their teachers in a timely fashion (usually within one week of the initial assignment). Modified grades will depend upon the nature of the assignment and the teacher's discretion. Students may not request "extra credit" work from their teachers.

In order to be prepared and take ownership of their own education, Cristo Rey Dallas asks students to complete "prep work" in advance of a class. If a student chooses not to complete prep work, s/he will earn a zero for that assignment.

Major and evaluative assignments (e.g., tests, projects, and papers) are the main sources for teachers to gauge a student's knowledge, skills and growth. Therefore, Cristo Rey Dallas abides by a "no zero" policy for these types of assignments.

Missed Deadline Academic Infractions

As a commitment to helping our students prepare for college, we have a set of rules that does not allow students to miss any major assignments. We tell our students that "the consequence for not doing your work, is doing your work."

Academic Infraction Protocol Assignments Qualifying for Missed Deadline Academic Infractions include:

- Major assignments
- Summative assessments
- DO NOT include daily prep work, checkpoints, or group projects

Level I: A student misses an original deadline (date and/or time it is due) or does not turn in the assignment – results in a 10% deduction of points if turned in by a new due date. If student has

not turned in a qualifying assignment or submits the assignment late the teacher will do the following:

- Report the Level I Infraction to the Academic Administration.
- Immediately report that grade as Missing (M) in the gradebook.
- Email the student and the parents.
- Establish a new due date that does not exceed 48 hours from the original deadline of assignment.

Level II: A student misses a deadline (date and/or time it is due) or does not turn in the assignment after a new deadline has been granted – results in a 20% deduction of points if turned in by new due date. If the student has not turned in the same qualifying assignment (from level one) or submits the assignment late the teacher will do the following:

- Report the Level II Infraction to the Academic Administration.
- Email the student and the parents.
- Speak to the parents via phone or in-person meeting with the student present.
- Establish a new due date that does not exceed 48 hours from the second deadline of assignment.

Level III: A student misses a deadline (date and/or time it is due) or does not turn in the assignment after a second new deadline has been granted – results in a 30% deduction of points if turned in by new due date.

If student has not turned in the same qualifying assignment (from level two) or submits the assignment late the teacher will do the following:

- Report the missed deadline infraction to the Academic Administration.
- Email the student, parents, and Academic Administration.
- The Academic Administration will determine the need for the student to go before the Student Accountability Council (SAC).

Cristo Rey Dallas records each instance of an academic infraction in the student’s academic record. At all points during the infraction process, the School will notify parents to ensure that they are aware of their child’s failure to meet expected deadlines.

If a student accumulates more than four academic infractions of any level, an Administrator will meet with the student and his/her parent/guardian. The School may assign the student to Saturday Academy, place the student on an academic contract, or may require the student to appear before the Student Accountability Council (SAC) to determine the student’s continued enrollment at Cristo Rey Dallas.

Academic Honesty

Consistent with our Catholic values and academic integrity, Cristo Rey Dallas expects students to act responsibly with regard to their learning. Responsibility for maintaining academic honesty falls on all members of the Cristo Rey Dallas community including teachers, staff, students and parents. Cristo Rey Dallas believes that all academic work should be the product of the individual student. We stand firmly against academic dishonesty. *Academic dishonesty includes, but is not*

limited to, copying another student's work; cheating in any form on a quiz, test or exam; and plagiarism (offering someone else's ideas or work as one's own).

Students should not lend their work to others. If one student seeks assistance on an assignment, the student providing assistance should do so in person. S/he should not pass written work from one student to another. Any student who ignores this requirement and provides his/her answers or work to another student, will share equal responsibility and consequences. In preparation for the rigors of college expectations for academic integrity, the following protocols have been established should a student decide to plagiarize or cheat in their academic endeavors.

Level I: A student copies a prepwork assignment OR allows someone else to copy their prepwork assignment.

If a student copies a prepwork assignment OR allows someone else to copy their prepwork assignment the teacher will do the following:

- Report the grade as "I" incomplete in the gradebook.
- Speak to the student directly about the situation. During the meeting with the student, the parents/guardians of the students will be reached and informed of the situation.
- Require the student to redo the assignment but credit will not be granted. A "Ch" flag will go in the grade book to represent the cheating infraction.
- After meeting with the student, the teacher will report the infraction to the Academic Administration.

Level II: A student copies or deliberately allows someone to copy their work during an in-class assessment, a project, or an essay, or uses an online tool (e.g., an equation solver site) during an assessment.

If a student copies or deliberately allows someone to copy their work during an in-class assessment, project, or essay or uses an online tool during an assessment, the teacher will do the following:

- Report the grade as "I" incomplete in the gradebook.
- Speak to the student directly about the situation. Inform the student that an administrator will follow up with them.
- Report the infraction to the Academic Administration.
- An Academic Administrator will meet with the student. During the meeting with the student, the parents/guardians of the students will be reached and informed of the situation.
- After the teacher and administrator have met with the student, they will decide if the student is receiving a zero for the entire assignment (will be marked as "Ch" in the gradebook). If it is decided the student will receive partial credit, the grade will include a comment about the cheating event.

Level III: A student plagiarizes from a site or from any other text without citing the original author (for any type of assignment/assessment)

If a student plagiarizes the teacher will do the following:

- Report the situation to the Academic Administration and submit applicable student work and alleged copied sites/sources.

- The Administrator will set up a meeting with the student and the teacher.
- After meeting with the student and the teacher, parents will be called in to meet with the student and Administrator.
- After the administrator has met with the student and family, they will decide if the student is receiving a zero for the entire assignment (will be marked as “Ch” in the gradebook). If it is decided the student will receive partial credit, the grade will include a comment about the cheating event.

Students with three or more Academic Dishonesty Infractions of any level may be asked to transfer to another school.

Academic Probation

Teachers will be responsible for regularly reviewing student academic progress in their classes, and they will refer students to the Student Success Team as needed. Additionally, the Student Success Team will review student academic progress every three weeks. Any student with two course grades below 75, one or more below 70, or a Term GPA that falls under a 2.0 will be placed on either Academic Review, Academic Warning, or Academic Probation.

Academic Review is a designation for students whose grades show two course grades below 75, one or more below 70, or a Term GPA that falls under a 2.0 at the end of a **three-week cycle**.

Students on Academic Review will be required to meet briefly with the Student Success Team and attend daily study sessions after school until the next review process. Any student who is late for or does not attend an After School Study session will have one After School Study added to the end of their review period.

Rules for After School Study:

- Students must bring their schoolwork.
- No breaks are given.
- Students will be released at 4:45 PM.
- Google Chrome Books should be used solely for academic purposes.

Academic Warning is a designation for students whose grades show two course grades below 75, one or more below 70, or a Term GPA that falls under a 2.0 at the **quarter grading periods**. A student who earns two grades below 75 or one below 70 in the quarter will be placed on Academic Warning for the next quarter. A student does not need to be on Academic Review to be placed on Academic Warning.

Academic Warning requires a student to:

- Attend a meeting with a parent, Student Success Advisor, and the Dean of Student at the beginning of the probationary term.
- Attend two hours of tutoring per week at After School and/or Saturday Academy.

- Meet with their Student Success Advisor regularly to review grades, discuss academic standing, and to develop an academic plan for successful improvement.
- Schedule appointments with teachers and academic mentors as appropriate.

Academic Warning students may participate in sports and co-curricular activities at the discretion of the Principal.

Academic Probation is a designation for students whose grades show two course grades below 75, one or more below 70, or a Term GPA that falls under a 2.0 at **the end of two consecutive quarter grading periods**. A student does not need to be on Academic Warning to be placed on Academic Probation; **any student with two or more grades below 70 is automatically placed on Academic Probation.**

A student on Academic Probation must complete the same requirements as Academic Warning and may be asked to add additional tutoring hours.

Students on Academic Probation may not participate in athletics or co-curricular activities.

Any student who wishes to attend a Cristo Rey Dallas sponsored dance or event while on Academic Probation is required to write a letter to the Principal for review. This letter should include which event the student is attempting to attend and what progress he/she is making toward improving her grades. This letter should be submitted within one week of the scheduled event.

The final decision as to whether a student will be allowed to continue as a Cristo Rey Dallas student after being placed on Academic Probation for two consecutive quarters will be made on a case-by-case basis.

Parents will be notified of a student's placement on Academic Review, Academic Warning, or Academic Probation by a letter from the Dean of Students.

Students are required to pass every course by the end of the school year to be invited to return to Cristo Rey Dallas and to graduate from Cristo Rey Dallas. **Summer grade remediation will not be offered.**

Corporate Work Study Program

The Work Experience

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

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

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

CWSP assigns student workers to work at a Job Partner based on the student worker's observed qualities and strengths and the Partner's job description. In most circumstances, student workers perform entry-level administrative work (e.g., filing, photocopying, reception, mailroom, data-entry, etc.) for their assigned Partner. CWSP typically fills work-study positions with a team of four student workers from Cristo Rey Dallas. All student work will be conducted between the hours of approximately 8:00 a.m. and 5:00 p.m. Each student worker works a maximum of: (1) eight hours per day, (2) two days per work week, (3) eighteen hours of work per work week, and (4) five days per four-week cycle. Student workers do not miss any classroom instruction while working and receive the required number of hours of classroom instruction as required by the state of Texas.

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

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

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

Incoming Student Summer Training Institute (¡Viva!)

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

Viva! prepares incoming students for working in a professional work environment and a challenging academic environment. ¡Viva! is graded like other classes, with prep work and various

assessments, and students are expected to engage with the coursework. Students must successfully complete ¡Viva! to matriculate at Cristo Rey Dallas for the academic year.

All handbook policies, including those related to attendance and the dress code, remain in effect during Freshman ¡Viva! Adherence to these policies is mandatory.

Transportation

CWSP will coordinate the transportation of student workers to/from work using a variety of modes of transportation, including contracted vehicles, leased vehicles, owned vehicles, and public transportation. Students are required to go directly to work after departing transportation and will be held accountable if they do not meet these expectations. Student workers that use public transportation are responsible for returning the public transportation pass to the designated person at the conclusion of each workday. If a student worker loses a public transportation pass, the student worker will incur a fine based on the number of days remaining in the month (\$3/day, \$40 maximum). While at work, student workers may not use taxis or ride-sharing services. Student workers are NOT allowed to carry backpacks on their workday, ladies may carry a small purse. All students are allowed to take a lunch box/bag.

Inclement Weather

On days of inclement weather, CWSP will loan student workers umbrellas for use that day. The student workers must return the umbrella and accompanying sleeve to the designated person upon returning. The student worker will incur a \$5 fine for any non-returned sleeve and a \$20 fine for any non-returned umbrella.

At the sole discretion of CWSP, student workers may wear Cristo Rey Dallas dress code compliant outerwear on inclement weather days.

Student workers may ONLY wear the CRD soft shell jacket or the CRD zip up sweater.

Termination from Work

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

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

Taxes and Employability

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

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

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

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

Non-program Work Days

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

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

Timecards

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

Late Time Card Consequences

- 1st – CWSP will send a warning email to the student worker.
- 2nd – CWSP will contact the parents or legal guardians regarding the missed time cards and the consequences that result from additional late time cards.
- 3rd – CWSP will assess a fine of \$60.
- 4th – CWSP will assess a fine of \$60.
- 5th – The student worker will automatically receive a failing grade in CWSP Practicum that trimester.
- 6th – The student worker will appear before the Student Accountability Council.

Delinquent Time Card Consequences

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

- 1st – CWSP will assess a fine of \$60.
- 2nd – The student worker will automatically receive a failing grade in CWSP Practicum that trimester.
- 3rd - The student worker will appear before the Student Accountability Council.

CWSP Lunch

Students may bring their own lunch. When and where your student may eat his/her lunch is at the discretion of CWSP and his/her supervisor at the Job Partner ("Job Supervisor"). *Student workers on the CRD campus will not be allowed to leave for lunch nor may they have food delivered.* Student workers are allowed 1 hour for lunch unless the Job Supervisor designates a shorter lunch break not less than 30 minutes by contract. If the lunch privilege is violated consequences will be at the discretion of CWSP but are not limited to a monetary fine.

- 1st - Loss of lunch privilege and parent phone call
- 2nd - Parent meeting and consequence by CWSP
- 3rd - The student worker will automatically receive a failing grade in CWSP Practicum that trimester.

Attendance Policy

Daily School Schedule

Cristo Rey Dallas's doors open at 7:00 a.m. All students should be in school by 7:45 a.m. School begins promptly at 7:45 a.m. Cristo Rey Dallas considers students tardy who are not in their appropriate destination within the building by 7:45 a.m. Students who fail to report to their class by 7:45 a.m., regardless of arrival time to school, will earn an unexcused tardy. Students may be picked up on days when not at work starting at 3:48 pm Monday through Thursday and 3:22 pm on Fridays.

Daily Work Schedule

Check-in for work begins at 7:15 a.m. All student workers must check in before 7:36 a.m. on their assigned workday. CWSP will mark student workers that check in at 7:36 a.m. or later tardy. To be checked-in, student workers must be in full uniform and have their CRD-issued ID. CWSP will not check in student workers who are not ready. *CWSP considers any student worker in the gym but not checked-in by 7:35 a.m. tardy.* Work transportation leaves promptly at 7:40 a.m. CWSP will not hold work transportation for tardy students. Workers typically return to school between 5:00-6:00 pm.

The Purpose of Our Attendance Policy

Students make the most learning progress when they are consistently present in class. The Attendance Policy was created to hold students accountable to being in class and arriving to class on time. We seek to build these habits in our students before they leave for college and enter the workforce.

Attendance Policy for Tardiness		
# of Tardies	Tardy to School	Tardy to Class During School Day
	<p>Students will report to the Reception to get a tardy pass allowing them into their first class of the day.</p> <p>Reception will mark students as Tardy in Infinite Campus.</p> <p>Infinite Campus will send daily notification to families of student tardies.</p>	<p>Students will report to class with a Tardy pass from Reception, Clinic or previous teacher.</p> <p>Teacher will mark student as Tardy in Infinite Campus (Mon - Fri)</p>
3	<p>After three tardies, the Attendance Clerk will make a call home to the student's family and send an email.</p>	<p>After three tardies, the Attendance Clerk will make a call home to the student's family and the Attendance Clerk will send an email.</p> <p>Constitutes as 1 Absence for the class</p>
6	<p>After six tardies, the Attendance Clerk will send an email to the family and 'cc Dean of Students. The Attendance Clerk will schedule a meeting between the student, family, and either the Principal or Dean of Students.</p> <p>Constitutes as 1 Absence to School Day</p>	<p>After six tardies, the Attendance Clerk will send an email to the family and 'cc Dean of Students. The Attendance Clerk will schedule a meeting between the student, family, and either the Principal or Dean of Students.</p> <p>Constitutes as 1 additional Absence for the class</p>
9	<p><u>After nine tardies</u>, the student will be referred to the Student Accountability Council to determine the student's future at CRD or for a potential behavior contract.</p>	<p><u>After nine tardies</u>, the student will be referred to the Student Accountability Council to determine the student's future at CRD or for a potential behavior contract.</p>

# of Absences (Excused or Unexcused)	Absences from School Day Teachers will mark students as Absent in Infinite Campus. The Attendance Clerk will call home and follow up with an email.	Absences from Same Class During School Day Teacher will mark student as Absent in Infinite Campus (Mon - Fri) The Attendance Clerk will verify that the student is absent and notify security.
3	The Attendance Clerk will call home and send an email.	The Attendance Clerk will call home and send an email.
6	The Attendance Clerk will send an email to the family and 'cc Dean of Students. The Attendance Clerk will schedule a meeting between the student, family, and either the Principal or Dean of Students.	The Attendance Clerk will send an email to the family and 'cc Dean of Students. The Attendance Clerk will schedule a meeting between the student, family, and either the Principal or Dean of Students.
9	Student will be referred to the Student Accountability Council to determine the student's future at CRD or for a potential behavior contract.	Student will be referred to the Student Accountability Council to determine the student's future at CRD or for a potential behavior contract.

COVID-19 Attendance Policy

If the Campus Nurse quarantines a student, they go on the virtual approved list. Once on that list, it is the student's responsibility to email their teachers to get the link for the class and keep up with their work.

If a student is not quarantined by the Campus Nurse and stays at home, the absence is unexcused, unless a doctor's note is presented.

Tardiness Policy

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

A parent/guardian must call Cristo Rey Dallas at (469) 844-7956 or email the school at attendance@crstoreydallas.org, if they anticipate their student may be late to school. A

parent/guardian must call CWSP at (469) 844-7957 or email CWSP at cwsp@crstoreydallas.org if they anticipate their student may be late to CWSP check-in.

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

Students with more than three tardies in a class or six tardies overall will be referred to academic administration for further action. Cristo Rey Dallas may place the student on a performance improvement plan or request that the student appear before the Student Accountability Council.

Cristo Rey Dallas will mark a student absent for any class for which s/he misses twenty or more minutes.

After the first workday tardy, CWSP will send a warning email to the student worker. After a second workday tardy, CWSP will contact the student worker's parent/guardian regarding the tardy. After a third workday tardy, CWSP will assess a fine of \$60. After a fourth workday tardy, CWSP will assess an additional fine of \$60. After a fifth workday tardy, the student worker will fail CWSP Practicum for the trimester. After a sixth workday tardy, the student worker will appear before the Student Accountability Council.

All CWSP and School tardies will be entered in the student's attendance file as a part of their academic record.

Unplanned Absences from School

A parent/guardian must call the school at (469) 844-7956, or email the school at attendance@crstoreydallas.org, by 7:45 a.m. and briefly state the nature of the unforeseen absence. The parent/guardian must make this phone call for each day the student is absent from school. If a student is absent due to illness, follow the policy for medical Absences from School.

Medical Absences from School

Absences due to medical conditions must be certified by a physician's note turned in to reception upon return to Cristo Rey Dallas. Without a physician's note, an absence due to a medical condition is unexcused. Students with a medical emergency requiring a hospital visit must have a physician's note authorizing the student to return to school and removing any restrictions from activity. Students should not return until the date of release listed on the doctor's note.

Planned Absences and Scheduling Outside Appointments

Cristo Rey Dallas requests that parents schedule medical and dental appointments during non-school and non-CWSP hours. If not possible, the student must provide a verifiable doctor's note immediately upon his/her return to school. If the note is not received by the third day, the absence will automatically become unexcused. Appointments cannot be made during workdays. Students are only allowed three excused dentist/orthodontist appointments per year. Any additional dentist/orthodontist appointments, even if accompanied by a doctor's note, are not excused. In the event of a routine medical appointment, students are expected to attend school

before and/or after the appointment. An entire-day absence will not be excused for a partial-day medical appointment. For example, if a doctor's note indicates that a student was only at the appointment in the morning, the student's absence in the afternoon will not be excused.

Parents/guardians are expected to inform the school of any medical or dental appointments in advance by calling (469) 844-7956 or emailing attendance@crstoreydallas.org.

Parents/guardians must schedule vacations, college visits, and other such activities after reviewing the Cristo Rey Dallas calendar to avoid conflicts with school or work attendance. *Any absence due to personal reasons, such as a quinceañera, family vacations, or transportation issue, is unexcused.*

For college visits, juniors and seniors may be excused for up to two school days per academic year for college visits. The absence will only be considered excused if the student returns the required signed form to the College Guidance department. Any absences beyond two days will not be excused. Absences for college visits on workdays will not be excused. The student must pick up the college visit form from the College Guidance Office before going on the visit.

In the event of a funeral, students will be excused for up to two days for the death of an immediate family member. Any absences beyond two days must be approved by an academic administrator.

Students can only miss workdays or leave work early to attend extracurricular activities or events, including sporting events, conferences, and trips, with permission from CWSP. Advanced Placement ("AP") students will be exempt from their classes or work day on the AP exam day.

Returning to School

Upon returning to school after each school absence, the student must report to the receptionist with a note from the doctor if the absence was related to illness or injury. Upon returning to school after a work absence, the student worker must report to the CWSP office with a note from a parent/guardian. If a note is not received by the third day, the absence will automatically become unexcused.

Absences from Work

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

If a student worker will be absent from work on an assigned work day for any foreseen reason, a parent or legal guardian must notify CWSP three or more days in advance. If a student worker will be absent from work on an assigned work day for any unforeseen reason, a parent or legal

guardian must notify CWSP of the absence before 8:00 a.m. that day. CWSP may be reached at (469) 844-7957 or cwsp@crstoreydallas.org.

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

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

Early Release from School or Work

In the event that it is necessary for a student to leave school early, the parent/guardian should call or email the school at least three hours prior to the anticipated student pick-up time. The phone call or email should state the reason for requesting an early dismissal and the time at which the student should be dismissed. When the parent/guardian arrives at Cristo Rey Dallas to pick up the student, the student will report to reception to be signed out by the parent/guardian and the student will be dismissed. The parent/guardian must come to Cristo Rey Dallas and sign out his/her son/daughter in person for the student to depart early from school. Students who drive to school may be allowed to leave early with parent's permission.

A student worker will not be released early from work under any circumstances. Early school dismissals and half-days do not apply to students who work on those days. Students are expected to complete a full day of work regardless of any special school day scheduling.

Attendance at Mandatory Weekend Events

Cristo Rey Dallas occasionally administers tests to measure student progress on a Saturday. These dates are published in the Cristo Rey Dallas master calendar. Attendance on any Saturday test date is mandatory.

Students may be referred to Saturday Academy for supplemental instruction to build mastery. **Attendance at Saturday Academy will be mandatory in this case.**

Excessive Absences

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

The Infinite Campus Parent Portal should be used to regularly check a student's absence/tardy record. It is the responsibility of the student and his/her parents/guardians to be aware of the student's total absence/tardy record.

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

Attendance for Credit

In order to receive credit or a final grade for a class, a student is required to attend class 90% of the total times the class is offered regardless of whether the student's absences are excused.

The number of days the class is offered will depend on the academic year calendar and the student's work day. A student who attends class less than 90% of the days the class is offered cannot receive credit unless the Registrar finds that the absences are a result of extenuating circumstances or can be made up during a designated time period. If a student is denied credit by the registrar, the student may appeal the decision to the Principal.

In accordance with Texas State Law, our policy is as follows:

Truancy- Texas Education Code School administrators determine what types of absences are excused or unexcused based on state law and on the facts of the pupil's circumstances. *"A child engages in truant conduct if the child is required to attend school under Sec. 25.085, Education Code, and fails to attend on 10 or more days or parts of days within a six-month period in the same school year."* (Family Code Sec. 65.003(a)). Education Code Section 48260.5 requires us to inform you of the following:

- That the parent or guardian is obligated to compel the attendance of the pupil at school.
- That parents or guardians who fail to meet these obligations may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 or Part 27.
- Alternative education programs are available in the district.
- That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.

- That the pupil may be subject to prosecution under Education Code Section 48264.
- That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.
- That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

Extended Absence Due to Illness or Injury

Extended absence due to illness or injury will be treated on an individual basis. Parents must notify Cristo Rey Dallas as soon as possible so that a plan can be created in partnership with the family.

Truancy

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

Illness at School or at Work

If a student becomes ill at school, the student should ask permission to go to the School Nurse. If Cristo Rey Dallas determines that the student should not remain at school, Cristo Rey Dallas will call the parent/guardian in order to release the student to his/her care. If Cristo Rey Dallas cannot reach a parent/guardian or emergency contact, the student will remain in the School Nurse's Office until the end of the day or until Cristo Rey Dallas can reach a parent/guardian. Students who are ill will not be allowed to ride home by shuttle or with other non-related students. If a student calls a parent/guardian from his/her cell phone instead of calling from the School Nurse's Office, the parent/guardian will need to speak with an academic administrator before taking the student home. An ill or injured student will not be allowed to drive home or to the doctor unless authorized by the School Nurse or an administrator. The School Nurse or administrator will contact the parent/guardian for permission prior to releasing the student.

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

Holidays

Cristo Rey Dallas discourages vacation outside of defined school breaks. Cristo Rey Dallas considers such absences unexcused. For example, if a family chooses to take a vacation that goes beyond the allotted Christmas break, the student will be subject to appropriate consequences as

described in the attendance policy. This could lead to loss of credit. The student is responsible for any work missed.

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

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

Inclement Weather Policy

Cristo Rey Dallas will generally follow Dallas Independent School District's (DISD) schedule for inclement weather. If DISD schools are closed or have a delayed school opening, Cristo Rey Dallas will likely follow the same directive. **Closings or delayed openings will be announced via email by the Principal.** If there is uncertainty about school status on an ice/snow day, you should visit our website for further instructions.

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

Inclement Weather Instruction

In the event of an unexpected school closing, students will have an **A DAY** of learning. This means that teachers will deliver *asynchronous instruction* through Google Classroom. Students will work independently, and complete assignments, readings, and instructional tasks as determined by the classroom teacher. *All work must be completed according to the timeline and guidelines provided by the classroom teacher.*

Dress Code and Appearance Guidelines

The professional appearance and conduct of the students of Cristo Rey Dallas has a powerful impact on relationships with members of our community and co-workers in the workplace. As such, it is important to model professionalism and respect for others with a neat, well-groomed appearance; formal business attire, and a consistently courteous, positive, and proactive attitude.

Students must be in full uniform while at Cristo Rey Dallas, to/from/at work, at special events, and during all field trips unless otherwise specified by Cristo Rey Dallas. On occasion, students will have the opportunity to dress casually for spirit days or fundraisers. Cristo Rey Dallas will announce these events in advance and include expectations.

Student workers are expected to be in full uniform on their assigned workdays. If student workers are not in full uniform, they will be assessed a \$10 fine and be offered a loaner item, subject to that item's availability on a first-come, first-served basis. (A missing tie or belt will only merit a \$5 fine.) This fine will be added to their parent/guardian's monthly TADS bill.

For your reference, the dress code and appearance guidelines are outlined below. If in doubt regarding an item of clothing, it is best to err on the side of conservative attire. Cristo Rey Dallas reserves the right to determine what constitutes appropriate dress. The following is merely a set of general guidelines, as Cristo Rey Dallas determines at its discretion whether a student meets the dress code and appearance guidelines. Additionally, a CWSP job partner may require different uniforms or professional dress requirements. These will be communicated with the student worker when applicable.

Uniform Dress Code and Appearance Guidelines for Young Men
(Professional Business Dress)

School Days	Work/Mass Days
<ul style="list-style-type: none"> ● Navy, collared, polo with school logo neatly tucked into pants. ● Neatly pressed gray dress pants from Affordable Uniform Store ● Belt must be visible and solid black or solid dark brown, in a leather or leather-like material that roughly matches students' shoes. Fabric or riveted belts are not allowed. ● At school, students may wear any type of socks. Cristo Rey Dallas reserves the right to deem socks inappropriate at its discretion. ● Dress Shoes or Boots may be brown or black ● Toms-like and Sperry-like shoes are permitted only on school days. ● On Fridays, students may wear shirt with CRD spirit, CWSP Job Partner Logo, or College Logo ● On Fridays, students may wear jeans or khaki-style pants without holes. No sweat pants, shorts, or leggings will be permitted. ● On Fridays, students may wear their choice of shoes except slides, crocs, or flip flops. ● On Fridays, students may wear any CRD sweater (including hoodies), CWS Job Partner sweater/jacket, or College logo sweater. 	<ul style="list-style-type: none"> ● White, collared, buttoned-down dress shirt with logo ● All buttons on the shirt must be buttoned. ● The shirt should be neatly tucked into pants. ● Blue blazer with logo ● Neatly pressed gray dress pants ● School ties must be tied neatly and worn appropriately at all times. The knot should touch the top edge of the buttoned collar. ● Belt must be visible and must be solid black or solid dark brown, in a leather or leather-like material that roughly matches students' shoes. Fabric or riveted belts are not allowed. ● Dress socks must be neutral-colored (brown, black, navy blue) on workdays. ● Dress shoes or boots may be brown or black and must hold a shine. ● Toms-like or Sperry-like shoes are not allowed at work

Jewelry

Cristo Rey Dallas does not permit earrings or any type of piercing.

Make-up

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

Hair Color/Style

Conservative, neat, natural color hairstyles are required. Cristo Rey Dallas only permits natural hair colors, if dyed. Students must cut their hair if it covers the shirt collar, eyes or ears. Male students may only tie back their hair at school. Cristo Rey Dallas does not permit Mohawks of any kind. Eyebrows must be natural without any slashes or markings.

Facial Hair

Male students must be clean-shaven at all times.

Sweaters

Traditional sweaters, cardigans, and sweater vests may be worn over the uniform shirt and tie. All must be solid and navy blue, embroidered by Affordable Uniforms with the official Cristo Rey Dallas logo, and without any other pattern or design. Cristo Rey Dallas does not permit sweatshirts, including “hoodies” or fleeces, or turtlenecks to be worn to/from/at work. Cristo Rey Dallas hoodies may be allowed at special occasions by administration at school only.

Students who are not able to purchase a CRD Sweater or Jacket must receive permission by the Principal to wear a solid blue sweater.

Hygiene

Students should maintain a neat and clean appearance and should regularly shower, shave, use deodorant, brush their teeth, comb their hair, and iron their clothes.

Jackets/Overcoats

At school, students may wear Cristo Rey Dallas navy-blue jackets. These jackets may be worn to work (in addition to the blazer) when appropriate only in the winter as announced by CWSP and the jacket must have the CRD logo. Other coats and jackets are not to be worn inside the school building at any time. ***Students who are not able to purchase a CRD Sweater or Jacket must receive permission by the Principal to wear a solid blue sweater.***

Sunglasses / Hats

Students may not wear sunglasses at work or at school.

Students may wear hats to school and remove them prior to entering the school buildings. No baseball caps or knit caps may be worn inside the school building nor may they be worn on workdays. They may only wear weather-appropriate hats between the CWSP bus and their office building when appropriate to the weather.

***Uniform Dress Code and Appearance Guidelines for Young Women
(Professional Business Dress)***

School Days	Work/Mass Days
<ul style="list-style-type: none"> ● Navy, collared, polo with school logo neatly tucked into pants. ● Neatly pressed gray dress pants from Affordable Uniform Store ● Neatly pressed gray skirt, <u>skirt is only worn during school days.</u> The skirt must be no shorter than the top of the knee at all times. Females should wear shorts under their skirt. ● Belt (optional) should be visible and solid black or solid dark brown, in a leather or leather-like material that roughly matches students’ shoes. Fabric or riveted belts are not allowed. ● At school, students may wear any type of socks. Cristo Rey Dallas reserves the right to deem socks inappropriate at its discretion. ● Dress closed-toe, neutral color (black, brown, beige, gray, or white) shoes ● Toms-like or Sperry-like shoes are allowed on school days ● On Fridays, students may wear shirt with CRD spirit, CWSP Job Partner Logo, or College Logo ● On Fridays, students may wear jeans or khaki-style pants without holes. No sweat pants, shorts, or leggings will be permitted. ● On Fridays, students may wear their choice of shoes except slides, crocs, or flip flops. ● On Fridays, students may wear any CRD sweater (including hoodies), CWS Job Partner sweater/jacket, or College logo sweater. 	<ul style="list-style-type: none"> ● White, collared, buttoned-down dress shirt with logo ● Buttons on the shirt should be buttoned modestly. ● The shirt should be neatly tucked into pants. ● Blue blazer with logo ● Neatly pressed gray dress pants ● School ties must be tied neatly and worn appropriately at all times. The knot should touch the top edge of the buttoned collar. ● Belt (optional) should be visible and must be solid black or solid dark brown, in a leather or leather-like material that roughly matches students’ shoes. Fabric or riveted belts are not allowed. ● Dress socks must be neutral-colored (brown, black, navy blue) on workdays. ● Dress closed-toe, neutral color (black, brown, beige, gray, or white) shoes ● Toms-like or Sperry-like shoes are not allowed at work

Jewelry

Cristo Rey Dallas does not permit excessive jewelry for female students. Jewelry must be conservatively-styled and of an appropriate length. Cristo Rey Dallas allows earrings for female students. If a student pierces her ear cartilage, a stud(s) must be worn. Gauging of the ears is not allowed. No facial or tongue piercings are allowed.

Make-up

Make-up must be in neutral colors and styles for female students. Excessive eye and lip makeup is not permitted. Perfume may only be worn in conservative quantities. Fingernails should be of moderate length to allow for work on computers. Nails (acrylic or natural) may be cut by Cristo Rey Dallas if the student is not able to perform the duties assigned at work or is unable to type efficiently and with minimal disruptions.

Nails

Female students are allowed to paint their nails as long as they are no longer than **18mm**.

Hair Color/Style

Conservative, neat, and natural color hairstyles are required. If braids are worn, they must be neat and well-maintained.

Sweaters

Traditional sweaters, cardigans, and sweater vests may be worn over the uniform shirt and tie. All must be solid and navy blue, embroidered by Affordable Uniforms with the official Cristo Rey Dallas logo, and without any other pattern or design. Cristo Rey Dallas does not permit sweatshirts, including “hoodies” or fleeces, or turtlenecks to be worn to/from/at work. Cristo Rey Dallas hoodies may be allowed at special occasions by administration at school only. ***Students who are not able to purchase a CRD Sweater or Jacket must receive permission by the Principal to wear a solid blue sweater.***

Hygiene

Students should maintain a neat and clean appearance and should regularly shower, shave, use deodorant, brush their teeth, comb their hair, and iron their clothes.

Jackets/Overcoats

At school, students may wear Cristo Rey Dallas navy-blue jackets. These jackets may be worn to work (in addition to the blazer) when appropriate only in the winter as announced by CWSP and the jacket must have the CRD logo. Other coats and jackets are not to be worn inside the school building at any time. ***Students who are not able to purchase a CRD Sweater or Jacket must receive permission by the Principal to wear a solid blue sweater.***

Sunglasses / Hats

Students may not wear sunglasses at work or at school.

Students may wear hats to school and remove them prior to entering the school buildings. No baseball caps or knit caps may be worn inside the school building nor may they be worn on workdays. They may only wear weather-appropriate hats between the CWSP bus and their office building when appropriate to the weather.

Failure to abide by these policies on a work day, the Student Worker will be sent home, have a \$150 fine, and will be required to make up the work day.

NAILS

sizing guide

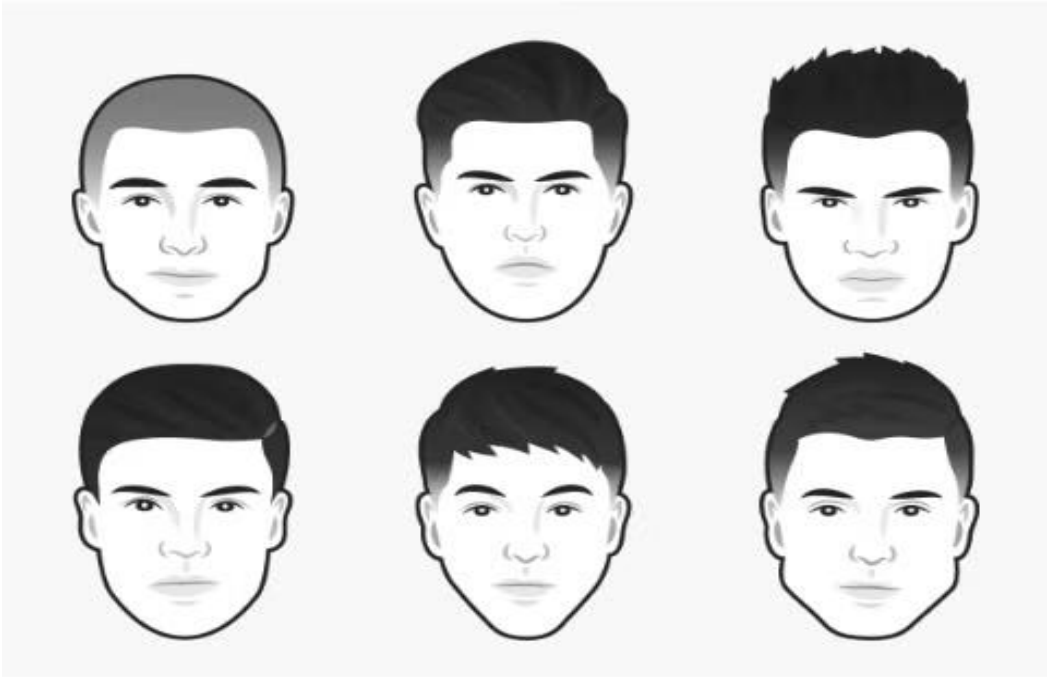
Use a soft measuring tape to measure the width of your nails horizontally at their widest part.

Small 2,5,4,6,9
Medium 1,5,4,6,8
Large 0,4,3,5,7
X-Large 0,3,2,3,6



***Nails can ONLY be a solid color or French tip and NO longer than 18mm.
NO rhinestones are allowed.**

Professional Hair Style for Male Students





***No Mullets, Mohawks, or anything that resembles Designs, including lines, or necklines styled in the shape of a V are not allowed.**



Male students should be Clean Shaven



***NO Razors will be handed out at Check-In**

Please Note the following:

- **No** type of piercing is allowed for Male Students.
- **No** gauging of the ears, facial or tongue piercings allowed for Female Students.
- **NO** piercings are allowed to be covered at any time.
- **ONLY** natural hair color is allowed for all students.
Natural colors include Brown, Blonde, Brunette, Natural, and Red

Hair Color

Please ask before the hair is dyed if you are questioning the color you want.



- **ONLY** Dress shoes are allowed for Work Days
(NO Toms, Sperrys, or Hey Dude shoes allowed)

Student Code of Conduct

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

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

The Code of Conduct applies to any student who is:

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

Cristo Rey Dallas is a college preparatory high school with high expectations of its student body. These expectations range from the school campus to the Corporate Work Study Program environment to the classroom. *By signing the Handbook Agreement, I am confirming that I have read this document and that I am committed to following this agreement on a daily basis.*

Student Code of Conduct

1. I understand that I must, at all times, respect the norms of Cristo Rey Dallas as put forth by the administration, faculty, and staff. I understand these norms can be found in the Handbook.
2. I understand that I have a responsibility to cooperate with those around me and respect their individual differences, thoughts, feelings, faith, and opinions. I will treat this community with decency.
3. I understand that my teachers set the specific norms and standards of behavior within their individual classrooms in accordance with the mission of the school. I will respect all teachers regardless of differences of opinion. When a teacher is speaking, I will make eye contact and avoid private discussion and disobedience. I will also avoid disrupting those around me in class.
4. I understand that each job partner worksite is a place of business. I realize that I must follow their individual norms regarding timeliness, behavior, decency, and appearance. I understand that I must handle myself professionally at all times.

5. I understand that Cristo Rey Dallas is a community safe from physical and verbal abuse. I must avoid vulgarity, bigotry, bullying, cyberbullying, and harassment.
6. I understand that, as a student of Cristo Rey Dallas, being on time to start my day and begin each class is extremely important, and it requires my full compliance.
7. I understand that I am to comply with and respect the dress code of Cristo Rey Dallas. I will wear the uniform correctly and with pride at school and at my CWSP placement.
8. I understand that I have a responsibility to take care of and respect the property of Cristo Rey Dallas, including the campus and transportation. I will not, in any way, vandalize, deface or destroy the campus or transportation vehicles.
9. I understand that there is a correct and proper way to resolve conflict at Cristo Rey Dallas. I realize that I should seek the assistance of an administrator, school counselor, or faculty member to help resolve any problems that have occurred.
10. I understand that at no time is it acceptable for me to be in possession of weapons, drugs (including prescription or over-the-counter medications on campus or at work unless the medication has been checked and approved by CRD health staff), alcohol, or other contraband while on the Cristo Rey Dallas campus, the area surrounding the campus, my CWSP work placement, or any Cristo Rey event.
11. I understand that all of my schoolwork must be my original creation. I will avoid plagiarism. My classwork, homework, and projects are products of my original thought unless correctly documented to reflect otherwise.
12. I fully understand that if I violate any of the terms contained in the Handbook, **Cristo Rey Dallas will hold me accountable for my actions.** I realize that I may be asked to explain my actions and thoughts in front of the Student Accountability Council or to the Principal. I also realize that improper action may lead to me serving an in-school suspension or being asked to leave Cristo Rey Dallas.

Positive Peer Leadership

Students at Cristo Rey Dallas have been admitted because they have expressed a strong desire to work hard and be responsible, thoughtful individuals. The following are specific examples of responsible conduct:

- Exhibiting respect for God, others and self,
- Exhibiting respect for personal, school, and others' property,
- Possession of required materials and timely completion of homework assignments,
- Cooperation with classroom procedures,
- Completion of class work,
- Performance to the best of one's ability,
- Attention and respect at all times, particularly during Cristo Rey Dallas assemblies, and
- Respect for classroom and office work through maintaining appropriate volume in one's conversations.

Consequences for Disregarding the School Code of Conduct

Cristo Rey Dallas will deal with lapses in compliance with the Cristo Rey Dallas's Code of through the System of Accountability. Gross or repeated behavior unbecoming of a Cristo Rey Dallas student is grounds for dismissal from Cristo Rey Dallas.

At CRD, positive behaviors are encouraged and recognized by extending Merits to students. Likewise, students demonstrating inappropriate behaviors will be issued **Infractions and/or Demerits** which are based upon the gravity of the offense. Issuance of any disciplinary consequences up to and including merits, demerits, infractions, suspension, and/or expulsion will be left to the discretion of the Dean of Students and/or the Principal and may deviate from the guidelines stated herein. Final consequences and decisions are based upon the best needs of the growth and development of the student and school culture and in accordance with restorative discipline practices. **All faculty and staff have the responsibility to recognize and reward a student for exemplary behavior and to redirect student behavior when necessary.** The discipline system at CRD recognizes that infractions have varying degrees of seriousness, and consequences are designed to match the infraction in seriousness.

Merits, Demerits, Infractions, Violation and Consequences

- Merit - Any positive actionable item aligned with the CRD Mission. Merits are issued to encourage a high standard of positive student behavior and recognize student growth and development.
- Infraction - Any actionable item not aligned with the student handbook regulations and may be immediately re-directed by a simple reminder and/or instruction by a faculty and/or staff member, but still recorded by the issuing faculty/staff member. (For example: non-uniform attire, gum chewing, talking during announcements, class disruptions) Infractions may be issued by any faculty or staff for a student's failure to comply with any school policies or reasonable expectations.
- Infractions may lead to the issuance of a demerit and/or further consequences.
- Infractions that require more intensive re-direction and/or require additional time to address will be documented and reviewed by the Dean of Students.
- Demerit – The immediate consequence resulting from a student receiving (1) or repeated infractions from demonstration any actionable item not aligned within the CRD Student Handbook that requires immediate direction. Demerits will accumulate throughout a student's entire tenure at CRD. Demerit accumulation is tiered by grade level. 300 cumulative demerits, regardless of grade level, will result in immediate dismissal from the school and forfeits the convening of the SAC (*Student Accountability Council*).

Freshman – May not exceed 100 demerits
Sophomores - May not exceed 80 demerits
Juniors – May not exceed 65 demerits
Seniors – May not exceed 55 demerits

Explanation of Merits

Merits are to be issued to students to encourage positive character growth, and the demonstration of the CRD Mission within the student community. ***The list below is intended as a guide and is not inclusive of all possible behavior that would warrant a student merit.***

Growth Mindset: More open to different points of views and new experiences while growing in self-knowledge and self-control.

- More flexible and open to other points of view
- Reflects on personal experience which affects future actions
- Seeks new experiences, even those involving risk or possibility of failure
- Views criticism and setbacks as challenges and as potential for development

Intellectually Competent: Thinking critically and growing in curiosity to explore ideas and issues.

- Mastered academic skills required for college
- Developing a mastery of logic and critical thinking
- Curious to explore ideas and issues
- Developing problem-solving skills
- Developing ability to apply knowledge and skills to new situations

Vocation/Service: Communicating personally with God through prayer, both private and liturgical and extending a helping hand to others.

- Understands that being fully alive means having an active relationship with God
- Willing to let faith influence one's values, lifestyles, and vocation
- Appreciates the satisfaction of giving oneself through service for and with others

Loving: Trusting the love of God, family and friends and putting love into action.

- Grows in self-acceptance and recognizes that one's self is loved by God and others
- Attends to sources of stress and applies healthy strategies to maintain balance in life
- Is increasingly empathetic

Committed to Promoting Justice: Being aware of the need for social change and learning ways to advocate for the less fortunate.

- Sees that religious faith implies a commitment to a just society
- Aware of the global nature of many social problems
- Engages in public dialogue on environmental issues and solutions
- Understands the structural roots of injustice in social institutions and attitudes

Work Experienced: Understanding what it means to be a professional; dependable, adaptable, ethical and a team player.

- Appreciates connections between learning in the workplace and learning at school
- Values work because of its personal rewards and social benefit
- Becomes a dependable, responsible worker of integrity with high ethical standards
- Participates in professional culture and norms of the workplace, including business etiquette and self-presentation
- Grows as a personable and effective team player, a confident self-starter, respectful, and respectable
- Develops workplace skills such as problem solving, adaptability, and accountability
- Developing ability to apply knowledge and skills to new situations

Explanation of Demerits

The list below is intended as a guide and is not inclusive of all possible behavior that would warrant a student Demerit.

Offense	Demerits	Comments
Electronic Devices	5	Electronic devices are not allowed in class. Cell phones must be turned off and stored in the student's backpack during the academic day. Repeat offenses will require a parent/guardian meeting.
Dress code: <i>Immediate Correction</i>	2	Ex. Un-tucked shirt, No tie. Must be corrected immediately.
Dress Code: <i>Change Required</i>	5	Students without a proper dress code will be sent home or to the Principal's Office to obtain a loaner uniform. Loaner uniforms must be cleaned and returned within 3 days.
Class Disruption	5	Ex. Inappropriate talking during class, esp. after warning.
Failure to Follow Instructions	5	Ex. Out of seat after warning; not starting work when asked.
Inappropriate Language	5	Ex. Use of foul or vulgar language, disrespectful tone.
Horse Play/Inappropriate Contact	5	Ex: Pushing, play fighting, public display of affection.
Excessive Disruption	5	Ex. Shouting, throwing, taunting that excessively disrupts learning.
Gum Chewing	5	Gum chewing is not permitted in school buildings or during mass. Students should respect all school property and refrain from placing gum on desks, chairs, and other school equipment.
Inappropriate behavior on CWSP Van.	10	Ex. Remain seated and wear seat belts at all times; keep hands/head inside vehicle; no throwing, yelling. Failure to follow chaperone/driver's instructions
Inappropriate Use of Technology (See full policy)	10	Ex. Inappropriate, illicit, or graphic websites; bypassing school filters.

Offense	Demerits	Comments
Academic Dishonesty	10	Ex. Copying, plagiarizing, forging, cheating, etc. on minor assignments.
Disrespect of Faculty	20	Combative, inflammatory and/or inappropriate verbal expressions directed to a faculty or staff member.
Cutting Class/Mass	10	Ex. Failure to attend class or mass; walking out without permission.
Expulsion from Class	20	Ex. Serious disruption requiring student to be removed from class.
Throwing in Cafeteria/Classrooms	20	Ex. Serious disruption requiring student to be removed from class or cafeteria. Student will be responsible for cleaning the area.
Gross Disrespect of Faculty/Staff	Principal Referral	Use of profanity, threats, intimidation, gross insubordination.
Graffiti/Damage to School	Principal Referral	Student will be responsible for the cost of cleaning or repair.
Bullying/Harassment	Principal Referral	Repeated taunting, intimidation, threatening. Includes cyberbullying.
Altercations	Principal Referral	Verbal or physical.
Severe Academic Dishonesty	Principal Referral	Copying, plagiarizing, forging, and cheating, on major assignments or service hours.

System of Accountability

At Cristo Rey Dallas, we believe in creating an environment in which students have the opportunity to learn and grow in a professional, safe, challenging, and rewarding Catholic environment. We believe that in order for students to be school, work, and life-ready they need to be held to a high standard and held accountable for their choices, actions, and words.

All students at Cristo Rey Dallas begin the school year with the same expectations and privileges, and it is up to the students to demonstrate that they can handle the responsibilities associated with such privileges. Students who are not able to demonstrate such responsibility are subject to the following discipline procedures through the System of Accountability. Cristo Rey Dallas and CWSP follow but are not limited to the exact order of the suggested courses of action found in the System of Accountability.

The corrective action process generally consists of **four separate action responses** with each response providing support for improvement and behavior correction as well as a warning of escalating consequences if improvement does not occur. However, Cristo Rey Dallas may, in its sole discretion, eliminate any or all of the steps listed below.

1. Immediate Consequence (Demerit)

Minor discipline issues warrant an “Immediate Consequence” which will be determined by the Dean of Students as a timely response to the offense. Such minor discipline actions include but are not limited to cell phone use outside of permitted times and/or places, dress code violations, and minor classroom disruptions. Multiple Immediate Consequences may lead to a major infraction.

2. Disciplinary Meeting

Major discipline issues warrant a “Disciplinary Meeting.” A Disciplinary Meeting will be held with the Dean of Students and/or Principal depending on the severity of the infraction. If the meeting is necessitated by a series of minor discipline actions resulting in a major discipline action, the Disciplinary Meeting will occur outside of class time. A parent/guardian must be present.

3. Improvement Plan

If discipline issues continue or recur after an Immediate Consequence or a Disciplinary Meeting, the Dean of Students and the student will create a Growth (Improvement) Plan that works for the benefit of the student and the larger school community. The student will be expected to adhere to the Growth Plan to maintain their enrollment at Cristo Rey Dallas.

4. Student Accountability Council

If discipline issues continue, a new discipline issue arises, or the Growth Plan is violated, the student will be referred to the Student Accountability Council (SAC). The SAC is the most serious and potentially final step in the System of Accountability. The Council is composed of, but not limited to:

- Principal
- Dean of Students
- CWSP representative,

- Student's advisor, and
- Two faculty members

During SAC meetings, all participants are made aware of a student's academic, CWSP, and conduct record. The Student Accountability Council will also grant the student and parent/guardian an opportunity to speak, after which the Student Accountability Council members will vote on one of two actions to be taken.

- Action 1: Disciplinary Probation with a focused Student and Family Agreement
- Action 2: Dismissal from Cristo Rey Dallas

The final decision(s) on the Student Accountability Council's recommendations is subject to the Principal's approval. The Principal will promptly notify the student and his/her family of the final decision.

Student Behavior that may require additional consequences (Parent Meeting, SAC, and/or Expulsion)

Public Displays of Affection

Permitted student to student contact.

Students are permitted to hold hands during the school day, but not during class time.

Not permitted student to student contact.

The following occurring PDA during normal school activities (during the day and after school activities-games, class meetings, field trips, etc.) are not permitted. This is not an inclusive list but provides clearer descriptions.

- Kissing of any kind or for any length of time
- Having a student's arm/hands around another student's waist or any other body part (head, neck, etc.)
- Body bouncing (when a student bounces their body against another student's body).
- Sitting between the legs of another student.
- Rubbing up against another student from the front, side, or back, or in any manner).
- Expressing affection in isolated areas

Exceptions to the above will be considered during school sponsored dances when chaperoned students are permitted to dance, but they will be monitored. Students will not

be permitted to engage in grinding or full body contact or passionately long embraces during the dances. This will be discussed with students who attend these activities.

Students who violate the PDA guidelines will be subject to disciplinary actions for non-compliance and/or disruptions as the case warrants, including Parent Meeting and/or referral to SAC.

Gang Activity

Gang membership is clearly contrary to the Cristo Rey mission, dangerous for students, harmful to the safe learning environment of the school, and destructive to the community and families we serve. Therefore, students are subject to immediate suspension or expulsion for gang membership, affiliation or behavior, as evidenced by but not limited to the following:

- Gang graffiti or tagging,
- Representation of gang affiliation by way of colors, symbols, signs, gestures, or clothing at any time or place, including online,
- Overt or covert recruitment of students for gang membership or activity,
- Violence of any kind, including verbal threats or physical harassment,
- Membership, association, or affiliation in gangs or gang-like organizations,
- Tattoos indicating affinity or affiliation with gangs or gang-like organizations, or
- Eyebrows with slashes or other unnatural markings.

Illegal Drug Use, Controlled Substance and Alcohol Abuse

Cristo Rey Dallas strives to maintain a safe and healthy environment that is free of illegal drugs and substance abuse. Illegal drug use or the abuse of controlled substances or alcohol can severely affect a student's academic performance, increase absenteeism, and damage the school's reputation in the community.

Therefore, Cristo Rey Dallas prohibits the sale, purchase, use, or possession of any illegal drug, controlled substance, or alcohol, and prohibits its students from being under the influence of any illegal drug, controlled substance (other than those legally prescribed for a student and administered according to that prescription), or alcohol. Due to the association of brownies and gummy candies with illegal drugs, they are strictly prohibited in any form. Cristo Rey Dallas may report such student behavior to the appropriate authorities if it occurs while on Cristo Rey Dallas's premises, at the student's workplace, or under the supervision of a Cristo Rey Dallas employee or volunteer.

"Being under the influence" means that a student's normal physical or mental abilities are affected by the use of a substance. If you are taking prescription drugs that may cause an adverse reaction while at school or work, you should report this to the School Nurse, Principal, or CWSP for the protection and safety of fellow students and employees.

In addition, if a student is arrested for any reason, that student must notify the Principal within five calendar days of the arrest.

Should a student violate any aspect of this policy, that student may be subject to corrective action up to and including expulsion.

Smoking or Vaping

Cristo Rey Dallas maintains a smoke-free environment, both as a model for health and safety and for legal reasons. Smoking and vaping are prohibited in any form at any time on school premises by city ordinance. Smoking and vaping are also prohibited while under the supervision of a Cristo Rey Dallas employee or volunteer or during the CWSP workday. *Should a student violate this policy, that student may be subject to corrective action up to and including expulsion.*

Drug Testing

Cristo Rey Dallas reserves the right to drug or alcohol test any student at its discretion. Since many job partners require drug or alcohol testing, results of the testing may be made available to job partners(in confidence) at their request. Positive results may be grounds for dismissal from Cristo Rey Dallas.

School Violence

Cristo Rey Dallas prohibits weapons of any kind on school premises or at any school-sponsored event. Likewise, *Cristo Rey Dallas does not tolerate violent behavior.* Students must report any incident regarding individuals making verbal or physical threats, engaging in violent or intimidating behaviors, or possessing a weapon of any kind on school premises immediately to Cristo Rey Dallas staff members.

Slap boxing, boxing, or any similar actions are not permitted on campus without supervision.

Cristo Rey Dallas may immediately report weapon violations to the local police. The definition of weapons for which students can be dismissed and or reported to the legal authorities includes knives, shotguns, brass knuckles, Billy clubs, look-a-likes, or any other item (such as bats, pipes, sticks, etc.).

Search and Seizure

School authorities reserve the right to inspect and search places such as student backpacks, bags, desks, cars, electronic devices, and other school property, as well as students' personal effects left in those areas by students, without notice to or consent of students or parents and without search warrants. **Cristo Rey Dallas may confiscate inappropriate items at its discretion.**

Year End Review

At the end of each academic year, the administration will review the continued enrollment of each student in consultation with faculty and staff. Cristo Rey Dallas may dismiss students experiencing disciplinary or academic difficulties or failing to make progress toward achieving the goals and objectives of Cristo Rey Dallas if, in the judgment of the administration, the students would be better served elsewhere.

Forgery

Throughout the year, Cristo Rey Dallas asks students to provide documentation signed by a parent/guardian. Examples of such documentation include contracts, absence notes, and permission slips. Students who submit forged documents, in any form, are subject to an immediate disciplinary meeting or expulsion at the discretion of Cristo Rey Dallas.

Harassment

Any form of harassment is strictly prohibited at Cristo Rey Dallas. Harassment is defined as any conduct that denigrates, shows hostility, or aversion toward any individual because of race, color, religion, gender, sexual orientation, 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, or
- has the purpose or effect of unreasonably interfering with an individual's performance.

Harassing conduct includes, but is not limited to:

- verbal, cyber, physical, or visual harassment,
- epithets, slurs, or negative stereotyping,
- threatening, intimidating, or hostile acts, and
- written or graphic material that denigrates or shows hostility toward an individual or group on the School's premises where it could be viewed by others or circulated by any means in the workplace/classroom.

Sexual harassment of any form will not be tolerated. Federal law defines sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Within the above definition, Cristo Rey Dallas views the following conduct as grounds for immediate expulsion:

- When submission to such conduct is made a condition of a student's continued attendance at Cristo Rey Dallas or as a condition of employment by CWSP,
- When submission to or rejection of such conduct is used as the basis for decisions affecting a student or employee, or
- When such conduct has the purpose or effect of unreasonably interfering with the student's or employee's performance or creating an intimidating, hostile, or offensive school environment.

Employees or students who violate the sexual harassment policy will be subject to corrective action up to and including dismissal or expulsion. Any student who believes that they have been the subject of sexual or any other form of harassment by anyone at Cristo Rey Dallas, any person who does business with the Cristo Rey Dallas (including a Corporate Partner), or any volunteer should bring the matter to the attention of a Cristo Rey Dallas employee, the Principal, or the President of the School. If a student or employee suspects others of sexual misconduct or sexual harassment, they should report their concerns to a member of the administration or their supervisor.

The President, the Principal, or a committee formed specifically to conduct an investigation will conduct a prompt and thorough investigation of any alleged incident. Cristo Rey Dallas will take appropriate corrective action if warranted. To the extent possible, Cristo Rey Dallas will treat complaints of harassment as confidential. Cristo Rey Dallas will not retaliate in any way against any current, potential, or former student or employee who, in good faith, reports harassment or participates in the investigation of such a complaint. Cristo Rey Dallas will not tolerate any attempt at retaliation. Such actions will be subject to appropriate corrective action by Cristo Rey Dallas up to and including dismissal or expulsion.

Technology Policy

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

Computer/Internet

Cristo Rey Dallas provides technology resources to its students solely for educational purposes. These technology resources include, but are not limited to, hardware, software, networks, the internet, personal electronic devices and Chromebooks (“Technology Resources”). Through technology, Cristo Rey Dallas 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 Dallas by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, faculty, and staff. *The Student Acceptable Use Policy* (the “SAUP”) governs student use of Technology Resources – the entirety can be found in Appendix B.

The Opportunities and Risks of Technology Use

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

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

Technology Loaners

If a student forgets their devices they can borrow one for the day. It must be returned at the end of each day before the student leaves. The following fees will apply:

- Chromebook\$5 daily charge
- Charger\$5 daily charge
- Calculator.....\$3 daily charge

If any devices are damaged, lost or stolen a fee could be assessed to cover those repairs/lost items.

Privileges and Responsibilities

Cristo Rey Dallas's electronic network is part of the curriculum and is not a public forum for general use. Students may access Technology Resources only for educational purposes. The actions of students accessing networks through Cristo Rey Dallas reflect on our school. Students, therefore, must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications while using Technology Resources.

Google Profile Picture

To ensure professionalism and consistency online, students are only allowed to use the following as their profile pictures:

- Student ID Photo taken by CRD or CRD-sponsored organization,
- CRD Crown and Globe Logo,
- CRD Fire Logo, or
- CRD Fire Athletics Logo.

Disciplinary Action

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

Privacy

Students should not expect that communications or files stored on Cristo Rey Dallas servers or utilizing Technology Resources will be private. Students must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from

persons inside Cristo Rey Dallas. 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 Dallas network are private, any computer files, web logs, internet site visits, and/or e-mails that originate or reside on Cristo Rey Dallas computers/servers and/or CWSP Job Partner servers may be monitored at any time, without prior notice to the student. Cristo Rey Dallas is not responsible for any damages the student may suffer, including the loss of data. Cristo Rey Dallas 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, the students should notify a Cristo Rey Dallas staff member and parent/guardian immediately. If a student receives an inappropriate message(s) or one that makes them uncomfortable, they should promptly notify a Cristo Rey Dallas staff member and parent/guardian. The student should not delete the messages until written permission has been given by a Cristo Rey Dallas Administrator. Students must secure prior written approval from a Cristo Rey Dallas staff member before joining bulletin boards or chat rooms.

We encourage parent(s)/guardian (s) to have frank discussions with their students about Catholic values and how those beliefs should guide the student’s activities while using Technology Resources. Every student and their parent or legal guardian must sign the Handbook Agreement which includes the SAUP, and every student must abide by its policies.

Social Media

The School respects the right of students to use social media to learn, communicate, and connect. We do, however, expect that social media is used in alignment to our mission and values as a school. Students must never post any comments, photographs, or videos that humiliate, harm, intimidate, distress, or belittle themselves or any other person. Students must be conscious of the fact that damaging content can seldom be fully deleted. Social networking sites may be checked by Cristo Rey Dallas administration and can be pursued by future colleges and employers. Students must communicate through social media with the understanding that all can view and judge their postings. Legal parameters regarding sexual content and threats will be enforced.

Personal Electronic Devices

Cell phones and other personal electronic devices are only permitted in class with the stated permission of the teacher of that specific class. Otherwise, **cell phones and other personal electronic devices should be stored in the student’s backpack out of the view of the teacher at all times.** If a teacher requests that students cease using any electronic device, then the students must put the devices away and out of view. If the student refuses or fails to do so, then the teacher will inform a member of academic administration, and *a student will lose the privilege of carrying a cell phone during school hours and must pick it up at the end of the day from the Dean*

of Students or Principal. At no point are cell phones or other electronic devices permitted while standardized testing is in progress. Failure to observe the rule regarding standardized tests and electronic devices will result in contact of parent/guardian and turning over of the test to in accordance with official testing protocols state testing officials.

Cristo Rey Dallas permits cell phones and other electronic devices in the public areas of the building, including hallways, bathrooms, cafeteria, gym, auditorium, or offices. Students, however, may not make phone calls during academic hours or enrichment hours. They may make calls at the conclusion of academic hours.

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

If a student has been granted permission to use an electronic device and they abuse that privilege by engaging in any activity other than purpose for which permission was granted, that student risks confiscation of that device by Cristo Rey Dallas for a period of time at the discretion of Cristo Rey Dallas.

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

Please be advised that any electronic devices are the sole responsibility of the owner of that device. At no point is Cristo Rey Dallas nor any Cristo Rey Dallas employee or volunteer responsible for that device unless Cristo Rey Dallas confiscates that device. If a device is missing or lost, that student must report it to an administrator immediately and file the appropriate paperwork. The principal will decide the outcome of this situation. If another student took or destroyed another community member's property, then Cristo Rey Dallas may dismiss that student, and the principal may pursue any legal action at their discretion.

Cristo Rey Dallas does not permit personal laptops, netbooks, tablets and any similar device or equipment on its campus at any time.

Students are not permitted to wear smart watches, including Fitbits, at school or work. If a student is caught violating this rule, the principal or another academic administrator will take the watch away and only the parents of the student can pick up the watch at school.

General Policies

Campus

Cristo Rey Dallas is a closed campus. Students must receive permission from an academic administrator and a parent to leave campus from 7:45 a.m. until the last period of the day.

Changes in Contact Information

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

Child Abuse

It is important that all persons responsible for the care of minors protect the rights of minors and be alert to the possibility of abuse. It is the policy of Cristo Rey Dallas not only to fulfill the reporting law but also to cooperate fully with investigating civil authorities. Child abuse means any form of infliction of injury to the detriment of a child's well-being, physical, mental, moral or emotional well-being. *By law, the State of Texas requires all mandated reporters, including Cristo Rey Dallas and CWSP personnel, to inform the Texas Department of Family and Protective Services of any allegation/suspicion of child abuse/maltreatment, including truancy.*

Emergency School Procedures

Cristo Rey Dallas is committed to the safety and security of our students, faculty, staff, and visitors while on our campus. In order to support that commitment, the Diocese of Dallas and Texas Catholic Conference Education Department requires a thorough review of our emergency mitigation/prevention, preparedness, response and recovery procedures relevant to natural and human-caused disasters.

The Emergency Preparedness Plan is the official policy of Cristo Rey Dallas. It is a result of a comprehensive review and update of school policies in the context of our location in Dallas, Texas. We support its recommendations and commit the School's resources to ongoing training, exercises, and maintenance required to keep it current. This plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the school community. Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential to the Plan. In the event of an emergency, Cristo Rey Dallas will take the following actions to provide for the safety of our students.

Students at Work During an Emergency

Each job partner has provided Cristo Rey Dallas with the name of a direct supervisor who has the responsibility of knowing the whereabouts of the Cristo Rey Dallas student worker at all times during his/her assigned work day. In any emergency situation, the direct supervisor will communicate to CWSP what has happened, what steps the company has taken, and the student worker's location. Once the nature of the emergency and the paramount objective of maintaining student worker safety permits, CWSP will retrieve the student worker or find some other option as may be appropriate to the circumstances, keeping in mind the safety of the student workers and logistical considerations. CWSP will contact parents and guardians of student workers, who are working at the time of an emergency, and they should feel free to contact CWSP.

Students at School During an Emergency

Should an emergency or disaster situation ever arise in our area while school is in session, Cristo Rey Dallas College has made preparations to respond effectively to such situations. Our school has a detailed emergency operations plan which has been formulated to respond to a major catastrophe. Our Gym is a FEMA certified shelter. Available on the shelter: Food, water, first aid kits, emergency equipment and power for 24 hours. In the event of an emergency, Cristo Rey Dallas will, to the best of its ability, contact all families to advise them of arrangements being made for the safety of the students. Cristo Rey Dallas will only release students to parents and persons identified on the school emergency card. In case of an extreme emergency, Cristo Rey Dallas will release students from designated evacuation areas.

Food

Cristo Rey Dallas promotes food to be consumed on campus to best support student learning. Cristo Rey Dallas serves quality meals for students to be eaten in the cafeteria and designated outdoor areas. Students may bring their own lunches to school, as well. **Students may not bring in fast food or have food delivered or brought to campus during School Hours.** We ask that families who are sending their students to school with lunch stay away from processed foods as much as possible.

Students may bring healthy snacks to be eaten during breaks and in classrooms at the discretion of the teacher. Students should be mindful in choosing snacks that are easy to consume while working, not causing extra distractions from noise or mess. Snacks should be healthy in nature and should not include chips, candy, or high amounts of sugar. Students may only bring a clear bottle of water or low-sugar sports drink (in the original bottle) on campus during School Hours. Students may not bring sodas on campus during School Hours.

Identification (Student IDs)

Each Cristo Rey Dallas student will be issued an identification card at the beginning of the year. **All students are required to carry and have their Cristo Rey Student ID card visible during school, work, and school-related activities.** Students must replace a lost or vandalized IDs promptly. The cost to print additional IDs is \$15. Students not in compliance with these rules will be subject to disciplinary action.

Study Hall Expectations

Students who have the privilege of a study hall period in their school day must adhere to the following expectations to continue to enjoy this benefit:

- Students should check-in to the TEAL LAB, first floor of the academic building for this period.
- Students be productive and on-task in study-related activities only.
- Refrain from any cell phone use.

Lockers

Cristo Rey Dallas students will not be assigned a locker.

Medication Policy

Students are not allowed to carry any medications (including inhalers, sprays, eye drops, ear drops, nose drops, vitamins, supplements, creams, or ointments) at school or work without School Nurse approval. The School will only give the non-prescription (over-the-counter) medications listed in TADs on the student health tab with parent/guardian authorization. Students may bring prescription medication in pharmacy-labeled containers to register with the School Nurse. Parents must notify the School Nurse of any serious or chronic health issues, concerns, or allergies.

Restrooms

Students may use the restroom before and after school, during breakfast and lunch, and during class transitions. *Though discouraged, students may also use the restroom during class if necessary and with the teacher's permission.*

Student Information System: Infinite Campus

Parents/guardians may view their student's grades online via the Infinite Campus Parent Portal. The Parent Portal enables parents/guardians to access their student's schedule, grades, assignments, test scores, and absences and to update basic contact information.

The web address is <https://txcloud1.infinitecampus.org/campus/portal/cristoreydallas.jsp>.

Parents/guardians can also access this information on a mobile device via the Infinite Campus Mobile Portal mobile app. Parents/guardians are strongly encouraged to download the free Infinite Campus Mobile Portal mobile app. The Cristo Rey Dallas district ID for Infinite Campus is ***dallas***.

Student Records

All student records, which include the student's application, immunization records, and academic and discipline records accrued during the student's tenure at Cristo Rey Dallas, will be securely stored for 5 years after the student's last date of enrollment. After this date, all records will be destroyed.

In the event that a parent/guardian needs student academic or attendance records outside of the typical report card or progress report mailings, the parent/guardian or student must submit

a request to the Registrar. Requests must be made via email to Ms. Sylvia Garza at sgarza@crstoreydallas.org or phone call to (469) 844-7956. Parents/guardians or students must allow at least one full business day turnaround for records. This includes Verification of Enrollment forms required for student learner permits or driver's licenses.

Student Transcripts

Students may request a transcript for college or scholarship purposes through their Naviance account. Parents may also request a transcript by contacting Ms. Sylvia Garza at sgarza@crstoreydallas.org. Please allow at least two days for an official transcript request to be fulfilled.

Transfer of Records

Parents/guardians of students who transfer to another high school must provide written authorization for Cristo Rey Dallas to release the student's records to the student's new high school. Please contact Ms. Sylvia Garza at sgarza@crstoreydallas.org.

Visitors

All visitors will be screened by security upon arrival. Visitors will then report to the receptionist and follow the proper sign-in procedures. Cristo Rey Dallas will immediately escort out any visitors present in the building without permission.

Athletics

Please refer to the 2023-2024 Athletic Handbook for detailed Cristo Rey Dallas Athletics Policies.

Athletics for Physical Education Credit

Subject to the discretion of the Registrar and Athletic Director, a student may receive .5 PE credit by participating in one full season of a varsity sport.

Tryouts

We approach all of our programs at Cristo Rey Dallas from the perspective of wanting to provide the best quality of instruction and experience. There will be tryouts and cuts as deemed necessary by the Head Coach. Tryouts will be designed by coaches to measure the experience, ability, potential and attitude of the athletes participating. Tryouts will last as long as is deemed necessary by the head coach but must not exceed one week.

Practice

Growth and preparation occurs most for student-athletes during practice. Practice is a mandatory part of the athletic culture here at Cristo Rey Dallas. Student-athletes must develop skills in time management to successfully navigate the balance of school, work, practices, competitions, family obligations, and other external responsibilities. Student-athletes must communicate any missed practice directly to the Head Coach and the Head Coach may make final determinations on whether that absence is excused or unexcused. Missing a practice

without clear communication could result in loss of playing time and continued absences could result in dismissal from a team.

Family Involvement

Persistence and initiative, collaboration, self-direction, and complex reasoning strategies are a few lifelong learning behaviors reinforced in our Athletic Department's Core Values. These are lifelong learning behaviors that are established in the home and nurtured in the school.

How can families help student athletes succeed?

- Academic Encouragement: Teach and model time management. Help student athletes set aside quiet times for school work.
- Communication: Keep an open line of communication with your child, the coach, other parents, and the athletic director. You can do this via phone, email, and by attending parent meetings.
- Support the Program: Volunteer for opportunities to assist with the team culture by providing meals, functions, and transportation. Be loud, passionate, and positive fans during competition. Hold your child accountable to their athletic commitments.

No Pass No Play Policy

If an athlete has a grade below 70 in two or more classes on a scheduled grade-pull, that athlete must sit out for fourteen days. "Sitting out" is defined as not participating in competitions. Athletes may still practice with the team unless it is decided that practice time must be used for mandatory tutoring or study hall.

During the fourteen days they are sitting out, an athlete may appeal and grades will be checked fourteen days from the original grade pull. If an athlete is no longer failing two courses, he/she may begin to play again at the approval of the Athletic Director. An athlete may also complete an appeal after the mandatory fourteen day sitting out period and before the next scheduled grade-pull.

All academic courses taught at Cristo Rey Dallas are considered for the two or more classes calculation. College Guidance and CWSP do not count as classes for the academic eligibility grade pull. So if a student is failing one of those courses and another they will still be eligible, however if a coach would like to count College Guidance and CWSP for their sport they may do so and can make the final decision regarding playing time according to their own policy.

Dismissal from Team: If a student-athlete is academically ineligible for two grade checks in a row, they can no longer participate in athletics for the remainder of the season.

Absences: Athletes who miss more than an unexcused half day of instruction in the classroom or of CWSP work will not be eligible to compete in games for that day.

CWSP: Athletes who miss CWSP due to a State Tournament or other event MUST make up that work day at the next designated make-up period.

Dismissal from Team

Student-athletes removed from the team for behavioral issues, gross violations of team rules or repeated academic ineligibility will be subject to future restrictions in the athletic program. In these instances, student-athletes and parents must meet with the Head Coach, Athletic Director and Principal to determine the suspension from future sports or seasons.

Spectator Code of Conduct

Fans are expected to be positive, passionate, and loud as long as it is a respectful way of showing school spirit. Fans are to treat our coaches, administrators, players, opposing coaches, opposing teams, referees, and officials with the respect expected of Cristo Rey Dallas College Prep. Fans are also expected to stay within the stands or spectating area during all warmups and competitions, they should not enter the playing area, team area, or officials areas at any time. Any member of the Cristo Rey Dallas administration, the Athletic Director or game officials reserve the right to make the decision to dismiss any fan from the premises at any time.

Campus Ministry & Faith

At Cristo Rey Dallas, we are a community both united and motivated by our Catholic faith. Catholicism truly means universal. We at Cristo Rey Dallas live up to that ideal by remaining rooted in the Catholic Church while remembering that every person comes with his/her own story and faith experience. A Catholic education empowers students to “reach the fullness of their potential as individuals created in God’s image and assist them to direct their gifts toward building the earth.” Active participation in the faith life of Cristo Rey Dallas plays a key role in students reaching their potential. As such, we hope and expect our students will actively participate in the faith life of our school so that they may in turn discover and reflect on God’s movement in their own lives.

Campus Ministry gears all of the following programs and events towards one specific goal: creating a culture that encourages all students, faculty, staff, parents and families to become the best version of themselves. Within the whole school community, Campus Ministry promises to provide the tools to achieve this goal. Campus Ministry asks that students, faculty, staff, and friends of Cristo Rey Dallas respond by bringing their whole selves to the school community. The mission of the Campus Ministry Department at Cristo Rey Dallas is to accompany students through high school and into their life with Christ.

Prayers and Liturgies

Daily prayer and community prayer play a major role in our school culture both in classrooms and in our school community.

Prayer is the great gate leading into faith. Someone who prays knows there is a God to whom he can talk. Someone who prays entrusts herself more and more to God. People who pray are already building a relationship with God, the person without whom their life has no meaning. Of course, one cannot learn to pray in the same way one learns a skill. As strange as it sounds, prayer is a gift one receives through praying. (YouCat §469)

With this in mind, prayer is something that is impossible to require or force someone to do. We at Cristo Rey Dallas, however, expect that our students will be open to prayer. If someone is not interested in prayer at any given time, his or her behavior and attitude must never inhibit another person's desire to pray. The same applies to the Masses and prayer services that will form major moments in our school year. These times of communal prayer, especially when tied to the Sacrament of the Eucharist, are both "the source and summit" of our faith life as a school. Students, faculty, staff, and friends of Cristo Rey Dallas are expected to participate in these liturgies by praying through: speaking, singing, and praying quietly when each is appropriate. Not every member of the community will be Catholic, and therefore Catholic Mass may not be part of everyone's faith tradition. Regardless of personal faith preference, Mass, however, can be a time of prayer and reflection, and we expect everyone's behavior to allow those around them the quiet that each may need.

Retreats

Retreats are not in addition to the education of our students but rather central to it. Retreats give us the "why" behind the "what" of our school, they give us time to step back and make sure we each have our own lives and faith lives in a place where we can then offer them fully in our studies and formation, and they give us a break to focus more directly on Christ. We have developed a retreat program that not only calls students to stretch themselves in their faith journeys, but also allows for individual decision and choice. It is only by empowering students to take ownership of their faith in high school that we set students on a path for success in continuing to be faithful in their college and post-college lives. Since retreats are central to our school culture, we expect all students to be present to the experience both by attending retreats and by participating in the activities with an open mind, welcoming challenges as opportunities, and limiting distractions.

Freshman Year- IGNITE

All freshmen attend a one-night "IGNITE" retreat built around the theme of igniting both faith and relationships in their first year at Cristo Rey Dallas. Our scriptural inspiration for this retreat is the story of the Burning Bush.

Sophomore Year- ABLAZE

All sophomores attend a one-day "ABLAZE" retreat focused on community building and the transition that happens between a student's first and second year of high school.

Junior Year- REKINDLE

Juniors end the school year with a one-day “REKINDLE” retreat that draws from the story of Pentecost and the sending forth of the 12 apostles. Centered on the values of Christian community and servant leadership, juniors leave this retreat officially marked as the new seniors on campus. Taking ownership of their community and spiritual needs, junior students – with guidance from the Campus Ministry Department – will work together to plan this retreat.

Senior Year- SET THE WORLD ON FIRE

Seniors will attend a two-night retreat centered on building community and bringing their faith on their journey beyond Cristo Rey Dallas. The inspiration for this retreat comes from a quote from Catherine of Siena: “Be who God meant you to be and you will set the world on fire.”

Called to Service

Faith at Cristo Rey Dallas should lead to a difference in our lives and community. An attitude of servant leadership is the distinguishing characteristic of a member of the Cristo Rey Dallas community. This attitude flows from a recognition of the blessings that we have received and is the first step in sharing those gifts with those around us. Members of the Cristo Rey Dallas community serve each other in the school, the neighborhood, and the world.

Since this attitude is a major piece of our school culture, there are no specific requirements for service hours for graduation. Cristo Rey Dallas expects that students will live lives of service and seize opportunities for service through extra-curricular activities, sports teams, all-school projects, and other experiences.

We strive to be witnesses of the joy and truth that flows from our lives of faith. Through prayer, Mass, retreats, and servant leadership, we work to make ourselves into the men and women God created us to be. Campus Ministry is a resource and a central point of emphasis for community service, but God calls each person to hold himself or herself to this high standard and goal.

College Guidance

College Guidance at Cristo Rey Dallas is an integral part of the school's overall counseling program and is designed to lead our young men and women and their families to a deeper understanding of their individual talents, characteristic learning styles, academic interests, and career goals. Parents, faculty, staff, and the College Guidance Department encourage each student's aspirations while supporting him/her in taking personal responsibility and initiative for the college process. The college admissions process at Cristo Rey Dallas is, therefore, viewed as a four-year developmental process that is reflected in the college-readiness curriculum. Its purpose is to engage each student in a process of self-assessment that will assist him/her and his/her family in selecting a college or university that meets his/her needs and matches his/her academic strengths and interests. Therefore, College Guidance classes will focus on college-readiness goals and require students to formulate their own self-reflective responses to key questions.

Freshmen: Exploring the Advantages of a College Education

College Guidance is a .5 Pass/Fail credit. Ninth graders will acquire the skills and knowledge to better understand the following:

- The implications of attending a college prep school,
- A growth mindset,
- Demographic disparities in college readiness and graduation rates,
- Terminology related to colleges, universities, and the application process,
- The critical importance of an early focus on a strong GPA and academic mastery,
- And improving college acceptance and financial aid opportunities through test practice and score interpretation.

Sophomores: Formulating Post-Secondary Education Plans

College Guidance is a .5 Pass/Fail credit. Tenth graders will acquire the skills and knowledge to better understand the following:

- Their personal gifts and interests,
- Various career paths,
- Strengthening their academic profiles,
- Calculating their GPAs,
- Crafting a resume to be used for collegiate applications,
- Developing self-advocacy skills,
- And Improving college acceptance and financial aid opportunities through test practice and score interpretation.

Juniors: Matching Strengths and Interests with Appropriate Institutions

College Guidance is a .5 Pass/Fail credit. Eleventh graders will acquire the skills and knowledge to better understand the following:

- College and university options and appropriate institutional matches,
- Developing a targeted list of appropriate colleges and universities based on their academic profile, strengths and interests,
- The financial aid process, including scholarships, grants, loans and work-study,
- Financial literacy,
- The importance of engagement in activities on campus,
- Cultivating communication skills for interacting with colleges and universities,
- Refining the resume to be used for collegiate applications.

By the end of the school year, Juniors will:

- Participate in a college guidance family meeting to plan for future college applications
- request letters of recommendation that best represent their skills as well as personal and academic growth, and
- Take the SAT and other standardized tests necessary for college and university admissions.

Seniors: Executing Post Secondary Education Plans

College Guidance is a .5 Pass/Fail credit. To pass this course, students will complete all assignments by the designated due dates; they will take the SAT at least once by the end of senior year; and, they will submit a complete FAFSA.

Twelfth graders will implement the college readiness skills acquired in ninth through eleventh grades to complete the college admissions and financial aid process in collaboration with their parents and with support from the College Guidance team.

As part of the college-readiness curriculum, twelfth graders will:

- Manage their target college list in Naviance for further research and throughout the college application process,
- Meet with their college guidance counselor individually to plan for their college applications,
- Maintain robust profiles in Naviance, The Common Application, and ApplyTexas,
- Present themselves as a competitive college applicant,
- Create a personal statement and other required essays for colleges and scholarships,
- Request letters of recommendation and complete the corresponding questionnaires,
- Apply to 10 colleges (2 reach, 5 match, 3 safety schools - one of these should be a Cristo Rey Network Partner),
- Complete the FAFSA and understand the financial aid process,
- Identify and develop soft skills that will increase their college readiness, and
- Participate in a college guidance family decision meeting to collaboratively determine their best college fit.

College Admissions Representative Visits Protocol

The College Guidance team will advertise college admissions representative visit information to all students via the College Guidance calendar, Naviance, and email. To attend an information session, students should obtain permission tickets in the College Guidance Office. Before the information session, students must present a permission ticket to the College Guidance Team signed by the classroom teacher of the class to be missed. Students attending an information session must bring a notebook, pen, and an eagerness to ask questions. As students submit their permission ticket, they will receive a calendar invitation from the College Guidance Team. It is the student's responsibility to attend the visit on time and to make up any missed class work.

Restrictions on Rep Visit Attendance During Class Time

- Ninth graders may attend one information session per quarter.
- Tenth graders may attend two information sessions per quarter but cannot miss the same class during an academic year.
- Eleventh graders may attend unlimited information sessions but cannot miss the same class during a quarter.
- Twelfth graders may attend unlimited information sessions but can only miss the same class twice during a quarter at the teacher's discretion.

Transcript and Letters of Recommendation Requests

If a student would like to request a transcript or letter of recommendation for college or scholarship purposes, the procedure is as follows:

- A signed Transcript and Letters of Recommendation Release Form must be on file in the College Guidance Office. Both the student and one parent/guardian must sign using DocuSign or the physical copy.
- All college transcripts and letters of recommendation submission requests should be completed via Naviance.
- If a college or organization is not available via Naviance, the student should complete the transcript request form with the College Guidance Office.

Steps to requesting letters of recommendation from CRD faculty and staff:

- Student identifies who could best represent them in a letter of recommendation, and asks them in person at least 3-4 weeks before the deadline. Email requests are acceptable when unable to be on campus. No last-minute requests will be accepted.
- Make official request in Naviance.
- Complete a Letter of Recommendation Questionnaire for each request and share it with College Guidance and with the teachers/staff requested.
- Student can track progress via Naviance and send a friendly reminder, if necessary.
- Student should write a thank you note to each letter-writer after the letter has been submitted.

Mental Health Counseling

The Cristo Rey Dallas (CRD) Counseling Department supports students and their families through clinical services, mental health awareness, and community outreach. By providing the opportunity for purposeful growth, our students will be empowered to better themselves in their community. The counseling team at CRD includes licensed counselors and a social worker, as well as master's level interns completing their graduate-level clinical hours. We provide voluntary mental health support to students with various issues many high school students may experience, including but not limited to: adjustment, anxiety, depression, loneliness, identity concerns, eating concerns, relationships, family stress, loss and grief, personal growth, college and transition preparations, spirituality, and improving stress management as it relates to academics. Students choose the opportunity to strengthen their coping skills and improve interpersonal relationships, problem solving skills, academic performance, while also having a safe place to express emotions and build on one's strengths.

We operate under a confidential referral system in which a student can refer themselves or a peer, and parents and any faculty/staff member may also submit a referral for students to receive counseling. The counseling team regularly collaborates with the various departments at CRD and all faculty and staff to support our students. At the beginning of each school year, all parents and/or guardians are provided the opportunity to consent to the opportunity for counseling services for their student. The counselors at CRD provide voluntary individual and

group counseling, peer mediation, family inclusive counseling, and parent workshops and resources. Each entering freshmen and ~~sophomore~~ transfer student will participate in a counseling intake session.

In the event that a student or family's mental health concern is outside the scope of clinical practice for the counselor and/or of the School system, the counselor will ensure the continuation of care and provide the necessary community resources. The Spanish translation of all counseling services and resources is available. There is no cost for counseling services at Cristo Rey Dallas.

Counseling Department Staff

- Licensed Clinical Social Worker
- Licensed Marriage and Family Therapist

Student Life

Development of the Whole Person

Cristo Rey Dallas promises a holistic education. The goal of Student Life at CRD is to provide students with opportunities to grow in leadership, community, and character. We accomplish this by empowering students to be leaders on campus and in their community. As such, we offer programming that fosters the development of the whole person, peer to peer leadership, and student-centered, outside-the-classroom learning opportunities. From school dances like Homecoming and Prom to field trips and school-wide assemblies, Student Life depends on the passion of our students to start traditions and build positive school culture. Students are empowered and highly encouraged to pursue extracurricular interests by joining and forming on-campus clubs.

Advisory

As part of the Cristo Rey Dallas character formation program, small groups of students in grades 9th – 11th meet with faculty/staff advisors in a more relaxed, grade-specific, single-gender environment to reflect on their own personal character growth, share joys or concerns at work or in school, and, most importantly, make meaningful connections with each other. Students stay with the same Advisory group until the end of their Junior year.

Participation in Student Activities

In order to remain eligible to participate in extracurricular activities, a student must be in good standing regarding academics, behavior and CWSP.

Tuition and Other Financial Information

Family Contribution

Cristo Rey Dallas determines each family contribution using TADS at the time of admission. The family contribution will remain at the same level through that student's graduation barring a significant change in family situation.

- A non-refundable, non-transferable \$100 registration deposit is due at the time of registration. Cristo Rey Dallas applies that deposit against the total family contribution.
- If a family selects a payment plan, the remaining family contribution is divided into one of the four payment options:
 - Option 1: Payment in full, July
 - Option 2: Two equal payments, July and January
 - Option 3: Four equal payments, July, October, January, and April
 - Option 4: Monthly equal payments, July – April
 - There is a payment plan administration fee of \$40 for option 1 and 2 only.
 - There is a payment plan administration fee of \$55 for option 3 and 4 only.
 - Families are able to select the date of the month their payment is drafted, either on the 1st, 5th or 15th of each month.

Actual Cost to educate student	\$18,000	
Family Contribution	\$540 - \$2,880	(3% - 16% of actual cost)
CWSP Contribution	\$7,125	(45% of actual cost)
Scholarship	\$4,100 - \$6,100	(26% - 39% of actual cost)

Additional Student Fees by Grade Level				
Fee	9th Grade	10th Grade	11th Grade	12th Grade
Book Fee	\$50	\$50	\$50	\$50
College Guidance & SAT Prep	0	0	\$225	\$50
Fine Arts Fee	\$75	\$75	\$35	\$0
Student Supplies	\$35	\$35	\$35	\$35
Graduation Fee: Prom, Diploma & Cover, Cap/Gown & Yearbook	\$0	\$0	\$0	\$160
Lunch Fee	\$242	\$242	\$242	\$242
Retreat Fee	\$50	\$20	\$35	\$100
Science Supply Fee	\$75	\$75	\$75	\$75
Student Planner/Enrollment Fee	\$20	\$20	\$20	\$20
Technology Fee	\$50	\$50	\$50	\$50

TI 84 Plus Calculator	\$0	\$120	\$0	\$0
Bus Fee (optional)	\$350	\$350	\$350	\$350
Total (no transportation)	\$597	\$687	\$767	\$782
Total (with transportation)	\$947	\$1,037	\$1,117	\$1,132

Payment Methods

You must authorize TADS to initiate payments from the account listed in the TADS agreement to satisfy the amount owed to the School or to TADS for fees.

Additional Financial Aid

Cristo Rey Dallas has limited resources to help students whose financial situation prohibits them from making tuition payments of up to \$2,500 per school year. The Financial Aid Committee makes all decisions regarding additional financial aid based on economic need as determined by the committee. In the event of a major family event or life change impacting income (job loss, birth, or death), please contact the Dean of Admissions, Family Partnership & Community Outreach to reassess family contribution.

Refund Policy

There are no refunds on tuition and any acquired charges, such as work-study fines or lost Chromebook fees. The \$100 deposit given at the time of enrollment/reenrollment is non-refundable. Fees and tuition are refundable if a student is asked to transfer out. If Cristo Rey Dallas determines that a student will not return to Cristo Rey Dallas the following school year. Refunds will be granted when Chromebook and charger, blazer and tie, and calculator (if applicable) are returned.

Acquired Charges

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

Failure to Make Payment

Accounts are considered delinquent if payment is not received on the due date each month. If there are exceptional circumstances that prohibit making a timely payment, a family must make an appointment with the Dean of Admissions, Family Partnership & Community Outreach. The following fees will be applied to the TADS account in the event of a late or returned payment:

- Payment received by TADS after the due date: \$35.00 per payment. (TADS will make one follow-up phone call on unpaid bills per month. If payment is made during this phone call, late fees related to the payment will be waived.)
- Payment returned from the bank: \$35.00 per return.

Returned Checks

A \$25.00 fee will be applied to any check returned to Cristo Rey Dallas. A copy of the returned check will be returned to its owner at the time s/he replaces the original check amount. Persons writing a returned check will not be allowed to make future payments with personal checks.

Student Withdrawal

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

Appendix A - Disclaimers

Non-Discrimination Statement

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

Notification of Designation of Directory Information

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

Designation of Directory Information

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

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

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

Annual Notification of Rights under FERPA

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

- The right to inspect and review the student's educational records within 45 days of a written request to the Principal of Cristo Rey Dallas College Prep,
- The right to request in writing an amendment of the student's education records that the parent or eligible student believes is inaccurate and to a hearing if the requested amendment is denied,
- The right to file a complaint with the U.S Department of Education concerning alleged failures by Cristo Rey Dallas College Prep to comply with the requirements of FERPA, and
- The right to consent to disclosures of personally-identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Cristo Rey Dallas or CWSP as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School's Board; a person or company with whom the

school has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or company providing degree verification services to the school); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

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

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

Appendix B – Student Acceptable Use Policy “SAUP”

2022-2023 Student Acceptable Use Policy – By signing the Handbook Agreement, Student and Parent are agreeing to adhere to the SAUP.

I. Introduction

Cristo Rey Dallas College Prep (“CRD”) provides technology resources to its students solely for educational purposes. These technology resources include, but are not limited to, hardware, software, networks, the Internet, personal electronic devices, and Chromebooks (“Technology Resources”). Through technology, CRD 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 CRD by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff. The Student Acceptable Use Policy (the “SAUP”) governs student use of Technology Resources. Every student and his or her parent or legal guardian must sign the SAUP, and every student must abide by its policies.

II. The Opportunities and Risks of Technology Use

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

In accordance with the Children’s Internet Protection Act, CRD installs and operates filtering software to limit students’ Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate or disruptive to the

educational process. In certain cases, this may inadvertently block access to other materials as well. CRD cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

Parent(s)/Guardian(s) are advised that determined users may be able to gain access to information, communication and/or services on the Internet to which CRD has not authorized for educational purposes and/or their Parent(s)/Guardian(s) may find inappropriate, offensive, objectionable and/or controversial. Parent(s)/Guardian(s) assume this risk by consenting to allow the Student to participate in the use of Technology Resources.

We encourage parent(s)/guardian(s) to have a frank discussion with their students about Catholic values and how those beliefs should guide the students' activities while using Technology Resources.

No technology is totally error-free or dependable nor is it safe when used irresponsibly. In light of these limitations, CRD is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties,
- The accuracy or suitability of any information that is retrieved through technology,
- Breaches of confidentiality,
- Defamatory material, or
- The consequences that may come from failure to follow CRD policies and procedures.

III. Privileges and Responsibilities

CRD's electronic network is part of the curriculum and is not a public forum for general use. Students may access technology only for educational purposes. The actions of students accessing networks through CRD reflect on CRD; therefore, students must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications while using CRD Technology Resources.

Students shall:

- Use or access Technology Resources solely for educational purposes,
- Conduct themselves in a responsible, legal, ethical, and moral manner,
- Access Technology Resources with their assigned credentials,
- Be polite, courteous, and respectful in communications at all times,
- Promote the values and ethics of the Catholic Church and CRD on all social media at all times,
- Comply with copyright laws and software licensing agreements,

- Recognize that email and network files are not private (CRD staff may review files and communications to maintain system integrity and monitor responsible student use),
- Respect the privacy rights of others,
- Protect and guard personal information and the personal information of others,
- Properly use access privileges,
- Comply with all required system security identification codes,
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses,
- Use their provided CRD email address for all contact with Students, Faculty, Staff and Corporate Work Study Partners, and
- Abide by the policies and procedures of CRD and other networks and systems linked by Technology Resources.

Students shall not:

- Share any codes, passwords, or security credentials,
- Use others' passwords or accounts;
- Reveal his/her personal address or phone number, or those of other students or users;
- Download, install, or run file-sharing software on Technology Resources,
- Access, download, create, send or display offensive messages or pictures,
- Use harassing, offensive, obscene or defamatory language,
- Harass or attack others,
- Post false or unkind information,
- Misrepresent themselves or others,
- Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs,
- Knowingly spread computer viruses,
- Trespass in others' folders, work, or files, or gain unauthorized access to resource or entities,
- Use Technology Resources for non-school purposes or personal financial gain or to access or attempt to access restricted websites or other information unrelated to the curriculum and educational purposes of the school, or
- Use technology for any illegal purpose or activity.

Students may access Technology Resources only after submitting a Handbook Agreement signed by themselves and their parent or legal guardian.

IV. Disciplinary Actions

Violations of the SAUP, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of

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

V. Privacy

CRD's electronic network is part of the curriculum and is not a public forum for general use. Students should not expect that communications or files stored on CRD servers or utilizing Technology Resources will be private. To verify compliance with CRD policies and procedures and ensure the safety and well-being of CRD students, faculty and staff, CRD reserves the right to, at its discretion, monitor, review, log, and inspect any directories, files, and all forms of messages residing on or being sent using Technology Resources including, but not limited to, all Student Google Apps accounts and the School's website or associated websites. Students must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside CRD. CRD will report any communications or relating to or in support of illegal activities to the appropriate authorities.

VI. Copyright

All communications and information accessible via the Internet should be assumed to be private property, i.e., copyrighted and trademarked. All copyright and intellectual property rights regarding software, information, and authorship must be respected and cited at all times. CRD is not responsible for students' violation(s) of copyright laws.

VII. Property Rights

CRD is the sole owner of all pictures, sounds, photos, images, recordings, websites, data files, videos, or other media produced by or of students using Technology Resources. Proprietary rights including, but not limited to, website design, computer code, and programs hosted on CRD systems remain at all times with CRD.

VIII. 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 CRD staff member and parent/guardian immediately. If a student receives an inappropriate message(s) or one that makes him or her uncomfortable, he or she should promptly notify a CRD staff member and parent/guardian. The student should not delete the message(s) until written permission has been given by the Director of Information Technology. Students must secure prior written approval from a CRD staff member before joining bulletin boards or chat rooms.

IX. Additional Rules / Actions

CRD may establish regulations and guidelines and shall take appropriate action to implement this Policy.

CRISTO REY DALLAS COLLEGE PREP

Student Code of Conduct

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

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

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

_____ I understand that my individual teachers set the specific norms and standards of behavior within their individual classrooms in accordance with the mission of the school. I will respect all teachers regardless of differences of opinion. When a teacher is speaking, I will make eye contact and avoid private discussion and disobedience. I will also avoid disrupting those around me in class.

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

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

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

_____ I understand that, as a student of Cristo Rey Dallas, being on time to start my day and begin each class is extremely important, and it requires my full compliance.

_____ I understand that I am to comply with and respect the dress code of Cristo Rey Dallas. I will wear the uniform correctly and with pride.

_____ I understand that I have a responsibility to take care of and respect the property of Cristo Rey Dallas, including the building and campus. I will not, in any way, vandalize, deface or destroy the building or the campus.

_____ I understand that there is a correct and proper way to resolve conflict at Cristo Rey Dallas. I realize that I should seek the assistance of an administrator, school counselor or faculty member to help resolve any problems that have occurred.

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

_____ I understand that all of my schoolwork must be my original creation. I will avoid plagiarism. My classwork, homework and projects are products of my original thought unless correctly documented to reflect otherwise.

_____ I confirm that I have received the Handbook and that I have read it and am completely aware of all of the norms and policies of Cristo Rey Dallas. My failure to read the norms and policies contained in this handbook or to follow the norms and policies of this handbook do not excuse me from being held accountable for these norms and policies.

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

Print Student Name: _____

Student Signature: _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____